



HeadStartMontessori
Pre-Primary

PARENT/GARDIAN AGREEMENT FORM

Child's name: _____

Mother's details

Father's details

Name
Surname
ID number
Tel work
Tel home
Mobile no
Email
address

I/We, _____ the
parents/guardian of _____ enrolled in
HeadStart Montessori School, hereby agree to the following:

Financial Obligation

Headstart Montessori Pre-School applications are subject to a **R4 000.00** non-refundable enrolment fee.

Headstart Montessori Pre-School applications are subject to a **R 7 000.00** refundable deposit.

Refundable Deposit paid is held in a non-interest bearing account to be refunded once the child leaves the school, provided that the required notice period has been given and all fees are paid up.

- I/We understand that fees are payable for 12 months of the year.
- I/We am/are aware that fees are payable in advance - on the first day of the month.
- I/we am/are aware that if fees are not paid by the 10th of the month I/we will be contacted telephonically and in writing, requesting immediate payment and that if fees are not paid by the 10th of the month I/we will receive a R 300.00 penalty that I/We will be invoiced for along with the following months fee.
- I/We understand that monies due have to reflect in HeadStart's ABSA Bank account by no later than the 3rd of every month.
- I/We understand that if I/we default on payment of school fees - my/our child/children will be suspended from school until all fees

Please initial to confirm having read information contained on this page.

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mashoto@headstartmontessori.co.za



Proud member of ISASA

have been paid up to date – plus an additional months fee are to be paid in advance.

- I/We understand that if my/our child/children have been suspended from school due to non-payment of school fees twice during 1 academic year – I will be required to pay a re-enrolment fee of R4 000.00 in addition to the outstanding school fees and one month's fee in advance.
- I/We understand that if my/our child/children has/have been suspended from school due to non-payment of school fees 3 times during 1 academic year – I/we will be invited to leave the school, the deposit paid will be withheld to cover all outstanding monies and the school has the right to hand me over to their legal team to recover any outstanding monies.
- I/We am/are aware that if I/we am/are found guilty of late payment 3 times during 1 academic year – I/we will immediately forfeit my/our deposit.
- I/We am/are aware of the notice period should I/we wish to withdraw my/our child/children and that failure to adhere to the correct notice will mean that I forfeit my R 7 000.00 deposit.
- I/We agree to pay the school fees in full by the 3rd of each month.
- **I/We understand that school fees are due irrespective of my child's absenteeism due to illness, vacation or any other reason whatsoever.**
- I/We understand that school fees are *not* discounted if the child is collected earlier than the 'end-of-school' day.

As with all schools, fees are calculated on an annual basis (that is, fees are payable over 12 months).

HeadStart Montessori Pre-School make provision for a monthly payment plan, to accommodate differently profiled parents.



The school fees for January 2015 to December 2015 are as below:

	2 MONTHLY fee	TERM Fee	ANNUAL Fee
Half day	R3 300	R13 200	R39 600
Full day	R4 300	R17 200	R51 600

Please note that electronic payments are only captured once reflected in our banking account.

Do you wish to pay your fees:

- Monthly on or before the 3rd of each month or
- Termly on or before the 3rd of January; 3rd of May; 3rd of September.
- Annually

Payments

Preferred method of payment:

- I will institute a debit order with HeadStart Montessori.**
- I wish to pay my fees electronically**

Should you wish to make use of Internet Banking, the banking details are as follows:

Banking Details

HS Montessori Pre-Primary Cc

Financial Institution: ABSA Bank

Branch Code: 632005

Account Number: 407 921 6505

Your Reference: Childs Surname and Name

Please note that payments made from other Financial Institutions take between 4 -5 days to reflect in our bank account. Please ensure that your payments are made timeously so as to ensure that the payment is reflected on our bank statement on or before the 3rd of each month.



Furthermore, I/We acknowledge that I/We have read and have a copy of the 2015 Parent Handbook and agree to adhere to the regulations, policies and procedures of HeadStart Montessori School.

Name of parent/Guardian
Guardian

Signature of Parent/Legal
Guardian

Date: _____

Co-Signed by Principal Directress

Date

Please initial to
confirm having
read information
contained on this
page.

