



Sample of the online Enrolment Agreement

(Not to be used as an actual contract. Allows parents to read the online contract offline.)

1 Purpose of the Document..... 3

2 Differences to the online Enrolment Agreement 3

3 EduExcellence Invitation for Enrolment 3

4 Definitions & Policies..... 3

5 EduExcellence Enrolment Agreement..... 5

6 General Obligations of EduExcellence..... 5

7 Parent’s General Obligations 6

7.1 Privilege of Attendance6

7.2 Meetings & Communication.....6

7.3 Acceptable Behavior6

7.4 Parent Learner Handbook & Policies7

7.5 School Activities7

7.6 Image Material Consent & Social Media7

7.7 Meal Service7

7.8 AfterCare Service.....8

8 Financial Terms & Conditions 8

8.1 Related Policies and the latest published Schedule of Fees8

8.2 Third Parties.....8

8.3 Acceptance of Liability.....8

8.4 Terms of Payment9

8.5 Breach of Contract.....9

8.6 General9

8.7 Jurisdiction9

8.8 Credit Information 10

8.9 Domicilium..... 10

8.10 Legal Fees..... 10

8.11 Non-waiver 10

8.12 Cancellation..... 10

8.13 Annual Security Retainer: Payment Method 10

8.14 Annual Levies: Payment Method 11

8.15 Tuition Fees: Payment Method 11

8.16 Additional Fees..... 11

8.17 Declaration of Parent 11

9 Document Classification..... 12

1 Purpose of the Document

EduExcellence ONLY enters into its contractual agreements online. This document serves the purpose of providing prospective parents insight into the Enrolment Agreement (contract) that will be entered into with EduExcellence.

This document can not be used in place of the online Enrolment Agreement. While every care is taken by EduExcellence to ensure that this document is an accurate reflection of the online Enrolment Agreement, Parents are advised to give full and careful consideration to the online Enrolment Agreement as that document, and not this representation, will form the full and final agreement.

The online Enrolment Agreement allows EduExcellence to word the document in the first person where applicable.

2 Differences to the online Enrolment Agreement

The online Enrolment Agreement starts with an "Office Use Only" section. This section contains information transferred from the Application Form and is used to customise the Enrolment Agreement and prevent the re-entering of data already submitted.

The online Enrolment Agreement also dynamically adapts the contract depending on if there are one or two signatories to the agreement. This samples assumes a single signatory.

Finally, the online Enrolment Agreement substitutes actual names and values where you see placeholders in this sample. For example, **[The Parent]** will contain your name.

3 EduExcellence Invitation for Enrolment

We are delighted to extend to you an invitation to enroll **[Learner]** at **EduExcellence** for the **[Date]** academic year.

[Learner] will be enrolled in **[School or Centre]**, **[class]** class at our **[Campus Name]** Campus.

By checking the confirmation boxes and finally submitting this form, you indicate your agreement to the terms and conditions set out herein. Subsequent to your final submission you will be asked to print, initial all pages and sign the completed contract to ratify your agreement.

4 Definitions & Policies

EduExcellence uses the same agreement for both Enrolments and Re-enrolments. As such, even though this is an enrolment, this agreement will use the term enrolment implying both an enrolment or re-enrolment for the new academic year.

The following terms and/or phrases and their definitions are used by EduExcellence generally and in this Enrolment Agreement, specifically. In addition, the specific Policies linked to this Enrolment Agreement are listed.

"Account" refers to a record or statement of financial expenditure or receipts relating to such transactions at EduExcellence during the Contract Term.

"Campus" refers to the property and facilities located on that property used by Learners, Parents and Staff. A Campus includes all facilities used by both the Schools and EduSkills Centre streams

"Campus Subsidiaries" refers to the specific business units that comprise a specific Campus. Currently EduExcellence has two Campus Subsidiaries, namely:

EduExcellence PRS Lynnwood at 75 Boskop Street, Lynnwood Glen, Pretoria

EduExcellence PRS Noordhoek at Afton Grove House, Noordhoek Main Rd, Noordhoek, Cape Town

"Campus Leadership Team" means the Campus Principal, the Deputy Principal and all Phase and Programme Leaders at a specific Campus.

"Centres" or **"EduSkills Centres"** refers to our Special Needs Education service offered on a Campus and is comprised of the following centres:

- Nursery Centre
- Junior Centre
- Senior Centre

"Class" is a group of learners. The different Schools and Centres have different names for classes, such as Levels, Forms and Stages. Please see our website for the Campus Structure.

"Communication Channels" refers to the official supported channels for communication with Parents. For incoming communication from Parents, EduExcellence supports email, SMS and written notes in the Diary. For outgoing communication to Parents, EduExcellence supports email, D6 Communicator and written notes in either the Diary or sealed envelopes.

EduExcellence also makes use of the following Facebook Pages or Groups:

- EduExcellence Group (Corporate) Page
- EduExcellence Noordhoek Page
- EduExcellence Lynnwood Page
- EduExcellence Group (Private group for staff, family and friends of the Learner.)

Please note that EduExcellence no longer officially supports WhatsApp as a means of communication.

"EduExcellence Leadership Team" refers to the Campus Leadership Team, the Directors with co-opted members for specific functions.

"EduSkills" please refer to Centres

"Fees" are the different types of fees charged by EduExcellence. They include:

- Application Fee
- Annual Security Retainer Fee
- Development Levy
- Tuition Fee
- Phase & Programme Levies
- AfterCare Fees
- Additional Fees
- Penalty Fees

"the Learner" means the child or children (of any age) enrolled at EduExcellence to be educated.

"Principal" or "Campus Principal" means the person/s appointed by the Directors of EduExcellence to be responsible for the day-to-day management of the EduExcellence Campus, but in this Agreement may also include anyone to whom such duties have been delegated by the Principal

"Schedule of Fees" is the document showing the latest Fees; types and amounts. The Schedule of Fees is available on our website. Not that there are two schedules:

- PUBDOC001 2017 Schedule of Fees - EduSkills Centres
- PUBDOC002 2017 Schedule of Fees - Schools

"Schools" or "EduExcellence Schools" collectively refers to our mainstream educational service on a Campus and is comprised of:

- Pre-Primary School
- Primary School
- Secondary School

"Schooling Hours" or "Normal Schooling Hours" refers to both the published official hours of school between Opening Time and Closing Time. This can, if relevant, also include AfterCare Hours. EduExcellence may also make parents aware, through our Communication Channels, of changes to Schooling Hours for a specific day for a given reason.

"Stream" refers to the two groups of Learners on a Campus. The EduSkills Centres is a stream for Learners following a non-academic curriculum and our Schools stream is for Learners following an Academic curriculum.

EduExcellence has a number of internal and public Policies, Principles and Processes that are used to operate and regulate our business. Parents are required through this Agreement to familiarise themselves with the following:

PUBDOC001 2017 Schedule of Fees - EduSkills Centres
 PUBDOC002 2017 Schedule of Fees - EduExcellence Schools
 PUBPOL001 Parent Learner Handbook
 PUBPOL002 Enrolment Policy
 PUBPOL003 Account Management Policy

5 EduExcellence Enrolment Agreement

This contract is hereby entered into between **EduExcellence PRS Group Pty Ltd** (2015/049759/07) and its nominated Campus Subsidiaries, hereafter EduExcellence and **[Parent] [ID Number]** hereafter the Parent, for the period **January [Date] to 31st December [Date]**, hereafter the Contract Term.

[Parent] [ID Number] hereby declares that he/she is the parent or, if not the parent, then the recognized legal guardian of **[Learner]**, hereafter the Learner.

The rights you have in this Contract are in addition to and do not affect the statutory rights and remedies you have under the consumer protection law. In the event of conflict between this contract and consumer protection law, your statutory consumer protection right will prevail. Nothing in this document is intended to or must be understood to unlawfully restrict, limit or avoid any rights or obligations created for you or EduExcellence in terms of the Consumer Protection Act, No. 68 of 2008.

"We" and "our", wherever used in this Agreement shall be a reference to EduExcellence.

"You" and "your", wherever used in this Agreement, shall be a reference to the Parent.

Any reference to any one gender includes the other genders (where applicable).

The reference to any word in the singular shall include a reference to the plural (where applicable); and a reference to the plural shall include a reference to the singular.

6 General Obligations of EduExcellence

The admission and enrolment of a Learner to EduExcellence is at the discretion of the Campus Principal who may refuse a Learner's admission to EduExcellence without giving reasons, and may grant temporary or provisional enrolment to EduExcellence subject to any terms and conditions which the Principal may impose. The Principal may, at his/her sole discretion, cancel enrolment in accordance with the Policies of EduExcellence.

For the sake of clarity, this Agreement regulates the enrolment and admission of the Learner to EduExcellence and also regulates the relationship between EduExcellence, the Learner, the Parent and/or a Third Party once the Learner is admitted and enrolled with EduExcellence. Nothing in any Application form or in this Agreement (until it has been signed by both Parties) should be interpreted as a representation or warranty made by EduExcellence that the Learner will be admitted to EduExcellence.

While the Learner remains enrolled at EduExcellence, we through all members of its staff, undertakes to exercise reasonable skill and care in respect of the Learner's education and welfare. This obligation will apply during schooling hours as published by EduExcellence and at other times when the Learner is required or permitted to be on the Campus premises or is participating in activities organised by EduExcellence.

The Learner's progress at EduExcellence shall be monitored through regular written reports. The Principal or relevant staff members will advise the Parent if there are any concerns about the Learner's progress. This includes our professional recommendation as to which Stream and Class EduExcellence believes a Learner should be placed, based on what is in the best interest of the Learner.

The Parent is aware that EduExcellence follows an inclusive education model, whereby EduExcellence chooses to include Learners with a diagnosis of so-called ADD, ADHD, Asperger's, Dyslexia and the like, at the sole discretion of the Campus Principal as guided by EduExcellence Enrolment Policy. Further to this, EduExcellence will not recommend medication typically prescribed to such learners but instead will support the Parent's right to choice. The Parent is aware that EduExcellence's inclusive model also means that we include learners on the same Campus, but with separate facilities, with Moderate to Severe developmental delays and the like, at the sole discretion of the Campus Principal as guided by the EduExcellence Enrolment Policy.

Notwithstanding the above, the Parent is aware that EduExcellence retains its Right of Admission to specifically refuse enrolment or revoke enrolment for Learner's that in the reasonable opinion of the Principal, cannot, or can no longer, provide adequately for the Learner's special educational needs.

7 Parent's General Obligations

7.1 Privilege of Attendance

I, understand that my child's attendance at EduExcellence is a privilege and not a right.

I, further understand, as outlined in the Parent Learner Handbook, that EduExcellence will invite learners for re-enrolment in October of the current academic year, and that re-enrolment is considered based on the guidelines listed therein. At the time of re-enrolment, the Account must be in good standing and be kept current to maintain my child's re-enrolment status. I understand that EduExcellence Leadership Team will make the final decision as to the Learner acceptance for the successive school year.

In the event that circumstances are such that I decide to withdraw my child from EduExcellence, I agree to do so in an orderly fashion. Additionally, if I voluntarily withdraw, my child from the school, I understand and accept that, in accordance with the Account Management Policy, there will be requirement for a three (3) months Notice Period or the equivalent of three (3) months Tuition Fees. Along with this, there will be no refund due on the Application Fee, Development Levy and Programme Levy or any expended Tuition Fees, as indicated in the Financial Terms & Conditions section below and in accordance with the Account Management Policy.

Please note that only in circumstances where, at the discretion of the Principal, EduExcellence agrees, or proposes, that it is in the best interest of the Learner that he/she be withdrawn from EduExcellence, the the three-month Notice Period will be waived.

7.2 Meetings & Communication

I agree to make all reasonable arrangements to attend feedback meetings as and when EduExcellence invites me. EduExcellence will attempt to provide reasonable notice of meetings via the Communication Channels.

I agree that should I have any issues or concerns with regard to EduExcellence in any way, I will engage directly with the Campus Leadership Team and refrain from discussing the matter with other parents.

I agree to let EduExcellence know if my contact details changes and to regularly check all Communication Channels for updates that may affect myself or my child.

7.3 Acceptable Behavior

I pledge to support EduExcellence in its efforts to administer discipline to my child in accordance with the principles EduExcellence sets for itself as outlined in the Parent Learner Handbook.

I understand that the Principal may in his/her discretion require the Parent to remove, or may suspend or expel, the Learner if the Parent's behaviour is in the reasonable opinion of the Principal so unreasonable as to affect or be likely to affect the progress of the Learner or another Learner or other Learners at EduExcellence, or the well-being of the EduExcellence staff, or to bring EduExcellence into disrepute.

I understand that the Principal may, at his/her discretion, require the Applicant to remove the Learner, or may suspend or expel the Learner, from EduExcellence, if he/she reasonably considers or believes that the Learner's attendance, progress or behaviour (including behaviour outside the Campus) is seriously unsatisfactory and the Learner's removal is in the best interests of EduExcellence, the Learner, other Learners or the wider EduExcellence community. In this case, the Parent will be asked to remove the Learner either immediately and without notice, or at a specified date that is shorter than a full term, with or without notice, determined by what is reasonable under the circumstances. EduExcellence will not be required to give the Parent a full term's written notice under these circumstances. Should the Principal exercise this right, any prepaid Tuition Fees for the period after the Learner is removed from EduExcellence, will be refunded to the Parent.

The Parent Learner Handbook set out examples of offences likely to be punishable by suspension or expulsion. These examples are not a closed list and a Learner may be expelled or suspended for offences which are not included in these examples. In particular, the Principal may decide that suspension or expulsion for a lesser offence is justified where there has been previous misbehaviour by the Learner or the circumstances of the case otherwise justify such action.

I acknowledge that I am responsible for the Learner, whether on the Campus or not, after Normal Schooling Hours or after official EduExcellence activities, events or functions.

7.4 Parent Learner Handbook & Policies

I acknowledge that EduExcellence attempts to manage staff, Learner and Parents behaviour via Principles and NOT an exhaustive list of rules. I further acknowledge that these principles are largely based on Christian principles of love, respect, integrity and fairness,

I declare that I have read and understood the published Policies, Principles and Processes referred to in this Agreement. The Applicant agrees to abide by the Policies, Principles and Processes and decisions made by EduExcellence from time to time. The Parent also undertakes to ensure that every parent, guardian and/or other person exercising rights of control or decision-making powers in respect of the Learner shall similarly comply with and abide by the Policies, Principles and Processes and decisions made by EduExcellence from time to time. EduExcellence undertakes to make copies of all policies available on request and free of charge, or on the EduExcellence website.

I acknowledge that I am responsible for and will ensure that, the Learner obeys the Policies, Principles (in particular the Principles Governing a Lady and a Gentleman), and any Processes implemented by EduExcellence, where these apply to the Learner.

EduExcellence shall be entitled to amend and/or replace the Policies, Policies and Processes, from time to time. EduExcellence undertakes to make Parents aware of any such changes via the approved Communication Channels.

7.5 School Activities

I give permission for my child to take part in all school activities, including sporting and school sponsored trips outside the Campus, and absolve EduExcellence from liability to me or my child due to any injury my child may incur either during Normal Schooling Hours (which includes school activities), except if such loss or damage arises as a consequence of gross negligence or wilful misconduct of EduExcellence Leadership and/or staff.

In the case of an accident or serious illness, I request that EduExcellence contact me immediately. If the school is unable to contact me or my emergency contact number(s) provided, EduExcellence will take immediate action and make whatever arrangements deemed necessary.

7.6 Image Material Consent & Social Media

I hereby provide EduExcellence consent for use of Image Material that might contain images of my child so long as the context of the material is not detrimental to the wellbeing of my child and the Image Material was only obtained during the course of Normal School Hours while the Learner is busy with typical educational functions. Should I explicitly wish to revoke the consent implied herein, I will contact the Campus to explain to the Principal the context and reasoning for revoking my consent. Where after I will sign a Revocation of Consent for use of Image Material form.

I hereby acknowledge that EduExcellence does have official FaceBook Pages and a (private) FaceBook Group (see Communication Channels) and a Corporate presence on LinkedIn and that EduExcellence does not have a presence in any other social media channel.

I hereby acknowledge that EduExcellence does monitor all social media channels for reference to itself and reserves the right to take action, as determined under appropriate SA Law against individuals using EduExcellence name or branding without permission and/or individuals disparaging EduExcellence

7.7 Meal Service

Correct food is a vital part of building a growing brain. As such EduExcellence provides Meal Service that is included in the Schedule of Fees.

Please indicate whether you wish to make use of EduExcellence Meal Service. We offer all children a balanced Breakfast and Lunch. To help us manage the Learners when it comes to meal time and to help us prepare the correct amount of food, please indicate your interest below.

Select the Meal Service you are interested in.

- Breakfast only
- Lunch only
- Breakfast and lunch
- Neither, thank you

Thank you for your interest in our Meal Service, you will shortly receive an email with a link to complete our Meal Agreement.

7.8 AfterCare Service

Please indicate whether you wish to make use of EduExcellence AfterCare service. Either;

AfterCare Gap: This is for the little ones that have an older sibling in the school and will be collected along with the older sibling

AfterCare Full: This is for the full period from when the school day ends to no later than 5:30pm

Ad-hoc: Should you not be able to collect your child within 10min of the close of the school day you will be charged an Ad-hoc fee.

For AfterCare Gap, Full & Ad-hoc pricing please see the EduExcellence published Schedule of Fees on our website.

As per the Account Management Policy all learners will be enrolled in our biometric (fingerprint) system. Learners that for whatever reason enter AfterCare will be scanned in and when they are collected will be scanned out.

Select the AfterCare service you are interested in:

AfterCare Gap

AfterCare Full

No thank you (Possible Ad-hoc Fee)

Thank you for your interest in our AfterCare service, you will shortly receive an email with a link to complete our AfterCare Agreement.

Parents will receive a separate AfterCare Agreement that covers that service. If you selected Gap or Full AfterCare, please indicate how you wish to pay:

- Annual by EFT
- Termly
 - Debit Oder
 - Stop Order
- Monthly
 - Debit Order
 - Stop Order

8 Financial Terms & Conditions

8.1 Related Policies and the latest published Schedule of Fees

I, acknowledge that this Agreement makes reference to related EduExcellence Policies and the latest published Schedule of Fees for both EduExcellence Schools and EduSkills Centres.

For a full and complete understanding of this Enrolment Agreement you are expected to have read all these Policies and the published Schedule of Fees; specifically:

PUBDOC001 2017 Schedule of Fees - EduSkills Centres
 PUBDOC002 2017 Schedule of Fees - EduExcellence Schools
 PUBPOL001 Parent Learner Handbook
 PUBPOL002 Enrolment Policy
 PUBPOL003 Account Management Policy

8.2 Third Parties

I acknowledge that should I have an arrangement with a third party for either full or partial payment of this account I remain completely liable for the full payment of the account. To be clear, EduExcellence will not contract with a third party for payments.

8.3 Acceptance of Liability

I hereby assume liability for the entire Learner's account which includes all monies owed to EduExcellence as per the Schedule of Fees and the Account Management Policy.

8.4 Terms of Payment

Terms of Payment are subject to our Account Management Policy.

It is recorded that the Schedule of Fees are determined before the start of the new academic year and published on the EduExcellence website. The most recent Schedule of Fees will be deemed as the current Schedule of Fees.

The Schedule of Fees that have been published at the time that this contract is signed will remain in force for the Contract Period.

Notwithstanding the point above, EduExcellence wishes to make the contracted parties aware that it reserves the right to amend Schedule of Fees for new enrolments.

Fees for the contract period are payable in **advance** – i.e. at the beginning of the month, term or year.

EduExcellence no longer accepts any payments by Cheque or Credit/Debit Card.

EduExcellence is a **Cash Free Zone**. For the safety of learners and staff we no longer accept cash except for nominal amounts (Less than R100).

Fees paid without a Family Account Number or the incorrect Family Account Number will incur a Penalty Fee as per the Schedule of Fees. The Family Account Number must be used as the reference number when making a payment.

Fees paid into the incorrect bank account will incur a Penalty Fee as per the Schedule of Fees.

EduExcellence reserves the right to charge interest of Prime (as published by FNB) + 5% on all accounts that are in arrears.

Payment of monthly fees is not subject to presentation of an invoice or a statement.

It is the responsibility of the Account Payer to ensure that the account statement reflects all Invoices and Payments.

8.5 Breach of Contract

Breach of Contract is subject to our Account Management Policy.

In the event of the Account Payer, committing a breach of contract on any of the Terms and Conditions of this Agreement or the Account Management Policy, EduExcellence may in its sole discretion:

1. Suspend the Learner's enrolment and refuse the learner entry to the School's premises until the breach has been remedied; or
2. Claim damages from the Account Payer or
3. Take whatever legal steps deemed necessary to recover outstanding fees.

8.6 General

This Agreement constitutes the whole Agreement between the parties relating to the subject matter hereof. No amendment or consensual cancellation of this Agreement or any provision or term thereof or of any Agreement, bill of exchange or other document issued or executed pursuant to, or in terms of the Agreement and no settlement of any disputes arising under this Agreement and no extension of time, waiver or relaxation or suspension of any of the provisions or terms of this Agreement or of any Agreement, bill or exchange or other document issued pursuant to or in terms of this Agreement shall be binding unless recorded in a written document signed by both parties. Any such extension, waiver, relaxation or suspension which is so given or made shall be strictly construed as relating strictly to the matter in respect whereof it was made or given.

8.7 Jurisdiction

This Agreement is subject to South African law.

8.8 Credit Information

The Account Payer, undersigned surety, and/or legal guardian hereby consents to the disclosure and exchange of personal financial information to a credit bureau or financial institution in accordance to the National Credit Act.

8.9 Domicilium

The parties choose as their domicilia citandi et executandi as the addresses set out on the original Application Form and transcribed to this Agreement.

8.10 Legal Fees

In the event of EduExcellence pursuing legal action against the Account Payer, undersigned surety, and/or legal guardian, he/she will be held liable for all legal fees on an attorney/client scale as well as collection costs, commission, interest and tracing fees.

8.11 Non-waiver

EduExcellence shall not be regarded as having waived or be precluded in any way from exercising any right by reason of the fact that it has at any time granted an extension of time or shown any indulgence of the Parent and/or the Learner or has failed to enforce or delayed the enforcement of any right against the Parent.

It is a condition of attendance at EduExcellence that the Parent sign in the space provided.

Each person who is a parent must sign. EduExcellence Management and Directors will consider this declaration and Agreement to be null and void if this document is altered in anyway.

8.12 Cancellation

Cancellation is subject to our Account Management Policy.

I undertake to give full 3 (three) calendar months written notice of termination of an enrolled learner, failing which the liability (Early Exit Fee) incurred will amount to 3 (three) months published Schedule of Fees along with any additional Ad Hoc or Penalty Fees incurred in the notice period.

EduExcellence shall be entitled to terminate the enrolment of any Learner instantly, and with immediate effect, if the learner is guilty of an offence which, in the sole opinion of EduExcellence, renders his/her continued enrolment at EduExcellence impossible, in which event, [pipe:434] [pipe:435], after deduction of all amounts otherwise owing to EduExcellence, will be refunded a pro-rata proportion of any fees already paid in advance in respect of such a learner

EduExcellence reserves the right to waive the 3 (three) months Early Exit Fee if it believes that an immediate termination of the enrolment of the Learner is in the best interest of the Learner

In the event of emigration, which is often a long and drawn out process, EduExcellence would appreciate 6 (six) full calendar months written notice.

No pro-rata refunds will be considered for termination part-way through a month..

8.13 Annual Security Retainer: Payment Method

Please indicate that you understand that on completion of this Enrolment Agreement you will have Provisional Enrolment at EduExcellence. To ensure Final Enrolment for [Learner] for the [Date] academic year the Security Retainer must be paid.

The Security Retainer must be paid via EFT. Please use your Family Account Number and email Proof of Payment to your Campus Accounts email address.

8.14 Annual Levies: Payment Method

Please indicate your preferred method of payment for Annual Levies; including the Programme or Phase Levy and the Development Levy.

Please note that the Debit Order option allows for recurring payments from either a Current Account or from a Credit Card.

- 1x Annual Payment – EFT
- 4x Termly Payments – EFT
- 12x Monthly Payments – Debit Order
- 12x Monthly Payments – Stop Order

If you have indicated that you will pay **monthly via Debit Order**.

Please download the [Campus] Debit Order Form from our website.

The DO Form must be completed in full, signed and returned either in person to the Campus Front Office or scanned and emailed to the [Campus] Accounts Department.

Also note that the monthly payment option does attract an interest fee for the levies.

You have indicated that you will pay **monthly via Stop Order**. Please send us proof of the Stop Order configuration. A letter from your bank or a screenshot of the configuration will suffice. Confirmation should be emailed to the [Campus] Campus Accounts Department.

Also note that the monthly payment option does attract an interest fee for the levies.

You have indicated that you will make **1 or 4 payments via EFT**. Proof of Payment should be emailed to the [Campus] Campus Accounts Department.

8.15 Tuition Fees: Payment Method

Please indicate your preferred method of payment for Tuition Fees.

Please note that the Debit Order option allows for recurring payments from either a Current Account or from a Credit Card.

- 1x Annual Payment – EFT
- 4x Termly Payments – EFT
- 12x Monthly Payments – Debit Order
- 12x Monthly Payments – Stop Order

If you have indicated that you will pay **monthly via Debit Order**.

Please download the [Campus] Debit Order Form from our website.

The DO Form must be completed in full, signed and returned either in person to the Campus Front Office or scanned and emailed to the [Campus] Accounts Department.

Also note that the monthly payment option does attract an interest fee for the levies.

You have indicated that you will pay **monthly via Stop Order**. Please send us proof of the Stop Order configuration. A letter from your bank or a screenshot of the configuration will suffice. Confirmation should be emailed to the [Campus] Campus Accounts Department.

Also note that the monthly payment option does attract an interest fee for the levies.

You have indicated that you will make **1 or 4 payments via EFT**. Proof of Payment should be emailed to the [Campus] Campus Accounts Department.

8.16 Additional Fees

I understand that Additional Fees are optional expense items that are typically charged to my account in arrears. This includes, but is not limited to, uniform items, laboratory expenses, outing costs etc.

I acknowledge that these Additional Fees must either be paid via EFT or I may elect to increase my monthly Debit Order amount to allow for the inclusion of Additional Fees in my Debit Order.

I will pay any Additional Fees via:

- EFT
- Debit Order, I will increase my Debit Order amount by R_____

8.17 Declaration of Parent

I the undersigned, hereby certify that the information given in this Enrolment Agreement is fair and accurate and I agree to the conditions as set out herein.

I accept that the EduExcellence philosophy is based on Christian principles and hereby agree to never undermine this point.

I accept that this Agreement is an extension of the Agreements attested to in my original Application Form.

Note: Enrolment applications will be reconsidered if, in the case of important and/or required information being withheld; and/or misleading or ambiguous information was provided.

Finally, I agree to the financial Terms and Conditions

Parents will then be asked to sign the Agreement. This can either be done online with a touch screen or a mouse, or the Agreement can be printed and physically signed and handed in to the campus.

Please note that an electronic copy of your IP address is saved with this agreement.

A printed signed copy may also be taken to the campus for a counter signature.

9 Document Classification

Document Details	PUBLAGREE001 Enrolment Agreement.docx
	/Users/nealbresler/odrive/GDrive - EduExcellence/8. EduExcellence HR & Marketing Workspace/2017 Public Documents/PUBLAGREE001 Enrolment Agreement.docx
Created by	Neal Bresler
Created date	2016/09/07 14:25
Last saved by	Neal Bresler
Document classification	<input checked="" type="checkbox"/> Public <input type="checkbox"/> Confidential <input type="checkbox"/> Restricted
Document Owner	Group Operations Leader or as delegated
Document Version	07/10/2016 15:27:00