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Circular: 0005/2018  
Expiry date: None

To: Deputy Directors-General, Chief Directors, Directors, Circuit Managers, Heads: Management and Governance, Deputy Directors at district offices, and Principals and Chairpersons of governing bodies of all ordinary public schools

Short summary: *Particulars of compensation for school fee exemptions and guidelines for the claims process (ordinary public schools only).*

**Subject: Compensation for school fee exemptions**

1. The National Minister of Basic Education issued the regulations for the payment of compensation for school fee exemptions to fee-charging schools in national quintile 4 and 5 schools in Government Gazette No. 33971, dated 28 January 2011.
2. Compensation for school fee exemptions will always be for the previous school year, e.g. compensation paid in 2018 is for exemptions granted during the 2017 school year.
3. The following exemptions from the payment of school fees will qualify for legal claims:
  - 3.1 A learner who is automatically exempted as he or she is an orphan or has been abandoned by his or her parents.
  - 3.2 A learner for whom a poverty-linked state social grant is paid.
  - 3.3 A learner whose parents applied for an exemption from the payment of school fees which was granted by the governing body (note that the application and minutes of the relevant governing body meeting must be available for school auditing purposes).

#### 4. Timeframes

Schools must finalise the compensation for fee exemptions process by 29 June 2018. All claims should be finalised on CEMIS according to the process outlined in this circular by 31 May 2018, to allow sufficient time for the auditing process mentioned in paragraph 6. No late submissions will be accepted. Each application will be validated by the district office and submitted to Head Office for payment. Payments will then be made to qualifying schools on or before 15 November annually.

#### Dates for the 2018 process (school fee exemptions granted during 2017):

Date	Action
03 April 2018	CEMIS made available for capturing data
31 May 2018	Final capture date for schools
29 June 2018	Schools submit audited information to the relevant circuit manager at the district office and closure of CEMIS for all schools
31 August 2018	District offices finalise validation process and sign off on Eduinfosearch
28 September 2018	WCED informs schools of the amounts to be awarded
15 November 2018	WCED transfers funds to qualifying schools

#### 5. Process

All applications must be submitted via CEMIS.

The minimum information needed for the application will be the school name, EMIS number, street address of the school, which is pre-populated and to be provided by the school, the name and the contact details of the person who completed the form, total number of learners enrolled at the school, list of learners exempted from payment of school fees in the previous year and the learner ID (CEMIS number) of each of these learners.

The process is as follows:

- Log on to CEMIS.
- Select "Public Ordinary".
- Select school.
- Click "proceed" then hover over the "Administration" menu item and click on "School fee exemption" and click "Capture Screen".
- Select the learner and complete the % exemption granted (only for learners being claimed). The enrolment period will be automatically populated. Complete and print the claim. Submit to the relevant people for signatures, i.e. finance committee chairperson, principal and governing body chairperson.
- Submit to the auditor, together with supporting documentation for auditing. Refer to paragraph 6 of this circular.

- After the audit, submit the printout (claim) to the relevant district office for validation. Signed-off copies must be kept for record and audit purposes by the school and district office. All supporting documents should be kept at the school. Do not send any documents to Head Office.
- Upon validating the claim, circuit managers must make a print out of the validated claim on Eduinfosearch. These records are to be reserved at the district office in case of enquiries from Head Office.

## 6. **Auditing**

Appendix B of the Government Gazette includes the guidelines for the auditor. The following documents must be submitted to the auditor:

- Final departmental allocation of norms and standards for the applicable year.
- Audited financial statements for the applicable year.
- Learner attendance registers for the applicable year.
- Snap Survey for the applicable year.
- Exemption application forms and documents in support of application for each exempted learner (including proof of foster care and social grant data where applicable).
- Documentation approving the exemption for each exempted learner.

The auditor must use the documents to verify the correctness of the information provided.

Where supporting documentation is available in electronic format only, the auditor must request access to the information.

The auditor must complete and sign the applicable section on the application form.

All non-compliance and incorrect information identified during the audit process must be indicated. All necessary amendments must be done by the circuit manager during the verification process.

The Western Cape Education Department (WCED) will not accept an application which the auditor did not sign or where the auditor has questioned the validity of the application.

The applications must be audited as part of the annual audit of each school.

The audited application form must be submitted to the circuit manager at the district office.

All information received will be subjected to a validation process by the WCED. If any information is found to be fraudulent, the applying school will be subjected to a sanction, which may include disciplinary action against the principal who verified the

information and/or recovery of any payment made. Late submission (i.e. after 29 June 2018), incomplete information, altered information, incorrect information and information submitted in an incorrect format will render the application invalid. The original, completed application form (not a copy) must be submitted. Please note the WCED will only accept CEMIS-provided application forms.

**7. Calculation**

Upon the completion of the validation process, the WCED will determine the total value of claims received, thereafter schools will be informed whether they qualify and the amounts they will receive.

The amount a school receives per learner will be calculated as follows:

- Period (number of days enrolled during the year)
- Percentage exemption
- Per learner norms and standards allocation
- No-fee threshold (R1 243 for 2017)

**Examples of calculations:**

Learner ID	Days enrolled	Percentage exemption	N&S allocation	Calculation for 2017
1	200	100%	623	$200/200 \times 100\% \times (1\ 243 - 623) = 620$
2	100	50%	623	$100/200 \times 50\% \times (1\ 243 - 623) = 155$
3	150	50%	623	$150/200 \times 50\% \times (1243 - 623) = 233$

The WCED will be able to determine if 100% of a school's claim can be paid only once all claims have been received and the total amount has been determined. This total amount will be subjected to the total annual budget available for this intervention. Funds will be transferred to qualifying schools on or before 15 November during the year in which the application is made.

8. Kindly note that this circular replaces Circular 0004/2017.
9. Any enquiries about the completion of the application form can be directed to the circuit manager at the relevant district office.

**SIGNED:** LJ ELY  
**ACTING HEAD: EDUCATION**  
**DATE:** 2018-01-29