

PARENT/ LEARNER CONTRACT



- The student's birth certificate or ID documents or passport
- Previous Grade School Report
- Passport Photos of Student x 2
- ID/Passport and Asylum documents of parents/Guardian or a person responsible for payment of fees
- Immunization card for the learner

A. Student Information
Surname:
First Name:
Date of Birth:
Gender:
Age:
Language:
Address:
Current Pre-school/ preparatory or High School:
Current Pre-school/Preparatory or High School's Telephone Number:
Current School's Fax Number:
Current Grade:
Grade Entering into:

Sprouts Tutor Centre

Initial Here _____

Medical Aid
Allergies, please list all:
Name of Doctor:
Doctor's Telephone number
Nationality:
Population Group:
Which province do you reside in?
Which church do you attend?
B. Father / Guardian Information
Surname:
First names
Marital status
Home Address
Postal Address: P.O. Box
Do you stay with the applicant?
Identity Number/ Passport Number
Nationality:
Occupation:
Company working for:
Work Address:
Telephone Number:
E-mail address:
Cell/Telephone Number:
WhatsApp Number:

C. Mother/ Guardian Information
Surname:
First names:
Marital status:
Home Address:
Postal Address: P.O. Box:
Do you stay with the applicant?
Identity Number/ Passport Number:
Nationality:
Occupation:
Company working for:
Work Address:
Telephone Number:
E-mail address:
Home Telephone /Cell Number:
WhatsApp Number:

D. General Information

Do you have any family and / or friends currently in the school?	
If yes, state the grade and name of such student/s	
How did you hear about us? Example: Friend, advert, church, current student, past student, etc.	
Approximately how far do you live from the Centre (Required by GDE for statistical reasons)	(Please circle) 5kms or less 10kms 15kms 20kms 25kms or more
If the guardian (other than a parent) or trust is responsible for the payment of the fees kindly complete the following	

E. LEGAL GUARDIAN OR PERSON/S RESPONSIBLE FOR PAYMENT OF FEES

Surname: _____ Name: _____

I.D. Number: _____ Marital Status: _____

Are you a South African Citizen? Yes: _____ No: _____

If not, details of citizenship and South African status: _____

Occupation: _____

Company employed by: _____ Tel No: _____

E-mail address: _____

In the event of the parents being divorced, is it required that a copy of the student's report be sent to the non-custodian parent and/ or fee payer as well?

Yes: _____ No: _____

If yes, the postal address to which a copy of the student's report is to be sent.

_____ Post Code: _____

In the event of the parents being divorced, the onus rests entirely on the person completing this form to ensure that the parent and/ or guardian and/or other entity stipulated as the fee payer is in term of the agreement of settlement and/or court order handed down in respect of divorced, that the fee payer is correctly stipulated as in terms of such court order. In the event of the person responsible for the payment of fees fails to effect payment of fees when due, the person signing this application form shall be responsible for payment of any fees due to Sprouts Tutor Centre.

F. ENTITY (E.G. TRUST) RESPONSIBLE FOR PAYMENT OF FEES

Name of Entity: _____

Is the said entity a close corporation, company, or trusty? _____

Responsible person: _____

Registration Number of the trusty/company: _____

Resolution of the company /trusty authorizing the said person to sign this application form:

Street address: _____

Postal address: _____

Telephone Number: _____

E-mail address: _____

If the entity or Trust fails to pay the fees for any reason whatsoever, the person signing this application form shall be responsible for payment of any fees due to Tulbagh Tutor Centre

G. CONDITIONS OF THE CONTRACT

- That this contract is between me and Sprouts Tutor Centre
- **That I will make payments before the 2nd of every month**
- **That if I fail to pay my fees before the 2nd of every month, penalty of R200 will be charged on my account for late payment.**
- That if I withdraw my child from this institution without proper reasons, the Centre will have a right to claim the outstanding money from me.
- That my child should attend all lessons without fail. If a learner does not attend classes for more than a week, s/he will be deregistered.
- That my child should remain disciplined, punctual for lessons and dedicated to his / her studies throughout the study period.
- If a parent /guardian has complaints, queries, or any related issues regarding the Centre, teachers, administration, or anything relating to his/her child such matters should be brought to the attention of the centre principal in a professional manner, yelling and/or shouting, insults, threats of whatsoever nature in the school premises, of the student or parent /guardian will result in the suspension/expulsion of the learner from the centre.
- No transfer or reference letters will be issued by the centre until or unless all the yearly Tutor fees are paid in full regardless of the reason or whatsoever for the transfer.
- No report (centre results) will be issued to a learner if his/her centre fees are still in arrears.
- **Parents need to give three months' notice for the transfer of their children.**
- All minors must be escorted to and from the Sprouts Tutor Centre gate by the parent / legal guardian / responsible adult. No minor child will be allowed to leave the school premises without adult supervision and without notice to Sprouts Tutor Centre Staff member.
- I, the parent / legal guardian hereby indemnifies Sprouts Tutor Centre and all its affiliates' employees from any actions, proceedings, costs, damages, loss or demands of whatsoever nature arising in respect of the Centre premises and any outing as well as loss of property. I understand that all reasonable care will be taken to prevent any such loss as mentioned before.
- By signing this enrolment form, the Parent/legal guardian acknowledges Sprouts Tutor Centre's Security Policy and confirms their and their minor children undertake to abide by the terms of the Security Policy.
- I hereby grant permission to Sprouts Tutor Centre to use photographs and/or video of my child taken during the period my child will be enrolled at Sprouts Tutor Centre in publications, news releases, online, and in other communications related to the mission of Sprouts Tutor Centre even if my child has left Sprouts Tutor Centre and unless I have notified the Centre in a written notice for a period of a year to stop using such material.
- If the learner is expelled from Centre for whatsoever reason that leads to his expulsion, no fees or any amount of money paid to the school will be refunded.
- **Should you, the parent / legal guardian, elect to withdraw your minor child from Sprouts Tutor Centre, a full term's written notice of termination of the agreement is required, for which time period you will remain liable for the Centre Fees.**
- Take note that the Centre hours are from 08:00 am to 14:45 pm for Grade 4-7 and 08:00 am to 13:45 am for Grade R-3, Monday to Friday.

H. LEARNER CODE OF CONDUCT

Every learner at Sprouts Tutor Centre is subject to the Sprouts Tutor Centre Code of Conduct, Rules and Regulations and signing of this application form is consenting to the Sprouts Tutor Centre Code of Conduct. The code of conduct is available at Centre.

A breach of the Centre's Code of Conduct could result in disciplinary action. The aim of the Centre's Code of Conduct is to promote academic performance and positive social conduct:

- I. Learners shall not steal, insult, fight, have sex, kiss, smoke anywhere on the premises.
- II. Learners shall not use controlled substances or alcohol on the premises.
- III. Learners shall not cause damage to Sprouts Tutor Centre's property through wilful acts or negligence.
- IV. Learners shall communicate individually or with their parents with the Centre's management on matters affecting them.
- V. Learners shall not engage in any acts of violence or carry weapons on premises.
- VI. Learners shall always act with due decorum while on Sprouts Tutor Centre's premises and shall dress appropriately.
- VII. No party-political activities shall be conducted on Sprouts Tutor Centre's premises.
- VIII. Learners shall accept the results of their examinations and supplementary examinations both internally and externally, as final, subject to the standard remark procedures.
- IX. Learners shall not bring friends or visitors into class without the permission of the Sprouts Tutor Centre's management.
- X. Learners shall comply with the rules and regulations published by Sprouts Tutor Centre from time to time.
- XI. Sprouts Tutor Centre has a booklet with Rules and Regulations, which can be availed to anyone on request.

I have read and understood the conditions within the Sprouts Tutor Centre Code of Conduct, and I agree to abide by it. A copy of Sprouts Tutor Centre Code of Conduct, Rules and Regulations is available at the Centre reception.

LEARNER NAME (IN BLOCK LETTERS):	PARENT'S / GUARDIAN'S SIGNATURE:	DATE:
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I have read, understand and I agree to the contents of this application

Name of Parent/Guardian_____

Signature of Parent/Guardian Responsible for Fees Payment_____

Date_____

Name of Sprouts Tutor Centre Representative_____

Signature _____

Date_____