

UNIT 13, HMA Court
580 FELIX DLAMINI ROAD
OVERPORT

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APPLICATION FOR ADMISSION FORM: 2019
TUTORING AND SUPPORT SERVICES

(KINDLY FILL IN ALL DETAILS IN BLOCK LETTERS)

SELECT GRADE : ☐ Grade 7 ☐ Grade 8 ☐ Grade 9

LEARNERS PERSONAL DETAILS

SURNAME:	FIRST NAMES:
RESIDENTIAL ADDRESS:	POSTAL ADDRESS:
TEL HOME:	DATE OF BIRTH:
CELL NO :	ID No:
EMAIL:	COUNTRY OF BIRTH:

PARENT/GUARDIAN DETAIL

	FATHER/GUARDIAN	MOTHER/GUARDIAN
SURNAME		
FIRST NAMES		
ID NUMBER		
MARITAL STATUS		
RESIDENTIAL ADDRESS		
POSTAL ADDRESS		
OCCUPATION		
TEL HOME		
TEL WORK		
CELL No		
EMAIL		
PERSON RESPONSIBLE FOR PAYMENT(Mark relevant column with a X)		

ADDITIONAL DETAILS

CONTACT PERSON	
TELEPHONE NO	
DETAILS OF PERMANENT ILLNESS/DISABILITY	
DETAILS OF PERMANENT MEDICATION	

DOCUMENTS REQUIRED (Mark with X if attached)

DOCUMENT	ATTACHED
2 x Certified copy of Learners ID	
2 x Report indicating that the previous grade was successfully completed.	
Transfer Card	
Department of Education form	
Signed Code of Conduct	

FEES STRUCTURE

ITEM	AMOUNT
1. Curriculum Costs – lump sum payment to ELITE on confirmation of admission. Excludes text books.	R6000
2. Tutoring and Support Services - lump sum or monthly instalments	R18725

STANDARD AGREEMENT : TERMS AND CONDITIONS

- The Elite Learning Centre (herein further referred to as ELC) is a sole trader that sells educational products and services that includes but is not limited to tutoring services, study materials, educational programmes, exams, assignments and support and administrative services.
- For the purposes of this agreement :
 - “Legal Guardian” shall mean (a) the parents of the learner, or (b) the person that has legal custody of the learner, or (c) the person who has undertaken to make payment for all amounts due to ELC in respect of the provision of products and services.
 - Tutoring is described as such instructions, actions or inactions carried out, with the intent to completing a particular task using a combination of different methods which includes but is not limited to supervised sessions, unsupervised sessions by the learner working on his/her own, group sessions, discussion sessions, one on one sessions, practical demonstrations and pre-recorded video lessons.
 - “Term” shall mean the periods of time each year, as determined by the ELC, when the ELC is open for tutoring sessions and learners are studying.
- The Legal Guardian undertakes to ensure compliance with the requirements of the South African Schools Act, 84 of 1996 (as Amended) (“the Act”) in particular:
 - In terms of Section 51 of the Act, every home-schooled learner must be registered by the Legal Guardian with the Department of Education;
 - The education received by the learner should meet the minimum requirements for the curriculum of a public school; and
 - The Legal Guardian is also required to ensure that the learner’s progress is assessed at the end of each compulsory phase of education.
- Admission is at the sole discretion of the owner of the ELC.
- The completion and submission of the admission form does not constitute admission of the learner or an agreement between ELC and the Legal Guardian. The agreement shall be deemed concluded and the admission of the learner confirmed only when it is signed by an authorised representative of ELC .
- The ELC shall not be required to provide the Legal Guardian a copy of the signed agreement, unless, specifically requested to do so by the Legal Guardian.

7. The legal Guardian shall be required to conclude a separate agreement for each academic year. The agreement shall subsist for a maximum period of 1 (one) academic year starting from the date of admission to the end of the academic year as determined by the ELC.

WORK SCHEDULES

8. The Legal Guardian shall be required to sign off a work schedule at the beginning of each term.
9. The work schedule shall, for the purposes of this agreement, constitute a detailed instruction to the ELC of the scope of work that the ELC will cover with the learner during the term.
10. The tasks in the work will be completed through tutoring services offered by the ELC and by independent work done by the learner.
11. The ELC may, at its discretion, for operational reasons change the date and time at which specific items will be completed.
12. The Legal Guardian acknowledges that the timeous completion of all the tasks in the work schedule requires the cooperation of the learner, the Legal Guardian and the staff of the ELC.
13. Where the learner is irregular in his/her attendance, or is absent for a long period or periods of time, or persistently arrives late for tutoring or regularly misses scheduled tutoring or where in the opinion of the ELC staff the learner is not interested or diligent in the completion of tasks, the ELC may consider any or all such work not covered due to such absence or negligence as completed. The responsibility for ensuring the completion of such work is then that of the Legal Guardian.

FEES

14. The total costs to the Legal Guardian is made up as follows:
 - a. Curriculum costs;
 - b. Tutoring and support fees;
 - c. SACAI registration fees; and
 - d. Examination Centre fees (if applicable)
 - e. CAT / IT – Computer hire costs (if applicable)
15. The cost of the curriculum shall be paid in one lump sum amount within 7 days of the date of confirmation of admission. The cost of prescribed books is not included in the cost of the curriculum and is a separate cost to the parent.
16. The tutoring and support services is the total amount due for the academic year and that non-attendance by the learner, for whatever reason, shall not in any way diminish the Legal Guardian's responsibility to pay the total amount due.
17. The fees due for Tutoring and Support Services is subject to the following:
 - a. A maximum early bird discount of 2.5% of the fees due may be deducted provided that the full remaining amount due is paid by or on the 28 February 2019.
 - b. Fees are payable in equal monthly instalments ending in November 2019.
 - c. All fees must be paid in advance by the 7th of each month.
 - d. Only EFT payments are accepted.
 - e. Learner accounts will be charged the full bank charges for any Cash and Cheque deposits.
 - f. No receipts will be issued for EFT payments.
 - g. Cash notes may be paid at the ELC premises. A receipt will be issued for the amount paid.
 - h. Where the monthly payment is the opinion of ELC considered to be irregular, the ELC, may in its sole discretion, insist that the Legal Guardian conclude a separate Debit Order arrangement in favour of the ELC.
18. The fees due to SACAI are to be paid directly to SACAI on or before the due dates set by SACAI.
19. A separate examination venue fees is payable for any exam taken outside of the ELC premises. The exact amount due shall be communicated to the Legal Guardian and shall be paid into such bank account on or before the due date indicated in the said communication.
20. A separate fee for the hire of a computer for the end of year examination is payable by all learners registered for CAT or IT.
21. The ELC reserves the right to exclude your child \ ward from all ELC activities including examinations if the fees are not up to date.
22. The Legal Guardian accepts personal responsibility for the full fees due.

WITHDRAWAL OF LEARNER

23. A notice for the withdrawal of a learner must be given in writing to the Centre Manager.
24. The application for withdrawal of the learner must be signed by both parents/guardian listed above.
25. The Legal guardian hereby accepts that the ELC requires a notice period of one full term and agrees to give a full term's notice should the learner be withdrawn from the ELC. The Legal Guardian acknowledges and accepts that should he/she fail to comply with this requirement he/she shall nonetheless still be liable for the payment of one term's fees, or part thereof, as the case may be, in lieu of the required notice period.
26. The Legal Guardian acknowledges and accepts that he/she is liable for fees during the notice period.

27. Where the learner's fees was paid in full prior to the withdrawal of the learner, the refund due to the learner shall be calculated on a pro-rate basis after taking into account the notice period requirement and the months attended.
28. For the purposes of the calculation referred to in 27 above, all discounts or concessions that may have been given, shall be reversed and the calculation shall be based on the full amount due.

SPECIFIC CONDITIONS

29. The Legal Guardian acknowledges that the learner will be unsupervised during breaks and dismissal times and as such the ELC shall not accept any responsibility for their safety during such times.
30. The Legal Guardian take full responsibility for the timeous transport of the learner to and from the ELC.
31. Acceptance of the Code of Conduct is compulsory.

DECLARATION AND GENERAL INDEMNITY

(TO BE SIGNED BY PERSON RESPONSIBLE FOR ACCOUNT)

I, (full names and surname), (ID number:)
) hereby confirm that I have read and fully understand the terms and conditions and further that :

- a) I am personally responsible for the payment of the fees or other costs or any penalties or administration fees, as stipulated above and in the application form. I bind myself to these terms and conditions;
- b) I have read and understood and accepted the rules and conditions and Code of Conduct of the Elite Learning Centre and undertake to explain them to my child/ward, and to ensure that they are abided by.
- c) I hereby indemnify the owner and bona-fide representatives of the Elite Learning Centre against all claims by me, or any third parties, arising from any cause or action whatsoever, and will not hold the owner of the Elite Learning Centre or its representatives liable for any injury or loss or any damages consequent thereto, sustained whilst my child/ward is in their care. I also accept that the owner and bona-fide representatives of the Centre will, save for specific condition 29 above, nevertheless take every reasonable precaution to ensure the safety and welfare of my child/ward.

Thus done and signed at on this day of 20

Signature

Admission Approved/Not Approved

.....
Signature: For Elite Learning Centre

.....
Date

Name:.....