



The Wykeham Collegiate

Member of the Independent Schools' Association of Southern Africa

20 September 2024

Dear Parents

2025 SCHOOL FEES & BUDGET

Two thirds of our way through September already, believe it or not, and time to set the budget for 2025!

I am pleased to report that, after careful deliberation at a recent Board meeting, which included the balancing of the financial needs of the school with the current economic realities, the 2025 budget was approved.

Thanks to prudent and disciplined financial management, TWC remains in a healthy financial state, and for that we owe thanks to Sue Tasker, our Bursar, Cecelia Thomas and her team, and our Board member in charge of finance, Brendan Carshagen, for their excellent work.

As usual, the budgeting process itself involved determining tuition and boarding fees etc. for 2025, as well as determining fair, affordable, and deserved salary increases for the school's valued employees. We have once again maintained, within reason, a conservative approach overall, and, at the conclusion of this process, the Board decided that the tuition and boarding fees are to increase on average by 7,5% in 2025.

Parents will also continue to pay a **General Levy** which covers the following costs:

- Hire of textbooks
- Photocopied notes distributed by teachers
- An allowance for copying and printing for pupils
- Consumer Studies ingredients
- Elevate Study Skills programme in the Senior School
- Grade excursions
- Grade 9 Journey (10-day camp)
- Grade 12 IEB Exam Fees
- Old Girls' Levy (Grades 8 to 12)
- Parents Association Levy
- Parents Association Quarterly Draw
- Pupil Accident Insurance
- Subject outings related to the curriculum – Day outings (not overnight)
- Selected local transport
- Wi-Fi access
- Grade 8 IT induction

The fees, levies and other amounts payable for 2025 are set out in the attached Fees Schedules which can also be found on the TWC website. Please note too, that school fees are not used for

The Wykeham Collegiate Non-Profit Company

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Registration Number: 1929/000902/08 • A registered Non-Profit Organisation (019-710-NPO) and Public Benefit Organisation

building projects - these are funded by the Development Levy and other passive income accumulated over time.

We do the exercise every year and I can once again confirm that TWC's fees continue to compare favourably with other KZN independent schools.

Parents are respectfully reminded that school fees are payable on the first day of every term, or monthly, by way of debit order from January through to October. All other expenses must be settled within thirty days from date of statement. A debit order instruction form about this facility shall be sent to all parents. Those not able to pay by debit order are required to pay the full fee at the start of each year. A 3% early settlement discount will be applied if the annual fees are paid on, or before, 15 January.

Lastly, please remember that advance notice of one full term is required should parents intend withdrawing their daughters from the school or from the boarding establishment. Ms Tasker or Mrs Thomas should be contacted in this regard.

On behalf of the Board, I wish you and your daughters everything of the best for the remainder of 2024.

Yours sincerely

A handwritten signature in black ink, appearing to read 'M. Browning', with a stylized flourish at the end.

Michael Browning
Chairman of the Board



The Wykeham Collegiate

Independent School for Girls, Pietermaritzburg

20 September 2024

Dear Parents

1. PAYMENT METHOD OPTIONS

- 1.1 ANNUAL payments can be made either via EFT, direct into the school's bank account, prior to the start of the school year or via a once off DEBIT ORDER – see form attached.

The school offers a 3% discount on the yearly fee if paid by **15 January 2025**.

- 1.2 TERMLY fees are to be paid before or at the start of each term. MONTHLY payments, over 10 months, are to be paid before or on the last day of each month. Both TERMLY and MONTHLY **MUST** be made by **DEBIT ORDER** – see attached form.

- 1.3 "Out of Country" parents to please pay by **SWIFT transfer** (this is quicker and safer than sending a Draft or Foreign Currency cheque). Please advise us by email to debtors@twc.org.za once you have made the transfer.

As a non-resident parent, you are required to pay a deposit of one term's fees when your daughter joins The Wykeham Collegiate. This deposit will be adjusted at the start of each year, to match the current year's termly fee.

2. ADDITIONAL FEES AND INTEREST

Please remember that EXTRAS, such as shop invoices will be added to the following month's debit order. If you are an annual or termly payer, these invoices are to be paid monthly. Bus charges, stationery and other extras are to be paid via the Karri App.

Should your debit order be returned unpaid, an administration fee of **R200.00** will be charged to your account. Interest will be charged at **1.5%** per month. A double debit will be taken in the subsequent month. Should your debit order once again be returned unpaid, you will be in material breach of your contract, rendering the contract terminable by the school.

Account queries must please be addressed to our Debtors Department, at debtors@twc.org.za.

3. INSURANCE

Compulsory - Personal Accident Insurance is included in the General Levy – see separate letter regarding this cover.

4. ROSIE'S TUCK SHOP / BOARDER POCKET MONEY

Purchases at the tuck shop may be made with a Credit card, Debit card or Zapper. Girls therefore have no need to carry cash with them.

We don't hold pocket money for boarders - please arrange a Credit card or a Debit card for your daughter to use for pocket money.

5. NOTICE PERIOD

A term's notice of withdrawal for tuition, boarding and private music tuition, is required. Should notice not be given timeously, a term's fees will be charged in lieu of notice.

Yours faithfully,

BURSAR

The Wykeham Collegiate Non-Profit Company

100 Villiers Drive, Clarendon, Pietermaritzburg, 3201

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THE WYKEHAM COLLEGIATE

FEE SCHEDULES

ANNUAL FEES FOR 2025 - are due and payable by the 15th of JANUARY

Annual Fees below are subject to a 3% early settlement discount if paid by 15 January

GRADE	TUITION	GENERAL LEVY ☼	DEVELOPMENT LEVY	DAY GIRL TOTAL (TUITION AND LEVIES)	BOARDING	BOARDING TOTAL (BOARDING, TUITION AND LEVIES)
<i>AFTER CARE</i>	<i>R7,400</i>	<i>-</i>	<i>-</i>	R7,400		
GRADE RRR	<i>R46,600</i>	<i>R3,950</i>	<i>R4,800</i>	R55,350	<i>boarding starts in grade 3</i>	
GRADE RR	<i>R46,600</i>	<i>R3,950</i>	<i>R4,800</i>	R55,350		
GRADE R	<i>R52,200</i>	<i>R3,950</i>	<i>R4,800</i>	R60,950		
GRADE 1	<i>R82,000</i>	<i>R5,940</i>	<i>R4,800</i>	R92,740		
GRADE 2	<i>R86,000</i>	<i>R5,940</i>	<i>R4,800</i>	R96,740		
GRADE 3	<i>R93,000</i>	<i>R5,940</i>	<i>R4,800</i>	R103,740	<i>R143,500</i>	R247,240
GRADE 4	<i>R103,800</i>	<i>R6,160</i>	<i>R4,800</i>	R114,760	<i>R143,500</i>	R258,260
GRADE 5	<i>R114,600</i>	<i>R6,160</i>	<i>R4,800</i>	R125,560	<i>R143,500</i>	R269,060
GRADE 6	<i>R123,600</i>	<i>R6,920</i>	<i>R4,800</i>	R135,320	<i>R143,500</i>	R278,820
GRADE 7	<i>R134,800</i>	<i>R6,920</i>	<i>R4,800</i>	R146,520	<i>R143,500</i>	R290,020
GRADE 8	<i>R143,800</i>	<i>R12,140</i>	<i>R4,800</i>	R160,740	<i>R143,500</i>	R304,240
GRADE 9	<i>R143,800</i>	<i>R18,560</i>	<i>R4,800</i>	R167,160	<i>R143,500</i>	R310,660
GRADE 10	<i>R143,800</i>	<i>R12,140</i>	<i>R4,800</i>	R160,740	<i>R143,500</i>	R304,240
GRADE 11	<i>R143,800</i>	<i>R12,140</i>	<i>R4,800</i>	R160,740	<i>R143,500</i>	R304,240
GRADE 12	<i>R143,800</i>	<i>R21,300</i>	<i>R4,800</i>	R169,900	<i>R143,500</i>	R313,400

☼ - see note at foot of Page 4.

THE WYKEHAM COLLEGIATE

FEE SCHEDULES

TERMLY FEES FOR 2025 - are due and payable on the first school day of each term

GRADE	TUITION	GENERAL LEVY ☼	DEVELOPMENT LEVY	DAY GIRL TOTAL (TUITION AND LEVIES)	BOARDING	BOARDING TOTAL (BOARDING, TUITION AND LEVIES)
<i>AFTER CARE</i>	<i>R1,850</i>	<i>-</i>	<i>-</i>	R1,850		
GRADE RRR	<i>R11,650</i>	<i>R988</i>	<i>R1,200</i>	R13,838	<i>boarding starts in grade 3</i>	
GRADE RR	<i>R11,650</i>	<i>R988</i>	<i>R1,200</i>	R13,838		
GRADE R	<i>R13,050</i>	<i>R988</i>	<i>R1,200</i>	R15,238		
GRADE 1	<i>R20,500</i>	<i>R1,485</i>	<i>R1,200</i>	R23,185		
GRADE 2	<i>R21,500</i>	<i>R1,485</i>	<i>R1,200</i>	R24,185		
GRADE 3	<i>R23,250</i>	<i>R1,485</i>	<i>R1,200</i>	R25,935	<i>R35,875</i>	R61,810
GRADE 4	<i>R25,950</i>	<i>R1,540</i>	<i>R1,200</i>	R28,690	<i>R35,875</i>	R64,565
GRADE 5	<i>R28,650</i>	<i>R1,540</i>	<i>R1,200</i>	R31,390	<i>R35,875</i>	R67,265
GRADE 6	<i>R30,900</i>	<i>R1,730</i>	<i>R1,200</i>	R33,830	<i>R35,875</i>	R69,705
GRADE 7	<i>R33,700</i>	<i>R1,730</i>	<i>R1,200</i>	R36,630	<i>R35,875</i>	R72,505
GRADE 8	<i>R35,950</i>	<i>R3,035</i>	<i>R1,200</i>	R40,185	<i>R35,875</i>	R76,060
GRADE 9	<i>R35,950</i>	<i>R4,640</i>	<i>R1,200</i>	R41,790	<i>R35,875</i>	R77,665
GRADE 10	<i>R35,950</i>	<i>R3,035</i>	<i>R1,200</i>	R40,185	<i>R35,875</i>	R76,060
GRADE 11	<i>R35,950</i>	<i>R3,035</i>	<i>R1,200</i>	R40,185	<i>R35,875</i>	R76,060
GRADE 12	<i>R35,950</i>	<i>R5,325</i>	<i>R1,200</i>	R42,475	<i>R35,875</i>	R78,350

☼ - see note at foot of Page 4.

THE WYKEHAM COLLEGIATE

FEE SCHEDULES

MONTHLY FEES FOR 2025 - are due and payable on the last day of each of the ten months January to October

	TUITION	GENERAL LEVY ☼	DEVELOPMENT LEVY	DAY GIRL TOTAL (TUITION AND LEVIES)	BOARDING	BOARDING TOTAL (incl TUITION & LEVIES)
GRADE RRR	R4,660	R395	R480	R5,535		
GRADE RR	R4,660	R395	R480	R5,535	<i>boarding starts in grade 3</i>	
GRADE R	R5,220	R395	R480	R6,095		
GRADE 1	R8,200	R594	R480	R9,274		
GRADE 2	R8,600	R594	R480	R9,674		
GRADE 3	R9,300	R594	R480	R10,374	R14,350	R24,724
GRADE 4	R10,380	R616	R480	R11,476	R14,350	R25,826
GRADE 5	R11,460	R616	R480	R12,556	R14,350	R26,906
GRADE 6	R12,360	R692	R480	R13,532	R14,350	R27,882
GRADE 7	R13,480	R692	R480	R14,652	R14,350	R29,002
GRADE 8	R14,380	R1,214	R480	R16,074	R14,350	R30,424
GRADE 9	R14,380	R1,856	R480	R16,716	R14,350	R31,066
GRADE 10	R14,380	R1,214	R480	R16,074	R14,350	R30,424
GRADE 11	R14,380	R1,214	R480	R16,074	R14,350	R30,424
GRADE 12	R14,380	R2,130	R480	R16,990	R14,350	R31,340

ALL TERMLY FEES (FIRST DAY OF TERM) AND MONTHLY FEES (JAN - OCT) ARE TO BE PAID VIA DEBIT ORDER

CHARGES NOT COVERED BY FEES & LEVIES

- | | | | |
|--|------------------|--|--|
| • IEB & other external examination fees for Grade 9 if necessary | • Enrolment Fees | Junior Day Girls - 1 mnth Day Girl fee | Junior Boarders - 1 mnth Day Girl and Boarding fee |
| • Extra lessons, stationery, photos, music lessons, karate etc | | Senior Day Girls - R 16074 | Senior Boarders - R30424 |

☼ CHARGES COVERED BY THE GENERAL LEVY include:

- Text books and notes
- Limited copying and printing
- Consumer Studies ingredients
- Grade excursions (incl the Grade 9 Journey)
- Day subject outings
- Club membership
- Selected transport
- Elevate Study Skills Programme
- Pupil Accident Insurance
- Standard IEB NSC Exam fees for Grade 12
- WiFi access
- Old Girls' Levy (Grades 8 to 12)
- Parents Association Levy
- Parents Association Quarterly Draw

NOTE: A Sibling Rebate of 10% is deducted off younger sister's tuition fees.

NOTE: A 3% Early Settlement Discount applies if annual fees are paid before, or on, the 15th of January



The Wykeham Collegiate

Independent School for Girls, Pietermaritzburg

WRITTEN AUTHORITY AND MANDATE FOR DEBIT PAYMENT INSTRUCTION

FROM (name of bank account holder)			
ADDRESS (account holder)			
BANK:			
BRANCH AND CODE:			
ACCOUNT NUMBER:			
TYPE OF ACCOUNT:	<input type="checkbox"/> Cheque	<input type="checkbox"/> Savings	<input type="checkbox"/> Transmission
DAUGHTER/S NAME & SURNAME			

I hereby confirm that I would like to pay my daughter's fees:

- ☐ Annually by 15 of January
☐ Termly (January, April, July & October)
☐ Monthly (January to October) *(tick to select one of these options)*

Extra costs are payable within 30 days of each statement and will be included in your debit order.

I hereby authorise you to draw against the above account, on the:

- ☐ 15th of each month,
☐ 26th of each month,
☐ 30th of each month. *(tick to select one of these days of the month)*

To Beneficiary	The Wykeham Collegiate Non-Profit Company <i>Abbreviated Name: WYKEHAMCO</i>
Beneficiary address	100 Villiers Drive, Clarendon, Pietermaritzburg

This signed Authority and Mandate refers to our signed Parent Contract ("the Agreement").

I hereby authorise you to issue and deliver payment instructions to your Banker for collection against my above-mentioned Bank (or any other bank or branch to which I may transfer my account) on condition that the sum of such payment instructions will never exceed my obligations as agreed to in the Agreement and commencing on and continuing until this Authority and Mandate is terminated by me giving you notice in writing of not less than 20 ordinary working days, sent by prepaid registered post or delivered to your address as indicated above.

In the event that the payment day falls on a Sunday, or recognised South African public holiday, the payment day will be the previous banking day. I acknowledge that all payment instructions issued by you shall be treated by my above-mentioned Bank as if the instructions have been issued by me personally.

I agree that although this Authority and Mandate may be cancelled by me, such cancellation will not cancel the Agreement. I shall not be entitled to any refund of amounts which you have withdrawn while this Authority was in force if such amounts were legally owing to you.

I acknowledge that this Authority may be ceded or assigned to a third party if the Agreement is also ceded or assigned to that third party, but in the absence of such assignment of the Agreement, this Authority of Mandate cannot be assigned to any third party.

Signed at on this the day of 20

(Bank account holder signature - for operating on the account)

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