



PRIVATE PRIMARY EDUCATION

“EDUCATION WITH AN ARTISTIC FLAIR”

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KIM FIELD ACADEMY PRIVATE PRIMARY EDUCATION
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FIELD FURTHER EDUCATION CC REGISTRATION NO. 2004/103242/23

Dear Parent(s)/ Guardian(s),

Welcome to Kim Field Academy Private Primary Education and thank you for taking the time in considering enrolling your child with us.

Here at Kim Field Academy Private Primary Education your child will not only have the opportunity to participate in a rigorous academic curriculum but will also enjoy the ability to partake in a full complement of arts.

Our world class facility allows pupils to explore a myriad of passions within the arts and academics. Our goal is to draw pupils into a world of unlimited possibilities and our success is measured in seeing our pupils sharing sound values and living their life from the heart sure in the knowledge they will not only be making history but also changing it.

We are committed to developing your child's talents and strengths whilst overcoming any weaknesses through dedicated attention to detail in an environment imminently suitable to achieving excellence.

By enrolling your child with us you are making the decision to put quality over quantity. You are ensuring your child will reach his/ her full potential regardless of what they choose to become in life. A first class education is after all the greatest gift you can bestow upon your most precious asset.

Apply today and see your child blossom into a well-rounded, impeccably educated individual well capable of facing any challenges with self-confidence and an ability to overcome obstacles effortlessly.

If you have any further questions or enquiries please do not hesitate to contact us we are always available to assist you in any way we can.

Yours Sincerely,

Kim Field

Founder of Kim Field Academy Private Primary Education

FEE SCHEDULE 2020

PRIMARY SCHOOL

GRADE 0

ADMINISTRATIVE LEVY (Annual fee for new and existing pupils)

	Pay before	Pay before	Pay before	
Pay before 28	Pay before	30	31	
September 2019	31 October	November	December	Pay from 01
	2019	2019	2019	January 2020
R1 000,00	R1 250,00	R1 500,00	R1 750,00	R2 000,00

TEXTBOOK and STATIONERY LEVY

No textbook cost. Stationery as per list attached.

TUITION FEES 2020

FULL DAY

Option 1

Annual Payment (Pay Before 1 January 2020)	R41 040,00	Per Year
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Option 2

Termly Payments (4 TERMS) (1 January, 1 April, 1 July, 1 October)	R10 830,00	Per Term	(R43 320,00 per year)
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Option 3

Monthly Payments (1 January to 1 December)	R3 800,00	Per Month	(R45 600,00 per year)
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TUITION FEES 2020

HALF DAY

Option 1

Annual Payment (Pay Before 1 January 2020)	R36 720,00	Per Year
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Option 2

Termly Payments (4 TERMS) (1 January, 1 April, 1 July, 1 October)	R9 690,00	Per Term	(R38 760,00 per year)
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Option 3

Monthly Payments (1 January to 1 December)	R3 400,00	Per Month	(R40 800,00 per year)
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GRADE 1 - 7

ADMINISTRATIVE LEVY (Annual fee for new and existing pupils)

	Pay before 31 October 2019	Pay before 30 November 2019	Pay before 31 December 2019	Pay from 01 January 2020
Pay before 28 September 2019	R1 000,00	R1 250,00	R1 500,00	R1 750,00
				R2 000,00

TEXTBOOK and STATIONERY LEVY

No textbook cost. Stationery as per list attached.

TUITION FEES 2020

Option 1

Annual Payment (Pay Before 1 January 2020)	R43 200,00	Per Year
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Option 2

Termly Payments (4 TERMS) (1 January, 1 April, 1 July, 1 October)	R11 400,00	Per Term	(R45 600,00 per year)
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Option 3

Monthly Payments (1 January to 1 December)	R4 000,00	Per Month	(48 000,00 per year)
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EXTRA MURAL ACTIVITIES 2020

Activity	Grade	Cost
Physical (Eg: Karate)	All	R0,00
Cultural (Eg: Speech & Drama)	All	R0,00
Arts (Eg: Dancing)	All	R0,00

SCHOOL READINESS TEST (IF REQUIRED) R1 000,00

SCHOOL UNIFORM:

School uniforms must be worn . A list of the required uniform items is available from the administrative office. Uniforms may be bought from McCullough & Bothwell in the Fourways Crossing shopping centre. Secondhand uniforms may be bought from our administrative office when available.

ADMINISTRATIVE LEVY:

An administrative levy is payable when applying for enrolment with Kim Field Academy Private Primary Education, as well as every respective year of enrolment thereafter.

Upon acceptance and subsequent enrolment the first month's tuition fees become payable. Your child's enrolment will only become active once this fee has been paid.

Parents whose children are already enrolled must take note that tuition fees become payable at the beginning of each and every academic year.

TUITION FEES:

Tuition **fees are payable strictly in advance for the month in which they are due** and no later than the first day of said month. **We do not grant extensions or credit, please ensure you are able to afford the fees before enrolment.** Late payments carry a penalty fee of R250.00 per occurrence regardless of payment method.

Tuition fees are payable in advance over 12 months of the year from 1 January to 1 December*.

*Please note:

The above terms apply only to those pupils who start the academic year in January Any pupil admitted later than January but before April will receive an invoice for tuition fees for the months he/ she was not in the school of the same year.

Pupils admitted after April will not be liable for the first term's fees and will be invoiced only for the remaining months of the year.

Further information on tuition fees is covered in the contract of enrolment under the **Fee Payment Policy** heading

CURRICULUM:

The curriculum conforms to the latest standards as set by the government of South Africa. Pupils will not have traditional textbooks. Pupils will receive their worksheets on a daily basis and have access to any and all lessons presented by his/ her teacher. The curriculum as well as access to lessons (Remote or onsite) is included in the tuition fees.

EXTRA MURAL ACTIVITIES:

We offer a variety of extra mural activities as part of our standard curriculum. These activities may vary from year to year but encompasses physical, artistic and rythmic disciplines. These activities are compulsory but come at no extra charge to you as parent.

Bus Service

The Annual Bus Service Fees will be added to the normal tuition fees as above and is payable in advance for each respective month, over 12 installments, according to the run date selected in the debit order instruction sheet as follows:

BUS FOURWAYS/ DOUGLAS DALE		
	BUS ONE WAY	BUS TWO WAYS
January	R1 100.00	R1 650.00
February	R1 100.00	R1 650.00
March	R1 100.00	R1 650.00
April	R1 100.00	R1 650.00
May	R1 100.00	R1 650.00
June	R1 100.00	R1 650.00
July	R1 100.00	R1 650.00
August	R1 100.00	R1 650.00
September	R1 100.00	R1 650.00
October	R1 100.00	R1 650.00
November	R1 100.00	R1 650.00
December	R1 100.00	R1 650.00

I accept the bus fee schedule as per the above. Please add these fees to my monthly debit order instruction.

Name: _____ . Signature: _____ . Date: _____

One Way: _____(Yes or No)

Both Ways: _____(Yes or No)

PLEASE NOTE: Bus fees are payable regardless of missed lift opportunities and/ or holiday periods.

BUS DAINFERN/ BROADACRES		
	BUS ONE WAY	BUS TWO WAYS
January	R1 210.00	R1 760.00
February	R1 210.00	R1 760.00
March	R1 210.00	R1 760.00
April	R1 210.00	R1 760.00
May	R1 210.00	R1 760.00
June	R1 210.00	R1 760.00
July	R1 210.00	R1 760.00
August	R1 210.00	R1 760.00
September	R1 210.00	R1 760.00
October	R1 210.00	R1 760.00
November	R1 210.00	R1 760.00
December	R1 210.00	R1 760.00

I accept the bus fee schedule as per the above. Please add these fees to my monthly debit order instruction.

Name: _____ . Signature: _____ . Date: _____

One Way: _____ (Yes or No)

Both Ways: _____ (Yes or No)

PLEASE NOTE: Bus fees are payable regardless of missed lift opportunities and/ or holiday periods.

AFTERCARE SERVICE

We offer a daily aftercare service for all pupils enrolled with The Kim Field Academy. The monthly fee includes aftercare for all academic holidays excluding December and public holidays. Included in aftercare is a cooked lunch as well as an afternoon snack.

Please familiarise yourself with section 3 of the enrolment contract below and ensure your child is collected from our premises before our absolute closing time of 18:00.

The annual aftercare service fees will be added to the normal tuition fees as above and is payable in advance for each respective month, over 12 installments according to the run date selected in the debit order instruction form as follows:

AFTERCARE FEES: DAILY MON-FRI **APPLICABLE FROM GRADE 1 TO GRADE 7**	
January	R1 050.00
February	R1 050.00
March	R1 050.00
April	R1 050.00
May	R1 050.00
June	R1 050.00
July	R1 050.00
August	R1 050.00
September	R1 050.00
October	R1 050.00
November	R1 050.00
December	R1 050.00

I accept the fee schedule as per the above. Please add these fees to my monthly debit order instruction.

Name: _____ Signature: _____ Date: _____

PLEASE NOTE: Aftercare fees are payable regardless of absenteeism and/ or holiday periods.

CODE OF CONDUCT:

INTRODUCTION:

Kim Field Academy Private Primary Education believes in protecting the rights and dignity of each individual pupil. In keeping with this ethos it is important for both pupil and parent to be aware of the rules and regulations that control the way in which pupils may conduct themselves both in and outside of our environment.

APPEARANCE:

Each pupil of Kim Field Academy Private Primary Education is expected to be of neat appearance at all times he/ she is in uniform regardless of whether he/ she is inside or outside of the property. Guidelines for acceptable appearance are as follows:

Girls:

- Hair: Neatly tied back in a pony tail or braid out of the face and eyes.
- Shoes: Neat and clean.
- Uniform: Neat and clean. Worn according to the prevailing seasons.
- Nails: Short, neat and clean
- Make-up: No make-up of any kind may be worn.
- Hats: Must always be worn for assembly, events and when in uniform outside of the facility's grounds.

Boys:

- Hair: Neat and short.
- Shoes: Neat and clean.
- Uniform: Neat and clean. Shirts to be tucked in at all times.
- Nails: Short, neat and clean.
- Hats: Must always be worn for assembly, events and when in uniform outside of the facility's grounds.

BEHAVIOUR:

As a pupil of Kim Field Academy Private Primary Education your child will be an ambassador for us wherever he/ she goes. We want all our pupils to be proud of Kim Field Academy Private Primary Education and show it to all they come into contact with. The following behaviour will not be tolerated and will lead to disciplinary action being taken:

- Foul language.
- Bullying of any kind.
- Disrespect towards teaching staff, groundsmen, office staff or other parents.
- Disruption of any class activity.
- Any unacceptable behaviour whilst dressed in their uniform.

ILLEGAL SUBSTANCES and ACTIVITIES:

No pupil must partake in any form of illegal activity of any kind. Pupils found guilty of illegal activities or in possession of illegal substances will be suspended with immediate effect. These activities and substances include but are not limited to the following:

- Vandalism of school property.
- Theft.
- Alcohol, tobacco and any other substance abuse.
- Carrying of weapons of any description.
- Any other illegal activity.

OTHER RULES AND REGULATIONS:

Kim Field Academy Private Primary Education may from time to time publish new or amended rules and regulations concerning the conduct of the pupils in attendance. It remains the child and parent's responsibility to ensure they are aware of what is permitted within the rules of Kim Field Academy Private Primary Education. If at any time a child becomes or feels unsure about how the rules apply to a particular situation he/ she must make contact with his/ her teacher who will be able to guide them as to the correct application of the rules.

APPLICATION FOR ENROLMENT

ADMISSION PROCESS:

In addition to this booklet you will receive an enrolment application form. Please ensure you adhere to the following guidelines when filling in the form:

1. Fill in the form in full. No incomplete documents will be considered for purposes of final admissions and this will cause unnecessary delays for both parties.
2. Remember to initial each page in the space provided at the bottom of the enrolment application document. All signatures including those of the parent(s)/ guardian(s) and or witnesses must be clearly visible.
3. We require certified copies of the following documents be attached to the enrolment application document:
 - Child's birth certificate.
 - Both Parents' ID documents.
 - Child's immunisation card.
 - Proof of residence (Utility Bill)
 - Last school report of child if any* with school's full name, location and contact number and e-mail address.

* For grade 1 pupils we will require a school readiness test result from the pre-school/ school he/ she attended. If you are not in possession of such a document your child will be required to complete an assessment at our premises before we can accept the child.

4. If an assessment is required Kim Field Private Primary Education will contact you with a date on which the assessment will take place.
5. Once the assessment is complete you will be informed in writing via e-mail of the outcome.
6. Should your child be accepted into The Kim Field Private Academy the registration fee will become payable to secure your child's place. These fees are not part of the tuition or curriculum fees.
7. Once your registration fees have been paid you will receive written confirmation of space being allocated to your child.
8. Below you will find an enrolment contract. This form will include a debit order instruction form which must be completed if you will be paying on a monthly basis.

ENROLMENT APPLICATION FORM

PUPIL:

Surname: _____ First Names: _____

Preferred Name: _____ Age: _____

Date of Birth: _____ ID No. _____

Home Language: _____ Nationality: _____

Sex: _____ Present School: _____

Proposed Year of Entrance: _____ Present Grade: _____

1st Date of Entry Into S.A School System: _____

Does the pupil have a sibling at Kim Field Private Primary Education? _____

Any Special Details for Kim Field Academy Private Primary Education to Take Note of?

MEDICAL PARTICULARS:

Surname: _____ First Names: _____

Date of Birth: _____ Age: _____ Sex: _____

Home Address: _____

Postal Address: _____

Home Tel No. _____ Business Tel No. _____

Cellular Nr. Father: _____ Cellular Nr. Mother: _____

Medical Aid: _____ Medical Aid Nr. _____
Family Doctor: _____ Tel No. _____
Family Dentist: _____ Tel No. _____

Important Past Medical History:

Allergies: _____

Immunisation: _____

Any Other Health Issues?

PARENT(S)/ GUARDIAN(S):

Marital status: _____

Pupil Lives With: _____

If not a Parent State Relationship: _____

Tel: _____

Father's Details:

Mother's Details:

Father's Name: _____ Mother's name: _____

Father's Surname: _____ Mother's Surname: _____

ID Nr. _____ ID Nr. _____

Postal Address: _____ Postal Address: _____

Home Address: _____ Home Address: _____

Home Tel Nr. _____ Home Tel Nr. _____
Cellular Nr. _____ Cellular Nr. _____

E-Mail: _____ E-Mail: _____

Name of Employer: _____ Name of Employer: _____

Business Address: _____ Business Address: _____

Tel Nr. _____ Tel Nr. _____

Occupation: _____ Occupation: _____

ALTERNATIVE EMERGENCY CONTACT PERSON/ RELATIVE NOT LIVING WITH YOU:

Name: _____

Address: _____

Home Tel Nr. _____

Business Nr. _____

Cellular Nr. _____

Relation: _____

PERSON(S) RESPONSIBLE FOR PAYMENT OF ACCOUNT:

Detail of Person Responsible for Account Payment:

Parent/ Guardian Full Name: _____

Parent/ Guardian Full Name: _____

Parent/ Guardian ID Nr. _____

Domicilium or Residential Address:

Contact Nr. _____

PAYMENT OPTIONS:

Please Tick Next to Your Preferred Option:

Option 1: Annual: _____

Option 2: Termly: _____

Option 3: Monthly: _____

DEBIT ORDER INSTRUCTION:

The debit order instruction will form part of the enrolment contract below. The first debit order will go off your account on the 2nd of February of the academic year in which your child attends Kim Field Academy Private Primary Education.

CASH/ EFT/ CARD PAYMENTS:

We only accept cash or EFT as payment of the registration fee and the first month's tuition fee. If you wish to pay by cash or EFT for the full year please make arrangements with our administrations office as we do not keep cash on the premises. Tuition fees paid monthly are payable by debit order instruction. **If you choose not to fill in a debit order instruction an amount equal to one month's tuition fees becomes immediately payable as a security deposit on your account. This means you will have to make a double tuition fee payment for the first month of enrolment before your child will be allowed access to the premises. This deposit must be maintained as a positive balance on your account and may only be used as payment for fees due in December of the year in which the deposit was made.**

******FEE PAYMENT POLICY****:**

Kim Field Academy Private Primary Education is a non-government funded entity that relies solely on income derived from tuition fees, as such the company receives no grants, subsidies or any other third party funding to assist in any expenditure relating to infrastructure, facilities, utilities or the payment of staff salaries.

Late or non-payment of tuition fees is severely detrimental to the running and day to day operation of The Kim Field Academy and prevents the company from providing the level of education, caliber of teacher and facilities expected.

Arrears accounts will result in all services rendered being suspended. We cannot, unfortunately provide any tuition to children of non-paying parents.

There are many excellent government subsidised primary schools in and around our area. **Please DO NOT enrol your child with us if you cannot comfortably afford the required payments. We do**

not like having to chase after outstanding fees any more than you as parent like receiving phone calls or being stopped at the entrance.

To ensure the long term viability of the Academy it is necessary to act with financial prudence and place certain procedures in place with regard to fee payment, collection of fees, arrear accounts and the recovery of debt.

The purpose of this policy is to standardize the procedure for the collection of outstanding fees. The policy is in line with the enrolment contract as well as the provisions of the Consumer Protection Act (CPA) Act 68 Of 2008 and will apply to all Parents/Guardians/Trusts/Benefactors of a child/children who are students at Kim Field Academy at or from the date of implementation of this policy. All outstanding fees, including fees outstanding prior to this policy being implemented by the Board of Governors, will be covered by this policy.

Payment options:

The school offers three payment options:

1. Annual Fee payment

The full payment of annual fees on or before 15 January attracts a 10% discount applied to the annual fee charge. The 10% discount will only apply to payments that reflect in the Academy's bank account by this date. No exceptions will be made to this rule. The discount also applies to Bus and aftercare fees paid in advance.

Parents who choose to make full payment of annual tuition fees and also wish to make use of additional services such as the bus service and/ or the aftercare facility must take note of the following:

The aftercare facility and bus service are payable in advance and in addition to the normal tuition fees. Outstanding balances for either service constitutes breach of the terms of this contract and Kim Field Academy reserves the right to suspend such services until payment has been made. The parent will remain liable for ensuring his/ her child attends school and in the case of aftercare ensure his/ her child is collected from the property within the allowable time frame.

2. Termly Fee payment

Termly fees are due on or before the first day of each term. The term dates will be communicated in advance of the start of the academic year. 5% annual discount is applied to termly fee payments made upfront.

3. Monthly Fee payment

All parents choosing this option must please complete a debit order form. Monthly fees are due for payment in advance by the first day of the month. The debit order deductions take place on the

first working day of the month or on the day that you indicated on your debit form/contract. Parents who have not yet completed the form will be contacted and asked to complete the debit order form. Should parents refuse to sign the debit order instruction a security deposit equal to one month's tuition fees will become payable before the child will be admitted. Monthly fees are calculated based on the annual fee over 12 months covering the period January to December. In the event of the party responsible for payment not being able to comply, they must make an acceptable arrangement with the Business Manager indicating when fees will be paid. Should they fail to meet the arrangement, the account will be deemed to be in arrears, and the Academy will take the necessary steps to recover the outstanding amount. The Academy will deactivate your finger print/ access card access by the gate. We will hand you over for black listing with Accountability.

Debit Orders Returned as Unpaid for Two or More Consecutive Months:

Should a debit order instruction be returned as unpaid for two consecutive months the account will be flagged as high risk and a security deposit equal to one month's tuition fees will become payable in addition to the arrears amount before the account will be reinstated.

Statements:

A statement, per family, will be generated upon request and will be emailed to the email accounts specified on the Academy Student database. The onus is on the parent to ensure that they receive the monthly account or request a copy from the accounts office (*admin@kidsinternational.co.za*)

Key Areas	
Annual Payments	<ul style="list-style-type: none"> In instances where the full year's fees are settled in advance, a discount (10%) is given on the tuition fee only. To qualify for a settlement discount, the full year's fees must be paid by 31st January.
Monthly Payments	<ul style="list-style-type: none"> Tuition as well as bus and aftercare fees are payable over 12 months, from January to December. Fees are payable in advance by the 7th of the month.
Debit Orders	<ul style="list-style-type: none"> Debit orders are executed on the 1st of the month (or the last working day closest to it).
Penalties	<ul style="list-style-type: none"> A penalty of R250.00 will be levied on all late payments made after the 7th of the month for which they are due. A penalty of R250.00 will be levied against all debit orders that are returned unpaid. Recurring penalties will result in the account changing to a "high risk" status.

4. Reports

Key Areas	
Invoices	<ul style="list-style-type: none"> • Invoices are issued on the 25th of every month (or the last working day closest to it). • All correspondence is via email, unless otherwise requested. • It is the parent's responsibility to ensure that their personal details are current and accurate. • The annual fees are divided up into 11 invoices. • An invoice details the charge applicable to a period.
Statements	<ul style="list-style-type: none"> • Statements are issued upon request. • Statements will reflect payments up to and including the last day of the previous month. • All correspondence is via email, unless otherwise requested. • A statement details all invoices and payments at a certain date. The outstanding balance on the statement is the amount due or payable to the school.

5. Suspended Accounts

Key Actions	
Initiation of suspension letter	<ul style="list-style-type: none"> ❖ Accounts that are more than 14 days in arrears <ol style="list-style-type: none"> 1. Suspension letter sent via email, sms reminder and notification by phone call 2. Statement with current balance outstanding attached.
Parent response 1	<ul style="list-style-type: none"> ❖ Arrears settled in full within prescribed period <ol style="list-style-type: none"> 1. Proof of payment received by Debtors Department 2. Account flagged as "high risk" for next 12 months 3. Services reinstated (student is readmitted)
Parent response 2	<ul style="list-style-type: none"> ❖ Request to meet School Management within prescribed period <ol style="list-style-type: none"> 1. Email / Phone Office 2. Parent to appeal in writing, for review by the Board. 3. Parent to submit proposed payment plan in writing, for review by the Board.
	Appeal approved by School Board

	<p>Board On-site Representative:</p> <ul style="list-style-type: none"> ▪ Notify account holder in writing within 48 hours. <p>Parent/Account Holder:</p> <ul style="list-style-type: none"> ▪ Sign acknowledgement of debt (AOD) which includes a payment plan. ▪ Sign Debit order form. <p><i>Account flagged as "high risk" for 12 months</i></p>
	<p>Appeal denied by School Board</p>
	<p>Board On-site Representative:</p> <ul style="list-style-type: none"> ▪ Notify account holder in writing within 48 hours. ▪ Suspension converted to a termination. ▪ Termination letter sent via email, sms reminder, notification by phone call and registered post. ▪ Statement with current balance outstanding attached.
<p>Parent response 3</p>	<ul style="list-style-type: none"> ❖ No response within prescribed period <ol style="list-style-type: none"> 1. Suspension converted to a termination. 2. Termination letter sent via email, sms reminder, notification by phone call and registered post. 3. Statement with current balance outstanding attached.

6. Terminated Accounts

Key Actions	
<p>Termination letter</p>	<ul style="list-style-type: none"> ❖ Termination letter dispatched due to; <ol style="list-style-type: none"> 1. no response from account holder 2. appeal rejected by School Board 3. account holder defaulted on a payment plan ❖ Upon a termination letter being issued by the Termination Committee, the student's seat is automatically given to the Admissions Department for reassignment. ❖ If full settlement is not received within 7 days, the account is handed over to the school's attorneys.

7. High Risk Accounts

Key "High Risk" Qualifiers/Identifiers	
<p>Suspended Accounts</p>	<ul style="list-style-type: none"> ❖ Accounts flagged for suspension or have a history of being previously suspended.
<p>Excessive Penalties</p>	<ul style="list-style-type: none"> ❖ Accounts that have accrued 4 or more late payment penalties on record during a calendar year. ❖ Debit order instructions returned as unpaid for two or more consecutive months.

Irregular Payments	❖ Accounts displaying an irregular (negative) payment pattern over a consecutive period of six months.
Intervention: Special Payment Terms	❖ A security deposit equal to one month's tuition fees must be paid. ❖ An account is flagged as high risk for 12 months.

8. Administration

Key Conditions	
Notice period (Premature separations)	❖ A term's notice must be submitted in writing by the parent or nominated account holder at least three months before the last attendance date.
New Parents	❖ It is mandatory for all new parents to attend the finance department interview where they will be required to; <ul style="list-style-type: none"> • Sign the Payment Policy and Procedures • Sign an undertaking to pay school fees • Sign a debit order form

Credit checks

The Academy reserves the right to do a credit check on the person responsible for the fee payment on application or at any time while the student is attending the school.

Default payments

- The Academy is entitled, without prejudice to any other rights, to terminate a student's enrolment if the school fee account remains in arrears for 14 days after written notice calling for payment.
- The academy also reserves the right to suspend a student until the financial issues have been resolved.
- Any cost to administer and collect the debt will be added to the outstanding debt for collection.
- Students will not be allowed to go on trips or tours, whether local or international, if the account is in arrears.
- Any outstanding fees from the previous year must be settled before the start of the next academic year.
- If there are any outstanding fees at the start of an academic year relating to prior year fees, the Academy will deem this as breach of contract, and the student will not be allowed to attend the academy for the new academic year.

Withdrawal of a Student

A full term's notice, in writing, is required when withdrawing a student from the Academy. This is 3 months notice give as per full term instruction mentioned within this section.

CONDITIONS OF ENROLMENT:

1. APPLICATION: I/ we the undersigned understand Kim Field Academy Private Primary Education reserves the right to refuse an application and is not required to give reasons for such a refusal.
2. PAYMENT: I/ We the undersigned understand the right of Kim Field Academy Private Primary Education to refuse my/ our child admittance to the facility in the event I/we fail to adhere to the agreed upon payment schedule.
3. CONDUCT: I/ we the undersigned understand that my/ our child will conform to the Policy and all relevant codes of Kim Field Academy Private Primary Education both whilst attending classes and activities inside the property as well as with any activity undertaken outside of the property and that failure to uphold the good name of Kim Field Academy Private Primary Education at all times may result in disciplinary action being taken against my child.
4. CREDIT CHECK: As per the National Credit Act, I/We hereby authorize Field Further Education CC to do consumer credit vetting on me/us personally.

Thus done and signed at _____ by: _____

Full name: mother/guardian Signature: mother/guardian Date

Full name: father/guardian Signature: father/guardian Date

AUTHORITY AND MANDATE FOR PAYMENT INSTRUCTIONS

A. AUTHORITY

GIVEN BY: (NAME OF ACCOUNTHOLDER) _____

(ADDRESS) _____

(BANK ACCOUNT DETAILS):

BANK NAME _____

BRANCH NAME AND TOWN _____

BRANCH NUMBER

--	--	--	--	--	--	--	--	--	--

ACCOUNT NUMBER

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

TYPE OF ACCOUNT: CURRENT (CHEQUE)/SAVINGS/TRANSMISSION)*

*(DELETE WHERE NOT APPLICABLE)

DATE: _____

TO: Field Further Education cc

(ADDRESS) 46 Kingfisher Drive Fourways 2191

REFER TO OUR CONTRACT DATED _____ (“the Agreement”)

1. I/We hereby authorise you to issue and deliver payment instructions to your banker for collection against my/our abovementioned account at my/our abovementioned bank on condition that the sum of such payment instructions will never exceed my our obligations as agreed to in the Agreement.
2. The individual payment instructions so authorised to be issued must be issued and delivered monthly/bi-monthly/three-monthly/six-monthly/annually/weekly/bi-weekly* (interval) on or after the dates when the

obligation in terms of the Agreement is due and the amount of each individual payment instruction may not be more or less than the obligation due.

*(delete what is not applicable)

- 3. The payment instructions so authorised to be issued must carry a number, which number must be included in the said payment instructions and if provided to you should enable you to identify the Agreement. The said number should be added to this form in section E before the issuing of any payment instruction and communicated to me directly after having been completed by you.
- 4. I/we agree that the first payment instruction will be issued and delivered on or after _____ (date). Subsequent payment instructions will continue to be delivered in terms of this authority until the obligations in terms of the Agreement have been paid or until this authority is cancelled by me/us by giving you notice in writing of not less than the interval (as indicated in clause 3 above) and sent by prepaid registered post or delivered to your address indicated above.

B. MANDATE

I/we acknowledge that all payment instructions issued by you shall be treated by my/our abovementioned bank as if the instructions had been issued by me/us personally.

C. CANCELLATION

I/we agree that although this authority and mandate may be cancelled by me/us, such cancellation will not cancel the Agreement. I/we also understand that I/we can not reclaim amounts, which have been withdrawn from my/our account (paid) in terms of this authority and mandate if such amounts were legally owing to you.

D. ASSIGNMENT:

I/We acknowledge that the party hereby authorised to effect the drawing(s) against my/our account may not cede or assign any of its rights to any third party without my/our prior written consent and that I/we may not delegate any of my/our obligations in terms of this contract/authority to any third party without prior written consent of the authorised party.

NOTE: The NAEDO and/or EFT user may add to the above minimum requirements.

Signed at on this Day of

.....

SIGNATURE AS USED FOR OPERATING ON THE ACCOUNT

.....

.....

ASSISTED BY

E. AGREEMENT REFERENCENUMBER

THE AGREEMENT REFERENCE NUMBER IS

SECTION 2

CONTRACT OF ENROLMENT

Made and entered into by and between:

Field Further Education cc.

(Hereinafter referred to as “THE KIM FIELD ACADEMY”)

And

And

1. Unless the context clearly indicates a contrary intention, an expression which denotes:-
 - 1.1 Any gender shall include the other genders;
 - 1.2 A natural person shall include an artificial person and vice versa; and
 - 1.3 The singular shall include the plural and vice versa;
 - 1.4 When any number of days is prescribed in this Agreement, same shall be reckoned exclusively of the first and inclusively of the last day, unless the last day falls on a Saturday, Sunday or Public Holiday in which case the last day shall be the next succeeding day which is not a Saturday, Sunday or Public Holiday. Fees must be paid in accordance with the schedule as outlined under the section MONEY MATTERS, however;
 - 1.5 Where figures are referred to in numerals and in words, if there is any conflict between the two, the words shall prevail;
 - 1.6 Schedules or annexures to this Agreement shall be deemed to be incorporated in and form part of this Agreement;
2. In this Agreement, unless the contrary appears from the context, the following expressions shall bear the meanings assigned to them below:-
 - 2.1 “Agreement” shall mean the Agreement as set out in this document, also referred to as the ‘Enrolment Form’, the ‘Enrolment Application Form’, and/or the ‘Contract of Enrolment’;

- 2.2 “Kim Field Academy Private Primary Education”, “Field Further Education”, and “The Kim Field Academy” shall mean CC Registration no. 2004/103242/23, the unit serving the interests of children from Grade R to Grade 7 respectively.
- 2.3 “Child” shall mean the minor child enrolled at Kim Field Academy as appears on the Enrolment Form;
- 2.4 “Enrolment Form” shall mean this whole registration form for Kim Field Academy, completed by the parent/s, for the enrolment of the child at Kim Field Academy Private Primary Education;
- 2.5 “Parent” shall mean the biological parent/s and/or legal guardian of the child, who are jointly and severally liable for all financial implications arising through this contract and enrolment.
3. The Kim Field Academy will open at 06h00 to receive learners, however, school will start promptly at 07h45, and end at 14h00. In the event that the parent is unable to fetch the child by 14h30 the parent will be billed the prevailing daily rate for aftercare. In the event of the disregard by the parent for the absolute closing time of The Kim Field Academy (18h00), Field Further Education reserves the right to terminate this contract with immediate effect, and recover fees in lieu of notice as outlined in paragraphs below. **At no time will staff be encumbered with the care or supervision of children left at the school after 18h00 unless specifically agreed upon in which case the parent will pay the staff member on duty R10 for every 5 minutes or part thereof the child stays at the school after 18h00.**
4. The Kim Field Academy shall close for public holidays and December school holidays as outlined in our Calendar. The Annual Fee is payable irrespective of holidays, sickness, and/or closing. See our calendar for school holidays and terms.
5. Notwithstanding paragraph 4 above, and subject to the provision of 30 days’ advance notice, Kim Field Academy reserves the right, without refund, to close for additional days throughout the year, and without notice or refund, Kim Field Academy reserves the right to close the facility at times of civil unrest and/or strike action, and/or should the school feel it necessary to do so.
6. In consideration for Kim Field Academy’s undertaking contained herein, The Kim Field Academy and parent agree to act in good faith in all matters howsoever relating to the facility. The Kim Field Academy reserves the right to suspend the child from all future activities at Kim Field Academy pending the settlement of any outstanding account. In Kim Field Academy’s sole discretion, and without notice, in the event of; disregard by the parent for the general rules; improper conduct on behalf of either parent, or the child; disregard of the rules pertaining to fees, uniforms, or other policies; a disregard for our closing times, Kim Field Academy reserves the right to terminate this contract with immediate effect, and recover fees in lieu of notice consistent with paragraphs 9 and 10 below, and/or; without notice or refund, and at The Kim Field Academy’s sole discretion, to suspend the child from The Kim Field Academy altogether until such time as The Kim Field Academy deems it appropriate for the child to return to the facility.
7. Tuition fees and levies shall be subject to an annual increase not exceeding

the national inflation rate plus 8%, which increase shall generally be affected in January of each and every year. Should The Kim Field Academy find it necessary to increase fees by a margin greater than 8 percentage points above the national inflation rate, one Calendar Term's notice shall be given by The Kim Field Academy through a Newsletter, which shall be sent out in the child's book.

8. Notwithstanding the provisions of paragraph 7 above, The Kim Field Academy may increase fees and levies, individually or severally, for any particular period, provided that it shall give notice of such increase in fees to the parent not later than 7 (seven) days prior to the commencement of the period in question for which the fees are to be increased. The standard calendar term's notice shall still apply should the parent wish to terminate this agreement, and the new rate, as per the notice, shall remain applicable.
9. The parent may terminate the child's enrolment at The Kim Field Academy on giving one full calendar term's notice to that effect in writing and securing a written acknowledgement from Kim Field Academy. The calendar shall be made available upon request and may change within each year. The parent shall continue to be liable for the full fees due to Kim Field Academy until the conclusion of the notice period. Said notice must be congruent with the school terms.
10. If a parent removes, or gives cause to remove a child from The Kim Field Academy without having given the required notice to that effect, that parent shall immediately be liable for the full amount of the current term's fees, as well as the balance of the following term's fees. Levies (stationary etc.) are not refundable.
11. Should The Kim Field Academy, at its sole discretion, deem it necessary to institute legal proceedings and/or engage the services of any 3rd party or parties against any parent for the recovery of any fees owing to it, that parent shall be liable for all costs incurred by The Kim Field Academy on the attorney and own client scale, and/or the full collection fee set by the third party in the case of that third party not being an attorney, as well as a R5 000.00 administration fee (to cover the cost of phone calls and correspondence, meetings, faxes, and the cost of losing focus on our core business, etc.) which shall become immediately due and payable to The Kim Field Academy.
12. The parent specifically acknowledges that neither Kim Field Academy nor any of its members, employees, servants or agents shall in any manner whatsoever be responsible for any loss or injury howsoever sustained by the child and/or parent, arising from any cause whatsoever, including negligence of The Kim Field Academy or any of its employees, agents, invitees or servants.
13. The Kim Field Academy reserves the right to decide whether a child may or may not attend The Kim Field Academy for health reasons. According to current health regulations, a sick child may not remain at The Kim Field Academy and has to be isolated at home or at another suitable venue. The Kim Field Academy must be notified of any cases of infectious diseases immediately. No child may attend The Kim Field Academy suffering from a temperature, a bad cough, vomiting, infection, worms, ringworm, diarrhea, head lice or any

other complaint. In the case of a child returning to The Kim Field Academy after an infectious illness, a medical certificate clearing the child of the illness shall be required.

14. Medication and nebulizers may not be sent with the child to be administered by the staff of The Kim Field Academy to that child. Under no circumstances may medications be put into children's bags.
15. Every child's bag, clothing, including but not limited to under clothing, socks and shoes, stationery and equipment, must be clearly marked. The Kim Field Academy shall not be responsible for the loss or damage of any items. Bags are to be clearly labelled with your child's name on the outside. Unmarked bags and clothing items will be labeled with black marker pen by the staff to assist with ready identification.
16. Parents are to ensure that their children are neatly dressed and that they are equipped with all items and equipment as required. Children are encouraged to be independent and are required to manage their own belongings. Each child shall, on a daily basis, bring a school bag, or satchel, to hold the required books and stationery items.
17. No child shall be allowed to bring any sweets, bubble gum or toys with them onto the premises of The Kim Field Academy. Any such item brought by any child onto the premises of The Kim Field Academy shall be removed from the child by the staff of Kim Field Academy and only returned to the child at the end of the day when the child is collected. Neither The Kim Field Academy nor any of its employees, agents, invitees or servants shall be responsible for the loss of or damage to any such item.
18. NB! Parents are to ensure that all gates and doors are closed behind them on entering and exiting the premises of The Kim Field Academy. Parents may not disrupt lessons and classes.
19. Anyone who enters the premises of The Kim Field Academy, makes use of the driveway, parking area, toys, equipment, and facilities, at their own risk, and should any damage to Kim Field Academy premises or equipment arise as a result of any use of said facilities, the sum of the repairs or replacement (determined solely by The Kim Field Academy management) shall immediately become due from the parent.
20. Save as otherwise provided for in this agreement, should any party commit a breach of any provision of this agreement and fail to remedy such breach within 7 (seven) days after receiving written notice from the other party aggrieved thereby requiring the defaulting party to remedy such breach, then the aggrieved party shall be entitled, without prejudice to the aggrieved party's other rights in law, to claim immediate specific performance of all the defaulting party's obligations, whether or not due for performance without prejudice to the aggrieved party's rights to claim damages.
21. This agreement including its validity, existence and implementation, the interpretation and application of its provisions, the respective rights and obligations of the parties in terms of and arising out of the conclusion, breach and termination of the provisions of this agreement, shall be interpreted and governed in all respects by the laws of the Republic of South Africa.
22. The parties choose as their domicilia citandi et executandi for all purposes under this Agreement, whether in respect of court proceedings, notices or

other documents or communications of whatsoever nature, save as provided for in the paragraph relating to newsletters and rules, the following addresses:-

22.1.1 THE KIM FIELD ACADEMY, 46 Kingfisher Drive Fourways Tel: 011 4651801

22.1.2 Physical address of parent/s

or at such other address at which the parties concerned may notify the

other/s in writing provided that no street address as mentioned in the subparagraph shall be changed to a post office box or poste restante.

23. Any notice given in terms of this Agreement shall be in writing and shall:-

23.1.1 If delivered by hand be deemed to have been duly received by the addressee on the date of delivery;

23.1.2 If posted by prepaid registered post, be deemed to have been received by the addressee on the 8th day following the date of such posting, unless the contrary is proved;

23.1.3 If transmitted by facsimile be deemed to have been received by the addressee on the day following the date of dispatch, unless the contrary is proved;

23.1.4 notwithstanding anything to the contrary herein, all correspondence addressed to The Kim Field Academy may only be deemed as received by The Kim Field Academy upon receipt of written acknowledgement thereof from the school's management.

24. The Kim Field Academy may adjust the rules, providing 7 (seven) day's notice of effect of any and all such changes. The Kim Field Academy may provide all such notices by way of the (generally) monthly newsletter communications. The onus is on each parent to ensure that they receive and read the newsletters which shall be distributed via The child's book, with additional copies being made available upon request.

25. This agreement constitutes the whole agreement between the parties relating to the subject matter hereof, save as herein provided for. No party shall be bound by any express or implied terms, representation, warranty, promise, or in the like not recorded herein, or not recorded in our policies.

26. No amendment or consensual cancellation of this Agreement or any provision or term hereof, including this paragraph, no settlement of disputes arising under this Agreement and no extension of time, waiver or relaxation or suspension of any of the provisions or terms of this Agreement shall be binding unless; it is communicated to the parent through the newsletters; or recorded in a separate written document and signed by both parties and such extension waiver or relaxation or suspension which is so-given or made shall be strictly construed as relating strictly to the matter in respect whereof it was made or given.

27. No extension of time, waiver or relaxation of any of the provisions or terms of this Agreement shall operate as an estoppel against any party in respect of its rights under this

Agreement, nor shall it operate so as to preclude such party thereafter from exercising its rights strictly in accordance with this Agreement.

- 28. I/We hereby hold myself/ourselves liable as co principal debtors of Field Further Education for the contracted period, and for any amount arising out of this agreement.
- 29. As per the National Credit Act, I/We hereby authorize Field Further Education to do consumer credit vetting on me/us personally, the cost of R80 per individual checked shall be for the parents account.
- 30. I/We hereby consent to; being blacklisted with the various credit bureaus if for any reason there is a default in payment or part thereof, and; pay any charges related to credit vetting and blacklisting.

Thus done and signed at _____ by: _____

Full name: mother/guardian Signature: mother/guardian Date

Full name: father/guardian Signature: father/guardian Date

Full name: for Kim Field Academy Signature: for Kim Field Academy Date

Full name: witness Signature: witness Date

