



The Glen High School

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14 November 2025

Dear Parents/Guardians,

Subject: School Fees Collection Process for the Academic Year 2026

As a Section 21 school, we operate under the South African Schools Act, which empowers our School Governing Body (SGB) to manage the school's finances, including the determination and collection of school fees. These fees are vital for sustaining the quality of education, facilities, and resources that support your child's learning experience.

Please take note of the following important information regarding school fees for 2026:

-  **Annual School Fees:** R32,500.00 per learner.
-  **Payment Schedule:** Fees may be paid in monthly instalments from January to October. Each instalment must be paid by the 1st day of the respective month.
-  **Payment Methods:** Payments can be made via EFT, debit order, or directly at the school's finance office. Banking details are available upon request.
-  **Exemption Process:** Parents who are unable to afford the fees may apply for a fee exemption. Application forms are available at the school office and must be submitted by 28 February 2026.
-  **Legal Obligation:** In terms of Section 39 of the South African Schools Act, parents are legally obligated to pay school fees unless exempted. Non-payment without exemption may result in legal action.

School Fees Collection Procedure for 2026:

Timeframe	Action Taken
30 Days	Letter informing parent of arrears
60 Days	Final Demand (Section 41) letter
90 Days	Default listing on TransUnion
150 Days	Account handed over to debt collector

Once an account is handed over to a debt collector, the capital amount **will accrue interest** from the date the fees became payable. **Legal and collection fees will also be added** to the outstanding balance, significantly increasing the total amount due. It is in a parent's best interest to engage directly with the school and honour payment arrangements before their account is handed over to debt collectors.

We encourage open communication and urge any parent experiencing financial difficulty to contact the school's finance office to discuss available options. Our shared goal is to ensure that every child continues to receive quality education without disruption.

Thank you for your continued support and commitment to our school community.

Yours sincerely,



MRS. CW NEL
PRINCIPAL



MR. A MABIDILALA
SGB - CHAIRPERSON