



# SERVICE 1

## Partnership with ACSI

ACSI affiliated schools are now all referred to as ACSI Partner Schools instead of ACSI Member Schools. This name change was inspired by the ACSI slogan '**Stronger Together**' and describes what it means to be part of the ACSI family.

### OUR PARTNERSHIP PROCESS

At the start of each year, ACSI Partner Schools are asked to complete and update the documents listed below. This occurs before the 31st of March each year. By updating these documents annually ACSI is able to serve schools more effectively. Once all documents have been received, ACSI will verify the partnership fee calculation and send a proforma invoice to the school.

- 1** All schools need to sign and return the **Partnership Declaration** annually. This declaration is a recognition of the schools' affiliation with ACSI and confirms that the school accepts the ACSI **Statement of Faith** and agrees to the ACSI **Code of Ethics**.
- 2** To determine a schools' new annual contribution fee, all schools need to complete the **Partner School Contribution Spreadsheet** with their '*10th-day learner numbers*' based on the enrolment at the start of the academic year.
- 3** Ensure that the assigned **ACSI Database** editor has checked and updated the school profile and staff information. Reviewing these contact details allow ACSI to communicate updates, news, events and reminders effectively. To start your profile review, click on the link to view the database [db.acsi.co.za](http://db.acsi.co.za)
- 4** Complete the annual ACSI Statistics Survey.
- 5** All schools need to submit their Published School Fees.



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### PAYMENT OPTIONS FOR YOUR ANNUAL ACSI PARTNER CONTRIBUTION FEE ARE AS FOLLOWS:

All our fees include 15% VAT.

- 1 Full payment** – due date: 31st March.  
For uncapped schools to qualify for a 10% discount, full payment needs to be made by the set due date. This discount only applies to uncapped schools, for capped schools have a separate fee structure.
- 2 Bi-annual** – due dates: 31st March and 31 July.
- 3 6 equal payments** – due dates: 31st March, 30 April, 30 June, 31 August, 30 September, 31 October.
- 4 Monthly** – 8 equal monthly payments to be paid by the 31st October every year.

ACSI will cap the partner contribution fees if the calculated fee is greater than the capped amount per annum. If a capped partner school pays before the 31st of March, the school will pay a further reduced capped fee.

[Watch this video that explains the ACSI Partnership process, ACSI values, mission and vision.](#)



[ACSI Partnership Process](#)



[ACSI Core Values](#)



[ACSI Mission and Vision](#)



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### Where can I find an editable copy of the spreadsheet and contribution structure?

To download an editable copy of the ACSI Partnership spreadsheet or to view the contribution structure refer to step three of becoming a partner school on our website, by clicking on the link below [www.acsi.co.za/become-an-acsi-partner-school/](http://www.acsi.co.za/become-an-acsi-partner-school/)

### Can my partnership be terminated?

By signing the ACSI Declaration, all ACSI Partner Schools commit to being a part of the ACSI family, renewable each year. Should a school decide to terminate this agreement, the following steps will apply:

- Communication in writing stating your intention not to renew your partnership for the following year must be sent to [annerie\\_vanderwalt@acsi.org](mailto:annerie_vanderwalt@acsi.org)
- Continue to fulfil your financial commitment to ACSI for the current year
- If the decision is based on financial reasons, please refer to the information: 'How can a school apply for a bursary?' on page 5.
- ACSI will remove the school and any staff members from all communication channels, website access and presence, as well as WhatsApp Groups and email lists.
- All individual staff and student sponsorships, as well as wellness benefits, will end.
- A school may reactivate their partnership with ACSI in future.

Should a partner school not abide by the ethical practices as set out by ACSI, the partnership may be terminated from ACSI's side.

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#### How can a school apply for a bursary?

All schools are encouraged to communicate any financial difficulties to ACSI when they occur. By doing so, ACSI may be able to structure a bursary around the needs of the school. The bursary structure is put in place to support and assist schools to move towards paying full membership by the end of three years.

Bursary applications are collected annually, therefore, schools need to complete and submit a new bursary application each year. The following documents should be submitted along with the application: the latest available financial statements and the school's new budget.

#### Why is it important to complete the ACSI Statistics Survey (NAISA survey)?

Every year NAISA collects statistics from all independent schools in South Africa. Completing this form helps NAISA obtain a better understanding of any demographic changes in independent schools. Information is treated as confidential/private and therefore will not be shared. This information will only be used to compile an overall ACSI Schools profile for NAISA and will not be distributed for any other use. [Download survey here](#)

#### Partnership Certificates

As part of the ACSI Welcome to Partner Schools, a certificate is issued that may be displayed in the school's foyer. There are no annual certificates as this certificate remains valid until the school gives written notice to end their partnership with ACSI.