2026 PAYMENT AGREEMENT

Information of **parent/person responsible for the account**: Full Name and Surname	
Full Name and Surname:	
ID Number:	
Celphone number:	
Adress	
Work contact number:	
Work adress	
Person responsible for the account SIGNATURE	
Witness SIGNATURE	
Date	

Initial: _____

2026 FEE STRUCTURE

Fees (payable monthly in advance)	**12 payments (Monthly)**	**4 payments (Monthly)**	**2 payments (Monthly)**	**1 payment (Whole year)**
Debit/ Credit Card/ Bank Transfer Payments	**Debit/ Credit Card/ Bank Transfer Payments 0% Discount**	**Debit/ Credit Card/ Bank Transfer Payments *3% Discount***	**Debit/ Credit Card/ Bank Transfer Payments 4% Discount**	**Debit/ Credit Card/ Bank Transfer Payments 7% Discount**
All ages- Full day (06:15 – 18:00) Including breakfast, morning snack & lunch	R3 750 x 12 R45 000	R10 912.50 1 Jan '26 R10 912.50 1 Mar '26 R10 912.50 1 Jul '26 R10 912.50 1 Oct '26 **TOTAL - R43 650** **Save R1 350**	R21 600 1 Jan'26 R21 600 1 Jul'26 **TOTAL – R 43 200** **Save R 1 800**	R41 850 Jan '26 **Save R3 150**
All ages- Half Day (06:15 – 14:00) Including breakfast, morning snack & lunch Half days **DOES NOT** include holiday care	R3450 R41 400	R10 039.50 1 Jan '26 R10 039.50 1 Apr '26 R10 039.50 1 Jul '26 R10 039.50 1 Oct '26 **TOTAL – R40 158** **Save R1 242**	R19 872 1 Jan '26 R19 872 1 Jul '26 **TOTAL – R39 744** **Save R1 650**	R38 502 1 Jan '26 **Save R2 898**
Occasional User: Full day including breakfast & lunch	R250 (Full day) R200 (Half Day)	———	———	———
Sibling Discount per/ month	-R250 per child (2+)	———	———	———
Registration Fee (New Steppie learner)	———	———	———	R1 200
Re- registration Fee (Current Steppie learner)	———	———	———	R750
Stationery Fee				R1300
Cleaning / Toiletry Fees				R650
Swimming Fee				R600
Steppie Chefie				R350

Initial: _____

Fees

Fees are charged for the year over 12 months with options to pay either once off, bi-annually, quarterly or monthly.
Fees are due by the 5th of each month **IN ADVANCE.**
Fees include breakfast, morning snack and lunch; each child must bring a snack for the afternoons.

Registration Fee

For first-time attendance, an annual registration fee is payable as follows:

R1200 registration
R1 300 stationery fee &
R650 cleaning / toiletry fees)
Total: R3150

This fee is applicable for the academic year (January to December) and is required upon registration—whether in January or any other month up to November.

The registration fee includes **all stationery requirements and cleaning / toiletries** for the year, which will be provided by the school.

Please note: The registration fee is non-refundable, even in the event of cancellation of the registration or agreement.

Re-Registration Fee

An annual re-registration is payable per child as follows (once-off and non-refundable):
R750 registration
R1 300 stationery fee &
R650 cleaning / toiletry fees)
Total: R2700

This fee includes the re-registration fee, and **all stationery requirements and cleaning / toiletries** for the year, which will be provided by the school. This fee must be paid by 31 December 2025 to secure placement for the following academic year.

Please note that for babies/toddlers on nappies, parents are required to still send wet-wipes, bum cream and other toiletries necessary for nappies.

Initial: _____

Uniforms

Uniforms are available at the office and made to order.

Item	**Amount**
Golfer Combo – set of 5	R680
Shorts	R90
Summer Jacket	R290
Winter Jacket	R320
Winter Pants	R200
Winter Combo – Scarf, beanie & gloves	R320
Bucket Hat	R80
Winter Blanket	R250
Bedding Set – Fitted sheet & Bedding bag (branded)	R250
Bedding – Fitted sheet only (branded)	R120

Initial: _____

TERMS AND CONDITIONS

I. Registration Fee
A non-refundable registration fee is required upon registration.

II. Re-Registration Fee
An annual re-registration fee will be charged for current learners.

III. Payment Obligation
All monies payable by parents to Step-Up Rynfield Campus (Pty) Ltd. must be paid timeously on or before the due date.

IV. Payment Terms
Fees are payable strictly in advance by the 5th of every month. Unless otherwise agreed in writing, all monthly payments must be made via EFT. Step-Up Rynfield campus (Pty) Ltd. requires proof of payment upon registration.

V. Reference Requirement
All payments (via direct deposit, internet transfer, or ordinary banking) must include the child's full name and surname and/or the Kidsoft number as a reference.

VI. On-site Payments
A **card machine is available on-site**, with a **3% administration fee** applicable to all card payments.
If you prefer to pay in cash, please arrange to do so **at the office** in advance.
🔒 **Important:** It is your responsibility to **obtain a receipt** for any cash payment made. **No receipt = no proof of payment.**

VII. Bank Details
All payments must be deposited or transferred to our FNB account as stated below.

VIII. Cash Deposit Fees
Any cash deposits made into our bank account will incur a R50 fee, which will be charged to the parent's account.

IX. Submission of Documents
The following documents must be emailed to: accounts@stepuprynfield.co.za or handed in at the office prior to commencing services

- Completed application form
- Signed addendums
- All supporting documents
- Proof of payment of both the non-refundable registration fee and the first monthly payment (paid in advance)

Banking Details

First National Bank

Account Name: FNB STEP UP PRESCHOOL
Account Number: 630 7437 9439
Branch Code: 230 133
Reference: Child's name and surname & Kidsoft number

Allowances & Payment terms

I. Sibling Allowance

- A **R250 monthly allowance** is granted on the **2nd or 3rd sibling only**.
- This allowance **will be cancelled** if one of the siblings leaves Step-Up Rynfield Campus (Pty) Ltd.

II. Annual Payment Allowance

- Parents qualify for an **allowance** if fees are **paid annually in advance**, as per the fee structure.

III. Overdue Accounts

- All **allowances will be revoked** if the account is overdue.

IV. One Allowance Policy

- Only **one (1) allowance per family** is permitted.
- **Allowances may not be combined.**

V. Lump Sum Payments

- Allowances for lump sum payments apply only if paid **before the 1st of the month**.
- Fees paid **after the 1st** will not qualify for the allowance.
- **Lump sum payments are non-refundable.**

VI. Enrolment Fee

- The **non-refundable enrolment fee** applies to all new learners.

VII. Absenteeism

- **No refunds or concessions** will be made for extended absences due to illness, family holidays, or other reasons.

VIII. Monthly Payments

- **Monthly fees are payable in advance by the 5th of every month**, including any outstanding amounts or additional charges.
- **Parents may request to pay late by the 15th of the month; however, a 5% late payment fee will be added** to the amount due.

IX. Enrolment Fee Deadline

- **Enrolment fees must be paid prior to the learner's starting date**.
- This fee is **strictly non-refundable**.

Initial: _____

X. Service Suspension Clause

- If, in the interest of Step-Up, it becomes undesirable to render ongoing service to a parent/guardian or learner, **Step-Up Management reserves the right to suspend services immediately**.
- In such cases, the parent/guardian is **only liable for fees up to the date of cancellation**.

XI. Notice to Leave

- **One full calendar month's written notice** is required to withdraw a learner.
- **Introductory month(s) fees remain payable** regardless of attendance.
- **Notice in November and December will not be accepted**.

Initial: _____

Step-Up Rynfield Campus (Pty) Ltd, Financial Agreement
info@stepuprynfield.co.za

I, _____ (ID No:_____), the undersigned, hereby acknowledge and agree to the financial and registration terms as set out by **Step-Up Rynfield Campus (Pty) Ltd.** I confirm that I have read, understood, and accepted the policies outlined below.

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1. Independent Institution

Step-Up Rynfield Campus (Pty) Ltd. is a privately owned and managed school. We do not receive financial assistance from the government or any third-party institutions. Our operational costs rely solely on the prompt and consistent payment of school fees. We kindly ask that all fees are settled **on or before the 1st of each month**.

2. Late Payments & Arrears

Should payment not be received by the **5th of the month**, a **late penalty fee (R250)** and by the 15th, another R250 will be added to your account. If fees remain unpaid past this date (the 15th), the school reserves the right to **discontinue services without prior notice** and to refer the account to a debt recovery firm, Accountability.

Step-Up Rynfield Campus (Pty) Ltd. cannot become involved in personal or legal matters between parents or guardians. The person signing this agreement — and any legal guardian — is fully responsible for ensuring payment, regardless of personal circumstances such as divorce or separation.

3. Fee Duration & December Payment

School fees are structured over a **12-month period**, including **December**, even though the school closes during part of that month. December fees contribute to our team's annual paid leave and remain an essential part of our financial agreement.

4. Notice of Withdrawal

A **full calendar month's written notice** must be submitted should you wish to end your child's enrolment.
Please note: **No cancellations will be accepted during November, or December**. All notices must be sent via email to **info@stepuprynfield.co.za**, attention **Lisa Botha**.

Registration fees are non-refundable, regardless of the timing of cancellation.

5. School Calendar & Operating Schedule

Step-Up Rynfield Campus (Pty) Ltd. operates throughout the year, including school holidays, with closure only during our December break — aligned with the **Department of Basic Education's calendar**. We are closed on public holidays and specified school holidays as outlined in our **Step-Up school calendar**.

Initial: _____

6. Payments & Proof

Fees can be paid via **EFT**, **cash** or **Yoco** (add 3% bank charges) at the school. For cash payments, please request a receipt as proof — **no receipt means no verified payment**. Statements are sent out monthly via **Email on the 20th**. Note that if your payment is made after the 5th, it may reflect only on the following month's statement.

7. Emergency Situations

In the event of unforeseen national disruptions (e.g., lockdowns, state emergencies), school fees remain payable in full. Step-Up Rynfield is not a credit provider and does not offer credit terms — **fees must be paid monthly and in advance**.

8. Outstanding Accounts and Legal Responsibility

Should payment not be made in accordance with this agreement, the school reserves the right to restrict attendance. The undersigned will also be held liable for any costs incurred in the recovery of the account, including collection and legal fees, should it be deemed necessary

Required Documentation

IMPORTANT – PLEASE INCLUDE ALL OF THE FOLLOWING:

For the person responsible for the account/parent/guardian:

1	A clear copy of the **identification card** of the person responsible for the account.	
2	A recent **municipal account** or other valid **proof of residence**.	
3	The **final statement** or **financial account** from the previous school for the most recent academic year.	
4	**Child's birth certificate.**	
5	**Immunisation card**	
6	**Latest school report card**	

Signature of Parent/Guardian: _____

Date: _____

Initial: _____