



Cosmos Private Academy

And thou shalt teach them diligently unto thy children...

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FINANCIAL POLICY

AS A BASIS OF UNDERSTANDING, PARENTS MUST RECOGNIZE THAT:

- Cosmos Private Academy is a private, Non-Profit Organisation;
- More than just an organization, it is a ministry functioning on Biblical principles;
- The school's mandate is to **assist** parents to fulfil their Biblical task of raising their own children!

IMPORTANT TO NOTE, IS THAT:

- The school relies entirely on School Fees raised from parents for funding;
- No government or other subsidies are received as sources of revenue.

A FEW POINTS FOR YOUR ATTENTION:

- School Fees are calculated and payable for 12 (TWELVE) months per year. (Please see Fees document);
- School Fees are subject to change based on operational requirements;
- School Fees include PACEs, Art Fees, Home Work Books, Play Ball, Physical Education and Skills Pro classes;
- After Care, Registration Fees, Diagnostic and Reading Readiness Tests and other costs are billed separately;
- Fees do not include Uniforms, Field Trips, Transport, Sporting Event Fees or Stationery;
- School Fees are to be paid on or before by the 1st day of each month;
- Itemized School Accounts are sent to parents monthly, preferably via email, to save costs;
- It is a parent's duty to ensure that school fees are paid in time;
- Parents must please check the accounts carefully and communicate errors or queries immediately;
- Each family is allocated an Account Reference Number which must be used for all payments;
- Cash Payments sent to school must please be sealed in a clearly marked envelope;
- Please ensure you receive an official receipt from the school for ALL cash payments you make.

MISSED MEETINGS:

- Parents are reminded to notify the Principal in time, if they cannot attend meetings or events;
- Staff & students rely on parents attending activities, which are planned well in advance;
- Staff normally stay after hours to run or attend the meetings or events for the benefit of students;
- Missed Meeting Penalty of R300 will be billed to parents who simply stay away without notice.

ARREAR ACCOUNTS:

- PACEs will be withdrawn from students whose accounts are in arrears;
- PACEs will not be purchased for students with arrear accounts, as PACEs are included in School Fees;
- Arrear accounts may result in suspension of children from the school until payment is made;
- The school cannot operate if all school fees are not paid on time, please honor your commitment.