



ENROLMENT AGREEMENT 2018

1. I the undersigned _____

2. ID Number, _____

Physical Address:

Postal Address:

Contact Details:

Cell Number: _____ Home Tel: _____

Office Tel: _____ Email: _____

Hereby apply for the enrolment of _____

("The Pupil" in Grade _____ at Poplar Academy ("the School") with effect

from _____ ("the enrolment Date")

- 2.1 I hereby agree upon the acceptance of this application by the School (which shall be indicated by the School signing in the space provided for below), I shall comply fully with the terms and conditions set out below.
- 2.2 I acknowledge that as from the enrolment date and for so long as the Pupil is led at the School I am liable for the payment to the School of the annual school fees levied by the School in respect of each of its pupils for each academic year.
- 2.3 I acknowledge that this enrolment application is subject to a credit check through ITC as agreed to on the Application for enrolment form.
3. The annual school fees (include text books, exercise books, stationery, outings, in-house sports & lab on-line reading licence) payable to the School for the 2018 academic year in respect of the Pupil is:

Pre-School: R40 000

Grade R – 3: R78 500

Grade 4 -7: R81 000

Grade 8 – AS Level: R87 000

I shall pay this amount in one of the following manners:

- 3.1 **ANNUAL** – in one upfront lump sum payment on or before 31st January 2018, in which case I shall be entitled to a discount of 10% and shall only be obliged to pay an amount of:

Pre-School: R36 000

Grade R – 3: R70 650

Grade 4 -7: R72 900

Grade 8 – AS Level: R78 300

- 3.2 **TERMLY** – in three upfront lump sum payments (within the first 2 days of each term), in which case I shall be entitled to a discount of 5% and shall only be obliged to pay an amount of:

Pre-School: R12 465 x 3

Grade R – 3: R24 459 x 3

Grade 4 -7: R25 236 x 3

Grade 8 – AS Level: R27 110 x 3

- 3.3 **MONTHLY** – in twelve (12) equal instalments of:

Pre-School: R3 333 x 12

Grade R – 3: R6 542 x 12

Grade 4 -7: R6 750 x 12

Grade 8 – AS Level: R7 250 x 12

Each payment on or before the 3rd (third) day of each month as from 1 January 2018 to 12 December 2018. Failure to do so could result in suspension and/or prosecution.

School fees are payable in advance, in cash or bank transfer. Debit orders may be arranged, through your own financial institution.

4. I shall advise the School in writing prior to the enrolment date which of the methods of payment set out in clause 2 above that we wish to use. I shall be entitled to change the method of payment which we wish to use for subsequent academic years, provided that I give the School written notice thereof prior to the commencement of the academic year in question.
5. The School shall have the right to change the school fees and amend the method of payment thereof (including any discount which we shall be entitled to should we pay the annual school fees in one lump-sum up front) for each subsequent academic year or from time to time on one (1) school term's written notice.
6. I will pay the school fees for each subsequent academic year (as charged in accordance with clause 4) for so long as the Pupil is led at the School in the same manner as provided for in clause 2, with those things having been changed which need to be changed, or in accordance with any other method of payment advised by the School in writing in accordance with clause 3.
7. I undertake to give the School written notice of not less than **one (1) school term** before removing the Pupil from the School, irrespective of the reasons for such removal. If such notice is given, we shall be entitled to a pro rata refund of the school fees paid by me in respect of the Pupil, but only in respect of any periods for which we have paid in excess of the notice period. If we fail to give such notice, we shall nevertheless be liable for one (1) school term's fees, and forfeit the right to any refund of school fees. The enrolment fee is non-refundable under all circumstances.
8. A certificate signed by the School's bursar or auditor stating the amount owing by me to the School, the fact that it is due and payable, the rate of interest payable thereon and the date from which interest is calculated shall be fact presumed to be true unless disproved proof of any of the a foregoing for all purposes including, without limitation, all legal proceedings. Interest will be charged on accounts that fall into arrears at 2% per month.
9. Should I breach any obligations in terms of this agreement, and fail to remedy such breach within 30 (thirty) days of the School requesting in writing that I do so, then the School shall be entitled to terminate this agreement and remove the Pupil from the School with immediate effect on written notice to me and I shall not be entitled to a refund of any school fees already paid by me.
10. This agreement shall also immediately terminate in the event that it is necessary for the School to remove the Pupil from the School for whatever reason, including without limitation, disciplinary reasons or a failure by the Pupil to comply with the rules and guidelines laid down by the School from time to time provided that we shall be entitled to a pro rata refund of the school fees paid by me in respected of the Pupil, but only in respect of any periods after the termination date for which we have paid.

11. **Without limiting or detracting from Poplar Academy' rights to enforce payment of any and all monies due, Poplar Academy may in its sole discretion:**
 - a. **Suspend the pupil from attending classes until such time as all fees and monies have been paid in full.**
 - b. **Withhold the release of report cards, results and transfer cards until such date as all fees and monies have been paid in full.**
12. I agree that termination of this agreement for any cause shall not release me from any liability which at the time of termination has already accrued to me or which thereafter may accrue in respect of any act or omission by me or the Pupil prior to such termination.
13. Any amount owing by me to the School in terms of this agreement that is not paid on due date shall bear interest from the due date to the date on which the amount is paid in full (both days Inclusive) at the prime overdraft rate charged from time to time by Standard Bank Limited, compounded daily. I shall also be liable for all legal fees and costs (at the attorney and own client rate) incurred by the School in enforcing its rights in terms of this agreement. (Refer to clause 8)
14. On or before the enrolment date, we agree that we will pay the full enrolment fee of R3 000 for Pre-Primary School students and / or R14 000 for Primary & Secondary School to the school.
15. I hereby:
 - a. Indemnify the School, the Governing Body of the School, and the School's employees and officials and hold each of them harmless against any claims, losses, damage, costs or expenses arising as a result of any injury, harm or other loss caused to any person, entity or property on account of the conduct of the Pupil or as a result of anything brought onto the School's property by the Pupil; and
 - b. Exempt the School, the Governing Body of the School, and the School's employees and officials from any liability incurred on account of any injury to or illness of the Pupil, howsoever arising, and indemnify them and hold them harmless from any claims that the Pupil may have against them in this regard, unless where such injury to or illness of the pupil was due to gross negligence on the side of the school.;and further warrant that I am the parent / legal guardian of the Pupil and am entitled to give the indemnities above.
16. I hereby choose the addresses set out in clause 1 above for all purposes under this agreement. We shall have the right to change my chosen domicilium provided I give 14 (fourteen) days written notice to that effect to the School. I agree that I shall notify the School in writing of any change to the telephone and fax numbers set out in clause 1

17. I accept that no variation of or addition to this enrolment agreement, nor any consensual cancellation hereof, shall be of any force of effect unless it is reduced to writing and signed by myself and on behalf of the School by a member of its Governing Body. I further accept that the School shall not be bound by any undertaking, representations, or warranties not recorded herein nor shall any indulgence or extension of time which the School may grant to me in any ways preclude the School from exercising any of its rights in future.
- a. I hereby give my permission that Poplar Academy may from time to time, take photographs/videos of school activities.
 - b. I hereby give my permission that Poplar Academy may from time to time conduct assessments, observations and evaluations. These might be done by the intern educational- psychologist.
18. I warrant that all the information set out on the first page above is true and correct as at the enrolment date.
19. I have read, and am in agreement with the Poplar Academy Disciplinary Code and Measures.

SIGNED AT _____ **on** _____

SIGNATURE

For: The School

PRINCIPAL SIGNATURE

ENROLMENT FEE PAYMENT PLAN 2018

I, _____

ID Number: _____

Being the parent / legal guardian of

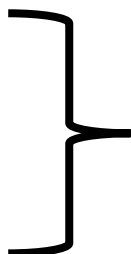
_____ acknowledge and accept the terms and conditions set out in the enrolment agreement and herewith advise that I will be paying the enrolment fee for the aforementioned child for the 2018 academic year at Poplar Academy as follows:

IGCSE – AS LEVEL

1 x Payment of R8 000

GRADE R – PRE IGCSE

	1 x Payment of R14 000
	2 x Payments of R7 000
	3 x Payments of R4 667
	4 x Payments of R3 500



**ALL INSTALMENTS
MUST BE PAID BEFORE
THE CHILD'S FIRST DAY
AT SCHOOL (2018).**

PRE-SCHOOL

1 x Payment of R3 000

Multiple Enrolments: Parents who enrol more than two children at Poplar Academy will only be liable to pay enrolment fees for the first two children.

The enrolment fees for primary and secondary school (R14 000) as well as the nursery school (R3 000) are non-refundable under all circumstances and secures your space at the school from the date of enrolment.

Banking Details:

Audiological & Speech Centre

Standard Bank

Account Number: 011846283/Branch: Brooklyn (11245)

Beneficiary Reference: Family Code followed by the description (fees, deposit, uniform, etc).

Kindly email the proof of payments to accounts@poplaracademy.co.za.

I hereby accept responsibility for the payment of the school fees. I acknowledge that all school fees are payable upfront and undertake to pay such school fees on or before the due date. I accept that late payments may carry a penalty.

I hereby acknowledge that the **FULL ENROLMENT FEE** must be paid when my child reports for school.

SIGNED: _____ **DATE:** _____

ENROLMENT SCHOOL FEE PAYMENT PLAN 2018

I, _____

ID Number: _____

Being the parent / legal guardian of

_____ acknowledge and accept the terms and conditions set out in the enrolment agreement and herewith advise that I will be paying the school fees for the aforementioned child for the 2018 academic year at Poplar Academy as follows:

Grade R – AS LEVEL & PRE-SCHOOL:

	1 x Payment for the year (10% discount applicable if paid before 31 Jan 2018)
	3 x Payments for the year (5% discount if paid within the first 2 days of each term)
	12 x Monthly payments (payable before the 3 rd of each month)

ANNUAL ADMINISTRATION FEE:

A non-refundable administration fee of R800 per year applies.

CAMBRIDGE FEE:

Please note that Cambridge charges a fee per subject for the taking and making for the international exam which is determined by the British Council. These fees are payable upon registration for the exams. Specific subjects may require additional text books or equipment which each pupil will be responsible for.

SIGNED: _____ **DATE:** _____

Banking Details:

Audiological & Speech Centre

Standard Bank

Account Number: 011846283/Branch: Brooklyn (11245)

Beneficiary Reference: Family Code followed by the description (fees, deposit, uniform, etc).

Kindly email the proof of payments to accounts@poplaracademy.co.za.