



ENROLMENT AGREEMENT 2022

1. I the undersigned _____

2. ID Number, _____

Physical Address:

Postal Address: _____

Contact Details:

Cell Number: _____ Home Tel: _____ Office Tel:

_____ Email: _____

Hereby apply for the enrolment of _____

("The Pupil" in Grade _____ at Poplar Academy ("the School") with effect from

_____ ("the enrolment Date")

Audiological and Speech Centre CC Registration Number: 1995/016496/23
Income Tax Number: 9147091640

Audiological & Speech Centre T/A Poplar Academy 0723
Physical Address: 39 Whisken Avenue, Crowthorne
Postal Address: PO Box 31796, Kyalami, 1684
Telephone Number: 082 655 0723
Email: info@poplaracademy.co.za or admin@poplaracademy.co.za
Website Address: www.poplaracademy.co.za

Initials

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Parent Poplar

- 2.1 I hereby agree upon the acceptance of this application by the School (which shall be indicated by the School signing in the space provided for below), I shall comply fully with the terms and conditions set out below.
- 2.2 I acknowledge that as from the enrolment date and for so long as the Pupil is led at the School I am liable for the payment to the School of the annual school fees levied by the School in respect of each of its pupils for each academic year.
- 2.3 I acknowledge that this enrolment application is subject to a credit check through ITC as agreed to on the Application for enrolment form.
3. The annual school fees (include textbooks, exercise books, stationery, outings and in-house sports) payable to the school for the 2022 academic year in respect of the Pupil is:

Pre-School: R41 600**Grade R: R62 4000****Grade 1 – 3: R87 173****Grade 4 -7: R92 290****Pre-IG to AS 2: R100 600**_____
SIGN

I shall pay this amount in one of the following ways:

- 3.1 **ANNUAL** – in one upfront lump sum payment on or before 31st January 2022, in which case I shall be entitled to a discount of 10% and shall only be obliged to pay an amount of:

Pre-School: R37 440**Grade R: R56 160****Grade 1 – 3: R78 456****Grade 4 -7: R83 061****Pre-IG to AS 2: R90 540**_____
SIGN

- 3.2 **TERMLY** – in three upfront lump sum payments (within the first 2 days of each term), in which case I shall be entitled to a discount of 5% and shall only be obliged to pay an amount of:

Pre-School: R13 173 x 3**Grade R: R19 760 x 3****Grade 1 – 3: R27 605 x 3****Grade 4 -7: R29 225 x 3****Pre-IG to AS 2: R31 857 x 3**_____
SIGN

- 3.3 **MONTHLY** – in twelve (12) or eleven (11) – (depending on grade or level) equal instalments of:

Pre-School: R3 467 x 12**Grade R: R5 200 x 12****Grade 1 – 3: R7 264 x 12****Grade 4 -7: R7 691 x 12****Pre-IG, IGCSE & AS: R9 145 x 11**_____
SIGN

Each payment on or before the 7th (seven) day of each month as from 1 January 2022 to 4 December 2022. Failure to do so could result in suspension and/or prosecution.

School fees are payable in advance, in cash or bank transfer. Debit orders may be arranged, through your own financial institution.

SIGN

Initials

Parent	Poplar

4. I shall advise the School in writing prior to the enrolment date which of the methods of payment set out in clause 2 above that we wish to use. I shall be entitled to change the method of payment which we wish to use for subsequent academic years, provided that I give the School written notice thereof prior to the commencement of the academic year in question.

SIGN

5. The School shall have the right to change the school fees and amend the method of payment thereof (including any discount which we shall be entitled to should we pay the annual school fees in one lump-sum up front) for each subsequent academic year or from time to time on one (1) school term's written notice.

SIGN

6. I will pay the school fees for each subsequent academic year (as charged in accordance with clause 4) for so long as the Pupil is led at the School in the same manner as provided for in clause 2, with those things having been changed which need to be changed, or in accordance with any other method of payment advised by the School in writing in accordance with clause 3.

SIGN

7. I undertake to give the School **written notice** of not less than **one (1) school term** before removing the Pupil from the School, irrespective of the reasons for such removal. If such notice is given, we shall be entitled to a pro rata refund of the school fees paid by me in respect of the Pupil, but only in respect of any periods for which we have paid in excess of the notice period. If we fail to give such notice, we shall nevertheless be liable for one (1) school term's fees, and forfeit the right to any refund of school fees. The development fee is non-refundable under all circumstances.

SIGN

8. A certificate signed by the School's bursar or auditor stating the amount owing by me to the School, the fact that it is due and payable, the rate of interest payable thereon and the date from which interest is calculated shall be fact presumed to be true unless disproved proof of any of the a foregoing for all purposes including, without limitation, all legal proceedings. Interest will be charged on accounts that fall into arrears at 2% per month.

SIGN

9. Should I breach any obligations in terms of this agreement, and fail to remedy such breach within 30 (thirty) days of the School requesting in writing that I do so, then the School shall be entitled to terminate this agreement and remove the Pupil from the School with immediate effect on written notice to me and I shall not be entitled to a refund of any school fees already paid by me.

SIGN

10. Should I breach any obligations in terms of this agreement, and fail to remedy such breach within 30 (thirty) days of the School requesting in writing that I do so, then the School shall be entitled to terminate this agreement and remove the Pupil from the School with immediate effect on written notice to me and I shall not be entitled to a refund of any school fees already paid by me.

SIGN

Initials

Parent	Poplar

11. This agreement shall also immediately terminate in the event that it is necessary for the School to remove the Pupil from the School for whatever reason, including without limitation, disciplinary reasons or a failure by the Pupil to comply with the rules and guidelines laid down by the School from time to time provided that we shall be entitled to a pro rata refund of the school fees paid by me in respect of the Pupil, but only in respect of any periods after the termination date for which we have paid.

SIGN

12. **Without limiting or detracting from Poplar Academy’ rights to enforce payment of any and all monies due, Poplar Academy may in its sole discretion:**

a. **Suspend the pupil from attending classes until such time as all fees and monies have been paid in full.**

b. **Withhold the release of report cards, results and transfer cards until such date as all fees and monies have been paid in full.**

SIGN

13. I agree that termination of this agreement for any cause shall not release me from any liability which at the time of termination has already accrued to me or which thereafter may accrue in respect of any act or omission by me or the Pupil prior to such termination.

SIGN

14. Any amount owing by me to the School in terms of this agreement that is not paid on due date shall bear interest from the due date to the date on which the amount is paid in full (both days Inclusive) at the prime overdraft rate charged from time to time by Standard Bank Limited, compounded daily. I shall also be liable for all legal fees and costs (at the attorney and own client rate) incurred by the School in enforcing its rights in terms of this agreement. (Refer to clause 8)

SIGN

15. On or before the enrolment date, we agree that we will pay the full development fee of R3 000 for Pre-Primary School students, R14 000 for Grade R to Pre-IGCSE Primary or R8 000 for IGCSE and AS Level to the school.

SIGN

16. I hereby:

a. Indemnify the School, the Governing Body of the School, and the School’s employees and officials and hold each of them harmless against any claims, losses, damage, costs or expenses arising as a result of any injury, harm or other loss caused to any person, entity or property on account of the conduct of the Pupil or as a result of anything brought onto the School’s property by the Pupil; and

b. Exempt the School, the Governing Body of the School, and the School’s employees and officials from any liability incurred on account of any injury to or illness of the Pupil, howsoever arising, and indemnify them and hold them harmless from any claims that the Pupil may have against them in this regard, unless where such injury to or illness of the pupil was due to gross negligence on the side of the school.;

and further warrant that I am the parent/legal guardian of the Pupil and am entitled to give the indemnities above.

SIGN

Initials

Parent	Poplar

17. I hereby choose the addresses set out in clause 1 above for all purposes under this agreement. We shall have the right to change my chosen domicile provided I give 14 (fourteen) days written notice to that effect to the School. I agree that I shall notify the School in writing of any change to the telephone and fax numbers set out in clause 1.

18. I accept that no variation of or addition to this enrolment agreement, nor any consensual cancellation hereof, shall be of any force of effect unless it is reduced to writing and signed by myself and on behalf of the School by a member of its Governing Body. I further accept that the School shall not be bound by any undertaking, representations, or warranties not recorded herein nor shall any indulgence or extension of time which the School may grant to me in any ways preclude the School from exercising any of its rights in future.

a. I hereby give my permission that Poplar Academy may from time to time, take photographs/videos of school activities.

b. I hereby give my permission that Poplar Academy may from time to time conduct assessments, observations and evaluations. These might be done by the intern educational- psychologist.

SIGN

19. I warrant that all the information set out on the first page above is true and correct as at the enrolment date.

SIGN

20. I have read, and am in agreement with the Poplar Academy Disciplinary Code and Measures.

SIGN

SIGNED AT _____ on _____

SIGNATURE OF PARENT/LEGAL GUARDIAN

PRINCIPAL SIGNATURE

Initials	
<small>Parent</small>	<small>Poplar</small>

DEVELOPMENT FEE PAYMENT PLAN 2022

I, _____

ID Number: _____

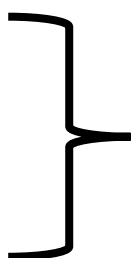
Being the parent / legal guardian of _____
 acknowledge and accept the terms and conditions set out in the enrolment agreement and herewith
 advise that I will be paying the development fee for the aforementioned child for the 2022 academic
 year at Poplar Academy as follows:

IGCSE – AS LEVEL

1 x Payment of R8 000

GRADE R – PRE IGCSE

	1 x Payment of R14 000
	2 x Payments of R7 000
	3 x Payments of R4 667
	4 x Payments of R3 500



**ALL INSTALMENTS
 MUST BE PAID BEFORE
 THE CHILD'S FIRST DAY
 AT SCHOOL (2022).**

PRE-SCHOOL

1 x Payment of R3 000

Multiple Enrolments: Parents who enrol more than two children at Poplar Academy will only be liable to pay development fees for the first two children.

The development fees are non-refundable under all circumstances and secures your space at the school from the date of enrolment.

Banking Details:

Audiological & Speech Centre

Standard Bank

Account Number: 011846283/Branch: Brooklyn (11245)

Beneficiary Reference: Family Code followed by the description (fees, deposit, uniform, etc).

Kindly email the proof of payments to accounts@poplaracademy.co.za.

I hereby accept responsibility for the payment of the school fees. I acknowledge that all school fees are payable upfront and undertake to pay such school fees on or before the due date. I accept that late payments may carry a penalty.

I hereby acknowledge that the **FULL DEVELOPMENT FEE** must be paid when my child reports for school.

SIGNATURE: _____ **DATE:** _____

Initials

Parent	Poplar

ANNUAL SCHOOL FEE PAYMENT PLAN 2022

I, _____

ID Number: _____

Being the parent / legal guardian of _____
 acknowledge and accept the terms and conditions set out in the enrolment agreement and herewith
 advise that I will be paying the school fees for the aforementioned child for the 2022 academic year at
 Poplar Academy as follows:

Grade R – AS LEVEL & PRE-SCHOOL:

	1 x Payment for the year (10% discount applicable if paid before 31 Jan 2022)
	3 x Payments for the year (5% discount if paid within the first 5 days of each term)
	12 x Monthly payments (payable before the 7th of each month) (Nursery, Gr R – Gr 7, Pre-IG)
	11 x Monthly payments (payable before the 7th of each month) (IGCSE TO AS LEVEL)

ANNUAL ADMINISTRATION FEE:

A non-refundable administration fee of R800 per year applies.

CAMBRIDGE FEE:

Please note that Cambridge charges a fee per subject for the taking and making for the international exam which is determined by the British Council. These fees are payable upon registration for the exams. Specific subjects may require additional text books or equipment which each pupil will be responsible for.

SIGNATURE: _____ DATE: _____

Banking Details:

Audiological & Speech Centre

Standard Bank

Account Number: 011846283/Branch: Brooklyn (11245)

Beneficiary Reference: Family Code followed by the description (fees, deposit, uniform, etc).

Kindly email the proof of payments to accounts@poplaracademy.co.za.

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Parent	Poplar