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6 September 2017

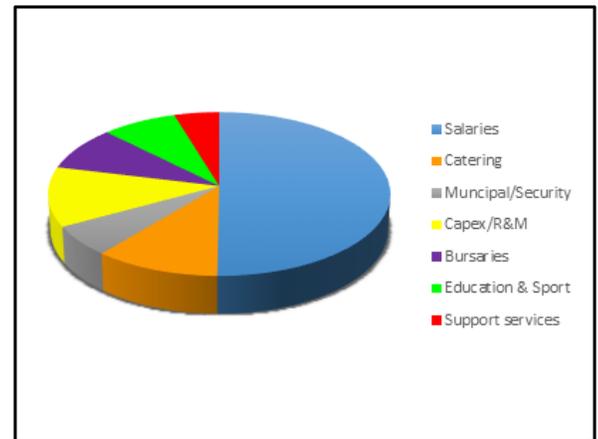
Dear Parents

Each year in July, the College Council meets to debate and agree upon the fees for the year ahead. It is never an easy decision to make, particularly when so many people are experiencing pressure in terms of business or income. We respect the sacrifices that parents make to provide a St Alban's College education for their sons and we continually strive to keep fee increases to the absolute minimum. We are a non-profit diocesan school and I assure you that we strive to provide a high quality and holistic education at the best rate.

The determination of fees for 2018 has once again been based on a zero-budgeting principle. Staff salaries constitute the single biggest cost item, with Kitchen and Catering, Security, and Repairs & Maintenance the next biggest items. We take into account trends in the costs of electricity, food, technology and transport, where the increases far exceed the official inflation (CPIX) figures.

In setting our fee increase for 2018 we have taken the following strategic objectives into account:

- The need to continue to recruit and retain top-quality teaching staff.
- The need to continually augment and improve the curriculum and the level of service offered at the College.
- The need to continue with our Capital Development Programme so that the current generation of Albanians can have the best facilities available to them. The new developments this year, and last, have already added significantly to the quality of experience on the campus and we intend to do even more in the next year.
- The cost-of-living increase caused by ongoing inflation with particular reference to food, transport and services.



Thus, the fees for 2018 will reflect a 7.9% increase on tuition and boarder fees:

<b>Day Scholar:</b>	<b>R130 470 per annum</b>	<b>(R120 900 in 2017)</b>
<b>Boarder:</b>	<b>R229 410 per annum</b>	<b>(R212 600 in 2017)</b>

We thank you for your support of the College and know that your support requires a considerable financial commitment on your part. We sincerely hope that you view the education that your son is receiving here worth the investment.

Should you have any queries arising out of the above, you are urged to raise these with the Business Manager, Mrs Tracy McDonald or the Headmaster, Mr Shane Kidwell.

Yours sincerely

**Warwick van Breda**  
Chairman of Council

## FEE SCHEDULE FOR 2018

### ADMINISTRATION FEE:

This is a non-refundable fee paid by all applicants of R350.

### NON-REFUNDABLE ENROLMENT LEVY

#### For ENTRY IN 2018 (effective until January 2018):

Day Scholars	R40,300
Boarders	R70,860

#### For ENTRY IN 2019 (effective until January 2019):

Day Scholars	R43,490
Boarders	R76,470

If you are a current parent and already have a son at the College, please contact us to discuss the Enrolment Levy as special arrangements are made per Family. Essentially, the existing enrolment levy will be 'topped up' to the amount applicable to the youngest son. Entry into higher year groups carries an Enrolment Levy calculated at a pro-rata basis (with Form 2 at 80%, etc.).

No monies owing to the College by an Applicant or a Pupil may be off-set against the Enrolment Levy.

In the event that a Pupil, after Enrolment at the College, fails to attend the College, or is withdrawn by the Applicant, other than after one term's notice, the Enrolment Levy is forfeited.

If, subsequent to entering into a Contract with the College, the Pupil does not take up a place at the College (save for by reason of death, long-term hospitalisation, business or diplomatic transfers), the Enrolment Levy will be retained by the College as a reasonable cancellation fee for the Pupil's withdrawal. However, should the College be able to fill the vacancy created by the Pupil's withdrawal on or before the first day of the first full term for which the Pupil was to have been enrolled, a refund will be made, less the College's costs in administering, processing and handling the Pupil's Enrolment (or a reasonable estimate of these costs).

### FEES FOR 2018:

	Annual Fees	Annual Fee if paid in advance by 8 December 2017	Annual Fee if paid in advance by 19 January 2018	Term Fee payable on 1 <sup>st</sup> day of each term	10 Monthly instalments commencing 1 January 2018
Tuition	R130,470	R125,250	R127,210	R43,490	R13,310
Boarding & Tuition	R229,410	R220,230	R223,670	R76,470	R23,400

#### Discount for payment in advance:

4% discount if paid in full by 8 December 2017

2.5% discount if paid in full by 19 January 2018

## Terms and Conditions

While the College Council hopes to maintain the published scale of fees and charges, unforeseen circumstances and rising costs may, from time to time, necessitate changes. The Council therefore reserves the right to alter all or any of the fees or charges at its discretion subject to one term's notice.

School fees are payable termly, in advance, by no later than the first (1<sup>st</sup>) day of each school term unless prior arrangements have been agreed to by the school or a debit order has been signed. **Please note that any termly fees not paid within 3 days of commencement of the term will be converted to monthly fee and interest will be charged on any arrear amounts.**

Monthly payments are to be made over 10 months by debit order commencing on 1 January 2018. (A debit order mandate can be obtained from the Finance department.) Please take additional costs into account when budgeting for and arranging payments by debit order. Any debit order that is unpaid shall incur a penalty of R250.

Annual, termly and sundry payments to the College must be done via EFT or direct deposit. Cash, cheque and credit card payments are not accepted.

Fees in arrears will attract interest from due date to actual date of payment.

Direct sundry charges are payable in the month charged. Any sundry charges not settled by the 7<sup>th</sup> of the following month will be considered to be in arrears. Sundry charges will only be reversed or refunded to the extent that the College is able to recover the cost.

Special tours and sports tours must be paid in full prior to the date of departure and will not be charged to the fee account. Under no circumstances will pupils be permitted to attend or participate in tours unless school accounts in arrears are paid up in full.

The College reserves the right to restrict admission of any pupil in respect of whom monies due to the school are outstanding, prevent such pupils from writing exams and to withhold reports of such pupils.

Accounts that are more than 6 months overdue will be handed over for collection and all costs thereto will be for the account of the person responsible for the payment of school fees. Defaulters will be reported to the various Credit Bureaus.

To avoid penalties, parents are contractually obliged to give a term's written notice of their intention to withdraw their son.

If you receive this communication and you are not the responsible fee payer, it is your responsibility to ensure that the communication reaches the responsible party.

Statements are electronically mailed. Should you require a hardcopy of statements, please advise the Bursar's office. In the event of a change in email address please ensure that the Bursar's office is notified.

Electronic payments; transfers and deposits must be referenced with the pupil's account number which appears on the fee statement. Our bank details are as follows:

Standard Bank  
Branch code: 010045  
Account no.: 010621733

All queries with regard to College fees are dealt with by our Bursar, Mrs. Felicity Dumas.