

Navrae
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Verwysing
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Wes-Kaap Onderwysdepartement

Western Cape Education Department

ISebe leMfundo leNtshona Koloni

TO: The Principal/SGB Chairperson

Dear Sir/Madam

Submission of sign notices w.r.t. school fees exemptions

In terms of Regulation 3 of the *Regulations relating to the Exemption of Parents from the Payment of School Fees, 2005*, Governing Bodies and principals of public schools are compelled to inform parents, in writing, of the amount of school fees payable annually and the procedure for applying for exemption from the payment of school fees when a learner is admitted to the school. The Regulations further determine that the principal and parent must sign the prescribed form for this purpose as confirmation that the parent was informed. Regulation 3(1)(d) determines that a copy of the signed form must be sent to the Head of Department or his/her delegate for record purposes.

You are hereby informed that, in terms of new delegations as set out in WCED Circular 07/2008, copies of these letters, as signed by each parent, must be sent to the District Office. You are therefore requested to submit these as soon as possible. We would appreciate it if these letters could be sent to us in a lever-arch file, split into Grades, e.g. Grade 1,2, etc. The file should be clearly marked with the name of the institution.

We understand this development is going to be a challenge to some of our schools and encourage you to make contact with our office should this be the case.

Thank you in anticipation.

Warm regards

J BENJAMIN
HEAD: SBM METROPOLE SOUTH
21 APRIL 2008