



Fees Handbook

OVERVIEW

Purpose	This Fees Handbook provides an overview of the rules about student fees that all fee payer(s) are expected to comply with.
Custodian	Finance Director
Approval Authority	St Stithians Online School Head
Version History	Version 1, Effective 20 May 2021



For all information on fee structure, administration fees, fees for additional subjects, examination fees, Boutique Campus Surcharges and payment options for St Stithians Online School offerings facilitated in collaboration with Valenture Institute, please refer to the Information Pack. In addition to the information/terms and conditions contained on the website, the following terms and conditions are also applicable to students/parent(s)/guardian(s)/fee payer(s) with respect to the payment of fees at St Stithians Online School.

Please note: any further reference to “students” in the context of paying fees also refers to their parent(s), guardian(s) or any other fee payer.

Please note further: any fees owing to St Stithians Online School will be levied by Valenture Institute and payable into Valenture Institute’s stipulated account.

Pricing, payment and delivery

Application fees:

- A non-refundable application fee covers the entire application process, including an advanced and detailed cognitive abilities test for every student. These results will be shared with parents/guardians.
- Applicants acknowledge and understand that the submission of an application in no way guarantees or automatically entitles them to be offered a place of study at St Stithians Online School.



- If a student's application has been successful, St Stithians Online School requires the payment of an Academic placement fee, or if interested, an additional Boutique Campus Placement Fee for admittance to a Boutique Campus

Placement fees:

- If a student's application has been successful, St Stithians Online School requires the payment of a non-refundable Academic placement fee which guarantees a child's place and indicates acceptance to study at St Stithians Online School. An additional Boutique Campus placement fee is required for admittance to a Boutique Campus
- The placement fee is due two weeks from receipt of notification of acceptance.

Qualification fees:

- When a parent/guardian/fee payer accepts an offer to study one or more Qualifications at St Stithians Online School, on behalf of a student, by paying the requisite placement fee, they then agree to pay the applicable Qualification (tuition) fees and any other amounts that are due by them arising from their participation in the Qualification(s), by the stipulated deadlines.

Each fee payer must make their first Qualification fee payment before the commencement of the semester. If payment is not received on or before the due date, the student will not be permitted to commence their studies.



International Examination fees:

- Unless stipulated otherwise, additional international examination fees are not included in the qualification fees paid to St Stithians Online School.
- International Examination fees are levied for the following qualifications; International GCSE, International AS-Levels and International A-Levels.
- There are no examination fees for the Junior High Qualification.
- All International Examination fees are due before each examination sitting.
If exam fees have not been paid in full, the student will not be eligible to write their exams.

Boutique Campus (BC) Surcharge:

- A separate Boutique Campus Surcharge is levied monthly for students who wish to study at a BC.
- The Boutique Campus Surcharge will be applied as follows; for a student who enters between the 1st and 15th of a month will pay 100% of the surcharge, while a student entering between the 16th and 30th/31st of the month will pay a prorated amount of 50% of the surcharge.
- Students who wish to exit a Boutique Campus must provide 2 calendar months notice in writing to the respective Boutique Campus Manager.

Extracurricular Activities and Recreational Facilities: :

- Outside of the regular Virtual Clubs offered and included in St Stithians Online School offering, there are several additional Extracurricular activities offered after school hours at a Boutique Campus. These may incur additional fees depending on the type of activity and the costs associated with an external



service provider. These fees will be made payable in full before each term/semester.

- There are a number of recreational facilities at the St Stithians College Campus (located in Johannesburg) which all St Stithians Online Students may have access to. Some of these facilities may require a facilities levy and booking for access. A student card and registration of car registration plates will be required before accessing the College Campus.

Discounts/Scholarships:

- Any discounts and/or scholarships, will be applied/awarded before the start of a qualification and will be clearly indicated on the invoice.
- Discounts and scholarships will only apply to the qualification fees and not any other fees/surcharges, and will remain in place for the duration of the current qualification it was awarded for. After which a new application will need to be made before commencing the next qualification.

Tax Invoices in electronic format:

- Fee payers hereby consent to the receipt of an invoice, which shall be sent to them in electronic format, to the email address that they provided when they applied for acceptance to St Stithians Online School. .
- All invoices shall reflect the methods and durations of payment that will be accepted in payment of such invoice.



- All invoices will clearly itemize each fee associated with each student's academic experience.
- St Stithians Online School does not accept responsibility for incorrect addresses or blocked emails resulting in statements of account not being received. It is the responsibility of the parent(s)/guardian(s)/fee payer(s) to make enquiries should he/she not receive a statement of account. The fact that no statement of account has been received will not be accepted as a valid reason for the failure to pay the Qualification and or other fees by the due date.

Bank charges:

- If bank charges and/or fees are levied on or added to a payment made by the fee payer to St Stithians Online School from any country or jurisdiction, the fee payer shall be liable for all such bank charges and additional costs.

Payment of VAT and other Taxes:

- Any VAT or other applicable taxes charged in addition to the Qualification fees will be identified on the student's invoice or in the information pack and these amounts are payable by the fee payer.

Payment reference:

- When making a direct payment to St Stithians Online School, the fee payer must ensure that their invoice number (to which the payment relates), and the child's full name, is reflected on their payment. St Stithians Online School will not be held liable if they are unable to locate the fee payer's payment, and as a result,



the student is suspended from participation in a Qualification or admission to a Boutique Campus.

Suspension for non-payment:

- If a fee payer fails to make payment for a Qualification and or other fees by the due date for payment (as agreed during the admissions process, and recorded in the fee payer's invoice), then St Stithians Online School may remove the student from the Qualification or suspend their participation in the Qualification, or bar them from admission to a Boutique Campus at its sole discretion.
- If a student is suspended from participation/admission, they will not be permitted to access the St Stithians Online School Online Campus or Boutique Campus until the outstanding payment has been made, and the fee payer will be given a period within which to rectify non-payment.
- If the fee payer fails to make payment within the given additional time, then St Stithians Online School will be entitled to cancel the student's enrolment and remove them from the Qualification and/or Boutique Campus, and they will not be entitled to any refund.
- **Under no circumstances will students be permitted to continue with a Qualification or attend a Boutique Campus once enrolment has been terminated and the deadlines have lapsed.**
- **Where a student wishes to continue with a qualification where enrolment has been terminated due to non-payment, then it is necessary to apply for readmission to the next available offering.**



Effects of non-payment on examinations and certification:

- If fees have not been settled in accordance with the agreed payment terms, students will not be registered to write any exams for the respective Qualification(s). In this instance, the student will not be entitled to any letters confirming attendance or completion of Qualification components.
- All qualification results will be withheld from students until all fees have been paid in full.
- No report or certificate will be issued to students until all fees have been paid in full and the academic requirements have been met for the Qualification(s).

Reminders:

- Students hereby acknowledge and consent to us contacting them concerning payments due for a Qualification and/or Boutique Campus Surcharges or in terms of these Terms, by way of email, text message, telephone calls, or other means as determined by St Stithians Online School. Where a student is under the age of 18, all communication relating to payment will be directed to a student's parent(s)/guardian(s)/fee payer.

Disputes:

- If there is a dispute between St Stithians Online School and a student relating to the payment of any Qualification fee or Boutique Campus Surcharge, or the way in which the St Stithians Online School Campus or the Website have been used, St Stithians Online School may, at its sole discretion, suspend the student's participation in the Qualification or admission at a Boutique Campus for the period of the dispute.



Fee implications for cancellation of enrolment

Where fees have been paid in full and upfront for the academic year:

- Cancellation of enrolment completed within the first month of study:
75% refund.
- Cancellation of enrolment completed after the first month of study, but before the start of the second semester: 50% refund.
- Post commencement of the second semester: 25% refund.

Where fees are paid through monthly instalments:

- If a cancellation is requested during a semester, the fee payer will be liable for the balance of fees due for the enrolled semester.

Boutique Campus (BC) Surcharge:

- Students who wish to exit a Boutique Campus must provide 2 calendar months notice in writing to the respective Boutique Campus Manager.
- The fee payer will be liable for the Boutique Campus surcharge until completion of the two month notice period
- The fee payer will be entitled to a refund of any surcharge paid in full and upfront for the academic year, in excess of the two month notice period.

Where a child is suspended/expelled from St Stithians Online School due to conduct:

- In the event of a child being suspended/expelled from St Stithians Online School due to conduct, the fee payer will still be liable for the balance of fees due for the enrolled semester, where fees are paid through monthly instalments.



- Where fees are paid in full and upfront for the calendar year and a child is suspended/expelled from St Stithians Online School due to conduct, the fee payer will receive a 50% refund if this occurs in the first semester, and a 25% refund if this occurs in the second semester.

Insufficient demand:

- St Stithians Online School reserves the right to cancel the offering of a Qualification if there is insufficient demand, as determined by St Stithians Online School in its sole and absolute discretion.
- In this case, students will receive a full refund, but no interest will accrue on any amounts refunded to them. Any applicable bank charges will be offset against the refunded amount.