



# NORTHERN PARK PRIMARY

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24 January 2022

Dear Parents

## RE: APPLICATION FOR SCHOOL FEE CONCESSION - CLOSING DATE 28 FEBRUARY 2022

Should you wish to apply for a School Fee Concession, you need to submit the documents listed below, via e-mail to Mrs Schapowalsky on [finance2@npps.co.za](mailto:finance2@npps.co.za). Your documents will be checked and if all is in order, an Application for Concession form together with Affidavits will be e-mailed to you. You then need to print the Application form and Affidavits and complete it. Once completed you need to contact the school to make an appointment to submit the form. You do not need to re-submit all your e-mailed documents.

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

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

**PLEASE INDICATE IN YOUR E-MAIL WHETHER YOU WILL BE APPLYING AS (1) MARRIED PARENTS (2) DIVORCED/UNMARRIED PARENTS OR (3) A SINGLE PARENT IN ORDER FOR THE CORRECT FORMS TO BE FORWARDED TO YOU.**

The following documents, **FOR BOTH PARENTS (where relevant)** must be submitted to the school prior to receiving application forms from Mrs Schapowalsky:

- 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 last **three months** (Internet & Auto Bank Statements will be 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 months** 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, e.g. municipal account.
- m) If you are a foster parent, a certified copy of the Children's Court Order.
- n) Any relevant Affidavits.

**Please note that it is within the Governing Body's right to verify the authenticity of any document or statement. Should any of the information submitted be false, the application will be rejected.**

Yours faithfully

MRS ANUSHA RAJPAUL  
ACTING DEPUTY PRINCIPAL