

**Prycellly Academy Pryce Tutorials Study Centre – Enrolment Form A****Learner's Information**

Surname: \_\_\_\_\_ Name(s): \_\_\_\_\_

Sex: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Current Grade: \_\_\_\_\_

Address: \_\_\_\_\_ WhatsApp Cell: \_\_\_\_\_

Name of last school attended: \_\_\_\_\_ Dates attended \_\_\_\_\_ to \_\_\_\_\_

*Following Section Only for Sibling/s Enrolled at Prycellly Academy Pryce Tutorials Study Centre***Sibling 1**

Surname: \_\_\_\_\_ Name(s): \_\_\_\_\_

Sex: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Current Grade: \_\_\_\_\_

**Sibling 2**

Surname: \_\_\_\_\_ Name(s): \_\_\_\_\_

Sex: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Current Grade: \_\_\_\_\_

**Sibling 3**

Surname: \_\_\_\_\_ Name(s): \_\_\_\_\_

Sex: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Current Grade: \_\_\_\_\_

**Parent 1 Information.**

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Home Tel: \_\_\_\_\_ Mobile Cell: \_\_\_\_\_ Business Tel: \_\_\_\_\_

Home Address: \_\_\_\_\_ Relationship: \_\_\_\_\_

Occupation: \_\_\_\_\_ Employer: \_\_\_\_\_ Duration: \_\_\_\_\_

Business Address: \_\_\_\_\_

**Parent 2 Information.**

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Home Tel: \_\_\_\_\_ Mobile Cell: \_\_\_\_\_ Business Tel: \_\_\_\_\_

Home Address: \_\_\_\_\_ Relationship: \_\_\_\_\_

Occupation: \_\_\_\_\_ Employer: \_\_\_\_\_ Duration: \_\_\_\_\_

Business Address: \_\_\_\_\_

How did you initially hear of **Prycellly Academy Pryce Tutorials Study Centre** (*check as many as necessary*)?

[ ] Referred by someone [ ] School Website [ ] WhatsApp Advert

[ ] The Internet [ ] School Billboard [ ] Drove by

This Contract is between Prycellly Academy Pryce Tutorials Study Centre (hereinafter the "School") and the parent(s) or legal guardian(s) (referred to as "Parent," which term includes the singular or plural, as applicable) of \_\_\_\_\_ [insert learners name here] (hereinafter "Learner").

All persons signing this Contract are jointly and severally liable for the tuition and fees set forth herein. Parent’s signature and/or initials on this Contract evidence Parent’s understanding and agreement to the terms of this Contract, as follows:

1. **Enrolment:** If mentioned below, this Contract only covers a portion of the year/s with the dates indicated, as well as the tuition and other fees as stated in the fees policy document. If Learner is admitted, Parent understands that the School will make the final choice on classroom placement in accordance with the School’s usual admissions or retention policies, and that curriculum changes/decisions will be made at the School’s discretion. \*Portion of academic year for which Learner requests enrolment (**fill in either “Full Year” or the dates to be attended**): \_\_\_\_\_
2. **Tuition Obligation:** Tuition and fees to be payable as stipulated in the current year/term fees policy document. Parent understands that the overhead expenses of the School do not diminish with the departure of some students during the course of the school year and agrees that it is impossible for the School to determine at the time of Parent’s execution of this Enrolment Contract the damage and loss to the School that would occur due to the later cancellation/withdrawal of some of the students who have enrolled. Therefore, once this Contract has been submitted to the School with the School Fees, Parent becomes liable for the entire term’s tuition and fees as liquidated damages (and not a penalty) even if the Learner is withdrawn, absent, or is involuntarily separated from School UNLESS the Parent terminates this Contract in strict accordance with the termination. If Learner is withdrawn, absent, or involuntarily separated, for any reason, including without limitation, change of residence, health, withdrawal, or expulsion, after the termination dates, there will be no refund or reduction of fees or tuition, and any unpaid balance may, at the School’s election, become immediately due and payable.  
  
**For the avoidance of doubt: Parents are required to give a full notice in writing if they intend to withdraw learner from the College during the school year/term. Please note that in the event of failure to advise the College of withdrawal a full term’s fee will apply.**
3. **Refund Policy:** Parent has received and read the Tuition Schedule detailing the terms and conditions of the Tuition Refund Plan, which are set forth in a separate document made available to Parent. The School will not make any other refunds or adjustment to Learner’s account other than through the Tuition Refund Plan.
4. **Discount:** Siblings discount or any other promotional discounts may apply from time to time as per specified time within a fiscal term/year.
5. **Incidentals:** Parent agrees to pay the School for incidental fees, such as interest, Extended Day charges, overdue Library Fees, unreturned textbooks, field trips up etc. charged to Parent’s account within thirty days of receipt of each statement.
6. **School Rules:** Learner’s enrolment at the School is subject to the general statements, rules, regulations, conditions, and financial terms contained in the School’s Parent and Student Handbook and other published documents, which may be amended from time to time. Parent acknowledges that the Student must abide by such School rules and guidelines.
7. **Support:** Learner’s enrolment at the School is subject to Parent support of the standards of the School in its philosophy, methods, objectives, and policies, including moral, academic, behavioural, dress, conduct, and disciplinary standards; to assume the responsibility for parental monitoring of Learner’s education, being an encourager, and keeping in regular contact with Learner’s teachers; and to attend mandatory meetings called by the School. Parent also agrees to support, to the best of Parent’s ability, the School’s entire program through time, attendance at parent meetings, and participation in various School activities.
8. **Payment and Late Fees:** Parent understands and agrees that a Late Charge of \$5.00 will be added for any delinquent payment (which is defined as a payment not received within 15 days after the due date). In the event of default (default being 30 days past due), Parent also agrees to pay all costs of collection, including collection agency fees, attorneys’ fees, court costs, and interest of 1.5% per month. Further, as to any account more than 90 days in arrears, the School reserves the right to accelerate the total unpaid balance of tuition and fees due

under this Enrolment Contract. When accounts are in arrears, the account may be referred to the School’s collection agent and/or counsel for satisfaction.

9. **Photos and Images:** The Parent agrees to allow the Learner’s name, photograph, voice, image, and information to be used by the School for use in the School’s publications, promotion materials, social networks, and website, without compensation and without prior notice. Parent also allows Learner to be interviewed by the media on campus or at school-related events. Parent releases and holds the School harmless from any liability stemming from the use of the Learner’s name, photograph, voice, image, or information.
10. **School Directory:** Parent authorizes the School to place family information, including name(s), home address(es), email address(es), and telephone numbers of Parent, Learner, and other children in attendance at the School, in a directory of Learner to be available to School families. Parent acknowledges that this directory and the information therein is not to be used for commercial use and is not to be distributed to any person other than another School family.
11. **Medical Authorization:** If, in the opinion of a properly licensed and practicing physician, Learner needs medical or surgical services which require Parent’s pre-authorization or consent, Parent hereby authorizes, appoints, and empowers the School to act as Parent and furnish such consent on Parent’s behalf. Parent confirms that it is Parent’s desire that Learner be furnished with such medical or surgical services as soon as reasonably possible after the need arises. Parent hereby releases and holds the School harmless from any liability which might arise from the giving of such consent. Parent agrees to reimburse the School for any medical expenditures made on Learner’s behalf.
12. **Release of Learner Records:** Parent consents and holds the School harmless for the release of Learner’s records and information upon request by an educational institution or law enforcement agency. Parent also releases and holds the School harmless from any liability stemming from the use, disclosure, or release of Learner’s records or information.
13. **Promotional Materials/Statements:** The School continually strives to ensure the accuracy of all written materials, including, but not limited to, promotional information, catalogues, brochures, handbooks, and advertising. In an effort to do so, however, information included in the materials (including class sizes, student-to-teacher ratios, School accreditation, teacher qualification, specialization, and length of service, etc.) may change as programs grow and as staff changes. Prior to relying on any written materials in making your decision to enrol Learner in the School, please verify the accuracy of information with the Admissions Office. Please also understand that even if the information was accurate at the time that you enrolled the Learner, the information may change prior to commencement of classes or during attendance at the School.
14. **Authority:** Each party represents and warrants to the other (1) that it has full power to enter into and perform its obligations under this Contract; and (2) that this Contract constitutes its legal, valid, and binding obligation, enforceable in accordance with its terms. Parents in two-parent households agree that each is acting as agent for the other. Modification of this agency relationship shall be in writing and delivered to the School. **No oral modifications will be recognized or accepted.**

This Agreement sets forth the entire understanding of the parties hereto with respect to the subject matter hereof and merges and supersedes all prior and contemporaneous oral understandings between the parties. There have been no representations or warranties made by any party other than the representations and warranties contained herein.

**Signature of Parent/s:**

**Parent 1:** \_\_\_\_\_

ID No.: \_\_\_\_\_ Date: \_\_\_\_\_

**Parent 2:** \_\_\_\_\_

ID No.: \_\_\_\_\_ Date: \_\_\_\_\_