



## **LEARNER ENROLMENT AGREEMENT**

### **NOTICE TO PARENT / LEGAL GUARDIAN**

THIS AGREEMENT HAS BEEN DRAFTED IN ACCORDANCE WITH THE **CONSUMER PROTECTION ACT 68 OF 2008**.

**TAKE NOTE** THAT PROVISIONS OF THIS AGREEMENT WHICH MAY IMPOSE OR HOLD SUBSTANTIAL RISK OR LIABILITY FOR THE PARENT / LEGAL GUARDIAN OR MAY REQUIRE THE PARENT / LEGAL GUARDIAN TO INDEMNIFY THE SCHOOL, OR ANY OTHER PERSON, OR WHICH MAY CONSTITUTE A RISK OF AN UNUSUAL NATURE OR WHICH COULD LEAD TO SERIOUS INJURY OR DEATH HAVE BEEN IDENTIFIED THROUGH USE OF HIGHLIGHTED LETTERS.

**TAKE NOTE** OF THESE PROVISIONS AND ENSURE THAT YOU UNDERSTAND AND COMPREHEND THEIR FULL CONTENT, MEANING AND EFFECT BEFORE SIGNING THIS AGREEMENT.

**TAKE NOTE** THAT ALTHOUGH THESE PROVISIONS HAVE BEEN HIGHLIGHTED FOR YOUR ATTENTION, THE REMAINING PROVISIONS OF THIS AGREEMENT MUST ALSO BE READ AND UNDERSTOOD AND ANY PROVISION WHICH IS NOT CLEAR, UNDERSTANDABLE OR THE CONTENT, MEANING AND EFFECT OF WHICH IS NOT UNDERSTOOD BY YOU, SHOULD BE CLARIFIED BEFORE SIGNING THIS AGREEMENT.

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## 1. DEFINITIONS

In this Agreement:

- 1.1. **"Additional Fees"** means those prices for the Additional Goods/Services and additional costs and levies required from time to time and notified to you in advance, to provide adequately for the education and related activities and services provided to your Child, including the costs of extra-curricular activities or special educational needs;
- 1.2. **"Additional Goods/Services"** means those goods or services that may from time to time be provided to or for the benefit of the Child, as determined by the School from time to time;
- 1.3 **"Agreement"** means this document, including all its annexures as well as any Policies;
- 1.4. **"Child"** means the child or children (of any age) admitted by the School to be educated, whose details appear in Annexure "A1", as well as the Child or Children whose details appear in any subsequent Annexures numbered "A2", "A3" and so on sequentially, as provided for in **Annexure "A1"**;
- 1.5. **"Consumer Protection Act"** means the Consumer Protection Act, No 68 of 2008;
- 1.6. **"Placement Fee"** means the fee paid by the parent as an agreed, non-refundable contribution to the School, payable on the Child's enrolment to the School as part of the School's revenue for that year;
- 1.7. **"Enrolment Fee"** means the fee paid by the Parent to cover all the administrative costs involved in registering a Child at the School and which may include an initial contribution to the development and capital costs of the School;
- 1.8. **"Fee"** means any amounts owing to the School for a Child's enrolment, education and related activities at the School. Such Fees shall be clearly communicated to you in advance and may include, but are not limited to, the:
- 1.8.1. Enrolment Fee;**
  - 1.8.2. Placement Fee;**
  - 1.8.3. School Fees; and**
  - 1.8.4. Additional Fees.**

- 1.9. **"Head"** means the person appointed by the board of directors of the School to be responsible for the day-to-day management of the School, including anyone to whom such duties have been delegated;
- 1.10. **"Parent" or "you"** means each person who has signed this Agreement as the parent and/or legal guardian of a Child, whose details appear in **Annexure "B"**;
- 1.11. **"Party(s)"** means the Parent and the School;
- 1.12. **"Policies"** means the rules and principles adopted by the School, as published by the School from time to time, which are used to regulate the day to day running of the School. These Policies may include (but is not limited to) the School Rules; Schedule of Fees; Debtors' Policy; Terms and Conditions of the School, as well as the Code of Conduct and the School's Cautionary and Grievance Procedures for Parents and are available on request free of charge;
- 1.13. **"School" or "we"** means Steps Academy;
- 1.14. **"School Fees"** means the money payable by the Parent to the School in connection with a Child's education, excluding any Enrolment Fee, Placement Fee or Additional Fees;
- 1.15. **"School Code of Conduct"** means the rules of the School, a copy of which is provided to each Parent upon signature of this Agreement, which rules may be amended from time to time for legal, safety or other reasons or in order to assist the proper administration of the School;
- 1.16. **"Term"** means a division of the academic year and is the time during which the School holds classes, as notified to Parents from time to time; and
- 1.17. **"Third Party"** means the person or entity, other than the Parent or guardian, nominated by the Parent or guardian to be responsible for the payment of any one or more or all of the Fees, provided that nomination will not absolve the Parent or guardian from liability for those said fees.

## **2. GENERAL OBLIGATIONS OF THE SCHOOL**

- 2.1. **The admission and enrolment of learners to the School is at the discretion of the Head who may refuse a learner's admission to the School without giving reasons therefore and may grant temporary or provisional enrolment to the School subject to such further terms and conditions which the Head may impose. The Head may, at his/her sole discretion, cancel enrolment in accordance with the Rules.**

- 2.2. For the sake of clarity, this Agreement regulates the enrolment and admission of your Child to the School and also regulates the relationship between the School, your Child, yourself and/or a Third Party once your Child is admitted and enrolled with the School. **Subject to clause 2.1, nothing in this Agreement should be interpreted as a representation or warranty made by the School that your Child will be admitted to and enrolled with the School.**
- 2.3. While your Child remains a pupil of the School, we undertake to exercise reasonable skill and care in respect of his or her education and welfare. This obligation will apply during school hours and at other times when your Child is permitted to be on School premises or is participating in activities organised by the School.
- 2.4. We shall monitor your Child's progress at the School and produce regular written reports. We will advise you if we have any concern about your Child's progress, but we do not undertake to diagnose any learning disability or other condition: a formal assessment can be arranged either by you or by the School at your expense.
- 2.5. **The parties take cognisance of the limitations of the School's physical environment, facilities and resources which limit its ability to provide high quality education to children with special educational needs (whether due to neurological barriers, hearing impairments, visual barriers, physical barriers, behavioural or emotional barriers or any other medically assessed special need).**  
**To the extent that, in the reasonable opinion of the Head, the School cannot, or can no longer, provide adequately for your Child's special educational needs, the School may not offer enrolment with the School or may cancel this Agreement in terms of clause 9.3.**

### 3. DISCLAIMER

- 3.1. **You acknowledge that the School does not take any responsibility for any theft or loss of, or damage or destruction to any property of whatever nature (including School clothing, sporting equipment, laptops, books, or any other personal possessions) brought onto the School premises by your Child, unless the School or its staff are in physical possession of that property and damage occurs to that property either because:**
- 3.1.1. the School or its staff treated the property as their own; or
- 3.1.2. the School or its staff did not exercise the degree of care, diligence and skill that can reasonably be expected of a person responsible for managing property belonging to another person, when handling, safeguarding or using the property.
- 3.2. **Unless you expressly notify us in writing to the contrary, you consent to your Child participating, under proper supervision, both in and outside the School, in sports and other activities (including contact sports) which may entail some risk of physical injury, as well to your Child travelling to and participating in School activities and programmes outside the School. Subject to the School taking reasonable care to avoid harm and save for any gross negligence on the part of the School, its employees or agents, the School is not responsible for loss or**

damage resulting from such sports, activities or programmes and you indemnify the School against any claims in that regard.

#### **4. PARENT'S GENERAL OBLIGATIONS**

- 4.1. You will inform the School in writing, prior to admission and enrolment, of any special educational needs of your Child known to you, of the kind referred to in clause 2.5 above.
- 4.2. In order to fulfil our obligations, we need your co-operation. Without detracting from any specific obligations contained in this Agreement, you are required to: fulfil your own obligations under these terms and conditions; encourage your Child in his or her studies, and give appropriate support at home; keep the School informed of matters which affect your Child; maintain a courteous and constructive relationship with School staff; and attend meetings and otherwise keep in touch with the School where your Child's interests require you to do so.
- 4.3. The Head may in his or her discretion require you to remove or may suspend or expel your Child if your behaviour is in the reasonable opinion of the Head so unreasonable as to affect or likely affect the progress of your Child or another child (or other children) at the School or the well-being of the School staff or to bring the School into disrepute.
- 4.4. The Head may, at his/her discretion, require you to remove or may suspend or expel your Child from the School, if he/she considers that your Child's attendance, progress or behaviour (including behaviour outside school) is seriously unsatisfactory and in the reasonable opinion of the Head the Child's removal is in the School's best interests or those of your Child, other children or the wider School community. In this case, you will be asked to remove your Child either immediately and without notice, or at a specified date that is shorter than full term, with or without notice in any form, as is reasonable under the circumstances. The School will not be required to give you a full term's written notice under these circumstances. Any prepaid fees will be refunded to you.
- 4.5. The School rules set out examples of offences likely to be punishable by suspension or expulsion. These examples are not a closed list and a child may be expelled or suspended for offences which are not included in these examples. In particular, the Head may decide that suspension or expulsion for a lesser offence is justified where there has been previous misbehaviour by the child or the circumstances of the case otherwise justify such action.

#### **5. POLICIES OF THE SCHOOL**

- 5.1. You declare that you have read and understood the Policies of the School as adopted and published by the School from time to time and agree to abide by these Policies. The School undertakes to make copies of all Policies available on request and free of charge.
- 5.2. You undertake to comply with all the rules and regulations of the School and acknowledge that it is your responsibility to make yourself familiar with the Policies.

5.3. You acknowledge that you are responsible for your Child, whether on the property of the School or not, after the notified finishing times of any school activity/event/function and that you will ensure that your Child obeys all school Policies where they apply to the Child.

## 6. ACCEPTANCE AND PLACEMENT FEE

6.1. An offer of a place for a Child at the School is accepted by you signing this Agreement and paying the Enrolment and Placement Fees.

6.2. If, subsequent to entering into this Agreement, your Child does not take up a place at the School (save for by reason of death or long term hospitalisation) you will not be refunded the Enrolment or Placement fee. The Enrolment and Placement Fee will be kept by the School as a reasonable cancellation fee for your Child's withdrawal, unless and the School, acting reasonably, is able fill the vacancy created by your Child's withdrawal on or before the first day of the first full term for which your Child was to have been enrolled in which case you will be refunded the Enrolment and Placement Fee, less the School's costs in administering, processing and handling your Child's enrolment (or a reasonable estimate of these costs).

6.3. If your Child does take up a place with the School, the Placement Fee will form part of the general funds of the School. The School will be entitled to treat the interest generated from such placement fee as income. The placement fee will not be refunded to you on your Child leaving or, at the School's discretion, credited to for the final payment of the fees or other sums lawfully due by you to the School, on your Child leaving.

## 7. PAYMENT OF FEES

7.1. You have absolute responsibility for the payment of any Fees applicable to your Child attending the School. You also acknowledge that School Fees are payable in advance and that facilities exist for monthly payments. If you are unclear about any of your financial obligations, the School will on request provide a written explanation. Any Fee or other moneys owing by you to the School which is not paid on or before the due date will bear interest at the maximum rate of interest for incidental credit prescribed from time to time in terms of the National Credit Act, 2005 ("NCA"), or at such lesser rate as the School determines from time to time in its sole discretion. Interest not paid to the School by the last day of the month in respect of which such interest accrues will bear further interest at the same rate. In addition to interest the School will be entitled to recover from you default administration costs and collection costs, as contemplated in the NCA, including legal costs on the attorney and client scale and collection commission to the extent permitted by the NCA.

7.2. You and/or the Third Party accept the Additional Goods/Services. The School will, as far as reasonably possible, give you notice prior to providing such Additional Goods/Services.

You and/or the Third Party expressly agree to the delivery or performance of the Additional Goods/Services and accept liability for payment thereof, in accordance with clause 7.1. You and/or the

Third Party acknowledge that the Additional Goods/Services are not unsolicited, within the meaning of the Consumer Protection Act or otherwise and that you have expressly accepted such Additional Goods/Services.

- 7.3. You and/or the Third Party accept that you/it will be liable for the payment of the Additional Goods/Services. Such Additional Goods/Services include payment for stationary, books, school tours, outings or any other Additional Goods/Services required by the School to provide your Child adequately with the educational services in terms of this Agreement. Any such Additional Amounts will be added to the School account, which will be payable by the end of each term. The School will not accept any up-front cash payments for the payment of the Additional Amounts.
- 7.4. You confirm that a certificate signed by the bursar, business manager or Head showing the amount owing by you or the Third Party to the School shall be *prima facie* proof that the said amount is due, owing and payable. Where the quantum of the School's claim is thereafter disputed by you or the Third Party, you or the Third Party shall bear the onus of proving that such amount is not owing and/or due and/or payable.
- 7.5. Should you fail to make payment of any amount on the due date and remain in default of payment after receiving a notice to make payment, which notice will be sent in accordance with clause 10.1, the School reserves the right to cancel this Agreement and expel your child, without further notice to you.

#### SURETY

- 7.6. In the event of a Third Party, who is a juristic person, taking responsibility for the payment of the Fees, the person signing on behalf of such Third Party by his/her signature hereto, binds himself/herself jointly and severally in his/her personal capacity as surety and co-principal debtor with the Third Party for payment to the School of any Fees which are owing and may at any time become owing to the School by the Third Party.
- 7.7. You acknowledge that if any instalment on account of a Fee which is payable is not paid on the due date, the whole balance of the Fee outstanding will immediately become due and payable by you. No indulgence or grant of time by the School will constitute a waiver of its rights under this Agreement or otherwise.
- 7.8. You are entitled to elect (at enrolment and prior to the beginning of each school year) whether to pay school fees annually, termly or monthly, the total costs of which will be set out in a fee schedule and communicated to you on enrolment and in advance of any increase in school fees.
- 7.9. You authorise the School to effect a debit order against your bank account to effect the monthly payment of Fees, if that is the period chosen or if it is subsequently agreed. The details of the account to be debited appear in "Annexure C".



- 7.10. You agree that Fees paid in advance will be deposited by the School and held in accordance with the Consumer Protection Act, but that the School will be entitled to treat the interest generated from such funds as income.
- 7.11. The School Fees will be reviewed from time to time and may be increased by an amount which the School considers reasonable. We will endeavour to give you at least 2 (TWO) calendar months' notice of any increase in the Fees due for a particular term. You have a right to cancel this Agreement without penalty should the school fees increase to an amount which you no longer wish to pay, provided that you give the School written notice of that intention within 7 (SEVEN) days of the School's notification of an increase, failing which the cancellation provisions of clause 9.2 will apply, and you will be required to provide a full term's notice or pay a term's fees in lieu of notice.

## **8. PROTECTION OF PERSONAL INFORMATION**

- 8.1. By entering into this Agreement, and unless you at any time instruct the School expressly and in writing to the contrary, your consent is given for the School to:
- 8.1.1. collect, store and process credit information about you and any Third Party or divorced or separated Parent responsible for payment of any or all amounts comprised in the Fees;
  - 8.1.2. collect, store and process names, contact details and information relating to yourself and your Child, and to such information being made available to other parents/guardians, staff or responsible persons engaged or authorised by the School for School-related purposes to the extent required for the purpose of managing relationships between the School, parents/guardians, and current learners as well as providing references and communicating with the body of former learners;
  - 8.1.3. include photographs, with or without name, of your Child in School publications, or in press releases to celebrate the School's or your Child's activities, achievements or successes;
  - 8.1.4. supply information and a reference in respect of your Child to any educational institution which you propose your Child may attend.  
We will take care to ensure that all information that is supplied relating to your Child is accurate and any opinion given on his/her ability, aptitude and character is fair. However, the School is not liable for any loss you or your Child is alleged to have suffered resulting from opinions reasonably given, or correct statements of fact contained, in any reference or report given by us; and
  - 8.1.5. inform any other school or educational institution to which you propose to send your Child of any outstanding Fees.
- 8.2. The School may not distribute or otherwise publish any of your personal information in its possession, unless you give your consent, in writing, to the School that it may do so. Should this be the case, the

School may only distribute or otherwise publish the information specified in your consent to the people and for the purpose stated in your written consent.

## **9. TERMINATION AND NOTICE REQUIREMENTS**

9.1. For the avoidance of doubt, this Agreement will terminate when your Child completes the School's curriculum and any exit examination we offer at the end of your Child's schooling, unless otherwise terminated on the terms of this Agreement. This Agreement therefore has an indefinite term.

9.2. You have the right to cancel this Agreement at any time, for any reason, provided that you give the School a full term's notice, in writing, of this intention before the withdrawal of the Child from the School. Alternatively, a full term's Fees (including additional Fees pro-rated for the term) is payable to the School in lieu of notice, and as a reasonable cancellation fee taking into account the nature of the educational services, capacity planning and reasonable potential to fill the vacancy. Such amount is due and payable on the first day of the term which would have been the final term if the appropriate notice had been given. Should you have elected to pay annual school Fees or should any additional Fees have been paid in advance, those Fees will be credited in proportion to the terms remaining, less any amount payable in lieu of appropriate notice.

9.3. The School also has the right to cancel this Agreement at any time, for any reason, provided that it gives you a full term's notice, in writing, of its decision to terminate this Agreement. At the end of the term in question, you will be required to withdraw the Child from the School.

9.4. Without prejudice to the School's other remedies:

9.4.1. the School may cancel this Agreement immediately and has no obligation to return any deposit or pre-paid Fees to you if you are in material breach of any of your obligations and have not (in the case of a breach which is capable of remedy) remedied the material breach within 20 (TWENTY) business days of a written notice from the School requiring you to remedy the breach, and in addition it may claim payment of all moneys then owing and damages equal to one term's Fees (as calculated at the time of cancellation) taking into account the nature of the services, capacity planning and reasonable potential to fill the vacancy.

9.5. For purposes of this Agreement, a material breach is considered to exist where you or your Child (as the case may be):

9.5.1. fails to uphold the Policies and/or Rules of the School;

9.5.2. fails to pay any Fees when due;

- 9.5.3. fails to fulfil all legal requirements necessary for your Child to attend school in South Africa, if any of these legal requirements apply to your Child, for example, failure to obtain a valid study permit for your Child if he/she is a foreign citizen; or
- 9.5.4. act in such a way that you or the Child become seriously and unreasonably uncooperative with the School and in the opinion of the Head, you or your Child's behaviour negatively affects your Child's or other children's progress at the School, the well-being of School staff, or brings the School into disrepute.

## 10. **BREACH**

If either Party to this Agreement:

- 10.1. breaches any material term of this Agreement and fail to remedy such breach within 20 (TWENTY) business days after the receipt of a written notice from the other Party;

the other Party may, without prejudice to any other right which it may have against that Party, cancel this Agreement.

- 10.2. Notwithstanding the above, neither Party shall be obliged to give more than 2 (TWO) written notices to the other Party within a 12 (TWELVE) month period. In the event of any subsequent breach by a Party, after having received 2 (TWO) written notices to remedy the same and/or any other breach within a 12 (TWELVE) month period, the non-defaulting Party will obtain the right, but shall not be obliged, to cancel this Agreement immediately.
- 10.3. In the event that a non-defaulting Party institutes legal action against the defaulting Party as a result of breach of a material term of this Agreement, the non-defaulting Party shall be entitled to claim any and all legal costs reasonable incurred by it, including but not limited to its attorney's fees as between attorney and own client scale, from the defaulting Party.
- 10.4. The Parties hereby consent to the jurisdiction of the Magistrate's Court, for the adjudication of any action or motion proceedings being instituted as a result of this Agreement.

## 11. **GENERAL**

- 11.1. You and/or the Third Party may assign, cede, delegate, transfer or otherwise dispose of any right or obligation under this Agreement to any other person.
- 11.2. No provision of this Agreement (including, without limitation, the provisions of this clause) may be amended, substituted or otherwise varied, and no provision may be added to or incorporated in this Agreement, except (in any such case) by an agreement in writing signed by the Parties.
- 11.3. This Agreement supersedes all prior agreements, representations, communications, negotiations and

understandings between the Parties concerning the subject matter of this Agreement.

- 11.4. Whenever possible, each provision of this Agreement shall be interpreted in a manner which makes it effective and valid under applicable law, but if any provision of this Agreement is held to be illegal, invalid or unenforceable under applicable law, that illegality, invalidity or unenforceability shall not affect the other provisions of this Agreement, all of which shall remain in full force.
- 11.5. All notices and any other communications whatsoever (including, without limitation, any approval, consent, demand, query or request) by either Party in terms of this Agreement or relating to it shall be given in writing, and shall be sent by registered post, or delivered by hand to the recipient Party at its address as set out in **Annexure "B"** hereto.
- 11.6. Either Party may, by written notice to the other Party, change any of the addresses at which, or the designated person for whose attention those notices or other communications are to be given.
- 11.7. Any notice or other communication given by any Party to the other Party which:
- 11.7.1. is sent by registered post to the addressee at its specified address shall be rebuttably presumed to have been received by the addressee on the 7th (SEVENTH) day after the date of posting; or
- 11.7.2. is delivered by hand during the normal business hours of the addressee at its specified address shall be rebuttably presumed to have been received by the addressee at the time of delivery.
- 11.8. The Parties choose their respective physical addresses in **Annexure "B"** as their respective *domicilia citandi et executandi* at which all documents relating to any legal proceedings to which they are a party may be served. If that address is changed to another address which is not a physical address in the Republic of South Africa, then the original address shall remain the *domicilium citandi et executandi* of the relevant party until it nominates a new physical address within the Republic of South Africa in writing, to be its new *domicilium citandi et executandi*.
- 11.9. The Parties agree to perform, or procure the performance, of all further things, and execute and deliver (or procure the execution and delivery) of all further documents, as may be required by law or as may be desirable or necessary to implement or give effect to this Agreement.

**DECLARATION:**

*I, the undersigned, do hereby declare that I have read and understood this Agreement and all its Annexures, including the Policies of the School.*

SIGNED at ..... on this the ..... day of ..... 20.....

.....  
PARENT / GUARDIAN

.....  
WITNESS #

SIGNED at ..... on this the ..... day of ..... 20.....

.....  
HEAD OF SCHOOL

.....  
WITNESS #

**“ANNEXURE A1: DETAILS OF THE CHILD”**

It is agreed that for each sibling enrolled and admitted to the School after the Child or Children referred to in this Annexure A1, a new annexure will be completed and signed by the Parties, with the same information for each such sibling. These will be Annexures “A2”, “A3” and so on sequentially, and will be deemed to be annexures to the Agreement, with all the provisions of the Agreement applying to the sibling as a Child in terms of the Agreement.

➤	<b>FULL NAMES:</b>
➤	<b>SURNAME:</b>
➤	<b>DATE of BIRTH:</b>
➤	<b>ID NUMBER:</b>
➤	<b>GENDER:</b>
➤	<b>GRADE:</b>
➤	<b>EMAIL ADDRESS (if any):</b>
➤	<b>SPECIAL DIET:</b>
➤	<b>MEDICAL AID:</b>
➤	<b>MEDICAL AID NO:</b>
➤	<b>MEDICAL AID TELEPHONE NO:</b>
➤	<b>DOCTOR’S NAME:</b>
➤	<b>DOCTOR’S TELEPHONE NO:</b>
➤	<b>ILLNESSES:</b>
➤	<b>MEDICATION:</b>
➤	<b>NAME OF PERSON/s TO PICK UP:</b>
➤	<b>TELEPHONE NO. OF PERSON/s TO PICKUP:</b>
➤	<b>NAME OF CLOSE RELATIVE:</b>
➤	<b>TELEPHONE NO. OF CLOSE RELATIVE:</b>

SIGNED at ..... on this the ..... day of ..... 20.....

.....  
PARENT / GUARDIAN

.....  
WITNESS #

**“ANNEXURE B: DETAILS OF PARENT / GUARDIAN”**

➤	<b>TITLE AND SURNAME:</b>
➤	<b>FULL NAMES:</b>
➤	<b>CELL NUMBER:</b>
➤	<b>ID NUMBER:</b>
➤	<b>EMPLOYER DETAILS:</b>
➤	<b>HOME/WORK ADDRESS:</b>
➤	<b>TELEPHONE NUMBER/s:</b>
➤	<b>EMAIL ADDRESS: (MUM)</b>
➤	<b>EMAIL ADDRESS: (DAD)</b>

SIGNED at ..... on this the ..... day of ..... 20.....

.....  
PARENT / GUARDIAN

.....  
WITNESS #



**“ANNEXURE C: DEBIT ORDER AUTHORISATION FORM”**

**BANKING DETAILS**

Bank name: \_\_\_\_\_ Account name: \_\_\_\_\_

Account type: \_\_\_\_\_ Account number: \_\_\_\_\_

Branch code: \_\_\_\_\_ Branch name: \_\_\_\_\_

Debit order date: \_\_\_\_\_

**PAYMENT DECLARATION**

I hereby authorize the School to draw all payable Fees, as stated in the above Agreement, against my above bank account. I further request the above bank to debit my account in terms of this instruction using reasonable collection methods and tracking for however many days. Should the School be unsuccessful in obtaining the above Fees, I authorize it to resubmit its request to the above bank at any time. Should the selected debit order date fall on a public holiday or weekend, I authorize the School to debit my above account on the previous working day (Monday to Friday). This instruction will remain in force until cancelled by me, provided that I provide the School with timeous written notice as per clause 9 of this Agreement. I hereby undertake to pay any and all bank charges related to this debit order instruction. Furthermore, I hereby authorize the School to perform the necessary verification, validation and correction of the debit order details, supplied above, with the bank or other third parties to ensure that this application form can be processed.

SIGNED at ..... on this the ..... day of ..... 20.....

.....  
PARENT / GUARDIAN

.....  
WITNESS #