

Terms and Conditions of Enrolment – Carnegie House Independent School



Interpretation

"Enrolment" means the period from when the child is first presented at the School for attendance.

"Extra and Co- Curricular Activities" means the additional activities which are offered by the School and which may be on or off the School premises. These costs may be in addition to School tuition fees or may be included in the School tuition fees.

"School" means Carnegie House Independent School registered as Curiositea Montessori CC 2010/101958/23, a non-denominational School providing tuition in the English medium.

"Registration Fee" means once-off registration fee payable to the school upon successful enrolment of the child/ren. The Registration Fee is partly refundable if registration is cancelled prior to enrolment date and is partly refundable when enrolment is terminated provided that the required notice period has been provided and the school account is up to date.

Indemnity

I hereby consent to the care-giver acting "*in loco parentis*" whilst the child attends the School or participates in any extra- or co-curricula activities of the School, including but not limited to games, sporting activities, educational tours and excursions.

I hereby indemnify, hold harmless and absolve the School, Directresses, Principal, Teachers, Staff, Employees or Agents of the School against all or any loss, damage (direct or indirect, consequential or otherwise) or injury, expenses (including medical expenses), costs (including legal costs) suffered and/or incurred by the child in or on the premises of the School or in the course of any activity of the School, including but not limited to games, sporting activities, educational tours and excursions or in consequence of any other act or omission of whatsoever nature and howsoever arising.

I hereby indemnify, hold harmless and absolve the owners of Carnegie House, their employees or agents against injuries or any loss, damages (direct or indirect, consequential or otherwise) or injury, expenses (including medical expenses), costs (including legal costs) suffered and /or incurred by me, my agents or my child while on the Schools property.

Admission

I agree that until such time as the payment of the Registration Fee and the first month's school fees has been made in full, the child will not enjoy the benefit of a secured place on the School's enrolment list.

I understand that enrolment of my child will also be conditional upon:

- The satisfactory completion and signature of all enrolment documents;
- The satisfactory completion and signature of a Debit Order agreement;
- The acceptance of the School's Policies, Procedures, Guidelines and Parent's Handbook as may be amended from time to time;
- The provision by the parent/guardian of all the information of the Child as required by the School;
- There being a place available for the child;
- The Principal and class Directress having assessed that the child is academically and emotionally capable of entering the school environment.

Registration Fee

I have familiarized myself with and understand and accept the School's Registration fee terms and conditions as follows:

- Registration fees are payable on acceptance of place.
- Registration fees are partly refundable on termination of enrolment of the child.
- The refundable portion of the Registration fee amounts to six weeks school fees at date of enrolment **less** a R300 administration fee.
- The refundable portion of the Registration fees will be set off against any outstanding school fees or other amounts owed to the School upon termination of enrolment and are not transferable to siblings.



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- The refundable portion of the Registration fee will be made within 3 months of receiving the written notice of withdrawal of the child from the School. Such refunds shall not bear interest.
- In the event that written notification is received of the parent/guardian's intention not to enrol the child in the School for any reason the following conditions will apply:
 - 30% of the non-refundable portion of registration fee paid by the parent/guardian will be forfeited.
 - The refund will be made within 3 months of receiving the written notice of withdrawal. Such refunds shall not bear interest.

Fee Structure

I have familiarized myself with and understand and accept the Fee Structure of the School and I am aware of the additional costs as set out in the Fee Structure in this document. I am also aware and accept that additional costs not identified in the Fee Structure may be added to my school account.

I understand that all fees are payable in advance by the 5th of each month (term fees – 5th Jan, 5th April, 5th July, 5th Oct and annual fees – 31st Jan) except for afternoon aftercare which is payable in arrears.

I understand that my child will only be entitled to education if school fees are settled in full and on time and it is me that deprives my child of an education if school fees fall in arrears. I accept that my child will be excluded from school should school fees be outstanding. I further understand that as per the school's Debtors Policy, any outstanding fees on my school account must be settled in full at the beginning of each year, failing which my child may be excluded from the school.

I understand that cash deposits are NOT accepted into the schools bank account and that all bank charges associated with cash deposits will be for my account.

I understand that a penalty fee of R150 will be levied on accounts that are not paid by the due date.

I understand that there are no refunds for absence due to holidays, illness or suspension from the School.

I understand that no notice may be given in the preschool for half day or aftercare at the end of October/beginning of November for December.

I understand that I may not withhold fees from the School for any reason.

In the event that the School institutes an action against me for the payment of any amount due by me, I will be liable for all legal costs (including legal costs on the scale as between attorney and own client) incurred for the recovery of such amounts.

Termination of Enrolment

I agree to provide:

- **one full term's notice – in the Preparatory school (Grade 1 – Grade 7)**
- **one full month's notice – in the Preschool**

This will be done in writing in the event I decide to remove my child from the School. If less notice is given, or in the event that no notice is given, I understand that fees equal to 3 months (in the Preparatory School) and 1 month (in the Preschool) will be payable as Cancellation Fee.

In the following circumstances, the School may terminate the enrolment of a child with one month's notice and the parent will not be entitled to any refunds from the School:

- If the information requested by the School and provided by the parent/guardian proves to be materially false.
- If the parent/guardian is in breach of their obligation to pay their school account.
- If the parent/guardian fails to comply with the School's Policies & Procedures as set out in the Parents Handbook and Policies & Procedures (a copy is issued to the parent/guardian of each child upon enrolment, at the beginning of each year and can be found on www.carnegiehouse.co.za)



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- It is found that a parent did not disclose concerns such as physical, mental or psychological behavioural issues with regards to the child that the parent(s)/ guardian(s) may have been aware of prior to enrolment.

Termination of an Extra or Co-Curricula Service

If the numbers of children for after care, an extra- or co- curricula activity or any other activity offered by the School within or over and above tuition, are too few, the school reserves the right to terminate this service without prior consent from the parent/guardian.

Medical, Remedial, Therapy and /or Behavioural Intervention

I agree to address the concerns of the Principal and/or Directress concerning any medical, remedial, therapy and/ or anti-social behavioural issues that may arise with regard to the child. I also agree to share any medical, remedial, therapy and/or behavioural reports with the Principal. I further agree that I will not hold the school liable if I choose not to address the concerns of the Principal and/or Directress.

Insurance

It is the responsibility of the parent/guardians to take adequate insurance to cover any loss or damage to any property of the child or themselves.

Arbitration

Any dispute between any to the parties with regard to any matter arising out of this agreement or its interpretation or their respective rights and obligations under this agreement or its cancellation or any matter arising out of its cancellation, shall be finally resolved in accordance with Rules of the Arbitration Foundation of Southern Africa

Agreement and Acceptance of Terms and Conditions

By my signature hereto I accept, understand and agree to abide by these Terms and Conditions together with the Parents Handbook and Policies and Procedures Guidelines of the School. I further understand that the School reserves the right to amend these Terms and Conditions and the Policies and Procedures of the School if and when required from time to time and the changes will become effective when published on the School's website www.carnegiehouse.co.za

Signed at _____ on this _____ day of _____ 20 ____

(Parent 1/Guardian)

(Parent 2/Guardian)

AS WITNESSES

1. _____ 2. _____

I hereby bind myself as surety and co-principal debtors and agree that I may be held jointly and severally liable for the settlement of the fees incurred whilst my child/ren are enrolled at the School.

Signed at _____ on this _____ day of _____ 20 ____

(Parent 1/Guardian)

(Parent 2/Guardian)

AS WITNESSES

1. _____ 2. _____

Documents to accompany this application form:

- Certified copy of child's Birth Certificate**
- Any relevant assessment reports received from Specialists**
- A copy of the child's immunisation report (or if your child has not been immunized please provide a letter stating that this is the case)**
- Copies of child's academic record and transfer certificate**
- Copy of Parent's Identity Documents**



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