



2019 FINANCIAL UNDERTAKING (CONFIDENTIAL)

This form is to be accompanied by the latest 3 months bank statements and latest salary advice
(Please answer all questions)

Particulars of Pupil			
Surname		Date of Birth	
Full Names		Gender	
Class applying for		Admission Date	

Particulars of Parents/Guardian				
Marital status of parents:	Single	Married	Divorced	Separated
Is the child:	From this marriage	From previous marriage	Adopted	Other
If the above answer is other, please give details				
With whom does the child live?				
	Parent/ Guardian/ Person responsible for payment of fees	Parent/ Guardian/ Person responsible for payment of fees		
Surname				
First Name				
ID Number (copies required)				
Home Address				
Postal Code				
Home Tel No				
Postal Address				
Postal Code				
Cell no				
Email Address				
Profession				
Employer/Business Name				
Business Tel No				
Monthly Income NETT				
Name of person responsible for fees				

Please read carefully and sign
CONDITIONS OF PAYMENT OF FEES

I/We the undersigned (full names),

and

hereby agree and bind myself/ourselves to Gaia Waldorf School and its Board of Trustees in terms of my/our obligations set out in this agreement.

1. Registration Fee

Upon acceptance, parents/guardians/person responsible for payment of fees will be required to pay a non-refundable registration fee in the amount of R2880-00.

2. Fee Policy

It is the policy of Gaia Waldorf School that all school fees are paid in advance, by no later than the 1st of each month. Arrangements may be made to make fee payments monthly, termly or yearly in advance. The financial liquidity of Gaia Waldorf School is dependant on the prompt payment of school fees.

3. Methods of payment

- (a) A stop order may be arranged. In this case the child's name should be given to the depositing bank as a reference.
- (b) A direct deposit into the school's bank account. In this case the child's name should be filled into the blocks marked "reference" in the upper section of the deposit slip.
- (c) Electronic payment into the school's bank account. In this case the child's name should be furnished as reference.

4. In the event that the fees are sponsored in part or full, the onus remains with the parent/guardian to ensure that the fees are paid as per this agreement. A letter from the sponsor needs to accompany this document as proof of their financial undertaking.

5. Late fee payment

A late payment penalty of R150 will be applied in the case of a fee payment made after the 7th of the month.

6. Non-payment

The school will endeavour to carry out a telephone reminder by the second week of the first month. If the fees are not paid promptly, a meeting will be arranged with the parents/guardians/person responsible for payment of fees in order to secure an arrangement for the payment of the outstanding monies. Should this arrangement not be strictly adhered to, the pupil will not be allowed to continue his/her enrolment at Gaia Waldorf School. Any debt outstanding for 60 days or longer will also result in the pupil not being allowed to continue his/her enrolment at the school. The default parents/guardians/person responsible for payment of fees shall be liable for the collection fees and the full cost of legal action taken by Gaia Waldorf School on the scale as between attorney and own client, including but not limited to disbursements, collection commission, mora interest, tracing agent fees and travelling costs. A statement issued by the Board of Trustees of Gaia Waldorf School shall be sufficient proof of indebtedness.

Should any outstanding fees still be owing to the school by the end of any term, the Board of Trustees shall be entitled to refuse re-admission of the pupil in question at the beginning of the next school term and the parents/guardians/person responsible for payment of fees bears the onus of placing the child at an alternative school. In the event that fees are outstanding for more than 60 days and in the absence of a special resolution by the Board of Trustees to extend the 60 day period, the Board of Trustees shall be compelled to refuse the re-admission and in effect exclude the pupil from the school. The notice of exclusion or non-admission shall be forwarded to the domicilium address, set out above, of the parents/guardians/person responsible for payment of fees not less than 14 days before the commencement of the next school term as the case may be.

6. Notice

A full term's notice, in writing, before the withdrawal of the child from the school, is required. Alternatively, three month's fees in lieu of notice will be payable. This is applicable regardless of the reasons for such withdrawal. The notice requirement is not applicable during the three month probation period.

- 7. Probation period
Each child will be on a probation period of three months after which the class teacher together with the College of Teachers will make a final decision on the acceptance of the child. This period starts on the first school day the child attends.

- 8. Parental participation
One of the unique features of a Waldorf school is that the school quite literally belongs to the parents. We do not receive a government grant and as a result, we are responsible for the efficient running of our school. Because of this, parents are expected to become actively involved in the school's activities, mandate groups and indirectly their child's education. Parents are expected to participate in events, functions and parent meetings, when required, and to support the school whenever possible.

- 9. Declaration
Gaia Waldorf School reserves the right to make adjustments to the fees from time to time as it may deem fit. The parents/guardians/person responsible for payment of fees hereby authorises the school to do a credit check on any parents/guardians/person responsible for payment of fees the school deem such a check necessary and report non-payment of fees to a credit registry and monitoring agency should fees be outstanding for 60 days or longer.

- 10. These conditions may be amended from time to time by written notice to the parents/guardians/person responsible for payment of fees.

- 11. Domicilium
I/We choose my/our home address set out above as my/our domicilium citandi et executandi and agree that I/we have the duty to inform Gaia waldorf school in writing should I/we change my/our domicilium address in the future. Any document or process served on the above address shall be accepted as proper service.

I/We the undersigned have read and accept all conditions listed above.

_____	_____	_____
Name of person paying the school fees	Signature	Date
_____	_____	_____
Name of second parent/partner/guardian	Signature	Date
_____	_____	_____
Witness name (on behalf of Gaia Waldorf School)	Signature	Date