

Westwood Lodge Communique – 4th May 2020

Dear Parents and Students.

As per our last communique on the 27th April, we were waiting for the Minister to announce the opening programme for universities, but no detail was provided, and we are still unclear about when they will reopen.

The VIRUS has certainly not left us and as more workers return to work, it will likely spread more rapidly, thus making it even more necessary to follow the basics, such as wash your hands, keep your social distance, report any symptoms and seek immediate professional medical help.

Please note, if you are RETURNING home to Westwood Lodge, as many of our students are doing, the following will apply:

- You must complete a Covid-19 Declaration form before you will be permitted access
- You will have your temperature taken every time you enter the Lodge
- You must wear a mask when going out in public or if travelling in public transport
- You must, at all times, keep the minimal social distance as this will help protect you and others
- Your account must be settled / paid up.

Regarding Payment, Westwood's payment policy is as follows :

- The terms of the Contract remain in place and you must please continue to settle your account.
- If you have genuinely lost your income and cannot afford to pay the full monthly fee, you must please complete a Request for Financial Payment Deferment Form and send it to us by no later than 7th May 2020 so that we may consider it. The form can be downloaded from the website : <https://www.westwoodlodge.co.za/documents>. Or, send an email to student@sgc.co.za requesting the form and it will be emailed to you.
- Westwood is not in a position to provide fee reductions, or discounts but will consider a payment deferment, or payment restructure, on a case-by-case basis.

We understand the difficulty some of our parents / guardians are facing if they have lost their income and where possible, we will try assist you. But where a parent / guardian has continued to earn a salary or income, it is important that you continue with meeting your obligations as Westwood too has staff and service providers to pay.

It is clear that the academic year will almost certainly carry through December, and possibly even January. To this end we have advised the following:

- If your account is paid in full, you will not be billed for December, or January. This is not a fee rebate or discount and applies only to those whose account are settled in full. This is the period where we are normally closed for maintenance.
- If your account is not paid, the fee for December, and January, will be billed and will need to be settled as per normal.

We thank you for your continued support over the period and we will try assist where possible. We are hoping that some decisions will be made by the powers-that-be regarding a timetable as promised by the Minister. This will assist us as the community of Westwood Lodge to make informed decisions.

We'll continue to update you as we know more.

Kind regards

Westwood Lodge