



AP05

2013

21 Digtebij Crescent
Mabille Park
Kuilsriver 7580
021 906 6980

A REGISTERED NON PROFIT ORGANISATION NO: 043-617-NPO

CONTRACT FOR TUITION

This agreement is entered into between

HEBRON CHRISTIAN ACADEMY

The "Tuition Provider"

AND

Mr and Mrs / Ms

"The Parent/s or Legal Guardian/s"

*Initial here

1. PARENT/S AND/OR LEGAL GUARDIAN/S

NB! All the information requested below must be supplied, correctly completed and initialled where indicated

1.1 PERSONAL DETAILS

1.1.1

FATHER / GUARDIAN

MOTHER / GUARDIAN

Full Name Full Name

I.D No. I.D No.

Physical Address

*Initial here

Name of Employer: Name of Employer:

Position Held: Position Held:

Duration of current employment Duration of current employment

*Initial here

Telephone contact numbers Home:
Work:
Cell:

E-mail: E-mail:

*Initial here

1.1.2 Relationship to Child Relationship to Child

1.2 ADDITIONAL DETAILS

1.2.1 MARITAL STATUS:

Parent/s or Guardian/s:

**Initial here*

1.2.2 CHURCH:

FATHER / GUARDIAN

Denomination
Town / Suburb
Pastor's Name
Telephone No

MOTHER / GUARDIAN

(Attach a letter of referral from your local pastor / church)

1.2.3 FAMILY DOCTOR:

Name of Doctor
Town / Suburb
Telephone No

**Initial here*

1.2.4 BANKING DETAILS:

Name of Bank
Branch
Account Number
Account Type

**Initial here*

2. LEARNER / CHILD

2.1 PERSONAL DETAILS:

FULL NAMES

SURNAME

GENDER

**Initial here*

DATE OF BIRTH

AGE

**Initial here*

ADDRESS:

 CODE

**Initial here*

CONTACT NUMBERS

HOME:

CELL:

**Initial here*

2.2 PREVIOUS SCHOOL DETAILS:

NAME OF SCHOOL:

ADDRESS OF SCHOOL:

SCHOOL PRINCIPAL:

CLASS EDUCATOR:

LAST GRADE COMPLETED:

YEAR OF COMPLETION:

REASON FOR LEAVING:

GRADE BEING ENROLLED:

**Initial here*

(Attach a signed copy of the learner's latest School Report here)

2.3 AFTERCARE DETAILS:

GUARDIAN / AFTERCARE FACILITY:

CONTACT PERSON:

RELATIONSHIP TO LEARNER:

CONTACT NO. Home / Office

OTHER CONTACT DETAILS:

**Initial here*

2.4 CHURCH DETAILS

DENOMINATION:

TOWN / SUBURB:

PASTOR'S NAME:

TELEPHONE NO:
 Church Office:

 Home:

MINISTRY INVOLVEMENT:

**Initial here*

2.5 MEDICAL DETAILS

Failure to provide correct information here, could result in a misdiagnosis and a delay in the admission of medical care

NAME OF HOUSE DOCTOR:

TELEPHONE NO:

**Initial here*

DIAGNOSED ALLERGIES:

(Must provide details)

*Initial Here

DIAGNOSED DISABILITIES:

(Must provide details)

*Initial Here

PRESCRIPTION MEDICATION:

(Must provide details)

*Initial Here

OTHER MEDICAL CONDITIONS:

(Must provide details)

*Initial Here

3. TERMS AND CONDITIONS:

3.1 SCHOOL FEES AND ADMINISTRATION COSTS

- 3.1.1 All school fees are payable in 12 equal monthly instalments on the 1st day of each calendar month, in advance and without demand
- 3.1.2 Interest at the rate of **2% above prime** (as determined by First National Bank) per annum will be levied on all late payments
- 3.1.3 School fees and other administration costs, shall be reviewed and may be adjusted annually by the management of the school. Such adjustments will become effective on the **1st July** each year. A **registration fee** is payable upon signature of this contract
- 3.1.4 Where school fees are payable yearly in advance, the amount payable will be equal to twelve (12) times the monthly fee, as determined from time to time
- 3.1.5 All school fees are either payable by bank transfer or by cash. Payments by **cheque** will not be permitted unless approved in writing by the Senior Administrator
- 3.1.6 This contract is signed subject to an initial 6 (six) month probation period. If during this period any monthly school fee is paid late or not at all, this contract will be immediately cancelled without prejudicing the right of the school to claim school fees up to the date of cancellation

*Initial here

3.2 LEARNER SUPPORT MATERIAL

- 3.2.1 The school will provide the student with the required learner support material together with related study aids. Should the learner require additional support material, for whatever reason, this cost will be borne by the parent/s or guardian/s
- 3.2.2 The school will provide the required tuition and support for the learners as prescribed in the Whole School Evaluation (Governance) documents
- 3.2.3 All other learning aids, which support the learner support material, necessary for the effective transfer of knowledge, will be paid for by the parent/s or guardian/s
- 3.2.4 Any school text book loaned by/to a learner which is lost, broken, torn, written on or damaged in any way, howsoever caused, shall be replaced at the parent/s or guardians/s cost

*Initial here

3.3 CONTRACT TERM AND NOTICE OF WITHDRAWAL

3.3.1 This contract will be binding upon the parent/s or guardian/s for a period of **twelve (12) months** from date of inception and thereafter be effective on a calendar year basis. Parent/s or guardian/s will therefore only be able to withdraw their child / children from the school at the end of **December** each year, subject to the giving of **three (3) full months** written notification to this effect

**Initial here*

3.3.2 This condition may be waived, where parent/s or guardian/s are being transferred away from the Oostenberg district. In such an instance, the parent/s or guardian/s will be required to give **one (1) full months** written notification, for consideration and approval by the Senior Administrator

3.3.3 These conditions will not be waived for any reason, other than for that stated in 3.3.2 above

**Initial here*

3.4 NOTIFICATIONS

3.4.1 All notices and correspondence between the school and the parent/s or guardian/s must be given in writing, by letter, e-mail, SMS or by SMS WEB.

3.4.2 Notices and correspondence, must either be electronic, faxed or hand delivered

3.4.3 Parent/s or guardian/s are required to inform the school within **7 days** of any change to information provided in this contract. Such notification must be in writing

**Initial here*

3.5 SPORT, CULTURAL AND OTHER EXTRAMURAL ACTIVITIES

3.5.1 The school will organise certain sporting events and cultural outings in line with its school calendar of events, for which participation of the learners is compulsory. These activities may require the transit of learners by vehicle or by foot. In such instances, the parent/s or guardian/s indemnifies the school against any loss of whatever nature, howsoever caused. Care will however be exercised for the safe transit and protection of learners at all times

**Initial here*

3.6 PARENT INVOLVEMENT

3.6.1 Parent/s or guardian/s agree to attend "**Parent Orientation**" sessions when requested to do so by the principal, an educator or by the school management

3.6.2 Parent/s or guardian/s undertake to attend all **Parent / Educator meetings** and **Parent / Educator intervention meetings** as requested by the school management, from time to time

3.6.3 Parent/s or guardian/s agree to support all school sports, cultural and academic activities as and when organised and when timeously informed thereof

3.6.4 Parent/s or guardian/s agree to maintain good effective relationships with all the educators and to contribute to the nurturing of a healthy spirit within the school

3.6.5 Parent/s or guardian/s agree to take appropriate and necessary corrective action to address behaviour indiscipline and/or work related problems of their child / children as observed and notified of by the educator and/or Principal and/or Senior Administrator

- 3.6.6 Parent/s or guardian/s agree that the school management may take reasonable and fair disciplinary action against their child/children for repeated violation of school rules and ethics This may result in suspension and possibly expulsion from the school. Every effort will however be taken to reach an amicable solution

**Initial here*

3.7 PERSONAL HYGIENE AND HEALTH

- 3.7.1 Parent/s or guardian/s agree that appropriate and necessary action, including the summoning of a medical doctor, if deemed necessary by the school, to provide treatment to their child/children, will be permitted and will be for the expense of the parent/s or guardian/s
- 3.7.2 Parent/s or guardian/s will immediately inform the school of any and all medicine being prescribed by a medical doctor for the treatment of an ailment or allergy of a diagnosed disorder of the child/children
- 3.7.3 Parent/s or guardian/s will ensure that their child/children, is/are well groomed at all times and will ensure that their child/children abide by the school dress & conduct codes at all times
- 3.7.4 Parent/s or guardian/s agree, that despite all efforts by the school management to ensure the safety and well-being of the child/children, that neither the school, its educators, management, service staff, contractors, nor any other person contracted by the school, may be held liable for any loss of whatever nature and howsoever caused

**Initial here*

3.8 LEARNER BEHAVIOUR AND WORK ETHIC

(Parents confirm that their child understands the conditions and implications of clause 3.8)

3.8.1 CODE OF CONDUCT

I (**Learner's name**) _____ do hereby undertake to abide by the code of conduct, rules and regulations of the School and confirm that I have read and understand what I am committing myself to

- 3.8.1.1 I understand that my attitude, conversation and behaviour must reflect the character of the school, my home and the church I belong to. I will therefore act in such a manner as not to offend my school, my home, or my church, to the glory of God
- 3.8.1.2 I submit myself to the authority of the Educators and to the related disciplinary code and procedures and will adhere to the rules of this school as put forth in this document
- 3.8.1.3 I will serve my school with honour and integrity at all times
- 3.8.1.4 I undertake to be loyal and true to my fellow learners and those in authority over me
- 3.8.1.5 I undertake to support the activities of the school, enthusiastically and whole-heartedly
- 3.8.1.6 I agree to abide by these rules and procedures, as amended from time to time and understand that these rules are in place for my protection and goodwill
- 3.8.1.7 I will honour God in everything I do and will live out Christian character and values as the basis of my life's ethos
- 3.8.1.8 I acknowledge and accept the rights of my fellow learners and Educators and will not hinder any of them in their process of learning and work respectively

**Initial here*

- 3.8.1.9 I will be polite and respectful towards others as God requires of me
- 3.8.1.10 I will present myself, my school and surroundings in a neat and tidy manner
- 3.8.1.11 I will be just in my opinion of others and have the attitude of conciliation and reconciliation
- 3.8.1.12 I understand that detention may also include service to the school, i.e. Cleaning of school buildings and surroundings

**Initial here*

3.8.2 GENERAL SCHOOL RULES

These rules must be read in conjunction with the Intervention, Use of electronic device Policies and Disciplinary Procedure

3.8.2.1 GIRLS:

- * No make-up permitted (under any circumstances)
- * Following jewellery items permitted only: wrist watch, one pair sleeper or stud earrings and Christian wrist bands
- * Hair must be tied up if longer than shoulder length
- * Uniform to be clean and ironed at all times

**Initial here*

3.8.2.2 BOYS

- * Hair to be above ears and shirt collar
- * No make-up permitted
- * Following jewellery items permitted only: wrist watch, Christian wrist bands
- * Uniform to be clean and ironed at all times

**Initial here*

3.8.2.3 GENERAL

- * Parent/s to notify the school by 09H00, where learner is absent on any day
- * Parent/s must provide a letter explaining absence, if doctor's certificate not obtained
- * Cell phones will only be permitted on school grounds with the expressed and written approval of both the parent/s and the School Management (Senior Administrator or Principal)
- * Cell phones must be switched off and handed in at school office during school hours
- * No firearms, alcohol or cigarettes will be allowed on the School premises at any time
- * Learners may not leave school grounds without permission under any circumstances
- * No colouring, bleaching or highlighting of hair is allowed
- * No body piercing or tattoos allowed
- * Nails to be well manicured, short and clean
- * No talking in lines, passages and classrooms
- * All other school rules to be obeyed at all times
- * All items not permitted will be confiscated and kept in safe keeping till the end of the term

**Initial here*

3.8.3 CLASSROOM RULES

- * Only approved stationery will be allowed on desks
- * No running in any classroom
- * No talking to fellow learners in classroom
- * No talking to fellow learners in assembly lines
- * No chewing or possession of gum during school hours or when in school uniform
- * No eating or drinking in classrooms
- * Remain seated in chair at all times, unless summonsed by an educator
- * No talking permitted at educators' desk
- * No talking permitted at any time unless facilitated by an educator
- * Use own stationery at all times

**Initial here*

Parent/s or guardian/s undertake to ensure that their child abides by these rules and regulations as amended and / or implemented from time to time

3.8.4 CONSEQUENCES OF NON COMPLIANCE

These consequences form part of and must be read in conjunction with the Intervention Policy and Disciplinary Procedures

3.8.4.1 DETENTION

(Refer Annexure Attached to this contract for further details on demerit system)

I understand that the consequences for breaking the school rules will be that I will receive demerits which may result in detention. The reason, duration and timing of the detention will be indicated on the Detention Slip and in my Homework Book

**Initial here*

3.8.4.2 SUSPENSION

I understand that if I am suspended for any of the following offences, it will be for a period as determined by the principal and that my parents must then accompany me to the school upon my return:

Suspension for repeated breaking of school rules will only take place after the giving of a verbal and / or formal written warnings, depending on the offence.

Suspension will take place without prior warning for the following offences:

- * Dishonesty
- * Theft of any nature
- * Vandalism or willful destruction of school property
- * Smoking or possession of cigarettes. Students may not smoke anywhere in public even when under parental supervision
- * Fighting or physical violence
- * Bad language or dirty jokes
- * Belonging to gangs or secret societies
- * Drinking and drugs. Learners may not drink or use drugs on or around the school premises even when under parental supervision
- * Possession of pornography
- * Repeated breaking of school rules or repeated behavioural misconduct
- * Repetitive testing or examination violations and related offences
- * Defiance

**Initial here*

3.8.4.3 EXPULSION

If any learner repeats an offence for which he/she has been previously suspended and if such offence violates agreed parameters as discussed with the parent/s or guardian/s, then the learner may be expelled from the school, without the right of appeal

3.8.4.4 DISCIPLINARY HEARINGS

A disciplinary committee consisting of the principal, educator of the learner and an additional nominated educator will be convened to hear cases which may result in suspension or expulsion, as a result of violations of the school rules, poor behaviour and character. The decision of the committee will be final and binding. The learner's parent/s or guardian/s may be present at the hearing to witness the process

**Initial here*

3.9 RIGHT OF ADMISSION

Parent/s or guardian/s accept that the school has the sole right to accept or reject any child making application for enrolment and if successful, that the child will be taught in the Christian faith

Parent/s or guardian/s agree that enrolment will be based upon the criteria as determined in the "Tuition Contract" and that parent/s or guardian/s will not have any right to claim, whether legal or other, against the school for any reason whatsoever

Parent/s or guardian/s agree to work together with the school management in the effective resolution of any indifferences and will first exhaust all avenues at reconciliation before resorting to other external sources

Parent/s or guardian/s confirm that they have read and have understood the contents of this contract and the terms and obligations contained therein

**Initial here*

3.10. BREACH OF CONTRACT / DEFAULT

Should the school fees or any part thereof not be paid on the due date as indicated in clauses 3.1.1 to 3.1.6 above, or should the parent/s or guardian/s not comply with any of the terms as stipulated in this contract, then the management of the school may, without prejudicing any of its rights in terms of this contract, be entitled to;

- 3.10.1. Demand immediate payment of the outstanding amount/s due and payable upon either written, electronic or telephonic request to do so
- 3.10.2. Should the parent/s or guardians/s not comply with this request, then the management of the school has the right to either, after giving the parent/s or guardian/s 7 (seven) days written notice to this effect, to cancel the contract of tuition with immediate effect and / or to refer the matter to a debt collector and / or attorney for collection of outstanding amounts
- 3.10.3. Should the management of the school choose to refer the matter to a debt collector and or attorney in terms of clause 3.10.2 above, then all costs relating to such collection shall be borne by the parent/s or guardian/s without prejudice to any of the rights of the school in terms of this contract
- 3.10.4. Should the management of the school choose to cancel this contract as a result of a breach of any of the terms of this contract, either for a first time breach or for repeated breaches, then the parent/s or guardian/s will be required to immediately remove the learner/child from the school premises and pay all arrear school fees up to the date of cancellation

**Initial here*

3.11. WHOLE CONTRACT

- 3.11.1. It is agreed that this agreement will constitute the entire and final agreement between the parties and will be binding on the parties unless any adjustments or amendments are put in writing and signed by both parties to this agreement
- 3.11.2. Neither of the parties will be bound by any condition or stipulation whatsoever suggested by anyone of the parties, their agents or representatives, unless contained in this agreement
- 3.11.3. No indulgence on the part of the "Tuition Provider" or relaxation of any terms of the agreement, will prejudice the rights of the "Tuition Provider" , especially with the acceptance by the "Tuition Provider" or school fees after the due by date

**Initial here*

3.12. DOMICILIUM AND JURISDICTION

- 3.12.1. The "Tuition Provider" chooses as his "*domicilium citandi et executandi*" the property situated at 21 Digtebij Crescent, Mabille Park, Kuilsriver, being the property upon which the school is situated
- 3.12.2. The "Parent/s or Guardian/s" consent to the jurisdiction of the Magistrates Court in respect of any legal action arising out of the non fulfilment of any of the terms of this agreement. The "Tuition Provider" shall, however, have the right to start legal proceedings in any court of its choice

**Initial here*

3.13. RE-ENROLMENT

- 3.13.1. The "parent/s or guardian/s" understand and accept that application for re-enrolment must be made each year and that such re-enrolment is not guaranteed in terms of this agreement
- 3.13.2. The "parent/s or guardian/s" furthermore understand and accept that the "Tuition Provider" has the sole discretion, without prejudicing any of its rights in terms of this agreement, to accept or reject the re-enrolment application made on behalf of the child/learner
- 3.13.3. The "parent/s or guardian/s" understand and accept their responsibility to comply with the financial terms as set forth in this agreement and that non compliance would negatively affect the prospective re-enrolment of the child/learner
- 3.13.4. The "parent/s or guardian/s" understand and accept that any actions or associations which contradict or undermine the rights of the "Tuition Provider" would negatively affect the prospective re-enrolment of the child/learner
- 3.13.5. The "parent/s or guardian/s" understand and accept that any individual or repetitive breach of any term or terms of this contract would negatively affect the potential re-enrolment of the child/learner and that the "Tuition Provider", without prejudicing any of its rights in terms of this agreement, would have the right to reject such re-enrolment application and refuse entry to the child/learner for the ensuing school year
- 3.13.6. The "parent/s or guardian/s" understand and accept that the behaviour and work performance of the child/learner is a major contributing factor for re-enrolment and that repeated and unrepentant negative behaviour and work performance by the child/learner would negatively affect prospective re-enrolment
- 3.13.7. The "parent/s or guardian/s" agree to take all possible corrective measures to support the school in the education of the child/learner including attending intervention meetings, parent/teacher meetings and formal and informal school events

** Initial Here*

4. ACCREDITATION AND COMPLIANCE

Hebron Christian Academy is a registered Independent Christian school providing tuition which is accredited and compliant with the the relevant Governmental and Statutory Authorities in South Africa

This agreement is entered into under the terms and conditions as prescribed by these statutory bodies governing education in South Africa, as follows;

a) Western Cape Education Department:

Registered as an Independent School in terms of section 30(1) of the Western Cape Provincial School Education Act 1997 (Act No 12 of 1997)

Registration Number: 13/3/1/145

b) Umalusi - Council for Quality Assurance in General and Further Education and Training:

Accredited as a Private Educational Institution as contemplated by the General and Further Education and Training Quality Assurance Act 2001

Accreditation Number: 13SCH0100010

5. CONSENT AND SIGNATURES

I / We the "Parent/s or Guardian/s" confirm that I / We have read and understand the terms and conditions as laid forth in this agreement

I / We the "Parent/s or Guardian/s" furthermore agree to abide by these terms and conditions as laid forth in this agreement and fully accept the consequences for any breach thereof

PARENTS OR GUARDIANS		
<p>..... <u>Father / Male Guardian</u></p>	<p>..... <u>Mother / Female Guardian</u></p>	<p>..... Witness</p>
Signed on this, the day of20.....		

HEBRON CHRISTIAN ACADEMY		
<p>..... Stuart Farquhar</p>	<p>..... and/or Virgil Viljoen</p>	<p>..... Witness</p>
Signed on this, the day of20.....		

*Stuart Michael Farquhar, in his capacity as Senior Pastor and Senior Administrator of Hebron Christian Academy
 and
 Virgil Preston Viljoen, in his capacity as Pastor and Principal of Hebron Christian Academy*

are authorized to transact all business and legal negotiations and sign contracts on behalf of Hebron Christian Academy as stipulated in the Constitution of the school dated 1st March 2001, as amended

Contract Revision and Amendments

No 1: 15/05/2009 *Planned review and restructuring of layout and content*

No 2: 05/09/2012 *Inclusion of re-enrollment procedure and changes to structural layout*

No3: 20/10/2013 *Inclusion of Accreditation and Compliance requirements and review of rules and regulations in line with the Intervention Policy and Disciplinary Procedure*

6. FOR OFFICE USE ONLY

Function	Date Loaded / Done	By Whom	Signature
Administration Dept			
Check / Audit contract			
Contract Signed (all parties)			
Comments			
Financial Dept			
Pastel			
Cemis			
SMSWEB			
Comments			