

**WESTVILLE SENIOR PRIMARY SCHOOL
2026 SCHOOL FEE COMMITMENT FORM
FOR GRADE FOUR**

**THIS FORM MUST BE COMPLETED BY BOTH PARENTS AND THE NOTES OVERLEAF FORM
PART HEREOF.**

Parent/Guardian: (please print)

FATHER _____ ID No _____

MOTHER _____ ID No _____

STATEMENT ADDRESS: _____

_____ CODE: _____

The above address shall constitute my chosen 'domicilium citandi et executandi' for the service of court process, notices or other documentation. Should my address change, I am obliged to notify the school in writing of such change of address.

Telephone Numbers: FATHER (W) _____ (H) _____ Cell _____
MOTHER (W) _____ (H) _____ Cell _____
EMAIL/S _____

Pupil/s Details at Westville Senior Primary School:

	SURNAME	FIRST NAME/S	CLASS
1.	_____	_____	_____
2.	_____	_____	_____

Due to a technical error, some parents were requested to pay R 3000.00 deposit while others were R 3500.00. We apologize for any confusion this may cause. The deposit paid in 2025 will be credited to your account in January 2026 and the balance of the fees are to be paid as follows:

I/We hereby agree to pay the 2026 school fee/s of R 42 925.00 per pupil, by the method chosen:

Please indicate choice:

- ☐ **1. ONE DISCOUNTED PAYMENT - TO BE PAID BY 28/02/2026**
(The discount of R 2 100.00 will be forfeited if paid after this date.)

One payment of **R 37 825.00** (If R 3 000.00 deposit paid)

OR

One payment of **R 37 325.00** (if R 3 500.00 deposit paid)

- ☐ **2. MONTHLY BY DEBIT ORDER** (please complete debit order form attached) or **MONTHLY EFT**

Ten payments of **R 3 992.50** each (If R 3000.00 deposit paid)

OR

Ten payments of **R 3 942.50** each (If R 3500.00 deposit paid)

- ☐ **3. FINANCIAL ASSISTANCE**

Application forms for school fee exemption/assistance are available from the Fees office at the Start of the second term and **must be collected** in person by the Parent/Guardian applying. Kindly ensure fees are paid monthly before applying for assistance.

**NO CASH ACCEPTED – PLEASE DEPOSIT CASH DIRECTLY.
CARD FACILITIES AVAILABLE AT SCHOOL**

P.T.O

I have noted and accepted that:

1. According to the South African Schools' Act No 84 of 1996, as amended, it is a legal requirement of parents to pay school fees which have been set by the Governing Body of the school and agreed upon by the parents, unless a parent has submitted an Application for Exemption Form and been exempted either fully or partially from paying school fees.

Please complete the following by ticking the appropriate box:

- | | yes | no |
|---|--------------------------|--------------------------|
| 1.1 I/We have been informed of the amount of the annual school fees to be paid. | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.2 I/We have been informed that we are liable for the payment of school fees unless totally exempted. | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.3 I/We are aware and have been informed of our right to apply for exemption from paying school fees. | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.4 Do you wish to apply for exemption from payment of school fees? | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.5 Do you require assistance with such application? | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.6 I/We have been informed that should I/we wish to apply for exemption the application form will be collected in person from the finance office | <input type="checkbox"/> | <input type="checkbox"/> |

2. The full amount of school fees shall immediately become due, owing and payable and shall be collectable upon my failure to pay any two instalments on the due dates unless prior written arrangements have been made with the Governing Body.
3. There is a R25 charge on unpaid debit orders
4. In the event of the pupil being withdrawn from the school during the year, consideration will be given to refunding a portion of fees paid, providing due written notice is received by the Governing Body. Any such refund will be entirely within the discretion of the Governing Body.
5. I/we authorise the school to do a credit bureaux search on me/us and in the event of any school fees due by me/us not being paid. I/we authorise the school to inform any relevant credit bureau and have my/our name listed with them.
6. In the event that legal action in any form is taken against me for the recovery of any amounts due by me to the school, I shall be liable for and shall pay all costs as between Attorney and own client including collection commission and any tracing agent's fees.
7. Cash payments must be deposited at any branch of First National Bank. A copy of the deposit slip **must** be forwarded to the school. Direct cash deposits and electronic payments must be verified by means of a copy of the deposit into our account below.
(Email copies to fees@wsps.co.za)

BANK	FIRST NATIONAL BANK
BRANCH	WESTVILLE
BRANCH NUMBER	223526
ACCOUNT NAME	WESTVILLE SENIOR PRIMARY
ACCOUNT NUMBER	58881785862
REF	PUPIL NAME / PUPIL ACCOUNT NUMBER

8. Notice of one term must be given for the removal of a pupil from the school.
9. A full terms fee is payable if the pupil is registered at the school for any portion of the term.
10. It is the responsibility of the Custodian Parent to ensure that fees are paid and that this form is completed, signed and returned. We do NOT require both parents to sign, as you are both equally responsible for school fees.

Any problems or queries regarding payment of school fees may be addressed to **fees@wsps.co.za**.

Parent/Guardian (Mother)
Date _____

Parent/Guardian (Father)
Date _____