



# ACADEMY OF EXCELLENCE PRIMARY SCHOOL

## INSTALMENT AGREEMENT 2022

Hereby I, (Full names and surname) .....

With ID number: ..... **(Please attach a copy of ID Document)** enter into an installment agreement with Academy of Excellence.

Father: Contact number ..... Mother: Contact Number: .....

Child's full name and surname: ..... Grade .....

Child's ID number: .....

I, the undersigned, understand and agree that any payment received by the school will initially be allocated to the registration fee and maintenance levy, and only thereafter for school fees. I, therefore, understand if I do not pay the registration fee and maintenance levy before 31 December 2021, I will forfeit any annual discount.

If your account is in arrears with 30 days, you will be forced to sign a Debit Order Form at the Finance Office for the remaining installments.

### **OPTION 1: ANNUALLY**

R.....

*I, the undersigned, understand and agree that if I fail to pay before 31<sup>st</sup> January 2022, the discount offered to me by the school will immediately seize and this instalment agreement will automatically convert to Option 2.*

### **OPTION 2: MONTHLY**

**Monthly Instalment payable is:**

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*The 1<sup>st</sup> of 12 (TWELVE) instalments are payable no later than the 1<sup>st</sup> of January 2022 and on/or before the 1<sup>st</sup> day of each following month thereafter, with the final and 12<sup>th</sup> instalment payable on/or before the 1<sup>st</sup> day of December 2022.*

*I declare that I am financially able to enter this instalment agreement and will be able to meet my commitments to this agreement. I hereby declare, with the undersigning of this document, that I have familiarized myself with the contents of the school's financial policy and agree to accept the consequences of non-compliance. Arrear accounts will be handed over for collection and the account holder will then be held responsible for the payment of all interest, collection fees and legal fees on attorney and client scale.*

.....  
**SIGNATURE OF PAYEE RESPONSIBLE FOR FEES**

.....  
**WITNESS**

.....  
**DATE COMPLETED / SIGNING OF ABOVE AGREEMENT**