



FEE STRUCTURE 2025 WITBANK CAMPUS

<u>Fees</u> <u>(payable monthly in advance)</u>	12 payments (Monthly)	4 payments (Monthly)	2 payments (Monthly)	1 payment (Whole year)
Debit/ Credit Card/ Bank Transfer Payments	Debit/ Credit Card/ Bank Transfer Payments <u>0% Discount</u>	Debit/ Credit Card/ Bank Transfer Payments <u>3% Discount</u>	Debit/ Credit Card/ Bank Transfer Payments <u>4% Discount</u>	Debit/ Credit Card/ Bank Transfer Payments <u>7% Discount</u>
All ages- Full day (06:15 – 17:30) Including breakfast, morning snack & lunch	R2 600 R31 200	R7 556 Jan R7 556 Apr R7 556 Jul R7 556 Oct R30 204 Save R936	R14 976 Jan R14 976 Jul R29 952 Save R1 248	R29 016 Jan Save R2 184
All ages- Half day (06:15 – 13:00) Including breakfast, morning snack & lunch	R2 100 R25 200	R R6 111 Jan R 6 111 Apr R 6 111 Jul R 6 111 Oct R24 444 Save R756	R12 096 Jan R12 096 Jul R24 192 Save R1 008	R23 436 Jan Save R1 764
GRADE R ONLY (7:00-13:00) No aftercare, no breakfast/lunch/snacks	R1 500 R18 000	R4 365 Jan R4 365 Apr R4 365 Jul R4 365 Oct R17 460 Save R540	R8 640 Jan R8 640 Jul R17 280 Save R720	R16 740 Jan R1 260
Occasional User: Full day including breakfast, snack & lunch	R180 (Full day) R150 (Half Day)	—	—	—
Sibling Discount per/ month	-R250 per child (2+)	—	—	—
Registration Fee (New Steppie learner)	—	—	—	R1 000
Re- registration Fee (Current Steppie learner)	—	—	—	R600

Fees

Fees are charged for the year over 12 months with options to pay either once off, bi-annually or quarterly
Fees are due by the 3rd of the each month IN ADVANCE
Fees include breakfast, lunch and morning snack, each child must bring a snack for afternoons.

Registration Fee

For first-time attendance, an annual registration fee of **R1,800 (R1000 registration & R800 stationary fee)** per child is payable. This fee is applicable for the academic year (January to December) and is required upon registration—whether in January or any other month up to November.

The registration fee includes **all stationery requirements** for the year, which will be provided by the school.

Please note: The registration fee is non-refundable, even in the event of cancellation of the registration or agreement.

Re-Registration Fee

A re-registration fee of **R1600** (Re registration and stationary pack) per child (once-off and non-refundable) will be charged annually for current learners.
This fee must be paid by 31 December 2025 to secure placement for the following academic year.
The re-registration fee also includes **all stationery requirements** for the year, which will be provided by the school.

Uniforms

Uniforms are available at the office and made to order.

UNIFORMS Item	Amount
Golfer Combo – set of 5	R650
Shorts	R90
Summer Jacket	R290
Winter Jacket	R320
Winter Pants	R200
Winter Combo – Scarf, beanie & gloves	R320
Bucket Hat	R80
Winter Blanket	R250
Bedding Set – Fitted sheet & Bedding bag (branded)	R250
Bedding – Fitted sheet only (branded)	R120

TERMS AND CONDITIONS

I. Registration Fee

A non-refundable registration fee is required upon registration.

II. Re-Registration Fee

An annual re-registration fee will be charged for current learners.

III. Payment Obligation

All monies payable by parents to Step-Up Witbank (Pty) Ltd. must be paid timeously on or before the due date.

IV. Payment Terms

Fees are payable strictly in advance by the 5th of every month. Unless otherwise agreed in writing, all monthly payments must be made via EFT. Step-Up Witbank (Pty) Ltd. requires proof of payment upon registration.

V. Reference Requirement

All payments (via direct deposit, internet transfer, or ordinary banking) must include the child's full name and surname as well as the Kidsoft number as a reference.

VI. On-site Payments

For security reasons, no cash payments will be accepted on the property. A card machine is available on-site, and a 3% card fee will be charged for card payments.

VII. Bank Details

All payments must be deposited or transferred to our FNB account as stated below.

VIII. Cash Deposit Fees

Any cash deposits made into our bank account will incur a R50 fee, which will be charged to the parent's account.

IX. Submission of Documents

The following documents must be emailed to: accounts@stepupprynfield.co.za

- Completed application form
- Signed addendums
- All supporting documents
- Proof of payment of both the non-refundable registration fee and the first monthly payment (paid in advance)

Banking Details

FNB BUSINESS ACCOUNT

Account Name: STEP UP PRE PRIMER CORPORATE

Account Number: 6286 3658 939

Branch Code: 252 605

Reference: Child's name and surname & Kidsoft number

Allowances & Payment terms

I. Sibling Allowance

- A **R250 monthly allowance** is granted on the **2nd or 3rd sibling only**.
- This allowance **will be cancelled** if one of the siblings leaves Step-Up Witbank (Pty) Ltd.

II. Annual Payment Allowance

- Parents qualify for an **allowance** if fees are **paid annually in advance**, as per the fee structure.

III. Overdue Accounts

- All **allowances will be revoked** if the account is overdue.

IV. One Allowance Policy

- Only **one (1) allowance per family** is permitted.
- **Allowances may not be combined.**

V. Lump Sum Payments

- Allowances for lump sum payments apply only if paid **before the 1st of the month**.
- Fees paid **after the 1st** will not qualify for the allowance.
- **Lump sum payments are non-refundable.**

VI. Enrolment Fee

- The **non-refundable enrolment fee** applies to all new learners.
- **No sibling discounts** will apply to this fee unless explicitly stated.

VII. Absenteeism

- **No refunds or concessions** will be made for extended absences due to illness, family holidays, or other reasons.

VIII. Monthly Payments

- **Monthly fees are payable in advance by the 5th of every month**, including any outstanding amounts or additional charges.
- **Parents may request to pay late by the 15th of the month; however, a 5% late payment fee will be added** to the amount due.

IX. Enrolment Fee Deadline

- **Enrolment fees must be paid prior to the learner's starting date.**
- This fee is **strictly non-refundable.**

X. Service Suspension Clause

- If, in the interest of Step-Up, it becomes undesirable to render ongoing service to a parent/guardian or learner, **Step-Up Management reserves the right to suspend services immediately.**
- In such cases, the parent/guardian is **only liable for fees up to the date of cancellation.**

XI. Notice to Leave

- **One full calendar month's written notice** is required to withdraw a learner.
- **Introductory month(s) fees remain payable** regardless of attendance.
- **Notice in November and December will not be accepted.**

Information of parent/person responsible for the account: Full Name and Surname	
ID Number:	
Celphone number:	
Adress	
Work contact number:	
Work adress	
Person responsible for the account SIGNATURE	
Witness SIGNATURE	
Date	

Step-Up Witbank Financial Agreement

 info@stepupwitbank.co.za

I, _____ (ID No: _____),
the undersigned, hereby acknowledge and agree to the financial and registration terms
as set out by **Step-Up Witbank (Pty) Ltd.** I confirm that I have read, understood, and
accepted the policies outlined below.

1. Independent Institution

Step-Up Witbank is a privately owned and managed school. We do not receive financial assistance from the government or any third-party institutions. Our operational costs rely solely on the prompt and consistent payment of school fees. We kindly ask that all fees are settled **on or before the 1st of each month.**

2. Late Payments & Arrears

Should payment not be received by the **7th of the month**, a **late penalty fee of R250** will be added to your account. If fees remain unpaid past this date, the school reserves the right to **discontinue services without prior notice** and to refer the account to a debt recovery firm, Accountability Pty (Ltd).

Step-Up Witbank cannot become involved in personal or legal matters between parents or guardians. The person signing this agreement — and any legal guardian — is fully responsible for ensuring payment, regardless of personal circumstances such as divorce or separation.

3. Fee Duration & December Payment

School fees are structured over a **12-month period**, including **December**, even though the school closes during part of that month. December fees contribute to our team's annual paid leave and remain an essential part of our financial agreement.

4. Notice of Withdrawal

A **full calendar month's written notice** must be submitted should you wish to end your child's enrolment.

Please note: **No cancellations will be accepted during November, or December.** All notices must be sent via email to **info@stepupwitbank.co.za**, attention **Lisa Botha**.

Registration fees are non-refundable, regardless of the timing of cancellation.

5. School Calendar & Operating Schedule

Step-Up Witbank operates throughout the year, including school holidays, with closure only during our December break — aligned with the **Department of Basic Education's**

calendar. We are closed on public holidays and specified school holidays as outlined in our **Step-Up school calendar.**

6. Payments & Proof

Fees can be paid via **EFT, cash** or **Yoco** (add 3% bank charges) at the school. For cash payments, please request a receipt as proof — **no receipt means no verified payment.** Statements are sent out monthly via **Email on the 20th.** Note that if your payment is made after the 7th, it may reflect only on the following month's statement.

7. Emergency Situations

In the event of unforeseen national disruptions (e.g., lockdowns, state emergencies), school fees remain payable in full. Step-Up Witbank is not a credit provider and does not offer credit terms — **fees must be paid monthly and in advance.**

8. Outstanding Accounts and Legal Responsibility

Interest will be charged on all outstanding accounts. Should payment not be made in accordance with this agreement, the school reserves the right to restrict attendance. The undersigned will also be held liable for any costs incurred in the recovery of the account, including collection and legal fees, should it be deemed necessary

Required Documentation

IMPORTANT – PLEASE INCLUDE ALL OF THE FOLLOWING:

For the person responsible for the account/parent/guardian:

1. A clear copy of the **identification card** of the person responsible for the account.
2. A recent **municipal account** or other valid **proof of residence.**
3. The **final statement** or **financial account** from the previous school for the most recent academic year.
4. **Child's birth certificate**
5. **Immunisation card**
6. **Latest school report card**

Signature of Parent/Guardian: _____

Date: _____