



LAERSKOOL MIDDELBURG

Posbus/PO Box 19
Joubertstraat 32
MIDDELBURG, 1050

☎ (013) 282 5298/9
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✉ middies@lsmbg.co.za

17 November 2021

COLLECTION OF SCHOOL FEES

According to Section 40 of the South African Schools Act 84 of 1996, BOTH parents have a legal obligation to pay school fees – this is a statutory expense. The school may take legal action for the recovery of outstanding / overdue fees.

If an account can't be paid monthly, a written arrangement must be made with the school's Debtor's Department 013-282 5298 / debiteure@lsmbg.co.za.

It is the parent's / legal guardian's responsibility to approach the school to make the necessary arrangements. Or to inform the school of any change, that requires an update on the school's database.

The school fees collection process

1. School fees Statements are sent monthly by the 25th or the first working day thereafter.
2. Statements are sent electronically/per email or printed and given to the eldest child by hand to those with no/invalid email addresses on the database.
3. If your account is in arrears by the 7th monthly, the collection process will start.
4. 30+days in arrears – REMINDER
You will be contacted (via telephone call/sms/e-mail) by the school's Debtor Department, and be requested to make urgent payment.
If you do not respond the collection process will proceed.
5. 60+days in arrears –WARNING
You will receive a warning/payment demand (via sms/e-mail).
If you do not respond by making a payment or making a written arrangement, you will run the risk of legal action involving blacklisting.
6. HAND OVER OF YOUR ACCOUNT
If you do not adhere to the arrangements made, or ignore the payment demands within the stated time, the school will proceed without further notice with the appropriate legal action.
Accounts will be handed over to our legal representatives or the direct summons for the outstanding money.

Koedoespoortjies (Gr.R)

The South African Schools Act is applicable to school-going learners only; in other words, you can not apply for exemption from school funds for Grade R learners. The above procedure will be followed for defaulters, and therefore students whose school fees are not paid, could forfeit their place in Koedoespoortjies.

Thank You,

Mr G VAN DER MERWE
Principal

Mr P MULDER
Chairman - Financial Committee