



**Educ8 SA**  
Improving lives through learning

# Financial Policy

Terms & Conditions - Students

Below are our Terms and Conditions. By submitting your personal information to Educ8 SA, you agree to the Terms & Conditions set out herein.

## **1. THE FEE STRUCTURE:**

Family Registration Fee: R1500 (payable over 3 instalments or as a once-off payment - please specify) Individual Registration Fee: R1000 (payable over 2 instalments or as a once-off payment - please specify) Gr. K - 8: R450/student/month over 12 months.

Gr. 9 - 12 on GED: R500/student/month over 12 months.

American High School Diploma (Gr. 9 - 12): R1800/month/over 12 months. A discount of 10 % is available on full-year fees.

## **2. FINANCIAL POLICY**

Please follow the terms below when paying subscription fees. This will help our admin to work efficiently and for there to be no misunderstanding between Educ8 SA and the paying parent/account holder.

### **1. Making payment:**

- a. Payment must be made monthly and by the 3rd of each month.
- b. Please use the invoice number provided on the invoice, as reference when making payment. If you are setting up a recurring payment, please use the PAYING PARENT's name and surname and NOT the student's name.
- c. An EFT may be made to Educ8 SA. The banking details will appear on the invoice.
- d. Annual payments will only qualify for a 10 % discount if paid by the 7th of January.
- e. Fees are payable over 12 months.
- f. No part-payment will be allowed.
- g. Invoices with incorrect billing items or information must be brought to our attention promptly, as not to cause unnecessary delay or accumulation of additional costs.
- h. The registration fee is not refundable.

## **2. Late Payment:**

The following steps will be taken regarding non-payment or late payment of fees:

- On the 3rd of each month, a follow-up call or message will be made, and a statement of account will be sent out @ the cost of R50.
- On the 4th of each month, a penalty fee of R100 against late payments will be levied, irrespective of the outstanding amount. (Default penalty)
- On the 7th of each month, the suspension of the child's services will follow until full payment is received or an acceptable payment plan has been emailed to us. Please note that suspension does not mean the end of the contract between the paying parent and the Educ8 SA and the next month's fees are still due unless a calendar month's written notice has been received.
- A reconnection fee of R400/child will apply when the child's profile must be reactivated.

## **3. Cancellation of Services:**

a. One calendar month's written notice must be emailed to [accounts@educ8sa.net](mailto:accounts@educ8sa.net) when ending your subscription with us. Progress reports must be requested before the closing of the student's profile.

b. A full calendar month's fee will apply in lieu of notice. Absolutely no notice will be accepted during the month of November for December. Students will be expected to complete their year. Notice may be given at the beginning of December for services to be ended at the end of December.

## **THE FOLLOWING STEPS WILL BE TAKEN REGARDING NON-PAYMENT OR LATE PAYMENT OF FEES:**

- On the 3rd of each month, a follow-up call or message will be made, and a statement of account will be sent out @ the cost of R50.
- On the 4th of each month, a penalty fee of R100 against late payments will be levied, irrespective of the outstanding amount. (Default penalty)
- On the 7th of each month, the suspension of the child's services will follow

until full payment is received or an acceptable payment plan has been emailed to us. Please note that suspension does not mean the end of the contract between the paying parent and the Educ8 SA and the next month's fees are still due unless a calendar month's written notice has been received.

- A reconnection fee of R400/child will apply when the child's profile must be reactivated.

## **2. Late Payment:**

a. An administration fee of R50 will be charged if you need a follow-up call or reminder message or email with regards to late payment.

b. LatePaymentPenaltyFee: an administration fee of R100 will be charged for late payment.

c. Please note that that no services will be rendered, if fees are in arrears - this includes the sending of progress reports and progress reporting meetings.

## **3. Cancellation of Services:**

a. One calendar month's written notice must be emailed to [accounts@educ8sa.net](mailto:accounts@educ8sa.net) when ending your subscription with us. Progress reports must be requested before the closing of the student's profile. Progress reports will only be sent if the student's fees are in good standing.

b. A full calendar month's fee will apply in lieu of notice. Absolutely no notice will be accepted during the month of November for December. Students will be expected to complete their year. Notice may be given at the beginning of December for services to be ended at the end of December.

**NEXT PAGE: ACCEPTANCE OF TERMS AND CONDITIONS**

## **ACCEPTANCE OF TERMS AND CONDITIONS:**

**I have read Educ8 SA's Financial Policy and understand the contents thereof. I agree to abide by it.**

**1. As a parent, I assume full responsibility for the registration fee and the monthly fee which is payable over 12 months, and in advance and on/ before the 3rd of each month.**

**2. I agree, that failing to comply with the terms of this policy, lead to the suspension of my child/children's service. (Unless an arrangement has been made and honoured by the responsible party).**

**BY SUBMITTING MY PERSONAL INFORMATION TO EDUC8 SA, I AGREE TO THE ABOVE TERMS & CONDITIONS.**