ACCOMPANY DOCUMENTS	Handed i
Debit order accepted	
Proof of payment non-refundable admin fee	
Proof of payment of first-month class fees	
The child's latest school report card	
Certified copy of mother's ID	
Certified copy of father's ID	
One month's Payslip	

Smartschool Academy

Entry Form Pretoria & Centurion 2027

Learner 1:

Given Name(s):						**Surname:**					
Birthday:						**Gender:**					
School:						**Grade:**					
Cell number:											

Learner 2:

Given Name(s):						**Surname:**					
Birthday:						**Gender:**					
School:						**Grade:**					
Cell number:											

Parent/Guardian #1:

Given Name(s)						**Surname**					
Address:						**Suburb:**					
City/Town:						**Postal Code:**					
Phone Number:						☐ **Mobile**	☐ **Work**	☐ **Home**			
Occupation, and position:											
Email:											
Identity number:											

"INVEST IN YOUR CHILD'S FUTURE"

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Parent/Guardian #2:

Given Name(s)	**Surname**
Address:	**Suburb:**
City/Town:	**Postal Code:**
Phone Number:	**☐ Mobile ☐ Work ☐ Home**
Occupation, and position:	
Email:	
Identity number:	

Emergency Contact Information

In the case of an emergency, the Parent/Guardian(s) listed on file will be contacted first. If the Parent/Guardian(s) on file are unable to be contacted in a timely manner, the Emergency Contact listed below will be contacted.

Emergency Contact:

Given Name(s)	**Surname**
Phone Number:	**☐ Mobile ☐ Work ☐ Home**
Alternate Phone:	**☐ Mobile ☐ Work ☐ Home**
Email:	
Relationship to Learner:	

Medical Information of Learner

Primary Care Physician	**Phone Number:**
Address of Primary Care Physician:	
Medical Aid number:	**Medical Aid name:**
Please list all of the Learner's allergies and describe a typical reaction:	
What treatment or medication is required for allergic reactions?	
Describe any past or present medical problems, previous surgeries, or any medications your child takes on a regular basis:	

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Learning Programs

The following programs are offered by Smartschool Academy:
Extra Classes - Specialized instructors assist the Learners on a specific subject. Group sizes are kept to a maximum of 5 students per instructor.
Afternoon Study – An ideal solution for assisting Learners by covering the Learner's assigned homework from their schoolroom teacher.
Fees:

	Amount		Parent/Guardian Initials
Yearly administration fee – non-refundable	R 988		
Extra Class – per subject	R1 388 per month		
Afternoon Study	R 1 688 per month		
Extra Class and Afternoon Study – includes 6 hours a month of Extra Classes and everything included in Afternoon Study	R2 588 per month		
Holiday and Afternoon Study – includes all school holiday days, excursions, additional materials for the program and everything included in Afternoon Study, public holidays excluded	R2 088 per month		
Home school assistance – includes home school assistance with all subjects, Wi-Fi usage, and service provider fees.	Pre K – 9 R3 088 per month		Choose your option and Initial
	GED 10 -12 R3 288 per month, excluding exam fee		
	Any High school Option R2 588 per mont, excluding program fee.		
Home school assistance adding Afternoon study – additional combo, everything included in Afternoon Study	R 1 000 per month extra for combo		
Robotics	R988 per month		
Robotics and Afternoon study - includes 6 hours a month of Robotics and everything included in Afternoon Study	R 2 388 per month		

Choose Options

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Home school assistance – includes home school assistance with all subjects, Wi-Fi usage, and service provider fees.	Impaq or other curriculum where parents pay the 3rd party themselves for teaching materials, R2 588 per month		
Daily Home school assistance – includes home school assistance with all subjects, Wi-Fi usage, and service provider fees.	R388 for 4 hours of supervision		Choose your option and Initial *Note payments must be made strictly upfront before child/children is collected
	R588 for 4-6 hours of supervision		
	R788 for 6-8 hours of supervision		

If selecting the Extra Class option, please indicate the requested subjects. **PLEASE NOTE THAT EACH SUBJECT WILL BE APPLICABLE TO ITS OWN INDIVIDUAL MONTHLY CHARGE** (i.e. if you request two subjects under the Extra Class option, the monthly fee will be R2776.00 per month):

Subject 1 _____ Subject 2 _____

Subject 3 _____ Subject 4 _____

Internet payments:

The first payment and admin fee must be paid upfront, thereafter only debit order payment will be accepted.

Please use your child's name and surname as reference

Account name: **SMS Lyttelton (PTY) LTD**

Bank: **Nedbank Bank**

Account type: **Business Account**

Account number: **1328224937**

Reference: **your child's name and surname**

Branch code: **198765**

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Declaration and Consent for Debit Order Authorization:

Account name: (Your name and surname as on account or ID)				
Account holders phone number:				
Account type: (Savings / Current / Transactional . . .)				
Account number:				
Company / Trust registration no: (if applicable)				
Branch code:				
Bank:				
Frequency of debit order (choose one):	Weekly	Bi-Weekly	Monthly	Last Friday of every month
No of instalments:	Debit order will run until account is settled.			
Id type:	RSA ID		Passport	
Client ID or passport number:				
Submit date (date of debit order):				
Instalment value (R):				

I, the undersigned, hereby declare that I have provided accurate and complete information for the purposes of authorising Smartschool Academy to facilitate payment through a debit order. I understand and accept that:

- The debit order will be processed on the agreed-upon date(s) as outlined in the payment agreement.
- I am responsible for ensuring that **sufficient** funds are available in the specified account on the due date(s).
- I may cancel this authorization by providing written notice as stipulated in the terms and conditions, but I acknowledge that cancellation of this debit order does not terminate my obligations under the enrolment agreement unless explicitly agreed otherwise.
- I agree that if I reject the debit order a R250 fine will be charged to reload the mandate.

By signing below, I confirm that I understand the terms of the debit order and authorize Smartschool Academy to debit my account as agreed.

Signature: _____ Date: _____Name & Surname: _____

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Terms and Conditions:

1. Should a Learner be unable to attend any specific session, Smartschool Academy must be provided at least 24 hours' notice in advance. Failure to do so will result in no refund being given nor rescheduling of the session.
2. There is no guarantee that any specific session booked for a certain time slot can be rescheduled to another time slot.
3. Afternoon study classes will only be utilised for afternoon study and not for extra classes.
4. Learners must attend scheduled classes punctually. No additional time for study or instruction will be provided should a Learner arrive late.
5. Classes, in relation to any specific learner, booked for a certain time slot, cannot be rescheduled to another time slot.
6. Only 5 learners will be allowed per class, with the exception of revision classes, where no more than 10 learners will be allowed per class. This exception will however not apply to afternoon study.
7. Only 10 learners will be allowed per Saturday class, with the exception of revision classes, where no more than 20 learners will be allowed per class. This exception will however not apply to afternoon study.
8. At least one month's written notice must be provided should the parent/guardian desire to cancel this agreement before the end of the term. No monies paid in advance shall be refunded or prorated.
9. Monthly payment for the following month must be provided in advance and no later than the last day of the preceding month. Should the account for the Learner be paid by way of direct withdrawal, payments shall be taken out as directed by the pre-authorised debit agreement. Cash payment directly paid into the bank account will result in an additional deposit charge. Cash payments can be made directly at the office without any penalties.
10. Smartschool reserves the right to immediately cancel all classes for a specific learner, should any payment not be made to Smartschool punctually, on or before the due date thereof. All payments are strictly upfront. Smartschool reserves the right to allocate a financial penalty towards the child's invoice for not adhering to the aforementioned not exceeding R850.
11. Smartschool does not guarantee any results. Results are depending on each child's natural ability.
12. Learners shall at all times adhere to the disciplinary requirements of Smartschool, and will in general treat each other and Smartschool personnel with dignity and respect. Smartschool reserves the right to immediately terminate any classes in the event of any learner failing to adhere to the aforementioned. No monies paid in advance shall be refunded or prorated. Smartschool reserves the right to allocate a

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financial penalty towards parents and children not adhering to the aforementioned, of a maximum R700, dependable on the severity of the offence.

13. Smartschool shall not be liable for the loss of any property.
14. No cell phones, laptops or other similar technical apparatus may be utilized during classes, except by tutors and/or teachers presenting the relevant classes.
15. I hereby grant permission to Smartschool Academy to use my child's picture and/or video presentation for informational, website, educational, and media purposes. I understand that this may include the posting to the social media account of Smartschool Academy and/or its affiliates.
16. I hereby acknowledge and agree that should my child's picture and/or video presentation be used by Smartschool Academy and/or its affiliates for the above uses, that I shall receive no compensation for the use.
17. I understand that it is difficult to completely remove an image or recording from the internet once it has been published. The images and recordings may be taken down by Smartschool academy and/or its affiliates, but other users of the internet may have downloaded the files. Further, these other users may share the files without my knowledge.
18. I waive all copyright interest including moral rights and any rights to claim royalties or any other form of compensation or interest arising from Smartschool Academy's use of my child's image or recording. I forever release, discharge, indemnify and defend Smartschool Academy from and against any and all claims and demands arising out of, or in connection with, the use of my child's image or recording, including but not limited to, any claims for infringement of privacy, defamation, appropriation of personality, or copyright infringement.
19. Where an audio or video recording of the undersigned features a lecture, lesson, presentation, demonstration or performance, I hereby grant Smartschool Academy a non-exclusive, worldwide, royalty-free licence to use, copy, store, archive, communicate, telecommunicate, broadcast, reproduce, sublicense, publicly present, modify, adapt, and distribute the recording of the lecture, lesson, presentation, demonstration or performance in all media and formats now or hereafter known.
20. The following terms apply to all learners enrolled for Homeschool Assistance, including Pre-K–9, GED, American High School and other homeschool programmes supported by Smartschool Academy:
    a. The Parent/Guardian remains ultimately responsible for the Learner's education, homeschool registration, curriculum selection and compliance with all applicable legal and regulatory requirements. Where registration with the relevant Department of Education or other authority is required, it remains the sole responsibility of the Parent/Guardian to complete and maintain such registration.
    b. Smartschool Academy is not the Learner's registered school and does not assume the Parent/Guardian's legal responsibility for the Learner's education. Smartschool provides

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educational assistance, supervision, guidance, tutoring and support in completing the Learner's chosen homeschool or international education programme.

c. Where a Learner is registered with an external curriculum, examination body, online school or educational service provider, the applicable provider's own terms, academic requirements, assessment rules and certification requirements remain applicable. Where the Parent/Guardian is responsible for paying the third-party provider directly, these costs are separate from Smartschool fees. This is consistent with the third-party curriculum option already included in the enrolment form.
d. Homeschool and GED programmes may be self-paced. The time required to complete a grade, level, subject, course or qualification will therefore differ from one Learner to another. Smartschool cannot guarantee that a Learner will complete a programme within a particular period.
e. Smartschool Academy does not guarantee marks, academic progress, examination results, promotion, graduation or successful completion of any programme. Results depend on factors including the Learner's ability, effort, attendance, participation, completion of assigned work and compliance with programme requirements.
f. Homeschool Learners may, where permitted by their chosen programme, complete certain lessons, assignments and coursework from home. Parents/Guardians remain responsible for ensuring that work completed away from Smartschool is completed correctly, honestly and within the requirements of the applicable programme.
g. Where an assessment or examination requires formal supervision, invigilation or assessment, the Learner must complete it under the supervision of the required invigilator, assessor or authorised Smartschool personnel. Where Smartschool facilitates such supervised assessments or examinations, they must be completed at the designated Smartschool premises unless otherwise authorised by the applicable examination or curriculum provider.
h. GED examination fees, including official examination or testing fees, are not included in Smartschool Academy's monthly Homeschool Assistance/GED fees and are payable separately by the Parent/Guardian.
i. Smartschool's ability to provide effective assistance depends on the Learner attending regularly, following the programme and timetable provided, completing assigned work and cooperating with Smartschool staff. Smartschool cannot be held responsible for delays in progress caused by absenteeism, incomplete work, refusal to participate or insufficient effort.
j. All Learners attending Smartschool Academy, including Homeschool Assistance, GED, American High School, Afternoon Study and Extra Class Learners, are required to comply with the Smartschool Academy dress code while on the premises and during Smartschool activities.
k. All Homeschool Learners are subject to the same behavioural, disciplinary and operational rules applicable to other Smartschool Learners while attending the centre.

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l. By enrolling a Learner for Homeschool Assistance, the Parent/Guardian acknowledges that Smartschool Academy provides an assistance and support service and does not replace the Parent/Guardian, registered curriculum provider, examination body, school or relevant educational authority in respect of their respective responsibilities.

DECLARATION AND RELEASE FORM

I/we the undersigned declare, jointly and severally, that:

1. I/ we am/are aware of the rules, regulations, terms and conditions of Smartschool, which forms an integral part of this entry form.
2. I/We choose the physical addresses as set out above as our chosen domicilium citandi et executandi for any purpose whatsoever in relation hereto.
3. I/We am/are aware that Smartschool class fees are subject to a yearly escalation, and that transport fees may be increased in accordance with any increases in transport cost.
4. I understand that Smartschool Academy will not be responsible for anything that may happen as a result of false or incomplete information given at the time of enrolment or during the time the Learner is in the centre.
5. I agree to, in the event of parental separation, to immediately inform Smartschool Academy as to the custody/access arrangements, and, if applicable, will provide a copy of the custody agreement or court order. If there is no custody agreement or court order, I will provide a statement signed by both parents specifying the custody arrangement. I will promptly inform Smartschool Academy of any changes to the legal orders affecting the custody and control of the Learner.
6. I am holding harmless Smartschool Academy for personal injuries that the Learner may sustain as a result of any activities at the Centre. I further give my permission for the staff to admit the Learner for emergency treatment if necessary and authorize emergency care of the Learner.
7. I agree to accept responsibility for payment of all fees incurred during the time the Learner is enrolled at Smartschool Academy, including those incurred if I fail to provide complete, accurate, or timely information.
8. I understand if my child/ children are picked up after the allocated hours a penalty fee is payable immediately before my children will be released, if my child/ children are not picked up, an hour after the allocated time, they will be escorted to the nearest police station and be left there for pick up. Fine payable for late pick up is R150 per 15-minute late.
9. I understand that my fees are payable in all cases of absenteeism including illness, holidays, or days the centre is closed due to winter weather or mechanical breakdown, political or municipal uprearing, teacher training or any other unforeseen circumstance.

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10. I agree to provide one month's written notice before the date the Learner will withdraw from the Centre, or to pay the fees in lieu of notice.
11. I undertake to see that the learner abides by the rules of Smartschool, upholds Smartschool's norms and traditions and follows all prescriptions and instructions;
12. I hereby grant permission to Smartschool Academy to use my child's picture and/or video presentation for informational, website, educational, and media purposes.
13. I agree that Smartschool does not guarantee any results. Results are depending on each child's natural ability.
14. I hereby indemnify Smartschool, its owners, members, officials, employees or agents (hereinafter called "the indemnified parties") against any and all claims howsoever arising (inclusive of claims arising from the rendering of transport services) for any loss or damage resulting from any bodily injury, disability, psychological harm, loss of life or loss or damage to property which can be attributed to any act or omission on the part of the indemnified parties, which I/we/the learner may sustain pertaining the learner's enrolment at Smartschool and taking part in any Smartschool activities.

By signing this form, I acknowledge that I have read, and fully understand the above description of the services provided by Smartschool Academy, the fees associated with said services, and the terms and conditions of the services.

Parent/Guardian 1 Signature: _____ Date: _____

Parent/Guardian 2 Signature: _____ Date: _____

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