LORETO SCHOOL QUEENSWOOD
ADMISSION AND TUITION AGREEMENT

Entered into between:

LORETO SCHOOL QUEENSWOOD
(Hereinafter referred to as "the School")

AND

PARENT/GUARDIAN 1

NAME & SURNAME: _____

ID NUMBER: _____

CELL NO: _____

EMAIL ADDRESS: _____

Home address and chosen Domicilium citandi et executandi:

PARENT/GUARDIAN 2

NAME & SURNAME: _____

ID NUMBER: _____

CELL NO: _____

EMAIL ADDRESS: _____

Home address and chosen Domicilium citandi et executandi:

_____

I/We, the undersigned Parents/Guardians of:

Child 1: _____ **DOB:** _____

Initial Initial

1161 Woodlands Drive, Queenswood, Pretoria, 0186
PO Box 11101, Queenswood, 0121
Tel: +27 012 333 4384
www.loretoschoolqueenswood.com

Child 2: _____ **DOB:** _____

Child 3: _____ **DOB:** _____

Child 4: _____ **DOB:** _____

hereby agree to the following:

1. GENERAL PARENT/GUARDIAN OBLIGATIONS

1.1 Support and uphold the School's Catholic ethos.

1.2 Ensure that our child/children adhere to the **School's Code of Conduct for Pupils**, and, as Parents/Guardians, actively support and act in accordance with it and adhere to the **Code of Conduct for Parents/Guardians of the School**.

1.3 Honour all financial commitments in respect of school fees, levies and all fees payable for services, promptly and strictly in accordance with the **Debtors and School Fees Collection Policy**.

1.4 Grant permission for the Principal or her designated appointee to act *in loco parentis* ("in the place, in lieu of, or instead of the Parent/Guardian") in the event of our not being contactable in an emergency.

1.5 Work in partnership with the School and its educator staff to ensure that the best interests of all our children are served at all times.

1.6 Ensure that no school photographs of children other than my/our own are posted on any social media platform, in accordance with the Protection of Personal Information Act.

1.7 Permit the School to use pictures of our children for internal use, specific publications, the weekly Newsletter, the School's Facebook page and the School's website. If we withhold permission, we will notify the School in writing.

1.8 Act in such a way as to protect the School's reputation and best interests and not act in any way that may defame or materially damage the School's reputation, whether in formal or informal media or through any other form of publication.

1.9 As Parents/Guardians, we understand that any concerns or disputes involving other learners or guardians must be raised with the Principal and must not be handled personally or taken into our own hands.

Initial	Initial

This Agreement governs the terms of our child's admission and our compliance with the School's policies. We understand and agree to follow the School's Code of Conduct and applicable School policies and accept decisions made by the Principal and Board of Governors in accordance with those policies.

By signing, we do so on behalf of ourselves, our spouse and any other guardian for whom we are authorised to act.

2. MEDICAL INFORMATION

Medical Aid (Fund & Number): _____

Main Member: _____

Allergies: _____

Chronic Conditions: _____

Medication Required: _____

Additional medical information the School should be aware of:

_____

_____

_____

3. EMERGENCY CONTACTS

Primary Emergency Contact

Name: _____

Contact Number: _____

Secondary Emergency Contact

Name: _____

Contact Number: _____

Initial Initial

4. PERMISSIONS

PLEASE TICK

☐ I give permission for my child to participate in all School activities, including outings, sports and educational programmes.

☐ I authorise the School to obtain emergency medical treatment for my child if required. I accept responsibility for any medical costs incurred.

☐ I understand that aftercare is optional and subject to a separate fee and policy.

Media Consent

☐ Full consent for all School media platforms

☐ No consent

5. ELECTRONIC DEVICE POLICY ACKNOWLEDGEMENT

I acknowledge that learners may not bring electronic devices, including cell phones, tablets, laptops, smart watches, iPads, digital cameras or similar devices, to School without the School's prior permission.

This rule applies before and after School hours, over weekends and on excursions where the learner is participating in a School activity.

I understand the risks associated with such devices and accept responsibility should this policy not be adhered to.

6. EDUCATION AND DISCIPLINE

6.1 The Parent/Guardian recognises that the primary responsibility for the Child's education and discipline rests with the Parent/Guardian, with the School providing education, guidance and support.

The Parent/Guardian undertakes to work in partnership with the School and its educator staff to ensure that the best interests of all children are served at all times.

6.2 The Parent/Guardian's responsibilities include, but are not limited to:

6.2.1 Ensuring the Child attends School regularly, punctually, well-rested, fed, properly dressed and ready for learning.

Initial Initial

6.2.2 Attending parent meetings, Parent-Teacher consultations and other School events as required.

6.2.3 Providing suitable conditions for homework and study, including supervision and support.

6.2.4 Supporting the School's authority and discipline policies.

6.2.5 Modelling positive behaviour at all times and supporting the School's values.

7. ACKNOWLEDGEMENT AND COMMITMENT TO THE VALUES, EDUCATIONAL METHODS, ETHOS AND MISSION OF THE SCHOOL

7.1 I/We acknowledge and accept that the School acts as experts in education and has developed its own distinctive values, ethos, educational philosophy and pedagogical methodology.

By enrolling my/our child/ren at Loreto School Queenswood, I/we bind and commit ourselves and our child/ren to respect the values, educational methods, ethos, traditions, philosophy, history and mission of the School, as articulated in the School's Catholic Vision and Mission Statement, policy documents, rules and/or codes of conduct from time to time.

7.2 If at any time I/we are of the view that the values, educational methods, mission, ethos and objectives of the School are incompatible with mine/ours, I/we undertake to withdraw my/our child/ren from the School, subject to the terms and conditions of this Contract and the best interests of the child/ren.

7.3 I/We undertake that I/we will, and procure that my/our child/ren will, respectfully adhere to and/or participate in all School activities that may include religious and/or cultural practices established by the School as a means of giving expression to its values, ethos and mission.

The Child shall participate in the School's Religious Education Programme, including attendance at Mass, prayer and meditation sessions, as required.

If the Parent/Guardian and/or Child/ren conduct themselves in a manner inconsistent with, or that fails to uphold, such values, ethos and mission, the School shall be entitled to terminate this Contract in accordance with its policies and applicable law.

8. FINANCIAL OBLIGATIONS AND COMMITMENTS

8.1 I/We acknowledge and agree that I/we have full authority to enter into this Contract with the School.

Initial Initial

I/We acknowledge and agree that I/we shall be jointly and/or individually responsible for the payment of all school fees, levies and all other school-related fees and charges associated with my/our Child/ren.

8.2 I/We understand that the School operates as an independent institution and relies substantially on tuition fees, levies, donations and fundraising to provide education and maintain its operations.

8.3 School fees and all other charges, including but not limited to stationery, extracurricular activities, camps, outings, textbooks, music, transport, aftercare and other services, shall be payable strictly in accordance with the payment schedule and terms communicated by the School.

8.4 All fees and charges are due and payable by the stipulated due date.

The Parent/Guardian may not withhold, delay or defer payment because of a dispute, complaint, dissatisfaction with a service or any other reason, unless otherwise agreed to by the School in writing.

8.5 Where an account becomes overdue, the School shall be entitled to take collection and enforcement steps in accordance with the **Debtors and School Fees Collection Policy** and this Agreement.

8.6 Interest, penalties, collection costs, administration costs and/or other lawful charges may be added to overdue accounts in accordance with the School's applicable policies and the law.

8.7 Any payment received by the School may be allocated against the Parent/Guardian's outstanding account in accordance with the School's payment-allocation procedures.

8.8 A cancellation fee of **R3,000.00** applies if admission is cancelled after the deposit has been paid and the Child is not enrolled, subject to the applicable terms of the School.

8.9 A sibling discount of **2,5% of the yearly fees** applies from the second child onwards who attends Loreto School Queenswood, subject to the School's applicable fee structure and policies.

8.10 School fees paid annually in advance by mid-February of the year will be eligible for **a 2.5% discount.**

8.11 The School is under no obligation to grant an indulgence, payment extension, payment arrangement or suspension of the Parent/Guardian's financial obligations.

Any arrangement that the School may agree to in writing is a discretionary concession and does not amend the Parent/Guardian's obligation to pay all amounts due.

Initial Initial

Any indulgence, concession or payment arrangement granted on one occasion shall not create an expectation, precedent or entitlement to a similar arrangement in the future.

8.12 Failure to make payment by the due date constitutes a breach of this Agreement.

Where an account is in arrears, the School shall be entitled to take appropriate steps to recover the outstanding amount, including issuing demands, restricting services or activities where permitted, referring the account for collection and/or taking legal action.

The School is not required to allow arrears to accumulate before taking collection action.

8.13 Accounts unpaid after the applicable due date may incur penalties and/or interest in accordance with the School's policies and applicable law.

Payments received will be allocated in accordance with the School's payment-allocation procedure, which may include allocation first to applicable penalties, interest, collection costs and other charges before being applied to outstanding school fees.

8.14 Accounts that remain unpaid and are subject to collection may be handed over to the School's attorneys or appointed debt-collection service.

All lawful legal, collection, tracing, administration and other recovery costs incurred in recovering the debt shall be for the account of the Parent/Guardian, to the extent permitted by law and the applicable agreement.

The School reserves all rights available to it in law in respect of the recovery of outstanding amounts.

8.15 I/We agree that should I/we default in the payment of any fees or other amounts due to the School, I/we shall be responsible for all lawful expenses incurred by the School in enforcing this Agreement and recovering the outstanding debt, to the extent permitted by applicable law.

8.16 Additional fees will apply for certain activities and services and will be charged separately.

These charges must be paid by the stipulated due date and may include, but are not limited to, photographs, levies, extracurricular activities, camps, outings, music, transport, aftercare, stationery, textbooks and other School-related services.

8.17 CAMP, TRIP AND TOUR PARTICIPATION

A learner whose School account is in arrears will not be permitted to attend any camp, trip, tour, outing or similar School activity, whether local or international.

This applies regardless of whether a payment has already been made towards the particular camp, trip, tour or activity.

Initial Initial

Any payment received for a camp, trip, tour, outing or similar activity while the Parent/Guardian's School account is in arrears will first be allocated to the outstanding arrears.

Such payment will therefore **not constitute confirmation of participation** in the activity.

The Parent/Guardian will remain responsible for settling the full cost of the activity separately once the School account has been brought completely up to date, subject to availability and the School's applicable arrangements.

The School shall not be responsible for any loss, cancellation cost or other consequence arising from the learner's inability to participate due to an account being in arrears.

9. DEFAULT IN PAYMENTS

9.1 BREACH OF THIS AGREEMENT

Any amount not paid by the stipulated due date constitutes an outstanding amount and may constitute a breach of this Agreement.

The School is entitled, without prejudice to any other rights available to it, to take steps to recover the outstanding amount and/or terminate or refuse to renew the Child's enrolment in accordance with this Agreement, the School's policies and applicable law.

9.2 RESTRICS OR WITHHOLD PARTICIPATION

The School reserves the right to restrict or withhold participation in School activities, services, camps, trips, tours or programmes where the Parent/Guardian's account is in arrears, where such restriction is permitted by law and the School's policies.

Any reasonable costs associated with the administration and collection of outstanding debt may be added to the amount owing, where permitted.

9.3 CAMPS, TRIPS AND TOURS

A Child will not be permitted to attend any camp, trip or tour if the School account is in arrears.

This restriction applies irrespective of whether the Parent/Guardian has paid a deposit or made a payment specifically intended for the camp, trip or tour.

Any payment received for the camp, trip or tour while the account is in arrears will be allocated towards the outstanding School account and will not be treated as payment securing the learner's place on the camp, trip or tour.

Initial Initial

Participation will only be considered once the School account has been fully brought up to date and all requirements for participation have been met.

9.4 NO CARRY-FORWARD OF FEES

No outstanding school fees, levies, charges, interest, penalties, collection costs or other amounts owing to the School may be carried forward into the following school year.

All amounts owing for the current school year must be **fully settled by the deadline communicated by the School**.

The School will not permit an outstanding balance to be rolled over, deferred or transferred into the following year as part of ordinary re-enrolment.

Failure to settle the account by the required deadline constitutes a breach of this Agreement and may result in the termination and/or non-renewal of the Child's enrolment.

9.5 RE-ENROLMENT AFTER ARREARS

Where an account remains outstanding at the end of the school year:

9.5.1 The Parent/Guardian must first settle **the entire outstanding balance**, including all applicable school fees, levies, interest, penalties, collection costs, legal costs and other amounts lawfully due.

9.5.2 The outstanding balance will not be transferred or carried over into the following school year.

9.5.3 There is **no automatic right or entitlement to re-enrolment** where the Parent/Guardian has failed to settle the account.

9.5.4 Should the School, at its sole discretion and subject to the availability of a place, agree to consider re-enrolment, the Parent/Guardian will be required to enter into a **new Tuition/School Fee/Enrolment Agreement**.

9.5.5 The new Agreement will be subject to the School's terms, conditions and fee structure applicable to that school year.

9.5.6 The Parent/Guardian will be responsible for payment of **all applicable registration, enrolment, administration, development, levy and other charges** associated with the new Agreement.

9.5.7 Settlement of the previous debt does not guarantee admission or re-enrolment and does not guarantee that a place will be available.

Initial Initial

9.6 GRADE 6 TO GRADE 7

Where fees or other amounts remain outstanding at the end of Grade 6, the School is not obliged to enter into a new contract for Grade 7.

Should the School agree to consider Grade 7 enrolment, **all outstanding amounts must first be paid in full**, and the Parent/Guardian will be required to enter into a new Agreement and comply with all applicable Grade 7 admission and fee requirements.

The School may require the annual fees for the following year to be paid in advance before entering into a new Agreement.

9.7 The rights of the School

The rights of the School as set forth herein are in addition to, and do not supersede, any rights the School may have under the Debtors and School Fees Collection Policy, this Agreement, or applicable law."

10. STATEMENTS

Statements will be generated monthly and emailed to the email addresses specified on the School database.

The onus rests on the Parent/Guardian to ensure that the School has the correct email address and that monthly statements are received.

The Parent/Guardian remains responsible for payment of all amounts due, whether or not a statement has been received.

A copy of an account may be requested from the School's Finance Office:

finance@loretoschoolqueenswood.co.za

11. TERMINATION AND WITHDRAWAL OF A CHILD

11.1 Withdrawal by Parent/Guardian

Three months' written notice is required when withdrawing a Child from the School.

Failing such notice, I/We shall be liable for payment of three months' fees in lieu of the required notice.

The end-of-year notice of withdrawal date is **1 September**.

Initial Initial

Withdrawal from the School does not relieve the Parent/Guardian of any outstanding financial obligations.

All fees and other amounts due remain payable notwithstanding the withdrawal of the Child.

The Parent/Guardian must settle the account in full, including applicable notice-period fees and any lawful interest, penalties, collection costs or legal costs.

11.2 Termination by the School

The School may terminate the enrolment of any Child/ren, including with immediate effect where appropriate and legally permissible, following:

- A disciplinary hearing relating to a charge of sufficient seriousness;
- Misconduct by Parents/Guardians of sufficient seriousness;
- **Non-payment of school fees or other amounts due to the School;**
- Material breach of this Agreement or School policies;
- Any other circumstances permitted by the School's policies and applicable law.

11.3 Non-payment and termination/non-renewal

Non-payment of fees is a material breach of this Agreement.

The procedures outlined in the Loreto School Queenswood Debtors and School Fee Collection Policy **(available on our website: www.loretoschoolqueenswood.com)** will be applicable.

Termination or non-renewal does not extinguish the Parent/Guardian's liability for amounts already incurred.

The Parent/Guardian remains liable for all outstanding amounts and all lawful costs incurred by the School in recovering such amounts.

11.4 No automatic continuation

Enrolment does not automatically continue from one school year to the next where the Parent/Guardian is in arrears or has failed to comply with the financial obligations of this Agreement.

The School is entitled to require full settlement of all amounts due before considering continued enrolment.

Where the School agrees to re-enrol the Child, the Parent/Guardian must enter into a new Agreement and comply with all requirements and costs applicable to the new school year.

Initial Initial

11.5 The School may also, on a no-fault basis and not due to a disciplinary concern, but due to concerns of group morale, academic cohesion, pupil integration, social integration, practical administration and/or public reputation provoked by either Parent/Guardian or the Children themselves, terminate the Agreement in respect of a Child/ren on a term's notice.

The School will inform the Parents/Guardians of its intention to effect such notice of termination before the notice is implemented.

The Child/ren and/or Parent/Guardian will be afforded an opportunity to make representations as to why such notice should not be effected, prior to the final decision being made, where applicable.

12. PROTECTION OF PERSONAL INFORMATION

12.1 By entering into this Contract and unless the Parent/Guardian instructs the School expressly and in writing to the contrary, the Parent's/Guardian's consent is given for the School to:

12.1.1 Collect, store and process credit information about the Parent/Guardian and any third party or divorced or separated Parent/Guardian responsible for payment of any or all amounts comprised in the fees.

12.1.2 Collect, store and process names, contact details and information relating to the Parent/Guardians and their Child/ren and to such information being made available to other Parents/Guardians, staff or responsible persons engaged or authorised by the School for School-related purposes, to the extent required.

12.1.3 Supply information and references in respect of the Child/ren to any educational institution which the Parent/Guardian proposes their Child/ren may attend.

The School cannot be held liable for any loss the Parent/Guardian or Child/ren is alleged to have suffered resulting from opinions reasonably given or correct statements of fact contained in any reference or report given by the School.

12.1.4 Supply information in respect of any Child/ren in relation to any extracurricular activity, transport service, medical service or governmental requirement to such parties as may reasonably require such information.

12.2 The School may not distribute or otherwise publish the Parent's/Guardian's personal information in its possession unless the Parent/Guardian gives consent in writing, subject to the School's obligations and rights under applicable law.

Initial	Initial

13. GENERAL OBLIGATIONS OF THE SCHOOL

13.1 Admission and enrolment of Child/ren to the School is subject to the School's admission requirements and the discretion of the Principal and/or Board of Governors, subject to applicable law.

13.2 The Principal and/or Board of Governors may cancel or refuse renewal of enrolment in accordance with this Agreement and the policies of the School.

13.3 While the Child/ren remains a pupil at the School, the School undertakes to exercise reasonable care in respect of the Child's welfare.

The obligation will apply during School hours and at other times when the Child/ren is/are scheduled to be on the School premises or participating in activities organised by the School.

13.4 The School shall monitor the Child/ren's progress at the School and produce quarterly written reports.

The School will advise Parents/Guardians if the School has concerns about the Child/ren's progress, but the School does not undertake to diagnose any learning disability or other condition.

13.5 Parents/Guardians must take cognisance of the limitations of the School's physical environment, facilities and resources which may limit its ability to provide high-quality education to learners with special educational needs.

To the extent that, in the reasonable opinion of the School acting as experts in education, and after following due process, the School cannot or can no longer provide adequately for a Child's special educational needs, the School may not offer enrolment or may cancel the Tuition Agreement, subject to applicable law.

14. SOCIAL MEDIA, MEDIA AND INTERNET USE BY PARENTS/GUARDIANS AND CHILDREN THAT CREATES LIABILITY FOR, OR OTHERWISE CONCERNS, THE SCHOOL

14.1 I/We undertake that I/we shall not, and will ensure that my/our Child/ren shall not:

14.1.1 Engage in any media, online communication activities or any other communications in the public domain that, if linked to the School:

Initial Initial

- could have an adverse impact on its reputation or public image or involve it in a public controversy; or
- are in breach of the School's policies, ethos, mission and values.

14.1.2 Disclose the personal details of the School's employees, other Parents/Guardians and/or Child/ren.

14.1.3 Disclose confidential information relating to the School, including details surrounding disputes and information relating to the Protection of Personal Information Act.

14.1.4 Raise, allude to or publicise any disputes or grievances pertaining to the School or any of its employees, other Parents/Guardians or Child/ren on social media, the internet, blog posts and/or any other media without first having raised such dispute or grievance and having first endeavoured to resolve it, in good faith, by making written representations to the Principal.

15. DISCLAIMERS AND INDEMNITY

15.1 The School does not take responsibility for any theft, loss, damage or destruction of property of whatever nature, including School clothing, sporting and IT equipment, books or other personal possessions brought onto the School premises by the Child/ren, unless the School or its staff are in physical possession of that property and damage occurs because:

15.1.1 The School or its staff treated the property as their own; or

15.1.2 The School or its staff did not exercise the degree of care, diligence and skill that can reasonably be expected of a person responsible for managing property belonging to another person.

15.2 The Parent/Guardian indemnifies and holds harmless the School, the School Board of Governors, the Principal and employees, authorised agents and/or representatives against actions, proceedings, claims, demands, liabilities, losses and reasonable costs and expenses in respect of or in connection with damage or loss to property, real or personal, and injury to persons, including injury resulting in death, arising out of or as a consequence of the Child/ren's enrolment at the School, save where the School is liable under applicable law for loss occasioned by gross negligence and/or wilful misconduct attributable to the School, School Board of Governors, Principal, employees, authorised agents and/or representatives.

15.3 Unless expressly notified to the School in writing to the contrary, the Parent/Guardian consents to the Child/ren participating, under proper supervision, both inside and outside the School, in sports and other activities, including contact sports, which may entail some risk of physical injury, as well as travelling to and participating in School activities and programmes outside the School.

Initial Initial

Subject to the School taking reasonable care to avoid harm and save for any gross negligence on the part of the School, its employees or agents, the School is not responsible for loss or damage resulting from such sports, camps, outings, activities or programmes except where liability arises under applicable law.

16. SCHOOL HOURS AND AFTERCARE

16.1 The School operates from:

- **07:30 to 17:30** – Grade RRR to Grade R;
- **07:30 to 13:10** – Grades 1 and 2;
- **07:30 to 13:40** – Grades 3 to 7.

Extramurals end at 15:00.

Learners who are not enrolled in aftercare and are not collected by 15:00 will be taken to aftercare and the School fee account will be debited with the applicable afternoon aftercare session fee.

16.2 The Parent commits to collecting the Child promptly at the designated times and acknowledges that aftercare is available until 17:30, for which applicable fees will be charged.

16.3 The Parent acknowledges that aftercare services are billed separately and that the Child must be collected by 17:30.

Failure to collect the Child by the stipulated time may result in additional charges.

17. GENERAL

17.1 I/We choose the residential address set out in this Contract as our chosen legal address for the service of all notices and legal processes and the postal and email addresses provided for all other communications by the School to me/us.

17.2 I/We confirm that all particulars furnished or which I/we have furnished to the School on this Contract or otherwise from time to time are, to the best of my/our knowledge and belief, full, true and accurate.

17.3 I/We undertake to advise the School in writing of any changes to the details included in this Contract.

17.4 I/We expressly warrant that all personal and enrolment details supplied to the School are true and correct and that such representations are central to the tuition relationship and the functioning of this Agreement.

Initial Initial

17.5 Each term and condition contained in this Contract is separate from the other terms and conditions in the sense that if any one is determined to be illegal or unenforceable, it will simply be disregarded and of no force and effect, but the Agreement will otherwise remain valid.

17.6 It is a condition of attendance at the School that Parents/Guardians sign this Agreement in the space provided.

The School Board of Governors may, at its discretion and subject to applicable law, consider this declaration and Contract to be null and void if this document is materially altered without the School's written approval.

17.7 This Agreement constitutes the whole agreement between the parties and no variation, alteration or amendment thereof shall be valid or have force unless reduced to writing and signed by both parties.

The School shall not be held bound by any relaxation, indulgence or lenience extended in respect of any of its rights.

Any indulgence granted by the School shall not constitute a waiver of any of the School's rights and shall not create a precedent or entitlement to further indulgence.

18. JURISDICTION AND GOVERNING LAW

The Contract between me/us and the School is governed by South African law.

I/We agree that the School, at its option but without being so obliged, will be entitled to institute legal proceedings for the recovery of any monies owing by me/us as a liquidated debt or debts in any Magistrate's Court having jurisdiction, to the extent permitted by applicable law.

19. VARIATIONS

The School reserves the right to change or add to these terms and conditions from time to time for legal, safety or other substantive reasons or in order to assist the proper delivery of education at the School.

The School will provide Parents/Guardians with appropriate notice of material modifications where required.

DECLARATION

I/We, the undersigned, hereby declare that all information provided is accurate and complete.

Initial	Initial

I/We confirm that I/we have read and understood this **Admission and Tuition Agreement**, the **Debtor's Agreement/Debtors and School Fees Collection Policy (available on our website: www.loretoschoolqueenswood.co.za)**, the School's Catholic ethos and values, School Policies as communicated by the School and the Code of Conduct.

I/We understand and agree that by signing this Agreement:

1. I/we are jointly and/or individually responsible for all accounts payable to the School;
2. All fees and other charges must be paid by their stipulated due dates;
3. **Fees and other amounts may not be carried forward into the following school year;**
4. **A learner whose account is in arrears may not attend a camp, trip or tour;**
5. **Any payment made towards a camp, trip or activity while the account is in arrears may be allocated first to the outstanding arrears;**
6. **Settlement of an outstanding account does not automatically guarantee re-enrolment;**
7. Where the School agrees to re-enrol a learner after an account has been in arrears, **a new Agreement must be entered into and all applicable new-year costs must be paid;**
8. Non-payment constitutes a breach of this Agreement and may result in collection action, termination and/or non-renewal of enrolment, subject to applicable law and School policy; and
9. I/we remain responsible for all lawful costs incurred by the School in recovering outstanding amounts.

We hereby take note that the Loreto School Queenswood Debtors and School Fee Collection Policy is available for perusal on the Loreto School Queenswood website www.loretoschoolqueenswood.com

SIGNATURES

PARENTS/GUARDIANS RESPONSIBLE FOR PAYMENT OF SCHOOL FEES

FATHER/GUARDIAN

Full Names: _____

Signature: _____

Date: _____

Witness: _____

Witness Signature: _____

Initial Initial

MOTHER/GUARDIAN

Full Names: _____

Signature: _____

Date: _____

Witness: _____

Witness Signature: _____

PRINCIPAL OF SCHOOL OR SCHOOL REPRESENTATIVE

Full Names: _____

Signature: _____

Date: _____

Witness: _____

Witness Signature: _____

Policy adopted by Board of Governors: September 2026

Policy review date: September 2027

Initial	Initial