



ACTIVE HOME EDUCATION INSTITUTE

FINANCIAL POLICY 2025 (Sept 2024):

- REGISTRATION:
 - A Registration Fee is paid in the first year – R1900.
 - After 11 months a Re-Registration Fee of R450, is invoiced annually. (Invoiced in the 12th month)
 - Re-registration fee applies if re-enrolling for a 2nd time – R450 (Re-joining the Institute)
- INVOICING:
 - An invoice is sent on the 25th of each month to be paid **upfront** by the end of the month. (Check SPAM and TRASH folders if you can't see the invoice)
 - All fees are to be paid in advance.
 - Monthly fees are paid over 11 months from the date of enrolment. (For example, December is not necessarily your free month. If enrolment was in April, then March the following year will be your free month.)
 - A monthly invoice is issued for the License Fee and Service Fee.
 - This is a fixed amount regardless of the number of courses.
 - Each student's free month will differ depending on enrolment.
- MICROSOFT LICENSE:
 - Microsoft 365 license is a free basic online software, issued to the parent and student upon registration.
 - **Microsoft Office Desktop version is compulsory for a Grade 9 student and is used for compulsory courses.**
 - Microsoft 365 desktop version can be bought at a reduced cost from the Institute. (See fee structure below)
- PAYMENT:
 - Payment to be made before the 5th of each month (No reminder will be sent!)
 - After the 5th an administrative fee of R100 per family will be charged.
 - If you pay your school fees after the due date without any prior notice given to our accounts staff then please accept the responsibility that you will be required to pay a R100 admin fee.
 - If not paid by the 5th our accounts department will telephone the parent who is responsible for paying the account to arrange settlement of the arrears.
 - If payment has not been received by the 17th of the month, or if a mutually agreeable written arrangement for the clearing of the account has not been reached, a letter will be written to parents warning of temporary suspension of the child(ren) effective until the account has been settled;
 - Should the account remain unpaid by the 25th (or the last school day closest to it) the child(ren) will be temporarily suspended with immediate effect (please note: at NO TIME are children humiliated or informed by the school of the situation regarding unpaid fees);
 - The student's login will be **placed on hold** and an **automatic notice period** will be in place.

- If the account remains unpaid beyond 30 days (i.e. the 30th of the following month), the account will be handed over for collection by the school's legal representatives;
 - ALL queries regarding accounts should initially be addressed - in writing - to the Accounts Department, **and not to any other person.** (Accounts Department: natasha@activeschool.co.za)
- **Re-activation will only take place when the full outstanding amount is paid.**
- Once a **2nd automatic notice period (for non-payment)** has been put in place, the family will not be eligible to register with the Institute again.
- NOTICE PERIOD:
 - As per registration contract, there is a 3-month notice period.
 - All fees are payable during the notice period.
- DUAL ENROLLMENT:
 - Should a student transfer over to Dual Enrolment, then a 3-month notice must be given.
- EXPULSION:
 - The parent will be liable for a 3-month notice period thereafter. (Please refer to the Academic Honesty Policy as well as the Plagiarism Policy)
- TAKE NOTE:
 - A student may finish a grade sooner or later than a year, depending on the work ethic of the child.

GRADE 12

- INVOICED:
 - **The *annual license (full year) fee will be invoiced as soon as the student starts Grade 12. (even if the student finishes in a shorter period of time)***
 - This fee can be paid monthly but should be paid in full before the certificate is released.
 - ***The last service fee is payable up until the last schoolwork is completed and externally moderated. (This can take up to 3 weeks)***
 - *If the last schoolwork is completed in the middle of a month or at the end of the month, a full month's fee will still be charged, as the platform must be active for external moderation.*
 - The minimum payment per month for 2025 will be R3350.
- EXTENDED GRADE 12 LICENSE:
 - This will apply to students who take longer than 12 months to complete the Grade 12 courses. This will be communicated individually.
- PRICE INCREASE:
 - There is an annual price increase in ***January of each year.***
- BANKING DETAILS:
 - Please make sure that payments are made into the correct banking account.
 - **The details are on the invoice and statement.**
 - **Reference for payment: Student Name & Surname OR Parent Name & Surname**

Oct 2024:

Initial

The Heart of Management:

Active Home Education Institute is responsible to you the parents and to God for the sound financial management of the school. The above procedures had to be set in place to ensure effective financial management.

There is some misconception in certain quarters that Christian schools are Biblically required to turn a blind eye to irresponsibility by parents in the payment of their fees, or that they should be able to put up indefinitely with late or non-payment of the fees. This is, of course, simply not the case. In fact, the Bible has very pointed things to say about the management of our finances (such as Rom. 13:8 "Let no debt remain outstanding, except the continuing debt to love one another.") We, therefore, as a Christian school, make no apologies for our expectation of a high level of integrity from our parents regarding their financial obligations. We are, in fact, doing parents a disservice by allowing them to become entangled in debt to the school in violation of clear Biblical injunctions to the contrary.

We appreciate timely communication from parents regarding late payment of accounts due to financial difficulties they may be experiencing.

Please do:

- take the initiative to contact our Accounts Department regarding problems with paying your account, rather than waiting for them to contact you. This could save you the cost of paying the R100 penalty for late payment;
- co-operate with their attempts to assist you in making a payment plan **and then keeping to it**
- talk honestly with us - we have an open door policy;
- give us grace for the mistakes we make as we extend grace to you.

Please do not:

- wait until your account is far overdue before taking action to rectify the situation;
- be rude to or angry with Accounts Department when they telephone you if your account has not been paid - they are only doing their job;
- assume that we will know your individual situation and make allowances for it if you have not followed the proper channels of communication as defined above;

We continue to be grateful to the majority of the parent body who support the school by keeping their accounts up to date. It is a privilege to serve God together in the task of Christian Education He has given us!

- Licence Fee: - Software license fee (Permission to use the program)
 - If the rand weakens against the dollar, we are at liberty to increase this fee without notice.
- Service Fee: - Institute Service Fee

Oct 2024:

Initial

2025 Fee Structure:

Registration Fee: R1900 (First Year)

Re-Enrolment Fee: R450

Microsoft 365 Desktop: R1200 (Annual fee - Since March 2024)

Grades 3-8: R2210 per month (11 months from enrolment date)

Grades 9-10: R 2690 per month (11 months from enrolment date)

Grades 11-12: R3350 per month (11 months from enrolment date)

GED: R2300 per month (11 months from enrolment date)

2025 Grades R-2 Fee Structure. This might change in 2025 :

Per Student:	Grade:	
Service fee per term	GrR – Gr2	R 800
Term 1 Workbooks	GrR & Gr1	R 4540
Term 1 Workbooks	Gr2	R 2490
Term 2 – 4 Workbooks	GrR, Gr1 & Gr2	R 2490

Name & Surname of Students:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

The person responsible for payment:

Name & Surname: _____

ID: _____

Signature: _____

Date: _____

This signed financial policy must be e-mailed to natasha@activeschool.co.za before the start of the new academic year and will be saved in the Student AP folder for your perusal and acknowledgment.

- This policy will be reviewed and communicated annually.
- All families must sign and e-mail the 2025 financial policy asap.
- New families sign before commencing.

