

Date _____

Dear Principal and Chairperson of the School Governing Body

Insert Full name of School _____

Insert Address of School _____

I am the parent/guardian/care-giver of _____ .(***insert name of your child / children***)

I am unable to afford the school fees that have been set by the school for this year.

I would therefore like to apply for an exemption from the payment of schools fees so that my child/children may attend this school.

The Schools Act 84 of 1996 ('SASA') together with the Exemption of Parents from the Payment of School Fees Regulations, 1998 ('Regulations') set out the law to assist parents/caregivers who are unable to pay fees and to ensure that their children attend school.

In terms of which:-

- Section 5 (3) of SASA states that no child can be refused admission to a school on the grounds that his or her parents cannot pay school fees determined by the school.
- In terms of Section 39(2)(b) if a school decides by resolution adopted by the majority of parents at a parents' meeting to charge school fees, the school must also provide for 'equitable criteria and procedures for the total or partial or conditional exemption of parents who are unable to pay school fees.'
- Section 3 of the Regulations states that if the combined annual gross income of the parents is less than ten times the annual school fees per learner, the parent must qualify for full exemption; and if the combined annual gross income of the parents is less than thirty times but more than ten times the annual school fees per learner, the parent qualifies for partial exemption.
- In terms of Section 4 of the regulations, the governing body must notify all parents in writing of-

- a. the amount of the annual school fees to be paid and the equitable criteria and procedures for exemption determined in terms of section 39 of the SASA;
- b. the fact that parents are liable to pay such fees in terms of section 40 of SASA unless or to the extent that they have been exempted from payment thereof; and
- c. the contents of Regulations 3, 4 and 5 and at the request of a parent, make a copy of these Regulations available to him or her.

I therefore request a copy of the school exemption policy together with an application form to enable me to apply for the exemption.

I trust that the application will be considered in terms of the law set out above.

If the application is refused I reserve my right to appeal against your decision to the Head of Department as provided in Section 7 of the regulations.

Yours faithfully,

Parent\Guardian\Caregiver.

Telephone: *(insert if available)*

Email *(insert if available)*

Received by _____ on behalf of school and school governing body on the
_____ day of _____ 20____

Signature of person receiving the letter

Notes :

Make / print two copies of the letter

Give one copy to the school and retain the other copy for your records

Make sure that the school secretary / principal/ governing body chairperson acknowledges receipt of your application and signs this on your letter