



SMART Centre
the art of education

13 NEPTUNE ST ATLASVILLE
BOKSBURG 1459

SMARTACCOUNTS@ICLOUD.COM

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WWW.SMARTCENTRESA.CO.ZA



REGISTRATION CONTRACT - **2024**

DATE:			
STUDENT INFORMATION			
Name:	Surname:	Grade:	IEB:
			GDE:
			CAIE:
Date of Birth:	Current School:		
Cell no: (For WhatsApp groups)	Email: (Student) (Optional)		
PARENT / GUARDIAN INFORMATION			
Name (Father):		Name (Mother):	
Surname (Father):		Surname (Mother):	
ID/Passport No: (Father)		ID/Passport No: (Mother)	
Employer (Father):		Employer (Mother):	
Mobile (Father):		Mobile No (Mother):	
Email Address - (Father): Please print clearly.			Send accounts to this address
Email Address - (Mother): Please print clearly.			Send accounts to this address
RESIDENTIAL ADDRESS (Parent responsible for account):			
POSTAL CODE:			
POSTAL ADDRESS IF DIFFERENT (Parent Responsible for account):			
POSTAL CODE:			

PAYMENT OPTIONS (Mark with an "X")

MONTHLY (As per Fee Structure – 2024)	Tick here	TERMLY (As per Fee Structure – 2024) (Applicable only at the start of Term)	Tick here			
LESSONS REQUIRED PER WEEK						
Groups suitable for IEB & GDE students	DAYS SELECTED FOR TUITION Please mark with an 'X' after consulting the timetable					
MATHEMATICS Group:	Mon	Tues	Wed	Thurs	Fri	Sat
PHYSICAL SCIENCE Group:	Mon	Tues	Wed	Thurs	Fri	Sat
Long term PVT lesson – MATHS	Mon	Tues	Wed	Thurs	Fri	Sat
Long term PVT lesson – SCIENCE	Mon	Tues	Wed	Thurs	Fri	Sat
Long term PVT lesson – ACCOUNTING	Mon	Tues	Wed	Thurs	Fri	Sat
Long term Semi-PVT lesson – MATHS (Mark only if a group has already been formed)	Mon	Tues	Wed	Thurs	Fri	Sat
Long term Semi-PVT lesson – SCIENCE (Mark only if a group has already been formed)	Mon	Tues	Wed	Thurs	Fri	Sat
Long term Semi-PVT lesson - ACCOUNTING (Mark only if a group has already been formed)	Mon	Tues	Wed	Thurs	Fri	Sat
Special Arrangement: (Mark only if discussions have been concluded)	Mon	Tues	Wed	Thurs	Fri	Sat

- **SEMI-Pvt groups will be given priority over Pvt-Individual Lessons in slot allocation**
- **PVT & SEMI-PVT slots can only be reserved if payment is made up-front.**

PLEASE READ THE TERMS AND CONDITIONS FOR TUITION AT SMART CENTRE AS SET OUT BELOW.

PLEASE ENSURE THAT YOU UNDERSTAND THE TERMS AND CONDITIONS.

PLEASE ASK FOR EXPLANATIONS IF YOU NEED MORE INFORMATION.

TERMS & CONDITIONS of Enrolment at SMArt Centre

1. **RIGHT OF ADMISSION:**

SMART CENTRE reserves the right of admission to our premises and the right to tuition.

2. **ENROLLMENT:**

Annual Enrolment is required. Returning students DO NOT pay the new registration fee if returning before 1 February in the new year.

3. **REGISTRATION FEE:**

A Registration Fee for NEW students will be charged irrespective of date of enrolment.

4. **FEES:**

Tuition at Smart Centre is provided on a MONTH-TO-MONTH or TERMLY basis.

Tuition will only be provided if accounts are up to date and paid for in full, as per the 2024 Fee Structure.

Monthly fees are calculated according to the number of lessons offered by SMArt Centre - per subject in any given month – (As per Smart Centre 2024 Calendar).

This arrangement Applies from the date of enrolment to the 30th of November 2024. (Gr. 6 to Gr. 11)

Matrics are invoiced in full only until 31 October 2024. Lessons attended by Matrics in November of 2024 will be charged on a pay-as-you-go basis.

EXTREMELY IMPORTANT!! - SMART CENTRE FOLLOWS ITS OWN CALENDAR - WHICH IS NOT ALLIGNED WITH ANY PARTICULAR SCHOOL CALENDAR.

NO REFUNDS or CREDITS will be passed for any lessons missed by a student for ANY reason. A student may attend a group lesson or alternative group lesson (if available) in lieu of a missed PVT/SEMI-PVT lesson. Fees paid cannot be transferred or exchanged for PVT lessons. Lessons missed through no fault of SMArt Centre, will be forfeited by the student. Should a lesson be cancelled by SMArt Centre for any reason, the session will be re-scheduled failing which, a credit will be passed on your account.

You will not be invoiced for any lessons during Smart Centre holidays or on public holidays - except when special arrangements have been made for lessons on such days.

IT'S IMPORTANT TO NOTE THAT MONTHLY FEES WILL VARY DEPENDING ON HOW MANY TEACHING DAYS THERE ARE IN ANY PARTICULAR MONTH.

Initial: _____

5. PENALTIES:

All Fees are strictly payable up-front. A R200.00 admin levy or 10% interest (whichever is the greater amount) will be charged to accounts not settled by the 5th of any given month – unless a special agreement has been reached between Smart Centre and the person responsible for the account. Please don't ignore Statements and messages regarding outstanding fees. We are prepared to talk about terms should you encounter difficulties during the year. Nothing sours relationships more than indifference or stonewalling, so, please communicate with us should you experience difficulties in meeting your financial obligations to us.

6. NOTICE PERIOD:

In good faith, we ask that you give us WRITTEN NOTICE (One Calendar Month) when wishing to terminate tuition at SMArt Centre.

7. ABSENCE WHILE IN CONTRACT:

No special concessions regarding monthly fees are given for absences due to holidays, travel, religious observances or for medical reasons. In cases where a student is absent due to religious or medical reasons, the missed group lessons can be caught up on alternate days (if available) in accordance with the regular timetable. No special catch-up lessons will be granted outside of the timetabled slots. Special PVT lessons may be booked and paid for if required. These are subject to the availability of slots. In short ... if you wish to keep your slot, you will be required to pay for it.

8. LAST MINUTE CANCELLATIONS:

In principle, we regard habitual last-minute cancellations (without reasonable excuse) as being very rude. Smart Centre will not tolerate any flagrant disregard for its tutors - all of whom are seasoned professional educators. We require all parties to treat them, their time, & appointments with you, with great respect.

9. EXAM PREPARATION WORKSHOPS:

Exam Preparation Workshops are NOT included in the regular pricing structure and will be billed for separately. Prices for these sessions may vary and will be indicated on the relevant programmes when published. Advanced Bookings are required for all workshops and no refunds will be given for last minute cancellations or no-shows.

10. PRIVATE & SPECIAL GROUP LESSONS:

PVT or SEMI-PVT Lessons can be arranged by mutual agreement between SMArt Centre and the Student/s involved and will be administered according to the PVT Lessons Policy document.

11. COMMUNICATION:

Telephonic communication is difficult for us, since we are always teaching. Communication should therefore be conducted via WhatsApp or Email as far as possible.

12. INDEMNITY:

SMArt Centre, its owner, consultants and staff are hereby indemnified from any theft, loss or injury incurred on the premises.

Initial: _____

Declaration: (Parent / Guardian)

I, _____, parent/guardian of _____

have **read and understood** the FEE STRUCTURE (2024) and agree to the TERMS & CONDITIONS of the provision of services by SMART CENTRE as explained therein.

I HEREBY UNDERTAKE TO HONOUR MY FINANCIAL OBLIGATIONS TO SMART CENTRE AND PROMISE TO MAKE PAYMENTS BY THE DUE DATES.

FURTHERMORE, I UNDERSTAND THAT SMART CENTRE OPERATES (AND BILLS) ACCORDING TO IT'S OWN CALENDAR - WHICH IS NOT ALIGNED TO ANY PARTICULAR SCHOOL CALENDAR.

I ACKNOWLEDGE THAT I AM AWARE THAT NO REFUNDS, TRANSFERS OR CREDITS ARE PASSED FOR MISSED LESSONS.

I UNDERSTAND THAT PENALTIES WILL BE LEVIED TO MY ACCOUNT IN THE EVENT OF LATE PAYMENT AND I AGREE TO PAY SUCH PENALTIES WHEN MY PAYMENTS ARE LATE.

(MTRIC PARENTS HEREBY AGREE NOT TO TERMINATE TUITION AFTER 31 JULY 2024)

Signed: _____ Date: _____

Student Conduct:

- All students are expected to be respectful of the property and the staff of the Centre at all times. All school-going students are required to address the Tutors as Mr ... / Ms ... / Sir or Ma'm. This, in keeping with our value system – which is traditional in nature.
- No school pupil is permitted to smoke or vape ON OR WITHIN SIGHT OF the SMART Centre premises.
- Students are expected to be punctual and to arrive on time for all lessons.
- Students, their family members and friends are required to drive in a considerate fashion in the parking area and in NEPTUNE STREET in general – appreciating the fact that our neighbours live in the immediate vicinity.
- No car may be parked in, directly opposite, or cause any obstruction in the driveways of any of our neighbours.
- The playing of loud music in cars outside the premises, the conducting of loud conversations in Neptune St or the driving of cars in an unnecessarily noisy fashion is **strictly prohibited!** Students, Parents and Friends are asked to treat the whole neighbourhood as a 'QUIET ZONE' at all times. All drivers are requested to switch off their vehicles whilst waiting for a student. Please do not idle the car whilst you're waiting. The sound is very distracting to us and to our neighbours.
- All students are required to mute and conceal their cell phones during lessons.
- Students are expected to be mindful and considerate of lessons in progress while waiting for their own lessons. No noise is permitted on the premises at any time.

Declaration: (Student)

I, _____, **have read and agree** to the TERMS & CONDITIONS for receiving tuition at the SMART CENTRE and pledge to uphold the Code of Conduct above.

Signed: _____ Date: _____