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TUTORIAL HOME ENROLMENT FORM

PARENT/GUARDIAN INFORMATION

NAME: MR/MRS/MS:

I.D. NUMBER:.....

CONTACT INFORMATION

HOME ADDRESS:.....

.....

CELL #:..... LANDLINE #:.....

EMAIL:.....

WORK CONTACTS DETAILS

WORK ADDRESS:.....

.....

CEL #:..... LANDLINE #:.....

EMAIL:.....

STUDENT INFORMATION

FULL NAME:DATE OF BIRTH.....

PREFERRED NAME:

GENDER

MALE: ☐ FEMALE: ☐

PREVIOUS SCHOOL:

SESSION: FULL TIME: ☐

SYLLABUS: CAMBRIDGE ☐

NUMBER OF SUBJECTS: ☐ LEVEL/GRADE:

LIST OF SUBJECTS:
.....
.....

AREAS OF CONCERN:.....
.....
.....

STARTING DATE:

REGISTRATION FEE: \$.....

ADMINISTRATION FEE: \$.....

FEES PER TERM: \$.....

TOTAL FEES DUE: \$.....

PLEASE NOTE:

- (i) No refund of fees is possible.
- (ii) All new students are expected to make full fees payment as they enrol.

MEDICAL DETAILS

STUDENT NAME:

ALLERGIES:

HEALTH CONDITIONS/CONCERNS:

.....

(MEDICATION): Give details if relevant:

.....

NAME OF DOCTOR:

CONTACT NUMBER.....

ALTERNATIVE EMERGENCY CONTACT:

.....

MEDICAL AID:

EMERGENCY CONTACT:

.....

ILLNESS:

MEDICATION:

DOSAGE: TIME:

PERMISSION TO ADMINISTER MEDICATION (Special form)

PARENT’S NAME: SIGNATURE:

TUTORIAL HOME REP: SIGNATURE:

DATE:

PLEASE read the policies, terms and conditions governing admission to the School and the child's continued enrolment as student at the School, as set out below: **PERSONAL INFORMATION**

1. Parents understand that any false, inaccurate or misleading information could lead to rejection of the application to be admitted or to the child's offer of a place in this School being withdrawn by the school.
2. The parent must at all times inform the school of any changes to information given on admission in writing. This includes but is not limited to residential address and employment status.
3. The School reserves all rights and interests in any intellectual property rights arising as a result of the actions of a Student in conjunction with any member of staff of the School and/or other Students at the School for a purpose associated with the School. Any use of any such intellectual property rights by a Student is subject to the terms of a licence to be agreed prior to the use between the Student, his/her Parents and the School. The School will allow the Student's role in creation/development of intellectual property rights to be acknowledged.
4. All notices, letters and correspondence from the School may be sent to the parent at the address set out in the Application for Admission Form and shall be deemed sufficiently served if sent by electronic mail, WhatsApp, WeChat, ordinary post or if the same is handed over to the child.

APPLICATION FEE AND ADMISSIONS PROCESS

5. An 'Application Fee' is payable in full for each submission of the Application after which the Applicant is a candidate.
6. Applicants will be considered as candidates for admission and entry to the School when the Application form has been completed and returned to us and the non-refundable/non-transferable Application Fee paid and cleared.
7. Admission and entry will be subject to the availability of a place and the child satisfying the admission requirements at the time. The receipt of the Application Fee by the School does not oblige the School to admit the child. **"Admission"** occurs when Parents accept the offer of a place. **"Entry"** is the date when a child attends the School for the first time under this contract.
8. The Application Fee covers an application for admission to the School for the Term and Academic Year applied for. A new Application Fee will be imposed if any of the following occurs:
 - a. A deferment of an application to a future Term/Academic year for more than (1) one time.
 - a) The application is withdrawn by parents/guardian with or without an offer of place.
 - b) The application is unsuccessful for the second time due to unsatisfactory assessments.

- c) Parents/Guardians do not respond by a stipulated date to accept the offer.
 - d) Parents/Guardians are no longer in contact with the school at the last known address.
 - e) Any other terms and conditions not mentioned herein, governing Enrolment and Admission.
9. If the assessment results are not satisfactory, the Parent shall inform the Admissions personnel should he/she decide to re-apply or otherwise, within the stipulated date as stated in the Rejection letter. Parents may re-apply for the future, with at least six (6) months' gap from the last assessment, with no additional cost involved.
 10. If an offer is declined by the Parent in writing or by default, the application will automatically be cancelled.
 11. The admission of the child is at the absolute discretion of the School and the School is not obliged to offer any justification for the rejection of any application. Similarly, placement of the child is also at the absolute discretion of the School and in this regard, the School generally takes into consideration various factors, including the child's age, academic ability, level of achievement relative to the School's current students and the child's behaviour.

FEES

12. On being offered a place, the parent shall pay immediately the required registration fees, **a non-refundable administration fee of USD**, and other fees applicable for the term for which the place is offered.
13. Please note that fees are open to review and that the fees indicated on the current fee schedule may not be the fees applicable for subsequent terms. For the avoidance of doubt, the School reserves the right to revise the fee payable.
14. There shall be no claim for the reimbursement of school fees made against the school were a student has been enrolled, attends school and then is withdrawn from the school after attending lessons. The school may however reimburse school fees in respect of a student who has paid school fees but has not attended classes. The school shall only make such reimbursement after the school term has terminated.
15. Fees for subsequent terms are payable in advance, to be paid before the commencement of the first day of the term. There shall be a 20% penalty added to any outstanding balance past due, which is a genuine pre-estimate of the cost to the School of a default.
16. Failure to pay school fees and any other outstanding financial obligations by the last day of the term will result in the school commencing legal action against the parent/guardian of the student. Any legal costs incurred by the school in enforcing its

rights shall be for the parent/guardian of the child to bear on the higher scale of attorney and client.

17. During any such legal proceedings by virtue of this agreement, the parent/guardian of the minor child renounces any legal exceptions including *non causa debiti, error calculi* and *numeratae pecuniae*.
18. An agreement with a third party to pay the Fees or any other sum due to the School does not release Parents from any liability under these terms and conditions or affect the operation of these terms and conditions unless an express release has been given in writing signed by the Principal. The School reserves the right to refuse a payment from a third party. All such payments received are accepted in good faith.
19. Parent may withdraw the child from the School by giving the School ONE (1) full academic term's notice, failing which the fee deposit SHALL be forfeited. The said notice shall set out the date of such withdrawal ('Withdrawal Date'), failing which the same shall be deemed as insufficient notice. Please note that the notice of withdrawal must straddle **ONE (1) FULL ACADEMIC TERM**. In amplification hereof, the following illustrations of what constitutes insufficient notice:
 - a) Notice of withdrawal must be received by the School not later than the end of the first day of the same academic term, failing which the deposit shall be forfeited.
 - b) If the child is withdrawn from the School prior to the Withdrawal Date.
 - c) If the notice of withdrawal does not set out the Withdrawal Date.
20. All deposits paid are under no circumstances treated as payment of tuition fees or any part thereof or any other payments required to be paid and may not be used to set-off any amount due and payable by the parent. The parent shall pay such additional monies as are necessary to top up the deposit to maintain its equivalence to Two Hundred United States Dollars.
21. Parents/Guardians shall be liable for damage to property occasioned by the child/ward to school property. The amount of any such damage will be attached to the school fees invoice and shall be due and payable at the same time as school fees.
22. All monies refundable under the conditions hereof shall be refunded free of interest and must be claimed by the parent within one (1) year from the date the child ceases to be a student of the School. Failing this, the parent consents and confirms that the School shall immediately transfer the said monies into the School Improvement Fund. Therefore, the parent shall have no claim in respect of such monies whatsoever. The School shall be entitled to utilise such monies in the School Improvement Fund as the School deems fit.

BEHAVIOUR AND PARTICIPATION

23. Parent understands that the Student is expected to take full part in the activities of the School, to attend punctually on each school day, to work hard, to be well behaved and to comply with the school rules about the wearing of uniform as addressed in the dress code.
24. Parent understands that unless excused by the school on medical grounds or other compelling cogent reasons, a student must attend classes regularly, participate in all relevant school or extra and co-curricular activities (including Physical Education and swimming lessons) and sit for all relevant examinations applicable to the student. Parent consents to allow their child to participate in residential and day out-of-school field or school trips, theatre performances or shows and that all fees payable, including expenses thereby incurred will be on the parent's or guardian's account. The parent also explicitly indemnifies the school in the event of personal injury or harm suffered whilst students partake in the said of-campus activities.
25. The School reserves the right to place the child in a class which the Principal of School deems academically and developmentally suitable to the child's needs at any time and from time to time whilst the child is enrolled at the School.
26. Parent consents that only English should be spoken on the school grounds except during lessons for another language.
27. There will be no cheating, no plagiarism, no lying, no offensive language or blasphemy. Students may not engage in rough horseplay, bringing of knives or other sharp objects to the school premises. Parent should note that should students bring any dangerous materials onto school property they shall be held liable for the payment of damages, compensatory or otherwise resulting from the use of prohibited objects.
28. There shall be no smoking, no drinking alcohol and no using or supplying illicit drugs.
29. There shall be no bullying or stealing, students may not litter or chew gum. All students should bring their own food for break and lunch. No one is to leave the school property before the end of the school day or have food delivered onto the school premises.
30. Eating or drinking in the classrooms is strictly prohibited. Students may not use cell phones at school and may only use laptops/tablets with the permission of a teacher. Students should not use the staff Wi-fi.
31. The school must be notified if a student is absent. If a student is absent for longer than 2 days due to illness, a doctor's note is required as proof thereof.

32. Only 6th Form students may drive themselves to school. A student may only drive after a copy of their driver's licence and a permission form from a parent has been handed into administration.
33. Students are prohibited from speeding and playing loud music on the school grounds. Car keys should be handed in at Reception upon arrival and may only be collected at the end of the school day.
34. The School reserves the right to take remedial action against the child when necessary. Such disciplinary action shall come in the form of:
- a) A written warning
 - b) Sending the student home
 - c) A meeting with the parent/guardian
 - d) Detention or manual tasks
 - e) Suspension
 - f) Expulsion
35. In addition to the right of expulsion provided in the clause above, the School may require at any time the withdrawal of a child from the School for any reason at the discretion of the Principal. Reasons may include matters related to the child's inability to participate in or benefit fully from the School's curriculum or if there is a breach by the parent or the child of any matters or things set out herein.

DRESS CODE

36. Parent undertakes that all students should be neat and dressed in the correct uniform as per the uniform list.
37. Girls' hair should be in their natural colour with no added highlights, colour or beads, braids may be no thicker than 1cm with a maximum permitted length of just below the shoulder blades. Long hair should be tied at the back of the head or at the nape of the neck and hair elastics should be plain.
38. Primary students can wear black or red scrunches and the senior students can wear black or maroon. Only plain clips can be worn if necessary for neatness.
39. Parents undertake that no student shall wear make-up, nail polish or jewellery.
40. Boys must be clean-shaven. Hair should be short and above the collar and ears and be in their natural colour. No razor patterns, fades or hair gel is permitted and no jewellery is to be worn.

HEALTH AND SAFETY

41. A Parent may request permission to take their child from school during the day or for periods of up to one week for family events and urgent appointments. These include, but are not limited to, medical appointments, and cultural or religious celebrations. The school will approve any reasonable requests (at the School's discretion) for such absences and the parent will not be entitled to make any claim against the school arising from such approval.
42. In the interest of the child and/or other students of the School, the Principal may at her discretion prohibit the child from attending the School for such a period as she deems necessary in the event of the child having a contagious or infectious disease or illness or in the event of an outbreak of a contagious or infectious disease or illness at the School regardless of whether the child is infected or otherwise. Parents must comply with the quarantine regulations made by any School medical officer or any medical practitioner at any particular time. The parent or child shall have no claim against the School arising from such action taken by the Principal.
43. Parent gives his/her consent that in case of emergency, where neither parent or guardian can be contacted or contacted in time, the Principal may authorise the medical examination of the child, the calling of further medical or specialist advice, or send the child to a clinic/medical centre/hospital. All costs for the emergency medical treatment shall be borne by the parents/guardians wholly or in such event indemnify the school for such payment.
44. Under such circumstance where the safety of the child is top priority, the parents/guardians shall not hold the School or related companies or its staff responsible for such medical treatment administered with whatever consequences.
45. Parent gives his/her consent to such physical contact as may accord with good practice and be appropriate and proper for teaching and instruction and for providing comfort to a student in distress or to maintain safety and good order, or in connection with the Student's health and welfare.
46. Parents also consent to their child participating in contact and non-contact sports and other activities as part of the normal School and extra-curricular programme and acknowledge that while the School will provide appropriate supervision the risk of injury cannot be eliminated.

TRANSPORT

47. Transport fare fees shall be paid in full in order for a student to secure a seat in the school bus.

48. Parent gives their explicit consent to the school to transport students via school bus to and from the school. Parents who exercise this option indemnify the school of liability in circumstances of death, personal injury or any loss or damage suffered due to accident and or as a result of any unforeseeable road activity.
49. Parent confirms and agrees that the School shall not be liable for any death, personal injury or any loss or damage of any kind whatsoever which the child may sustain on his person or property at any time either within the School premises or elsewhere which is not attributable to the negligence of the School, its officers or employees. Parent explicitly indemnifies school of any wrongdoing should personal injury or loss result due to the student carrying out unauthorised/negligent/illegal action be it on or off school grounds.
50. Students are responsible for the security and safe use of all personal property and are responsible for ensuring that all such property is clearly marked with the owner's name.
51. Students are responsible for the safe condition and use of all digital & electronic appliances that they bring on to school premises.

BOARDING SCHOOL

52. School fees for all boarders shall be paid in full without any deductions or subtractions before the school term commences. These fees shall not be subject to fee structures or staggered terms of payment.
53. Boarding fees shall constitute a separate invoice item on the fee statement serving as an additional cost to normal school fees.
54. Boarding students are to bring only the items stipulated as being allowable on to school premises.
55. The supply or possession of contraband materials by boarding school students will lead to confiscation by the school with these items only being returned on the final day of the term.
56. All school rules as outlined in the Behaviour & Participation section of these terms and conditions list shall also apply to boarding school students.

I, _____, the undersigned, have read the school information and regulations. I agree with and will abide by these. Student Name (s):

1. _____

2. _____

3. _____

4. _____

Parent/Guardian Signature: _____ Date: _____

TUTORIAL HOME ADMISSIONS