

CASTLEVIEW PRIVATE ACADEMY

Stone Arch Square, Dinwiddie

Reg No: 2023/153937/07 ~ Impaq Tutor No: H8339

Tel: 077-496-1343

E-mail: castleviewprivateacademy@gmail.com

School Fees Policy

Castleview Private Academy

Effective: January 2025

Purpose

This policy sets out the rules and expectations relating to the payment of school fees at Castleview Private Academy ("CPA"). It ensures transparency, fairness, and sustainability in the financial management of the Academy.

Fee Structure (per learner)

- **Facilitator for Online Homeschooling:** R2,200 per month
- **Homework Support**
 - Grades 1–7: R800 per month
 - Grades 8–9: R900 per month
 - Grade 10: R1,000 per month
 - Grade 11: R1,100 per month
 - Grade 12: R1,200 per month

Payment Terms

1. Fees are **payable monthly in advance**, on or before the **1st working day of each month**.
2. Payments must be made via **EFT** or other approved methods into the school's nominated bank account.
3. Proof of payment must be emailed or WhatsApped to the Finance Office immediately after transfer.
4. No cash payments will be accepted on the premises unless by prior arrangement.

Registration and Deposits

1. A **non-refundable registration fee** of R500.00 (as per Admissions Policy) must be paid to secure placement.
2. Learners will not be admitted to class until proof of payment is received.

Late or Non-Payment

1. Fees not paid by the **7th of the month** will be considered overdue.
2. A **late penalty fee** may be charged.
3. Continuous non-payment may result in:
 - Suspension from classes,
 - Withholding of reports and academic records,
 - Termination of enrolment.

Stone Arch Square, 1st Floor

Cnr Sunstone & Brookhill Rd



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Discounts and Concessions

1. Sibling discounts or financial concessions may be considered at the discretion of management.
2. Any such arrangement must be confirmed in writing by the school.

Termination of Enrolment

1. A **full calendar month's written notice** is required if a parent/guardian intends to withdraw a learner.
2. Fees remain payable during the notice period, regardless of attendance.

Annual Review

Fees are reviewed annually and may be adjusted in line with operational costs. Notice of any increases will be communicated in writing at least **one term in advance**.

Acknowledgment

By enrolling a learner at Castleview Private Academy, parents/guardians acknowledge that they have read, understood, and agreed to abide by this School Fees Policy.

 **Signed:**

Debre Panaino (Principal)
Castleview Private Academy

Stone Arch Square, 1st Floor

Cnr Sunstone & Brookhill Rd

