

2025

SCHOOL FEES POLICY

A WORLD WHERE AUTHENTIC CHRISTIAN LEADERS IMPACT SOCIETY



Welcome Letter	Preparation Timeline	General Information	School Fees Policy	Debit Order Form	Device Specifications
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Due to the fact that Global Leadership Academy is an independent school, we rely strongly on school fees to cover our monthly expenses. The School Fees Policy for **2025** is as follows:

- A once-off application fee of R800 is payable with all new applications (refundable if not accepted).
- The School fee is **R2600 per month** and is payable monthly in advance for a period of 12 months. This means that school fees for January should be paid on the 1st of January, for February on the 1st of February etc. If you prefer to pay the fees over a period of 10 months, you can do that by paying **R3120 per month for only 10 months (Compulsory for our Grade 12 parents)**.
- As per school policy, 30 days' written notice is required for students leaving the school. If the notice period is not followed school fees for the last month will be due even if the learner did not attend or only attended for part of the month.
- A 2,5% discount will be offered if the full amount for school fees for the year is paid by 9 February 2025.
- In the case of school fees consistently not being paid, and no other arrangement made, students will be required to leave the school and further action will be taken.

SCHOOL FEES PAYMENT OPTIONS

Monthly debit order	or	Full amount settled by EFT, Debit order or Cash deposit with a 2.5% discount R30 420 by 9 February 2025	or	Quarterly in advance payments of R7800 before the end of the first week of each term.
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BANK DETAILS

Bank:	ABSA
Account name :	Global Leadership Academy
Account number:	4090460076
Branch code:	632005
Account type:	Cheque account
Reference:	Learner's Name and Surname

Thank you for your support

2025 PAYMENT INSTRUCTION - DEBIT ORDER

LEARNER INFORMATION

Name and Surname: _____ Grade: _____ Year: _____
Name and Surname: _____ Grade: _____ Year: _____
Name and Surname: _____ Grade: _____ Year: _____

BECOME A PATRON AND INVEST IN SOUTH AFRICA'S FUTURE LEADERS

I would like to make a financial contribution which will help develop future leaders of South Africa.

You can now partner with us by adding a voluntary contribution to your monthly debit order.

For annual donations of more than R1000, we are able to issue a Tax-Deductible Article 18A Certificate for South African citizens or companies (on request).

Please make your selection from the options below with an 'X' and we will automatically add the donation to your monthly debit order. You can cancel at any time by sending an email to finance@glaj-bay.org.

My contribution is towards the: **Scholarship Program | Development Fund | Discretionary**

R50 or R100 or R500 or R1000 or Specify Own Amount: _____

Date of Commencement (1st Debit Order date): _____ 20____

To (name of Beneficiary) Global Leadership Academy NPC

Abbreviated Name as Registered with the Bank GLA

Beneficiary's Address Outeniqua Drive, Fountains Estate

This signed Authority and Mandate refers to our contract dated as per Section D ("ASSIGNMENT") in the learner application form.

I/we hereby authorise you to issue and deliver payment instructions to your Banker for collection against my/our above-mentioned account at my/our above-mentioned Bank (or any other Bank or branch to which I/we may transfer my/our account) on condition that the sum of such payment instructions will never exceed my/our obligations as agreed to in the Agreement and continuing until this Authority and Mandate is terminated by me/us by giving you notice in writing of not less than 20 ordinary working days, and sent to your address as indicated above. Be advised that school fees will increase annually as determined by the Board of Directors. Notice of such an increase in school fees will be published on our website and communicated to parents via a newsletter.

The individual payment instructions so authorised to be issued must be issued and delivered as follows - monthly. In the event that the payment day falls on a Saturday or Sunday or recognised South African public holiday, the payment day will automatically be the very next ordinary business day.

I/we understand that the withdrawals hereby authorised will be processed through a computerised system provided by the South African Banks. I also understand that details of each withdrawal will be printed on my Bank statement. Such must contain a number, which must be included in the said payment instruction and if provided to me should enable me to identify the Agreement. This number must be added to this form in Section E before the issuing of any payment instruction.

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1. AUTHORITY

Monthly School Fee -

The Monthly School Fee will be as per the 'School Fee Policy' and increases annually as determined by the Board of Directors for as long as the learners are enrolled.

Name of Account Holder: _____

Identification Number: _____

Email Address: _____ Phone Number: _____

Street Address _____

Bank Name: _____ Branch and Code: _____

Account Number: _____ Account Type: Cheque | Savings | Transmission

Date of Debit Order (1st, 15th, 20th, 25th or 28th of each month): _____

*** Please take note: when selecting a date other than the 1st of each month, the debit order must have a commencement date in December, because school fees must be paid in advance.**

2. MANDATE

I/we acknowledge that all payment instructions issued by you shall be treated by my/our above-mentioned Bank as if the Instructions have been issued by me/us personally.

3. CANCELLATION

I/we agree that although this Authority and Mandate may be cancelled by me/us, I/we 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/we agree that if my/our debit order is unpaid for two consecutive occasions for lack of funds, the user must be removed from the system as per Code of Banking Practice in South Africa. A minimum of 3 months have to pass before the user can be loaded again under a new signed instruction.

4. ASSIGNMENT

I/we 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.

Signed at _____ on this _____ day of _____ 20____

_____ (Signature as used for operating on the account)

5. AGREEMENT REFERENCE NUMBER

This Agreement reference number is: Global Leadership Academy

6. DOCUMENTS TO ACCOMPANY DEBIT ORDER FORM

- Proof of ID
- Proof of Address
- Verification of Bank Details