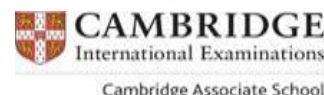




Classroom



E-mail: cl education@cledu.org
michelleprinsloo@cledu.org

FINANCIAL POLICY AND PROCEDURE

1. Relevant invoices must be paid in accordance to the dates displayed in the payment example options below to qualify for the discounts.

2. Registration and reservation fee

2.1 Entrance fees for first time enrolment. A Non-refundable registration, calculated on the total subjects taken registered and for is required.

3. Payment reference.

Always use the child's name and surname or account number as reference.

CL Education cannot be held responsible to allocate payments accurately without a reference.

4. Rebates and discounts

4.1.1 A 5% rebate for annual payments paid in full, per quotation (from September onward). Payment is in full by 1 November 2016.

4.2.3 Second sibling - 5% discount of total fees/ 3rd sibling 7.5% discount of total fees. Discount only applies if Checkpoint students do at least the three required subjects, while IGCSE, AS and A level students need to do a minimum of five subjects.

4.2.4 Discounts for all matters and events will only apply when invoices are settled according to the required due dates.

4.2.5 Discounts does not apply for the first instalment in respect of clauses 4.1.1 to 4.2.3

5. Dates for payments

5.1 All fees are payable in advance, either annually or monthly, on the first calendar day of the month in which it is due.

6. Monthly payments over three or six months

Three monthly or six monthly payments will be required to go onto a debit order system. Details are available at the Finance office.

7. Invoices and statements

7.1 Monthly invoices will be sent out by e-mail on the 23rd day of each month.

7.3 Ad hoc invoices for additional private subjects/lessons, 'boot camps' and/ Science practical's should be paid on presentation of the invoice.

7.4 Parents should check their statements regularly. Any discrepancies must be cleared with the Finance office when noticed.

No queries will be entertained after closing of the schools' financial year end in August of each year.

8. Overdue accounts

8.1 Parents will be notified by sms and e-mail when the parent account is in arrears. A statement will also be attached to the e-mail.

8.2 In the event of non -payment of fees, all educational services will be withdrawn from the learner/s including Google Classrooms and Hangouts and all tutor/student interaction.

9. New students with study permits (i.e. non RSA residents)

9.1 Payment due dates. All fees must be paid in advance. No monthly payment plan will be accepted.

9.2 Refunds. No fees will be refunded if the student leave CL Education before the year is completed.

10. Credit reference The school will do credit checks according to the terms contained in the contract.

11. Payment option. Please specify the selected payment option (three months or six months) when completing the financial control form.

13. CIE exam fees and textbooks, private lessons and any other additional tuition not included in the CL Education/parent contract is excluded from Distance education fees.

***See next page for examples of fee structures**

Bank details: Standard Bank
Sagan Centre
Account number: 421461381
Branch: Fourways Crossing
Branch number: 009953; SWIFT code: SBZAJJ



Payment Scheme - Fee Structure 2016 to 2017

Please request a quote from michelleprinsloo@cledu.org for the subjects you intend to register for.

Checkpoint – Grades 7 - 9		
Once off registration fee <i>Subjects: English, Maths, Science</i>		5500
Payment per month over 3 months		2280
Payment per month over 6 months		1140
Once off registration fee <i>Subjects: English, Maths, Science, Afrikaans</i>		5500
Payment per month over 3 months		3260
Payment per month over 6 months		1630

IGCSE Level		
Once off registration fee – 5 subjects ***Foreign Languages not included in example		7500
Payment per month over 3 months		5225
Payment per month over 6 months		2615

AS Level		
Once off registration fee – 5 subjects ***Maths included***		9100
Payment per month over 3 months		5030
Payment per month over 6 months		2515

**CL Education reserved the right to review and amend fees without prior notice



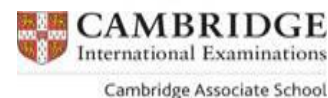
Individual Checkpoint course costs

Courses	Cost (ZAR)
Registration Fee Stage 7, 8 and 9 – once off	1 485
Admin fee per Stage after registration of first completed stage	308
Checkpoint - Grade 7	
English Language	2712
Mathematics	2712
Science (Biology, Chemistry and Physics)	5423
Checkpoint Years – Grades 8	
English - First Language	2712
Mathematics	2712
Science (Biology, Chemistry and Physics)	5423
Checkpoint Years – Grades 9	
English - First Language (1111)	2712
Mathematics (1112)	2712
Science (Biology, Chemistry and Physics) (1113)	5423
Checkpoint Years – Grades 8/9 – Afrikaans (*Afrikaans Compulsory for SA students from Stage 8/9)	
Pre - IGCSE Afrikaans	2932
Optional Subjects – Grades 8/9	
Additional	
History (International) - enrichment reading only – google classroom – no assignments	1 832



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Geography	2712
Commerce (Accounting, Economics and Business Studies introduction)	2712

Optional Languages	
IGCSE Spanish	4538
IGCSE French	4538

Please note the following:

Pre IGCSE (Checkpoint level)

(Entry age: 11-14 years or pass at grade 6 level, if starting at Stage 7; Stage 8 and 9 will be decided at discretion relative to last grade passed or age or related abilities and capabilities))

- English
- Maths
- Science (Includes Physics, Chemistry and Biology)
- Pre-IGCSE Afrikaans

****CL Education reserved the right to review and amend fees without prior notice**



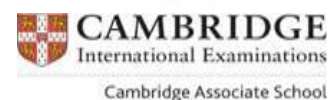
Individual IGCSE Level course costs

	CIE Course code	Cost per Course (ZAR)
IGCSE Level registration Fee		1925
Languages		
English - First Language	(0500)	4252
Afrikaans - Second Language	(0548)	4252
French - Foreign Language	(0520)	5000
Spanish – Foreign Language	(0530)	5000
Mathematics		
Mathematics 1 Core	(0580)	4252
Mathematics 2 Core & Extended	(0580)	4252
Sciences		
Biology	(0610)	4252
Environmental Management	(0680)	4252
Physical Science	(0652)	5000
Pure Physics	(0625)	4252
Pure Chemistry	(0620)	4252
Physical Science Practical Manual		715
Humanities and Social Sciences		
Geography	(0460)	4252
History (International)	(0470)	4252
Economics	(0455)	4252
Business, Technology and Vocational		
Accounting	(0452)	4252
Art and Design	(0400)	4252



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Art and Design courier fee*		715
Business Studies	(0450)	4252
Computer Science	(0420)	4252
Religious Studies	(0490)	4252

British Council Exam Fees can be viewed on their website:

<http://www.britishcouncil.org.za/exam/school/register/private>

***IGCSE Literature:** as texts change every two years: Theory of Literature including Poetry, Prose and Drama available as a work programme. Students will be tutored on an individual basis as per their selection of four (4) to six (6) texts as selected in conjunction with the tutors.

****CL Education reserved the right to review and amend fees without prior notice**



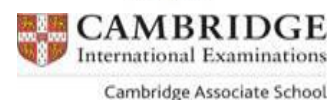
Individual AS & A Level course costs

	Course code	Cost (ZAR)
AS/A Level Registration Fee		2 045
Languages		
Afrikaans Language	(8679)	4 325
A2 Afrikaans (add to AS to convert to A level)	(9679)	2 650
A Level Afrikaans (AS and A2)	(9679)	5152
English	(9093)	4 325
English Literature*	(9695)	4 325
English Language and Literature*	(8695)	4 325
Mathematics		
Mathematics Pure 1	(9709)	4 845
Plus one other AS Options		
Mechanics 1, Statistics 1 and Pure Mathematics 2		
Sciences		
Biology	(9700)	4 325
Chemistry	(9701)	4 325
Physics	(9702)	4 325
Physical Sciences	(8780)	5 220
Physics Practical Manual		695



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Humanities and Social Sciences		
Economics	(9708)	4 325
Geography	(9696)	4 325
History	(9389)	4 325
Psychology	(9698)	4 325
Sociology	(9699)	4 325
Business, Technical and Vocational		
Accounting	(9706)	4 325
Business Studies	(9707)	4 325
Computer Science	(9608)	4 325

Note: AS and A level fees are charged as separate. Should a student write all A Level exam in a single exam session a 10% discount will be offered on the AS and A level course fees.

British Council Exam Fees can be viewed on their website:

<http://www.britishcouncil.org/za/exam/school/register/private>

***AS Literature:** as texts change every two years: Theory of Literature including Poetry, Prose and Drama available as a work programme. Students will be tutored on an individual basis as per their selection of four (4) to six (6) texts as selected in conjunction with the tutors.

****CL Education cc reserves the right to alter and or amend prices and courses without prior notice.**