



Stipulations & Conditions for Admission

1. Students with any physical or intellectual problems can be accommodated if no additional extraordinary facilities or attention is required.
2. The registration fee for students is payable upon acceptance of the student into the Centre.
3. Fees are payable in advance by the first (01) of every month.
4. If these fees are not paid timeously, the account will be handed over to our lawyers for collection and the parents will both or separately be liable for the legal fees.
5. If a student is absent due to illness or any other reason, a parent is not entitled to any fee refund.
6. When a child is enrolled, each parent or guardian commits himself/herself to abide by the decisions of Management regarding the Centre's academic organisation and discipline. If policies change, the parents undertake to abide by the new policies and to accept that the Centre's decision is final.
7. Management will address all complaints in connection with policies or procedures and the implementation thereof.
8. Tuition fees may be increased during the course of the year, at the discretion of Management, providing at least one term's notice is given to the parents.
9. The Centre reserves the right to terminate a student's enrolment with immediate effect as a consequence of any behaviour that influences, injures or threatens the safety of another student.
10. A parent may not disrupt, obstruct or interfere with the Centre, the learning process or the organisation of the Centre in any way.
11. A period of ONE CALENDAR MONTH'S written notice is required to terminate the student's enrolment at the Centre.

Centre Policies & Code of Conduct

1. Respect and Dignity:

Everyone should treat others - and themselves - with respect and human dignity.

Accordingly:

- 1.1. Always use polite and respectful language to everyone, with regard to their religion, age, gender, nationality, culture and any other personal differences. Do not try to convert anyone to your way of thinking.
- 1.2. Behave with decorum - no loud screaming and shouting or any other unruly behaviour.
- 1.3. Do not engage in public displays of affection, such as hugging, holding hands, kissing and any other form of physical contact.
- 1.4. Cell Phones:
 - 1.4.1. As part of The Tuition Centre's WhatsApp group you have access to other student's numbers. Please respect their privacy and do not contact them unless they have given you permission to do so.
 - 1.4.2. Do not send messages or make calls after 20H00.
 - 1.4.3. Cell phones may be used at the Centre only for Centre or official business. The students may not use their phones during hours of attendance unless contra-indicated by the staff for specific purposes.



2. Centre Attendance:

Everyone should treat others - and themselves - with respect and human dignity.

- 2.1. Students are expected to attend the Centre from 08H00 - 12H30 every normal Centre day.
- 2.2. Parents are obliged to ensure their children attend every day, right up until the last day of term.
- 2.3. Students may not leave the Centre during their private study classes. This is the time for them to do homework and study.
- 2.4. Medical and all other appointments should be made for the afternoon after 12H30 if possible.
- 2.5. In case of illness or any other emergency, the Centre must be informed before 08H00 in the morning.
- 2.6. If a pupil is absent for longer than two days, a letter from the parent or medical officer must be submitted.

3. General:

- 3.1. The Centre grounds and building must be kept neat at all times.
- 3.2. Students will be held responsible for damage to property.

4. Parental Involvement:

- 4.1. Parents are most welcome to contact the Management in connection with any problems, queries or suggestions regarding their children or the Centre.
- 4.2. Parents are prohibited from interrupting the classes. Appointments can be made with Management and subsequently with other teachers.
- 4.3. We welcome parental involvement in Centre activities. It is vital to your child's progress that parents attend functions as much as possible.
- 4.4. Parents must check and sign their children's homework notebook. Research and experience have shown that students fare better with their academic work when the parents are closely involved by taking an interest in and discussing their work with them.

Signature of Parent/Guardian

ID Number

Date:

Dress Code:

Tops should not be revealing - no low cut necks or strappy tops.

No bare midriffs.

Shorts should be a respectable length - at least mid-thigh or higher.

Jeans should be respectable without too many holes cut into them.

Shoes or sandals are to be worn at all times - no bare feet - and no "slops."

Hair should be neat and not flopping in or over the face.

Jewellery should be kept to a minimum - no safety pins through the nose or rows of earrings up the ear lobes. No tongue or lip studs.

Signature of Parent/Guardian

ID Number

Date: