



File no.: 18/5/5  
Reference: 20250205-362

Circular: 0003/2025

Expiry date: 31 December 2025

To: Deputy Directors-General, Chief Directors, Directors, Circuit Managers, Heads: Management and Governance, Deputy Directors (districts), 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, Grades R-12).*

**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 of 28 January 2011.
2. Compensation for school fee exemptions will always be for the previous school year, e.g. compensation paid in 2025 is for exemptions granted during the 2024 school year.
3. The following exemptions from the payment of school fees will qualify as legitimate claims:
  - 3.1 A learner is automatically exempted if he/she is an orphan or has been abandoned by his/her parents/guardian; or
  - 3.2 A learner who is a recipient of a poverty-linked state social grant; or
  - 3.3 A learner whose parents/guardian applied for an exemption from the payment of school fees, and it 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. Time frames

4.1 All claims should be captured and signed off on CEMIS according to the process outlined in this circular by 30 April 2025. Schools must finalise the compensation for fee exemptions process and submit the audited information to the relevant circuit manager by **30 May 2025**, to allow enough time for processing as mentioned in paragraph 6.

4.1.1 It is important to note that late submissions will not be considered.

4.1.2 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.

#### 4.2 Dates for the 2025 process (school fee exemptions granted during 2024)

Date	Action
08 April 2025	CEMIS made available for capturing data.
30 April 2025	Final capture and sign-off date for schools.
30 May 2025	Schools submit audited information to the relevant circuit manager at the district office and closure of CEMIS for all schools.
30 June 2025	District offices finalise validation process and sign off on Eduinfosearch.
30 September 2025	The Western Cape Education Department (WCED) informs schools of the amounts payable.
14 November 2025	The WCED transfers funds to qualifying schools.

#### 5. Process

5.1 All applications must be submitted via CEMIS. The minimum information to be displayed includes the school's name, EMIS number, street address, name and contact details of the person who completed the form, total number of learners enrolled at the school, a list of learners exempted from payment of school fees in the previous year, as well as the learner identity document number and the CEMIS number of each of the learners.

5.2 Please note, that the school fee exemption granted during 2024 and as captured in 2024, will be displayed for schools that participated in the process. Schools will have the option to either capture additional exemptions granted or adjust these exemptions, if necessary.

5.3 The claims process is as follows:

- Log on to CEMIS.
- Click "Proceed", then hover over the "Administration" menu item and click on "School fee exemption" and then click "Claim Capture Screens".
- Select the learner and complete the % exemption granted (only for learners who are being claimed for). The enrolment period will be automatically populated.

- (d) Complete and print the claim. Submit to the relevant persons for signatures, i.e. finance committee chairperson, principal and governing body chairperson.
- (e) Submit to the auditor, together with supporting documentation for auditing. Refer to paragraph 6 of this circular.
- (f) 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.
- (g) 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

- 6.1 Appendix B of the *Government Gazette*, referred to in paragraph 1, includes the guidelines for the auditor. The following documents must be submitted to the auditor:
  - (a) Final departmental allocation of Norms and Standards (N&S) for the applicable year;
  - (b) Audited financial statements for the applicable year;
  - (c) Learner attendance registers for the applicable year;
  - (d) SNAP survey for the applicable year;
  - (e) Exemption application forms and documents in support of application for each exempted learner (including proof of foster care and social grant data where applicable); and
  - (f) Documentation approving the exemption for each exempted learner.
- 6.2 The auditor must use the documents to verify the correctness of the information provided. Where supporting documentation is only available in electronic format, the auditor must request access to the information. The auditor must complete and sign the applicable section on the application form.
- 6.3 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.
- 6.4 The WCED will not accept an application which the auditor did not sign or where the auditor has questioned the validity of the application.
- 6.5 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.

6.6 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 30 April 2024), 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-generated application forms.

## 7. Calculation

7.1 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.

### 7.2 Grade R learners

The amount per Grade R learner receivable will be calculated as follows:

- (a) Period (number of days enrolled during the year)
- (b) Percentage exemption
- (c) Per learner N&S allocation (Grade R)
- (d) No-fee threshold (R1 447 for 2024)

Grade	Quintile	N&S Allocation per learner
Grade R	NQ4	R880
Grade R	NQ5	R420

### 7.3 Grades 1–12 learners

The amount per Grade 1–12 learner receivable will be calculated as follows:

- (a) Period (number of days enrolled during the year)
- (b) Percentage exemption
- (c) Per learner N&S allocation (Grade 1–12)
- (d) No-fee threshold (R1 754 for 2024)

#### Examples of calculations

Grade	NQ	Learner ID no.	Days enrolled	Percentage exemption	N&S allocation	Calculation for 2024
Grade 1-12	4	4	200	100%	878	$200/200 \times 100\% \times (R1\ 754 - R878) = R876$
Grade 1-12	5	5	100	50%	303	$100/200 \times 50\% \times (R1\ 754 - R303) = R363$

8. The WCED will be able to determine if a 100% of a school's claim can be paid, only after all claims have been received and the total amount has been determined. The 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.
9. Any enquiries about the completion of the application form can be directed to the circuit manager at the relevant district office.
10. Kindly note that this circular repeals and replaces Circular 0013/2024, dated 05 April 2024.
11. Please bring the content of this circular to the attention of all relevant personnel.

**SIGNED:** B WALTERS

**HEAD: EDUCATION**

**DATE:** 2025-02-12