



SMART Centre
the art of education

13 NEPTUNE ST ATLASVILLE
BOKSBURG 1459

SMARTACCOUNTS@ICLOUD.COM

071 986 9592

WWW.SMARTCENTRESA.CO.ZA



STUDENT REGISTRATION CONTRACT - 2020

DATE OF ENROLMENT: _____			
STUDENT INFORMATION			
Name:	Surname:	Grade:	IEB:
			GDE:
			CIE:
Date of Birth:	Current School:		
Cell no: (Gr. 11 & 12 only) (Optional)	Email: (Student) (Optional)		
PARENT / GUARDIAN INFORMATION			
Name (Father):		Name (Mother):	
Surname (Father):		Surname (Mother):	
ID/Passport No: (Father)		ID/Passport No: (Mother)	
Employer (Father):		Employer (Mother):	
Mobile (Father):		Mobile No (Mother):	
Email Address - (Father): Please print clearly.			Send accounts to this address
Email Address - (Mother): Please print clearly.			Send accounts to this address
RESIDENTIAL ADDRESS (Parent responsible for account):			
POSTAL CODE:			
POSTAL ADDRESS IF DIFFERENT (Parent Responsible for account):			
POSTAL CODE:			

ALTERNATE POSTAL ADDRESS (If applicable)						
POSTAL CODE:						
PAYMENT OPTIONS (Mark with an "X")						
Payment OPTION 1 (Pay-As-You-Go)	Tick here		Payment OPTION 2 (Month/Term in Advance)	Tick here		
LESSONS REQUIRED PER WEEK						
IEB/GDE	DAYS SELECTED FOR TUITION Please mark with an 'X' after consulting the timetable					
MATHEMATICS (Group)	Mon	Tues	Wed	Thurs	Fri	Sat
PHYSICAL SCIENCE (Group)	Mon	Tues	Wed	Thurs	Fri	Sat
Long term PVT lesson Monthly / Termly	Mon	Tues	Wed	Thurs	Fri	Sat
Long term Semi-PVT lesson	Mon	Tues	Wed	Thurs	Fri	Sat
Special Arrangement:	Mon	Tues	Wed	Thurs	Fri	Sat

- **PVT & SEMI-PVT slots can only be reserved if payment is made up-front.**

PLEASE READ THE TERMS AND CONDITIONS FOR TUITION AT SMART CENTRE AS SET OUT BELOW.

PLEASE ENSURE YOU UNDERSTAND THE TERMS AND CONDITIONS.

PLEASE ASK FOR EXPLANATIONS IF YOU NEED MORE INFORMATION.

TERMS & CONDITIONS of Enrolment at SMART Centre

1. RIGHT OF ADMISSION:

SMART CENTRE reserves the right of admission to our premises and the right to tuition.

2. ENROLLMENT:

Annual Enrolment is required. Returning students who re-register before 1 February 2020 DO NOT pay the new registration fee.

3. REGISTRATION FEE:

A R350.00 Registration Fee will be charged irrespective of date of enrolment.
(See the exemption in point 2 above.)

4. FEES:

OPTION 1 – P.A.Y.G (Please note that Registration is a requirement – even for OPTION 1)

If you choose PAYMENT OPTION 1, payment for a lesson should be made via EFT or at reception **before attending** the lesson. Admission to lessons will be subject to the availability of space, slots & tutors. Students on OPTION 2 receive priority when space is limited.

OPTION 2 – MONTHLY PAYMENT (CONTRACT)

Tuition will only be provided if accounts are up to date and paid in full, as per the 2020 Fee Structure.

Monthly fees are calculated according to the number of lessons offered by SMArt Centre - per subject in that month – **(As per Smart Centre 2020 Calendar)**. **This arrangement Applies from the date of enrolment to the 30th of November in any given year.** Matrics are invoiced in full only till 31 October 2020. Lessons attended by Matrics in November are charged on a pay-as-you-go basis.

NO REFUNDS or CREDITS will be passed for any lessons missed by a student for any reason. Fees paid cannot be transferred or exchanged for PVT lessons. Lessons missed through no fault of SMArt Centre, **will be forfeited by the student.**

Should a lesson be cancelled by SMArt Centre for any reason, the session will be re-scheduled or a credit will be passed on your account.

You **will not** be invoiced for any lessons during Smart Centre holidays or on public holidays except when special arrangements have been made for lessons on such days.

IT'S IMPORTANT TO NOTE THAT MONTHLY FEES WILL VARY DEPENDING ON HOW MANY DAYS TEACHING DAYS THERE ARE IN ANY PARTICULAR MONTH.

5. PENALTIES:

All Fees are strictly payable **up front**. A R150.00 admin levy or 10% interest (whichever is the greater amount) will be charged to accounts not settled by the **5th of any given month** – unless a special agreement has been reached between Smart Centre and the person responsible for the account.

6. NOTICE PERIOD:

One full calendar month's WRITTEN NOTICE is required when wishing to terminate this contract (OPTION 2 ONLY) with SMArt Centre OR if you wish to switch between payment options at any time during the course of the year.

Please note that only ONE payment option change will be allowed within the year to prevent the manipulation of the system.

7. **ABSENCE WHILE IN CONTRACT:**

No special concessions regarding monthly fees are given (Option 2) for absences due to religious or medical reasons). In cases where a student is absent due to religious or medical reasons, the missed lessons can be caught up on alternate days (if available) in accordance with the regular timetable. No special catch-up lessons will be granted outside of the timetabled slots. Special PVT lessons may be booked and paid for if required. These are subject to the availability of slots.

8. **EXAM PREPARATION WORKSHOPS (Gr. 11 & 12):**

Exam Preparation Workshops are NOT included in the regular pricing structure and will be billed separately. Prices for these sessions may vary and will be indicated on the relevant programmes when published. **Advanced Bookings are required for all workshops and no refunds will be given for last minute cancellations or no-shows.**

9. **PRIVATE & SPECIAL GROUP LESSONS:**

PVT or SEMI-PVT Lessons can be arranged by mutual agreement between the Tutor and the Student and will be administered according to the **PVT Lesson Policy document.**

10. **INDEMNITY:**

SMART Centre, its owner, consultants and staff are hereby indemnified from any theft, loss or injury incurred on the premises.

Initial: _____

Declaration: (Parent / Guardian)

I, _____, parent/guardian of _____

have **read and understood** the FEE STRUCTURE (2020) and agree to the TERMS & CONDITIONS of the provision of services by SMART CENTRE as explained therein.

I HEREBY UNDERTAKE TO HONOUR MY FINANCIAL OBLIGATIONS TO SMART CENTRE AND PROMISE TO MAKE PAYMENTS BY THE DUE DATES.

I UNDERSTAND THAT PENALTIES WILL BE LEVIED TO MY ACCOUNT IN THE EVENT OF LATE PAYMENT AND AGREE TO PAY SUCH PENALTIES WHEN MY PAYMENTS ARE LATE.

(MATRIC PARENTS HEREBY AGREE NOT TO TERMINATE TUITION AFTER 31 JULY 2020)

Signed: _____ Date: _____

Student Conduct:

- All students are expected to be respectful of the property and the staff of the Centre at all times.
- No school pupil is permitted to smoke ON OR WITHIN SIGHT OF the SMArt Centre premises.
- Students are expected to be punctual and to arrive on time for all lessons.
- Students, their family members and friends are required to drive in a considerate fashion in the parking area and in NEPTUNE STREET in general – appreciating the fact that our neighbours live in the immediate vicinity.
- No car may be parked in, directly opposite or cause an obstruction the driveways of any of our neighbours.
- The playing of loud music in cars outside the premises, the conducting of loud conversations in Neptune St or the driving of cars in an unnecessarily noisy fashion is **strictly prohibited!** Students, Parents and Friends are required to treat the neighbourhood as a 'quiet zone' at all times.
- Students are expected to be mindful and considerate of lessons in progress while waiting for their lessons. No noise is permitted on the premises at any time.

Declaration: (Student)

I, _____, **have read and agree** to the TERMS & CONDITIONS for receiving tuition at the SMART CENTRE and pledge to uphold the Code of Conduct above.

Signed: _____ **Date:** _____