



142 Pine Avenue  
BRONBERRICK

P.O. Box 10328  
CENTURION  
0046

Tel: (012) 654 0579  
Fax: (012) 654 2482

E-mail: admin@zwartkopcs.co.za

2008/021896/08

Herewith an agreement entered between Zwartkop Christian School (Pty) Ltd. hereafter referred to as ZCS and the Parent(s)/Guardian(S) hereafter referred to as the Client (each a "Party" or collectively the "Parties").

The Client agrees to abide to this agreement and the standard TERMS & CONDITIONS of the agreement with ZCS.

## ADMISSION FOR THE ACADEMIC YEAR OF 2018

*A non-refundable registration fee on all NEW Enrolments of R2000-00 per student is due upon submission of this agreement.*

### CLIENT DETAILS

**(Please attach copy of ID's/Passports with first Enrolment)**

FATHER	GUARDIAN
--------	----------

*(Please indicate with X)*

Surname: \_\_\_\_\_

Christian Names: \_\_\_\_\_

\_\_\_\_\_

Known as: \_\_\_\_\_

ID Number: \_\_\_\_\_

Occupation: \_\_\_\_\_

Company: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Telephone (W): \_\_\_\_\_

Cell: \_\_\_\_\_

RESIDENTIAL ADDRESS

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

POSTAL ADDRESS

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

MOTHER	GUARDIAN
--------	----------

*(Please indicate with X)*

Surname: \_\_\_\_\_

Christian Names: \_\_\_\_\_

\_\_\_\_\_

Known as: \_\_\_\_\_

ID Number: \_\_\_\_\_

Occupation: \_\_\_\_\_

Company: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Telephone (W): \_\_\_\_\_

Cell: \_\_\_\_\_

RESIDENTIAL ADDRESS

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

POSTAL ADDRESS

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PARTICULARS OF CHILD (REN)**  
**(Please attach copy of Birth certificate with first Enrolment)**

FIRST CHILD

Surname and Christian names: \_\_\_\_\_

Nickname: \_\_\_\_\_ Home Language: \_\_\_\_\_

Date of birth: \_\_\_\_\_ F/M \_\_\_\_\_ 1<sup>st</sup> Enrollment: \_\_\_\_\_

Residing with Mother/Guardian	Residing with Father/Guardian
-------------------------------	-------------------------------

*(Please indicate with X, if applicable)*

SECOND CHILD

Surname and Christian names: \_\_\_\_\_

Nickname: \_\_\_\_\_ Home Language: \_\_\_\_\_

Date of birth: \_\_\_\_\_ F/M \_\_\_\_\_ 1<sup>st</sup> Enrollment: \_\_\_\_\_

Residing with Mother/Guardian	Residing with Father/Guardian
-------------------------------	-------------------------------

*(Please indicate with X, if applicable)*

THIRD CHILD

Surname and Christian names: \_\_\_\_\_

Nickname: \_\_\_\_\_ Home Language: \_\_\_\_\_

Date of birth: \_\_\_\_\_ F/M \_\_\_\_\_ 1<sup>st</sup> Enrollment: \_\_\_\_\_

Residing with Mother/Guardian	Residing with Father/Guardian
-------------------------------	-------------------------------

*(Please indicate with X, if applicable)*

FOURTH CHILD

Surname and Christian names: \_\_\_\_\_

Nickname: \_\_\_\_\_ Home Language: \_\_\_\_\_

Date of birth: \_\_\_\_\_ F/M \_\_\_\_\_ 1<sup>st</sup> Enrollment: \_\_\_\_\_

Residing with Mother/Guardian	Residing with Father/Guardian
-------------------------------	-------------------------------

*(Please indicate with X, if applicable)*

FIFTH CHILD

Surname and Christian names: \_\_\_\_\_

Nickname: \_\_\_\_\_ Home Language: \_\_\_\_\_

Date of birth: \_\_\_\_\_ F/M \_\_\_\_\_ 1<sup>st</sup> Enrollment: \_\_\_\_\_

Residing with Mother/Guardian	Residing with Father/Guardian
-------------------------------	-------------------------------

*(Please indicate with X, if applicable)*

**PREVIOUS SCHOOL INFORMATION (COMPULSORY FOR NEW ENROLMENTS)**

School Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone: \_\_\_\_\_

**MEDICAL HISTORY**

Allergies: \_\_\_\_\_

Other problems: \_\_\_\_\_

**FAMILY DOCTOR**

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

**MEDICAL AID SCHEME**

Name: \_\_\_\_\_ Principal Member: \_\_\_\_\_

Membership Number: \_\_\_\_\_

**ALTERNATIVE CONTACT PERSON**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_

**WHO WILL BRING YOUR CHILD (REN) TO SCHOOL**

\_\_\_\_\_

**WHO WILL COLLECT YOUR CHILD (REN)**

\_\_\_\_\_

Should someone else collect the child (ren), please arrange prior to pick-up.

**SCHOOL TERMS 2018**

17 January – 29 March

10 April – 22 June

16 July – 28 September

9 October – 12 December

**SCHOOL FEES 2018**

School fees will be charged monthly in advance over **eleven** months. (January - November)

**Toddlers (3 - 5 Years)** – R 33 000 per annum (R3000 per month over **eleven** months)

**Primary School (Grade R - 7)** – R 42 900 per annum (R3900 per month over **eleven** months)

**High School (Grade 8 - 12)** – R 48 400 per annum (R4400 per month over **eleven** months)

School fees include:

Aftercare from 06:30 – 17:30

4x Meals daily provided by ZCS

PT activities during the week

Discounts

- 10%, of the annual fee's, discount will be given should the year's fees be paid before 31 January.
- R400 Discount will be given per child per month for additional children.

**TERMS AND CONDITIONS**

1. This agreement is binding on both parties for the **Academic Year** as indicated above and agreed upon.
2. This Agreement shall commence after application has been approved by ZCS and shall continue for the period as set out therein (one academic year), unless it is terminated prior thereto.
3. Either Party may terminate this agreement for any reason, by means of **one calendar month** notice.  
Terminating the agreement anytime on or after the 1<sup>st</sup> of October, the client is responsible to pay the full annual fee.
4. Fees are due on the 5<sup>th</sup> of the month, for **eleven** months, January through to November.  
An administration fee of **R150 per child** will be billed per month on statements with any amount outstanding on the 6<sup>th</sup> of every month. (Please use child’s surname or account code as reference when making electronic payments)
5. Bank charges will be billed to statements on direct cash deposits made to the ZCS bank account as charged by ABSA bank.
6. Services will be rendered, with the exception of circumstances out of ZCS’s control, for which it is not responsible, such as for instance power failures and national labour strikes.
7. Although the full **Annual School Fee** will be charged, services will not be rendered for **public holidays**.  
Public holidays are those days as marked on the calendars of the Republic of South Africa or pronounced by the government of SA and or the Department of Education.
8. ZCS will be closed for aftercare annually from the 16<sup>th</sup> of December until the first working Monday in January as well as the middle week during the winter school holidays.
9. All complaints must be in writing to our administration office either by hand, fax or e-mail. We will not accept any verbal complaints or cancellations.
10. An administration fee of R50 will be charged for either of the following:
  - **Failed PACE’s**
  - **Collection of children after 17:30 (R50 charged for every 5 minutes)**
11. In the event of the Clients not complying with their financial obligation on or before the date agreed upon, the ZCS debtors’ recovery procedure will be followed.
  - 11.1 A third party is responsible for ZCS’s bad debt collection.
  - 11.2 The Clients hereby gives their consent for a credit check.
  - 11.3 Outstanding accounts are subject to default listing on a national credit bureau database after 30 days.
  - 11.4 On payment of outstanding debt the default listing will be adjusted to read “PAID DEFAULT” until legislation demands complete removal.
  - 11.5 ZCS reserves the right to provide the credit bureau with updated information.
  - 11.6 The Clients also consents that ZCS may use a national credit bureau database for tracing, should the Clients abscond.
  - 11.7 The Clients agrees that should they default on payment, ZCS can make this information available to other schools.
  - 11.8 Children of defaulting Clients will be refused to enter classes.
12. ZCS undertakes at all time during the period of this agreement, and also after this agreement is terminated, to act independently.
13. The Clients undertake to in the event of offences committed and poor performance by the employees of ZCS, to inform the office in writing of the occurrence of such an event. The Clients accepts that ZCS has a **Code of Conduct** and **Labour Procedures**, which binds ZCS and its employees. Depending on the seriousness of the event, the Clients may require to attend the Disciplinary Hearing.
14. This agreement may not be altered or changed, unless an additional agreement is drawn up between the parties concerned in writing. This document contains the full agreement between the parties.
15. In the event that ZCS has to institute legal action against the Clients in terms of the provisions of this agreement then the Clients will be liable on ZCS’s legal costs of the attorney and client scale, which costs will include collection commission and advocates fees.
16. The Clients give ZCS permission to communicate with the Clients via electronic communication mediums such as sms and e-mail. This will include communication such as statements, reminders, newsletters and special events.
17. The Clients chooses as their physical address that appears on the first page of this agreement as its domicilium address for all purposes and all notifications in terms of, or flowing from this agreement.
18. Any changes to personal information must be submitted to the office in writing either by hand, fax or e-mail.

**DECLARATION**

I/We understand the conditions of this contract and acknowledge as set out above.  
To my/our knowledge, the information contained in this contract is true and correct.

**SIGNATURES**

Signed at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

<b>FATHER</b>	<b>GUARDIAN</b>

<b>MOTHER</b>	<b>GUARDIAN</b>

*(Please indicate with X)*