



PAUL ROOS GYMNASIUM
PAYMENT OF HOSTEL FEES MATRICS ONLY – TERMS & CONDITIONS
CHOOSE OPTION 1 OR OPTION 2

OPTION 1

PRG charges compulsory hostel fees as permitted by the SA Schools Act. Payment is subject to the following terms and conditions:

1. Both the father and mother and/or where applicable, the guardian(s) of every pupil are jointly and severally responsible for hostel fees in respect of such pupil
2. Payments must be made by the due date. Hostel fees are payable in full in advance at the start of the academic year. Should payment in 4 equal quarterly instalments be arranged, each such payment must be made by not later than the first day of the academic term. Should payment in 10 equal monthly instalments be arranged, each such payment must be made by not later than the 2nd day of each month from February to November. The parent/guardian is responsible to ensure timeous payment by means of the method chosen, i.e. by debit order or electronic transfer. **If any payment is late or is not received as undertaken, the full outstanding balance of hostel fees for the year, as at the date of non-payment, will become due and payable immediately. If the full balance due is not immediately settled, PRG will hand such amount over for collection. If hostel fees are one term in arrears, accommodation will be forfeited.**
3. Should it be necessary for the school to instruct its attorneys or any collecting agent to collect hostel fees, the parent/guardian concerned shall be responsible for all collection costs, including collection commission, costs and fees in terms of Act 114 of 1998.
4. One school term's written notice is required in advance in the event of a pupil leaving the hostel. You will stay liable for the hostel fees until the notice period has lapsed.

OPTION 1: FULL YEAR RESIDENCE

For 2018, hostel fees have been set at **R43 400** per annum.

Please indicate how you undertake to pay:

- | | |
|---|--------------------------|
| 1. Single payment of R43 400 by 28 February 2018. | <input type="checkbox"/> |
| 2. Four quarterly payments of R10 850 each by electronic transfer by 2 February; 2 April; 2 July and 2 October 2018. | <input type="checkbox"/> |
| 3. Ten monthly instalments of R4 340 by electronic transfer from 2 February 2018 to 2 November 2018. | <input type="checkbox"/> |
| 4. Ten monthly instalments of R4 340 each by debit order, i.e. from 2 February 2018 to 2 November 2018. Please include completed 2018 debit order and proof of account number. | <input type="checkbox"/> |

By signing this document, I accept the terms and conditions set out above and I undertake to pay the hostel fees strictly as indicated above.

Signed at _____ on this _____ day of _____ 20_____.

 Father/Guardian

 Mother/Guardian

Bank details: Paul Roos Gymnasium Hostels
ABSA Stellenbosch branch code 632005, account no 405 185 2991
Reference: Please use the learner's account number, name and surname.



**PAUL ROOS GYMNASIUM
PAYMENT OF HOSTEL FEES MATRICS ONLY – TERMS & CONDITIONS
CHOOSE OPTION 1 OR OPTION 2**

OPTION 2

PRG charges compulsory hostel fees as permitted by the SA Schools Act. Payment is subject to the following terms and conditions:

1. Both the father and mother and/or where applicable, the guardian(s) of every pupil are jointly and severally responsible for hostel fees in respect of such pupil
2. Payments must be made by the due date. Hostel fees are payable in full in advance at the start of the academic year. Should payment in 4 equal quarterly instalments be arranged, each such payment must be made by not later than the first day of the academic term. Should payment in 10 equal monthly instalments be arranged, each such payment must be made by not later than the 2nd day of each month from February to November. The parent/guardian is responsible to ensure timeous payment by means of the method chosen, i.e. by debit order or electronic transfer. **If any payment is late or is not received as undertaken, the full outstanding balance of hostel fees for the year, as at the date of non-payment, will become due and payable immediately. If the full balance due is not immediately settled, PRG will hand such amount over for collection. If hostel fees are one term in arrears, accommodation will be forfeited.**
3. Should it be necessary for the school to instruct its attorneys or any collecting agent to collect hostel fees, the parent/guardian concerned shall be responsible for all collection costs, including collection commission, costs and fees in terms of Act 114 of 1998.
4. One school term's written notice is required in advance in the event of a pupil leaving the hostel. You will stay liable for the hostel fees until the notice period has lapsed.

OPTION 2: RESIDENCE UNTIL Z-DAY

For 2018, hostel fees have been set at **R39 060** per annum.

Please indicate how you undertake to pay:

1. Single payment of **R39 060** by 28 February 2018.
2. Three payments of **R13 020** each by electronic transfer by 2 February; 2 April and 2 July 2018.
3. Eight monthly instalments of **R4 882.50** by electronic transfer from 2 February 2018 to 2 September 2018.
4. Eight monthly instalments of **R4 882.50** each by debit order, i.e. from 2 February 2018 to 2 September 2018. Please include completed 2018 debit order and proof of account number.

By signing this document, I accept the terms and conditions set out above and I undertake to pay the hostel fees strictly as indicated above.

Signed at _____ on this _____ day of _____ 20_____.

Father/Guardian

Mother/Guardian

Bank details: Paul Roos Gymnasium Hostels
ABSA Stellenbosch, branch code **632005**, account no **405 185 2991**
Reference: Please use the learner's account number, name and surname.

Full name and surname of person responsible for the payment of the account (parent/guardian):

ID no: _____ e-mail: _____

Marital status: Married/Unmarried/Divorced/Widower/Widow/Separated

Address (Physical and postal):

_____ (H)Tel: _____

_____ (W)Tel: _____

_____ Cellphone: _____

_____ Fax: _____

Name and address of employer: _____

_____ Tel: _____

Full name and surname of other parent/guardian:

ID no: _____ e-mail: _____

Marital status: Married/Unmarried/Divorced/Widow/Widower/Separated

Address (Physical and postal):

_____ (H)Tel: _____

_____ (W)Tel: _____

_____ Cellphone: _____

_____ Fax: _____

Name and address of employer: _____

_____ Tel: _____

I agree that the above e-mail addresses and cellphone numbers may be used by the hostel for communication.
I declare that the information provided above is correct and that I shall inform the school timeously in writing of any changes.

SIGNATURE
Father/Guardian

SIGNATURE
Mother/Guardian

Name and surname of learner: _____

Grade (2018): _____ (Office use: Acc. no: _____)

**PAUL ROOS GYMNASIUM
HOSTEL DEBIT ORDER – 2018**

OPTION 1 FULL YEAR RESIDENCE **OPTION 2 RESIDENCE UNTIL Z-DAY**

PERSONAL DETAILS

SURNAME: _____

FIRST NAME AND INITIALS: _____

ID NO: _____

TELEPHONE:(H) _____ (W) _____ (C) _____

EXISTING DEBIT ORDER YES NO

BANKING DETAILS

NAME OF BANK: _____

BRANCH: _____

BRANCH CODE: _____ ACCOUNT NO: _____

MARK THE APPROPRIATE BLOCK:

CHEQUE ACCOUNT SAVINGS ACCOUNT TRANSMISSION ACCOUNT

BANK ACCOUNT IN NAME OF: _____

1. I hereby authorize Paul Roos Gymnasium Hostels to debit my bank account with the amount of the monthly hostel fees and any fees in arrears that I may owe and of which I have been notified in advance.
2. Payments occur on the second day of each month, starting in February 2018 and the last payment in September / November 2018. If the transaction date is on a weekend, the transaction will occur on the next workday.
3. I acknowledge that the party hereby authorized to effect the drawings against my account may not cede or assign any of its rights to any third party without my prior written consent and that I may not delegate any of my obligations in terms of this authority to any third party without prior written consent of the authorized party.
4. If a debit order payment was returned as unpaid by the bank for the second time, the debit order may be cancelled by Paul Roos Gymnasium Hostels. If Paul Roos Gymnasium Hostels have to cancel such a debit order, it is my own responsibility to pay the outstanding amount to the hostels.
5. I understand that the withdrawals hereby authorized will be processed by computer through a system known as the ACB Magnetic Tape Service, and I also understand that the details of each withdrawal will be printed on my bank statement or on an accompanying voucher.
6. I agree to pay any bank charges relating to this debit order instruction.
7. This authority may be cancelled by me by giving the school thirty days' notice in writing. I understand that I shall not be entitled to any refunds of amounts which you have withdrawn while this authority was in force if such amounts were legally owing to you.

SIGNATURE

DATE

DETAILS OF CHILDREN IN THE HOSTEL:

NAME AND SURNAME	GRADE 2018	OFFICE USE