

SECTION 9: ENROLMENT & FEES PAYEMENT AGREEMENT

1.1. I/We hereby agree to pay to ALLIED SCHOOL the determined fees as follows:

PAYMENT FOR	TOTAL AMOUNT	PAYEMENT DATE/ PERIOD AGREED UPON
Registration fees (nonrefundable)		
Admin fees (non-refundable)		
Tuition fees (please arrange convenient terms of payment to suit you)		Agreed monthly instalment of R _____ to be paid from ____/____/____ until ____/Dec/____
Other (_____)		

“NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS”:

- Subject to the provisions of the south African school's act, 1996 and any provincial law that may apply, the parent (s) here by undertake (s) that, for as long as the learner is registered at ALLIED SCHOOL, the school fees and / or any other levies as determined by the school shall be payable.
- 1.2. The parent (s) agree(s) to be liable for the payment of interest on all overdue amounts, at the maximum rate permitted by law from time to time.
- 1.3. School fees and / or levies and interest shall be paid into the school account and be administered and utilise by the governing body of the school at its discretion, but always subject to the provisions of south Africa schools act and any prosocial laws that may apply.
- 1.4. If the school institutes legal action for the recovery of any outstanding fees, the parents(s) agree(s) and undertakes(s) to pay all legal cost incurred by the school on the scale as between an attorney and his own client including interest or commission.
- 1.5. If any portion of school fees is outstanding for more than for more than 60 days, (the balance of the full year's school fees will become due and payable immediately) and may be handed over for collection.
- 1.6. School fees shall be paid monthly in advance over an academic year commencing in January with the final payment on or before 25th November each year, quarterly or in full.
- 1.7. If school fees is paid monthly in advance, fees have to be paid by 25th day of the preceding month except for January when it has to be paid by the first day of the school.
- 1.8. The person/s and / or parent/ guardians responsible for the payment of school fees and accept that s/he /they will voluntarily remove the child/ ward from the school at the discretion of the school if fees are not paid.

Name of parent(s)/ legal guardians here in referred to as “the parent(s)”

Mother/ guardian: _____ ID NO. _____

Father/ guardian: _____ ID NO. _____

10. REMOVAL OF LEARNERS FROM THE SCHOOL

- The PARENTS/ GUARDIAN/(S) shall give the school at least ONE month's written notice of his/her intention to remove a learner(s) from the school, in which event the school shall upon the learner's departure from the school, refund to the PARENTS any tuition fees paid in advance for the portion of the year not utilised. Monies paid for other effects such as library fee, uniform, books etc may not be refundable.
- If a learner is removed from the school and NO. 30 days' notice is given by the parent/ guardian, fees paid in advance shall be forfeited and accrued fees may still be expected and payable by the legal parent/ guardian. There will be no expectations from the parent /guardian to be reminded that fees have to be paid. The school shall have the right to handover any outstanding accounts without further notice.

11. TUITION OF LEARNERS

- The school shall provide education in accordance with the curriculum and syllabus determined by the Gauteng department of education (GDE), but always subject to the requirements of the South African School Act.

12. GENERAL

- All registration fees, library fees, administration fees or any other upfront deposits required are non-refundable.

2. The learner's failure to attend classes whatsoever reason shall in no way entitle him/her to reduction in fees nor will it absolve him/her or other signatories to this document from full liability for the payment of fees and other charges.
3. ALLIED SCHOOL shall have the right to alter timetables, opening and closing dates of the school whenever necessary. The school shall not necessarily follow all GDE school calendars/dates.
4. No alteration, cancellation, variation or addition hereto, shall be of any force or effect unless reduced to writing and signed by the parties to this agreement, or their duly authorised representatives.
5. This document together with the learner's code of conduct, school policies and any other RULES AND REGULATIONS thereto contain the entire agreement between the parties, and neither party shall be bound by undertakings, representations or warranties not recorded herein.
6. Neither party may cede or assign their rights or delegate their obligations in terms of this agreement without the prior written approval of the other party, which shall not be unreasonably withheld.
7. The parent(s) hereby choose(s) DOMICILIUM CITANDI ET EXECUTANDI for the purpose under this agreement at the address set forth below, and the parent(s) shall be entitled by notice to the school to change his/their chosen DOMICILIUM provided that the changes shall only become effective 14 day(fourteen) after service of notice in question.

13. EXTRA CURRICULAR EVENTS

Extra-curricular events activities at our school shall generally include all the school activities conducted outside class for or by learners including but not limited to trips, study excursions, sports events and competitions. It is necessary for every child to participate in outside class activities for proper mental development. however, "NO LEARNER MAY PARTICIPATE IN ANY ACTIVITY UNLESS THIS SECTION OF THE FORM IS FULLY COMPLETED AND SIGBNED BY THE PARENT/ GUARDIAN".

I,[Full name and surname] the parent/ guardian of
 (Learner name) hereby give permission him /her to participate in the school extracurricular activities.

I hereby indemnify and hold the school, its agents, representatives and educators harmless against any claim or demand arising from the death of or injury to my child or any loss of or damage to property, of whatsoever nature and howsoever sustained, including consequential loss, arising from or occasioned by my child's participation in school extra-curricular activities.

I also agree that, if in the opinion of the principal of the school or his delegated deputy an emergency has risen and medical treatment be deemed necessary for my child, the principal of the school or his delegated deputy shall have the authority (which is hereby delegated to the extent such delegation may be required) to consent to such medical treatment, including surgical intervention, on my behalf.

I further accept that all precautions will be taken to ensure the safety and welfare of my child and that I will be held responsible for the payment of medical and/or hospitals account where applicable.

1) Mother's signature: _____ 2) Father's signature: _____

Signed and dated at _____ on this _____ day, of _____ 20 _____.

14. DISCIPLINARY MATTERS

All disciplinary matters pertaining to the education and training of the learners shall vest in the PRINCIPAL of the SCHOOL, or a person authorised by the PRINCIPAL. Learners and parents shall also be expected to play a role as outlined below.

14.1. RESPONSIBILITIES OF PARENT WITH RESPECT TO THE CODE OF CONDUCT FOR LEARNERS

The ultimate responsibility for learner’s behaviour rests with their parents or guardian.it is expected that parents will

- 14.1.1. Support the school, and require learners to observe all school rules and regulations and accept responsibility for any misbehaviour on their part: and
- 14.1.2. Take an active interest in their children’s school work and make it possible for the children to complete assigned homework.
- 14.1.3. Parents have the responsibility towards their children to display a positive attitude towards the school, educators and rules and to encourage their children to do the same.
- 14.1.4. Parents should attend meetings that the governing body (SMT) or educators convene for them.
- 14.1.5. Parents have the right to take legal actions against any educator, learner or person who unlawfully violates the constitutional rights of their children by, e.g., corporal punishment, injury to the child, etc.
- 14.1.6. They should inform school authorities about any problem concerning their children or other children in the school.
- 14.1.7. Parents have a responsibility to understand the school code of conduct and work hand in hand with the school to ensure that all the school rules and regulations are observed.

14.2. RESPONSIBILITIES OF LEARNERS WITH RESPECT TO THE CODE OF CONDUCT FOR LEARNERS

Among other school rules and regulations as stipulated in the student’s code of conduct, learners shall be charged with the responsibility of observing the following school rules and regulations: 14.2.1. Being prompt and on time for lessons and not leaving early

- 14.2.2. Listen to instruction
- 14.2.3. Respect own equipment as well as that of other people
- 14.2.4. Not be disruptive, thereby preventing the other pupils from receiving quality education
- 14.2.5. Complete all homework and classwork assignments to the best of their ability
- 14.2.6. Be honest in all my work including tests and in all I say or do
- 14.2.7. Avoid rough or dangerous games & not gamble or play ant unlawful games
- 14.2.8. Refrain from using unacceptable language
- 14.2.9. Respect sports facilities and rules, **Not Smoke** on the school premises, grounds or while in school uniform
- 14.2.10. Stay away from ‘out of bounds’ areas at all times & not climb over any school fence or walls
- 14.2.11. Refrain from throwing any objects or littering
- 14.2.12. Not deface any walls, doors, desks, or vandalise school property; do not remove or tamper with anything from class rooms
- 14.2.13. Refrain from any form of defiance or challenge an educator’s authority whatsoever
- 14.2.14. Not tamper with safety equipment’s
- 14.2.15. Not leave the school or classroom during school hours without permission of the principal or educator.
- 14.2.16. Not bring phones, electronic games, tablets, pets or toys or valuables or undesirable reading matter to school
- 14.2.17. Obey the instructions of prefects or learner representatives
- 14.2.18. Not be guilty of any form of rowdiness or loud behaviour.

15. UNDERTAKINGS

THE PARENT(S)/ GUARDIAN (S)..... (Names)
hereby

- a) Indemnify the SCHOOL, the members of the GOVERNING BODY, the STAFF and OFFICIALS against any injury, harm or any other loss caused to any person by the conduct of the learners.
- b) Consent to their children participating in the school activities, including sport, outings and any other extracurricular activities. The GOVERNING BODY, the STAFF, OFFICIALS, and PERSONS ASSISTING THEM are indemnified against ANY claim for INJURY or LOSS

sustained by the LEARNER'S and /or the PARENT(S) while learner is engaged in such activities, unless the school, member of the governing body, the staff, officials or person assisting them acted without authorisation or with malicious intent.

- c) Undertake(s) to comply with the terms and conditions of the SCHOOL RULES and CODE OF CONDUCT as amended from time to time.
A copy of such rules is issued to the learners and by request to the parent
- d) Indemnify the school, its employees and officials from liabilities incurred on account of any injuries to, or illness of the learners and agrees and consents that the school, or any of its educators may consent to any operation or medical treatment of an URGENT nature for the learners should such consent be required for medical reasons and should it not be possible for the PARENT(S) to be approached immediately, all REASONABLE steps to do so having been taken.
- e) Accept(s) the constitution, rules, dress code and code of conduct of the school and any amendments thereto from time to time
- f) Agree(s) to comply with the regulations pertaining to medical inspections as contained in South African School Act and any provincial law that may apply.
- g) Agree(s) to have the learners immunized against all normal infectious and/or contagious disease and to provide proof upon request.
- h) Agree(s) that their children may lawfully be searched for weapons, drugs, and may be tested where there is reasonable suspicion of drug use
- i) Agree(s) to notify the school immediately of any absence or pending absence of the learners from the school.
- j) Agree(s) to ensure that the learner is neatly attired in accordance with the school uniform regulations and conducts him/herself in accordance with the CODE OF CONDUCT of the school.
- k) Indemnify the school from any liability that may arise due to the learner's failure to register for department examinations. On receiving a school calendar, I will diarise all closing dates and ensure that my child is fully registered for the necessary examinations required.

16. BREACH

16.1. Should the PARENT(S)/ GUARDIAN(S) fail to pay any amount in terms of this agreement on the due date, and in such event;

8.2. Legal action shall be instituted against the parent if other means fail.

8.3. Where a parent is not satisfied with the school's procedures, the school's enrolment terms, learners code of conduct, school disciplinary policy, school refund policy, school uniform policy, school assessment policy, school attendance policy, other relevant policies and procedures shall be invoked as the first terms of reference to resolve the dissatisfaction. Should parent(s) still not feel satisfied, then the principal (SMT) will grant leave to the dis-satisfied parent to escalate the issue to the department of education's district or provincial office. Any attempt no to follow this procedure shall constitute breach of the enrolment terms for ALLIED SCHOOL. ***Legal address where all official correspondences should be sent***

Residential Address:

Postal address:

Important

- NOTE: IF DEVORCED, copies of the section of the divorce agreement pertaining to schooling must be attached.
- IF MARRIED, BOTH PARENTS MUST SIGN THIS AGREEMENT.

THUS, DONE and SIGNED by the PARENTS(S) AND LEARNER at _____ on
this _____ day of _____ 20 _____

Signature: _____

FATHER AND MOTHER/ LEGAL GUARDIAN

signature: _____

LEARNER/STUDENT

In presence of the undersigned witness

Name & signature; _____

WITNESS

Name & Signature: _____

SCHOOL OFFICIAL