



NORTHERN PARK PRIMARY

25 Allan Hirst Drive
Chase Valley, Pietermaritzburg, 3201
Telephone: 033 342 3222
Website: www.npps.co.za
Email: northermparkps@npps.co.za



04 February 2021

Dear Parents

Re: APPLICATION FOR SCHOOL FEE CONCESSION

Should you wish to apply for a School Fee Concession, you need to submit the documents listed below, via e-mail to finance2@npps.co.za. Your documents will be checked and if all in order, an Application for Concession form will be e-mailed to you. You then need to print the application form and complete it. Once completed, you need to contact the school to make an appointment to submit the form. You don't need to re-submit all your e-mailed documents.

The applicant for purposes of this application shall be, if the learner's parents are:

- a. **Married** – Father and Mother of the learner. One application form is required. Please supply information as Parent 1: Father and Parent 2: Mother.
- b. **Divorced/Unmarried** – Father and Mother of the learner. **Separate** application forms must be completed by **each** parent.
- c. **Widowed** – Father or Mother of the learner, as the case may be.

PLEASE INDICATE IN YOUR E-MAIL WHETHER YOU WILL BE APPLYING AS (a) MARRIED PARENTS, (b) DIVORCED/UNMARRIED PARENTS OR A SINGLE PARENT, IN ORDER FOR THE CORRECT FORMS TO BE FORWARDED TO YOU.

Documents to be e-mailed to the school:

- a. Certified copy of the applicant's Identity Document.
- b. Certified copy of Marriage Certificate, if applicable.
- c. If you are widowed, a certified copy of the death certificate of the other parent.
- d. Certified copy of divorce order or settlement agreement, if applicable.
- e. Certified copy of any maintenance order, if applicable.
- f. Certified copy or copies of the **UNABRIDGED** birth certificate/s of each of your child/ren.
- g. **Bank certified** copies of bank statements for the past three months. (Internet & Auto bank statements accepted)
- h. If you are self-employed, audited Financial statements from a registered Accountant.
- i. If you are employed, certified copies of your last three salary advices.
- j. Proof of Government / Disability Grants.
- k. If you are a pensioner, a certified copy of a document verifying your status as a pensioner and details of your monthly pension.
- l. Proof of residential address, eg municipal account.
- m. If you are a foster parent, a certified copy of the Children's Court order.
- n. Any relevant Affidavit/s.

Yours faithfully

Mrs Sarah Lemasson
PRINCIPAL