



TERMS AND CONDITIONS AGREEMENT

Section 1.1

- 1.1.1 The school operates Monday to Friday between 07h00 and 13h00. The Aftercare runs from 13h00 – 17h30.
- 1.1.2 Fees are devised on an Annual / Four Term basis and fees payment plans are structured as follows:
- 1.1.3 A **non-refundable deposit of R1000.00** is due upon registering your child; to secure his/her place.
- 1.1.4 *Annual Fee Payment - Option 1: **TOTAL YEAR'S FEES ARE PAYABLE YEARLY IN ADVANCE BY 1 JANUARY OF EACH YEAR***
- 1.1.5 *Quarterly Fee Payment - Option 2: **TOTAL TERM'S FEES ARE PAYABLE TERMLY IN ADVANCE BY THE FIRST DAY OF THE FIRST MONTH OF EACH TERM***
- | | | |
|---------|--|-----------------------------------|
| 1.1.5.1 | TERM 1: January; February; March – | Fees Payment Due 1 January |
| 1.1.5.2 | TERM 2: April; May; June – | Fees Payment Due 1 April |
| 1.1.5.3 | TERM 3: July; August; September – | Fees Payment Due 1 July |
| 1.1.5.4 | Term 4: October; November; December – | Fees Payment Due 1 October |
- 1.1.6 *Monthly Fee Payment - Option 3: **TOTAL MONTH'S FEES ARE PAYABLE MONTHLY IN ADVANCE AND ARE DUE BY THE FIRST DAY OF EACH MONTH, OVER TWELVE MONTHS***
- 1.1.7 Late Fees Fine: Late fees payments (fee payments which do not reflect by the 3rd of the month) are subject to a monthly fine, at the discretion of The School. Fee payments outstanding for a period of one month, will result in; children not being allowed to attend school, until the account is brought up to date. Fees outstanding for a period of three months are liable for legal action at your expense.
- 1.1.8 Irrespective of the reason for a period of absence from school, i.e. sickness, holidays etc. fees will be payable in full and **no exception** will be made.
- 1.1.9 The “non-refundable deposit” **is not refundable** under any circumstances whatsoever.
- 1.1.10 The “non-refundable deposit” **may not, under any circumstances whatsoever**, be used to cover the final month's or term's fees, as applicable.
- 1.1.11 The “non-refundable deposit” may **not, under any circumstances whatsoever**, be used to cover the “Termination of Enrolment/Notice” fees.
- 1.1.12 Private extra-murals are run onsite; as such these are **optional extras** for your child to attend at your discretion, at your own additional expense and responsibility, directly with the service provider.

Initial _____

Section 2.1

- 2.1.1 Fees are subject to annual increase, in January of each year.
- 2.1.2 In signing this document you agree to Terms and Conditions of The School herein, but not limited to
- 2.1.3 In signing this document you agree to the Terms and Conditions of Enrolment and Enrolment Termination with The School herein, but not limited to.
- 2.1.4 The School is responsible only to the person who signs this form concerning any matter relative to the child. In the event of any dispute between two parties and controversial instructions, The School will use its own discretion and will not be responsible for the consequences.
- 2.1.5 No responsibility or liability will be accepted by The School for any loss or damage to personal property.
- 2.1.6 The principal or any other member of The School is not responsible for any damage or injury suffered due to accidents or any other mishaps or accidents during the entire period of attendance.
- 2.1.7 All reasonable precautions will be taken to ensure the safety and welfare of your child. However, should any damage or injury be suffered or sustained by your child, you shall be liable for payment of all medical and/or hospital accounts relating to the damage/injury. You hereby expressly waive any claim and indemnify The School against any claims whatsoever in respect of any such damage and/or injury.
- 2.1.8 You hereby give permission for your child to be taken to the doctor and/or hospital in the event of an emergency.
- 2.1.9 It is your sole responsibility to advise The School in writing, of any change of contact details (i.e. addresses and telephone numbers).
- 2.1.10 You are liable for payment of all attorneys and own client costs incurred by The School in relation to the collection of any outstanding costs, fees or debts owing to The School.

Initial: _____

Section 3.1

Termination of Enrolment:

3.1.1 To terminate enrolment, The School **REQUIRES ONE FULL CALENDER TERMS WRITTEN NOTICE AS FOLLOWS:**

3.1.1.2 TERM 1: January, February, March – **Payment Due 1 January**
Written Notice given on 1 JANUARY, therefore; Term 1 Fees are payable for the duration of Term 1; irrespective of your child's attendance during this period.

3.1.1.3 TERM 2: April, May, June – **Payment Due 1 April**
Written Notice given on 1 APRIL, therefore; Term 2 Fees are payable for the duration of Term 2; irrespective of your child's attendance during this period.

3.1.1.4 TERM 3: July, August, September – **Payment Due 1 July**
Written Notice given on 1 JULY, therefore; Term 1 Fees are payable for the duration of Term 1; irrespective of your child's attendance during this period.

3.1.1.5 TERM 4: October, November, December – **Payment Due 1 October**
Written Notice given on 1 OCTOBER, therefore; Term 2 Fees are payable for the duration of Term 2; irrespective of your child's attendance during this period.

Initial: _____

Section 4.1

Payment Plan

Package Chosen: _____
(Refer to Fees Document)

Total Value of Package: _____
(Refer to Fees Document)

Payment Plan Chosen (Circle): **Option 1** / **Option 2** / **Option 3**
(Refer to Table Below)

Payment Plans & Options	Option 1	Option 2	Option 3
Payment Plan	Annual	Quarterly	Monthly
Payment Due	1 January	1 January; 1 April 1 July; 1 October	1 st of Each Month
Payable In Advance	Once Off	X 4 Terms	X 12 Months

Amendments and Additional Notes: _____

PLEASE REFER TO THE ANNUAL PRICE LIST FOR THIS YEAR'S PACKAGES AND FEE STRUCTURES; AND NOTE THAT FEES ARE SUBJECT TO ANNUAL INCREASE FROM THE 1ST OF JANUARY EACH YEAR

Initial _____

Tel: 011 487 3129, WhatsApp:062 069 1513, Email:info@heps.co.za, Website:www.heps.co.za,

Growing Remarkable Minds!

Section 5.1

By your signature hereto, you hereby agree that you are bound by the Terms and Conditions of The School, herein but not limited to. Furthermore, you agree that you will abide by the Terms and Conditions herein, but not limited to; of The School and Enrolment Termination, as well as your chosen Payment Plan (Options: 1, 2, or 3).

For and Behalf of Houghton Estate Preschool

Name: _____

Signature: _____

Witness Name: _____

Signature: _____

Signed at Houghton Estate, on the _____ day of _____ 20____.

Parent/Guardian Name: _____

Parent Signature: _____

Witness Name: _____

Signature: _____

Banking Details
FNB Killarney
Houghton Estate Family Centre
62382268251
256205