

**KIM FIELD
ACADEMY**



CONVALLIS

Index

Welcome Letter

Fee Structure

Code of Conduct

- Introduction
- Appearance
- Behavior
- Illegal Substances
- Other Rules and Regulations

Application for Enrolment

- Admission Process

Enrolment Application Form

- Personal Details
- Medical Particulars
- Parent(s)/ Guardian(s) Personal Details
- Alternative Emergency Contact Person
- Person(s) Responsible for Payment of Account
- Payment Options
- Debit order Instruction
- Conditions of Enrolment

Parent/Guardian Initials: _____

Dear Parents/Guardians,

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

Here at Kim Field Academy your child will not only have the opportunity to participate in a rigorous academic curriculum but will also benefit from partaking in a full complement of the 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 that still focuses on the child as an individual.

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. At Kim Field Academy you get a structured CAPS curriculum which has been updated, modified and enhanced to ensure maximum academic exposure and practice. Your child is guaranteed individual attention in a small-class environment from dedicated teachers and staff.

Apply today and see your child blossom into a well-rounded, impeccably educated individual. We are committed to sending children out into the world who are confident and able to meet life's challenges and obstacles head-on.

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

Parent/Guardian Initials: _____

FEE SCHEDULE 2022

PRIMARY SCHOOL

ADMINISTRATIVE LEVY

Annual fee for new *and* existing pupils

All new enrollments	R2000 once-off
Existing students	R500 if paid <i>before</i> 1 December 2021 R2000 from 1 December 2021

TEXTBOOK and STATIONERY LEVY

Textbooks (Grade R-7)	R2500
-----------------------	-------

Textbooks are purchased through the school and cannot be bought privately.
These are specially chosen CAPS compliant learner books in all applicable subjects.
Textbooks are to be paid for before 31 October 2021

Stationery (Grade R-7)	As per list attached. Stationery can be bought at any stationery shop.
------------------------	--

TUITION FEES Grade R

Option 1: Annual Payment
Includes a 10% discount

Paid in full before 1 January 2022	R39 960
------------------------------------	---------

Option 2: Quarterly Payment
Includes a 5% discount

Paid 1 Jan, 1 April, 1 July & 1 October	R10 545
---	---------

Option 3: Monthly payments

Paid monthly 1 Jan – 1 Dec	R3700
----------------------------	-------

Parent/Guardian Initials: _____

TUITION FEES

Grade 1-7

Option 1: Annual Payment

Includes a 10% discount

Paid in full before 1 January 2022

R47 520

Option 2: Quarterly Payment

Includes a 5% discount

Paid 1 Jan, 1 April, 1 July & 1 October

R12 540

Option 3: Monthly payments

Paid monthly 1 Jan – 1 Dec

R4400

Extra Mural Activities

Extra mural fees are included in school fees *No additional costs.*

Aftercare

School Hours

Grade R-3 07: – 12:30

Grade 4-7 07:30 – 13:00

Aftercare is available from directly after school until 17:00

Permanent

R12 000 per year (R1000 debited monthly)

School Readiness Test (if required) R1 000,00

Please note fees are payable strictly in advance for the month they are due, by no later than the first day of said month. Absolutely no extensions, credit or special arrangements will be accommodated. Please ensure you can afford the tuition fees before enrolling your child at the school. As a private institution we rely on timeous payment of school fees to remain operational.

If a child joins after January but before April an invoice will be generated for the months that were missed in the first term. This is to ensure curriculum is covered and reports generated as required to pass the grade. A pupil joining after April will only be invoiced for the remaining months of the year.

Parent/Guardian Initials: _____

Code of Conduct

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:

All pupils are expected to be of neat appearance while in school uniform regardless of whether they are on school property or outside the school grounds. A uniform list will be provided along with your enrolment forms please make sure this is adhered to at all times.

- Correct uniform must be worn year-round
 - Term 1 and 4 Summer Uniform
 - Term 2 and 3 Winter Uniform
- Black school shoes only, no sneakers or sandals.
- Hair neat and tidy, out of the face and eyes.
- Girl's hair must be tied back, and boy's hair must be cut neat and short.
- Nails are to be kept short, neat and clean.
- No make-up or accessories may be worn.
- Please note hats are compulsory every day.

Behaviour:

All pupils enrolled at Kim Field Academy are expected to adhere to the highest possible standards of behaviour. Failure to uphold these standards and actions that bring the reputation of the school into question will result in disciplinary action. We do not under any circumstances accept the following behaviour from any pupil at the academy...

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

Illegal Substances and Activities:

No pupil of Kim Field Academy may partake in any form of illegal activity. Should a child be found in contravention of any of the below rules they will be immediately suspended pending a full investigation and possible expulsion.

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

Parent/Guardian Initials: _____

Classroom Etiquette:

Kim Field Academy is a learning environment and as such the needs and best interests of every pupil must be respected. Behaviour that prevents other children from learning or teachers from conducting lessons will not be tolerated. Children are expected to follow all classroom rules as communicated by the teacher. Repeated transgressions will result in a meeting being called with parents, the School Management Team and the pupil in question.

Other Rules & 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.

If at any time a child becomes unsure about how the rules apply to a particular situation, they should approach their teacher for clarity and guidance.

Parent/Guardian Initials: _____

APPLICATION FOR ENROLMENT

ADMISSION PROCESS:

Please adhere to the following guidelines for completion of the enrolment form

1. Form must be completed **in full**. No incomplete documents can be considered or processed.
2. Remember to initial each and every page in the space provided and sign clearly where indicated.
3. Certified copies of the following must be provided
 - Child's birth certificate.
 - Both parents' ID documents.
 - Child's immunization card.
 - Proof of residence (Utility Bill)
 - Last school report
4. Once we have received your completed enrolment form and all mandatory documents your application will be processed by the admissions department. Upon acceptance the registration fee becomes payable. This is paid separately to school fees.
5. Once your registration fees have been paid you will receive written confirmation of space being allocated to your child.

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.

Parent/Guardian Initials: _____

Enrolment Application Form

Personal details of prospective pupil

Pupil's Full Name		Pupil's Surname	
Preferred Name		Current Age	
Date of Birth		ID Number	
Home Language		Nationality	
Sex			

Current School		Current Grade	
1 st Date of entry into SA School System			
Does pupil have siblings at KFA?			
Proposed date of joining KFA			
Any special details the school should take note of?			

Medical Particulars

Medical Aid		Medical Aid Number	
Doctor		Doctor's Contact Number	
Doctor's Address			
Person to contact in case of emergency			
Allergies			
Important past Medical History			
Any other health issues			

Parent/Guardian Initials: _____

Parent/Guardian Personal Details

Mother's Name		Father's Name	
Mother's Surname		Father's Surname	
ID Number		ID Number	
Contact Number		Contact Number	
Email		Email	
Physical Address		Physical Address	
If not parent please state relationship			

Marital Status		Child lives with	
----------------	--	------------------	--

Employer		Employer	
Occupation		Occupation	
Work Address		Work Address	
Work Number		Work Number	

Alternative Emergency Contact Person
(Someone not living with you)

Name	
Relationship	
Address	
Contact Number	(c)
Alternative Contact Number	(w)
	(h)

Parent/Guardian Initials: _____

Person/s Responsible for Payment of Account

Parent/Guardian Full Name	
ID Number	
Contact Number	

Parent/Guardian Full Name	
ID Number	
Contact Number	

Domicilium or Residential Address

Payment Option

Please sign clearly next to your preferred option

Option 1: Annual _____

Option 2: Termly _____

Option 3: Monthly _____

****Fee Payment Policy****

Please note that Kim Field Academy is a private institution, meaning that we rely solely on the 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 subsidized 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.

Parent/Guardian Initials: _____

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.

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 aftercare fees paid in advance.

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 at 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. 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 fingerprint/access card access by the gate. We will hand you over for blacklisting with Accountability.

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.

Parent/Guardian Initials: _____

Account Statements

A statement will upon request be generated and emailed to the email address provided on the academy database. The onus is on the account holder to ensure they receive the monthly account or request a copy from the administrative 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 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 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
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

Suspended Accounts

Key Actions	
Initiation of suspension letter	<ul style="list-style-type: none">• Accounts that are more than 14 days in arrears• Suspension letter sent via email, SMS reminder and notification by phone call• Statement with current balance outstanding attached

Parent/Guardian Initials: _____

<p>Parent response 1</p>	<ul style="list-style-type: none"> • Arrears settled in full within prescribed period • Proof of payment received by Debtors Department • Account flagged as “high risk” for next 12 months • Services reinstated (student is readmitted)
<p>Parent response 2</p>	<ul style="list-style-type: none"> • Request to meet School Management within prescribed period • Email / Phone Office • Parent to appeal in writing, for review by the Board • Parent to submit proposed payment plan in writing, for review by the Board
	<p style="text-align: center;">Appeal approved by School Board</p> <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. • <i>Account flagged as “high risk” for 12 months</i>
	<p style="text-align: center;">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 • Suspension converted to a termination • Termination letter sent via SMS reminder, notification by phone call and registered post • Statement with current balance outstanding attached

Parent/Guardian Initials: _____

Terminated Accounts

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

High Risk Accounts

Key "High Risk" Qualifiers/Identifiers	
Suspended Accounts	<ul style="list-style-type: none"> • Accounts flagged for suspension or have a history of being previously suspended
Excessive Penalties	<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	<ul style="list-style-type: none"> • Accounts displaying an irregular payment pattern over a consecutive period of six months
Intervention Special Payment Terms	<ul style="list-style-type: none"> • A security deposit equal to one month's tuition fees must be paid • An account is flagged as high risk for 12 months

New Parents

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	<p>It is mandatory for all new parents to a Finance Department interview where they will be required to:</p> <ul style="list-style-type: none"> • Sign the Payment Policy and Procedures • Sign an undertaking to pay school fees • Sign a debit order form

Parent/Guardian Initials: _____

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.

This done and signed at _____ (place) on _____ (date)

Mother's Full Name

Signature

Father's Full Name

Signature

Parent/Guardian Initials: _____

AUTHORITY AND MANDATE FOR PAYMENT INSTRUCTIONS

Authority Given by: _____ (Name of Account Holder)

Bank Account Details:

Bank Name: _____

Account Type: _____

Account Number:

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

Branch Code:

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

Date: _____

TO: Field Further Education cc
(ADDRESS) 46 Kingfisher Drive, Fourways, 2191

Refer to our contract dated _____ (“the Agreement”)

1. I/We hereby authorize 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 authorized 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.
3. The payment instructions so authorized 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.

Parent/Guardian Initials: _____

5. 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.

6. 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 cannot 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.

7. ASSIGNMENT

I/We acknowledge that the party hereby authorized to affect 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 authorized 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 account

Assisted by

The agreement reference number is _____

Parent/Guardian Initials: _____

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 07h30, and end at 13h00. In the event that the parent is unable to fetch the child by 13h30 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
 - 5.1 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.

Parent/Guardian Initials: _____

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.
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, private service providers 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 private service providers.
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.

Parent/Guardian Initials: _____

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 THE KIM FIELD ACADEMY, 46 Kingfisher Drive Fourways Tel: 011 4651801
 - 22.2 Physical address of parent/s
-

23. Other documents or communications of whatsoever nature, save as provided for in the paragraph relating to newsletters and rules, the following addresses: -
 - 23.1 THE KIM FIELD ACADEMY, 46 Kingfisher Drive Fourways Tel: 011 4651801
 - 23.2 Physical address of parent/s
-

24. 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.
25. Any notice given in terms of this Agreement shall be in writing and shall: -
 - 25.1 If delivered by hand be deemed to have been duly received by the addressee on the date of delivery.
 - 25.2 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.
 - 25.3 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.
 - 25.4 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.
26. The Kim Field Academy may adjust the rules, providing 7 (seven) days' 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.
27. 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.
28. 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.
29. 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.

Parent/Guardian Initials: _____

30. 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.
31. 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.
32. 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 _____ (place) on _____ (date) by;

_____	_____	_____
Father/Guardian: Full Name	Signature	Date

_____	_____	_____
Mother/Guardian: Full Name	Signature	Date

_____	_____	_____
For Kim Field Academy: Full Name	Signature	Date

_____	_____	_____
Witness: Full Name	Signature	Date

Parent/Guardian Initials: _____