



Fees, Terms & Conditions 2025

Obligatory Fees	Description	Amount
New pupil enrolment	Once off, nonrefundable fee to secure place	R3 000
Annual stationary / book levy	Once per annum	R1 000

SCHOOL DAY (ending 1pm)	Payment Option 1 Monthly	Payment Option 2 Termly (5% discount)	Payment Option 3 Annually (8% discount)
January	R7 580	R21 605	R83 680
February	R7 580		
March	R7 580		
April	R7 580	R21 605	
May	R7 580		
June	R7 580		
July	R7 580	R21 605	
August	R7 580		
September	R7 580		
October	R7 580	R21 605	
November	R7 580		
December	R7 580		

SCHOOL DAY (incl. aftercare until 5pm)	Payment Option 1 Monthly	Payment Option 2 Termly (5% discount)	Payment Option 3 Annually (8% discount)
January	R8 080	R23 030	R89 200
February	R8 080		
March	R8 080		
April	R8 080	R23 030	
May	R8 080		
June	R8 080		
July	R8 080	R23 030	
August	R8 080		
September	R8 080		
October	R8 080	R23 030	
November	R8 080		
December	R8 080		

Tuition Payment Options

Three payment options are available for the 2025 year, which are billed a month in advance – annually, termly, or monthly. A preferential discount is applied to annual and termly payment options. To qualify for the discount payment will need to be made by the indicated dates.

- **Option 1.** Annual Plan Discount = 8% (payment to be made before 8th Jan 2025)
- **Option 2.** Termly Plan Discount = 5%
 - Term 1** before 8th January
 - Term 2** before 7th April
 - Term 3** before 21st July
 - Term 4** before 10th October
- **Option 3. Monthly Plan** In advance of each month, billed on the 25th of each month.

TERMS AND CONDITIONS

1. PAYMENT:

- 1.1 All monies payable by the parents to West Woods Centre in terms hereof shall be paid timeously on due date.
- 1.2 Fees are payable strictly in advance. Unless otherwise agreed in writing all monthly payments must be made by debit order and West Woods Centre - requires proof of the debit order on registration.
- 1.3 Debit order is to run on or before the 1st of each month and by no later than the 7th day of each month, unless agreed in writing and at West Woods Centre's sole discretion.
- 1.4 Payment via direct deposits, EFT or ordinary banking must include child's name and surname as a reference.
- 1.5 No payment will be accepted on the property for security reasons.
- 1.6 Please ensure that fees are banked / EFT / debit order into:

Banking Details:

Banking details:

West Woods Centre

First National Bank

Acc: 63054121727

Branch: 251141

Ref: Child's name

1.7 Any cash deposits incurring bank charges will be for the parent's account.

1.8 The application form, signed addendum & proof of payment of non-refundable enrollment fee must be e-mailed to admin@littleforestcentre.com

2. LATE PAYMENT:

2.1. Late payments cannot be condoned.

2.2 West Woods Centre will charge R200.00 penalty fee for payments later than the 7th day of the month and a further R200.00 for payments not made by the 15th day of the month.

2.3 West Woods Centre reserves the right to charge interest at the maximum rate permissible in terms of the National Credit Regulations which is 2% per month.

2.4 West Woods Centre reserves the right at its discretion to insist on the removal of children where accounts become overdue.

3. CREDIT INFORMATION:

3.1 The Parent/s authorises West Woods Centre to, through the services of any NCR registered credit bureau:

3.1.1 carry out any checks or traces that West Woods Centre deems fit;

3.1.2 report the Parent/s payment history;

3.1.3 List the Parent/s in the event of the Parent/s defaulting in payment in terms of this agreement.

3.2 The consumer/debtor consents to and authorises West Woods Centre, the supplier, service and/or credit provider, as the case may be, to:-

a) contact, request and obtain information at any time from any supplier, service or credit provider (or potential credit provider) or registered credit bureau in order to assess the behavior, profile, payment patterns, indebtedness, whereabouts, and creditworthiness of the consumer / debtor; and

b) provide information about the behavior, profile, payment patterns, indebtedness, whereabouts, and creditworthiness of the consumer / debtor to any registered credit bureau or to any supplier, service or credit provider (or potential credit provider) seeking a trade reference regarding the consumer's/debtor's dealings with the supplier, service and/or credit provider.

4. DEFAULT IN PAYMENTS:

4.1 Where fees are not paid within the discretionary two calendar months grace period (this will also apply to parent/s that have established payment plans):

4.1.1. Children will not be taken for the educational assessment required for their termly report. Reports will be withheld until such time that accounts are paid up in full.

4.1.2. Parent/s will be given two calendar months' written notice to remove their child from West Woods Centre and will still be liable for the outstanding fees and the two months' notice period.

4.2. Should the account not be settled within 21 days after receiving the credit bureau letter the Parent/s will be black listed and handed over to our attorney, all costs incurred will be for the Parents account.

4.3. Where school fees are outstanding for more than two months:

4.3.1. The child/children will be suspended from school with immediate effect.

4.3.2. The child's/children's report or transfer letter issued for the new school will be withheld.

5. INVOICING AND STATEMENTS:

5.1. Invoices will be sent out on the 25th of every month in advance.

5.2. It is the parent's responsibility to ensure that they have received the monthly statements and invoice, by providing proper and correct e-mail contact details.

5.3. The Parent/s allegation of non-receipt of invoices will not be regarded as equitable reason for non-payment.

5.4. It is the Parent/s responsibility to notify West Woods Centre of all changes and details.

6. NOTICE PERIOD / TERMINATION OF CONTRACT:

6.1. Two (2) full calendar month's written notice of termination (dated from the 1st of the month), is required when a child/children is/are taken out of West Woods Centre by parent/s.

6.2. Where a parent/s fails to give the required notice of termination in 9.1 two (2) months fees in lieu of notice will be charged.

6.3. No extended holidays will be accepted as reason for non-payment, as payments are made over a 12-month period.

6.4. Termination of this contract: a child is enrolled for a fixed period of twelve months, after which the contract is automatically renewed indefinitely. This is consistent with the provisions of Section 14 of the CPA. In terms of this Section of the Act, the consumer may only terminate the contract by giving 2 months calendar written notice as per clause 9.1

7. AFTERCARE:

7.1. Aftercare closes at 5.00 pm. Where longer hours are required, Parent/s must advise West Woods Centre and West Woods Centre will strive to accommodate Parent/s caught in an emergency.

7.2. A late penalty charge of R200.00 per 15 min per child will be charged for children left without notification after 5.00 pm.

7.3. Where children are enrolled until 1.00pm parent/s must fetch their children no later than 1.15pm, failing which the penalty in 7.2 will apply.

8. EXTRA MURAL AND THERAPY ACTIVITIES:

8.1. Extra mural activities will be charged as an optional extra.

8.2. Therapies (Speech Therapy, Occupational Therapy and Physical Therapy) are provided by private contactors at the West Woods Centre. These services are arranged by the parents and will be charged by the practitioner directly.

9. GENERAL:

9.1. Neither party may cede or assign their rights or delegate their obligations in term of this Agreement without prior approval from the other party which approval shall not be unreasonably withheld.

10. NON-VARIATION AND WAIVER:

10.1. No extension of time or any other relaxation or indulgence granted by West Woods Centre to the Parent/s shall operate as, or be deemed to be a waiver by West Woods Centre of any rights under this Agreement, or a novation of any of the terms and conditions of this Agreement.

10.2. No alteration, variation, or addition to this agreement or this clause shall be of any force or effect unless reduced to writing and signed by the parent/s and duly authorized representative of West Woods Centre.

11. DOMICILIUM ADDRESS:

11.1. The Parent/s nominates the Parents physical home address as recorded herein as their chosen address (domicilium citandi et executandi) for the service on it of all legal processes and notices.

11.2. Communications sent by prepaid registered post from West Woods Centre to the Parent/s will be deemed to have been delivered within 3 (three) days of the date that such communication was sent.

11.3. The Parent/s undertakes to notify West Woods Centre of any change in the Parent/s physical and/or registered address.