



斐京華僑公學

Pretoria Chinese School

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ENROLMENT CONTRACT

The Pretoria Chinese School is an English medium independent school. We are multi-denominational (welcome students from all denominations) and provide a school environment in which the spiritual background of all students is respected. We are also multi-cultural, embracing all students by creating equal education opportunities. As an institution of learning, we seek to demonstrate progressive and sustained values and ethics.

OUR VISION

Our vision is to empower students with knowledge, values and skills that will support them to achieve their full potential and practise the core values of Discipline, Humility and Respect.

OUR MISSION

Our Mission is to provide:

- A quality, inclusive learning environment conducive to the fostering of the Chinese language and culture.
- Excellent education which is of an international standard.
- Opportunities for all to participate and contribute.
- Highly effective and motivated teachers, focused on improving student outcomes through their commitment to quality teaching.

ETHOS:

Pretoria Chinese School has at its foundation the following three pillars:

DISCIPLINE: To be controlled in all situations. To follow tasks through to the end with diligence. To give sufficient attention to all aspects of life so as to achieve at the highest level possible for each individual.

HUMILITY: to be always humble. To never treat triumph as an accomplishment that cannot be beaten by others.

RESPECT: for oneself, for others, for property and the environment. Tolerance of differences which add depth and value to life.

ENROLMENT CONTRACT

amongst

PRETORIA CHINESE SCHOOL

(the "**School**")

and

(ID No./Passport No. _____)

and

(ID No./Passport No. _____)

(collectively, the **Parents/Guardians**)

PARENT DECLARATION AND CONTRACT OF ENROLMENT

The person/s whose details appear in Annexure B, declare that he/she/they are the Parents/Guardians of the Learner/s, whose details appear in Annexure A. The rights and obligations contained in this Contract are binding on every person who signs this Contract and must be carried out in order for the Learner to be successfully enrolled and retained at the School.

IMPORTANT NOTICE:

By signing or initialling this Contract, the Parents/Guardians agrees to (a) the terms and conditions contained in this document, and (b) ensuring that the Parents/Guardians and the Learner/s comply with any terms and conditions contained in the Policies, which shall form part of this Contract. If there is any provision in this Contract that the Parents/Guardians does not fully understand, the Parents/Guardians is obliged to ask for an explanation before signing.

This Contract contains clauses which appear in similar text style to this notice and which:

- **may limit the risk or liability of the School or a third party; and/or**
- **may create risk or liability for the Parent; and/or**
- **may require the Parent to indemnify the School or a third party; and/or**
- **serve as an acknowledgement, by the Parent, of a fact.**

Attention is drawn to these clauses because they are important and should be carefully noted. The rights the Parents/Guardians has in this Contract are in addition to, and do not affect, the statutory rights and remedies the Parents/Guardians has under the Consumer Protection Act. In the event of conflict between this Contract and the Consumer Protection Act, statutory consumer protection rights shall prevail. Nothing in this Contract is intended to or must be understood to restrict, limit or avoid any rights or obligations created for the Parents/Guardians or the School in terms of the Consumer Protection Act.

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1. DEFINITIONS

In this Contract:

- 1.1 **"Additional Fees"** means those costs for the Additional Goods/Services and additional costs and levies required from time to time, and notified to the Parents/Guardians in advance, to provide adequately for the education and related activities and services provided to the Learner, including the costs of co-curricular activities, or special educational needs;
- 1.2 **"Additional Goods/Services"** means those goods or services that may be provided to or for the benefit of the Learner from time to time, as determined by the School from time to time;
- 1.3 **"Board"** means the body of people authorised by the School's constitutional documents to jointly supervise, govern the School, including but not limited to the board of directors, trustees or governors;
- 1.4 **"Contract"** means this document, including all its annexures as well as any Policies, as amended from time to time;
- 1.5 **"Consumer Protection Act"** means the Consumer Protection Act, No. 68 of 2008;
- 1.6 **"Deposit"** means an amount of money paid by the Parents/Guardians to the School to secure the space for your child(ren) which will be deducted off the new year's school fees. Should your child NOT return to school in the New Year due to unforeseen circumstances, the Deposit will be non-refundable.
- 1.7 **"School Development Fee"** means the amount of money payable by the Parent/s as an agreed, non-refundable contribution to the School's developmental costs, payable on the Learner's enrolment to the School as part of the School's revenue for that year;
- 1.8 **"Language Development Fee"** means the fees paid by the Parents/Guardians whose child(ren) are non proficient in the English language;
- 1.9 **"Application Fee"** means the fees paid by the Parents/Guardians for certain Assessments for your child and for all necessary administration procedures. Kindly note that this amount is non-refundable should your child not be accepted into the school;
- 1.10 **"Registration Fee"** means the fee paid by the Parents/Guardians to cover all the administrative costs involved in registering a child on acceptance into the school;
- 1.11 **"Fee"** means any amounts owing to the School for a Learner's enrolment, education and related activities at the School. Such Fees shall be clearly communicated to the Parent in advance and may include, but are not limited to, the:

additional information in respect of the Fees is set out in Annexure **D** of this Contract;
- 1.12 **"Head of School"** means the person appointed by the Board to be responsible for the day-to-day management of the School, including anyone to whom such duties have been delegated;
- 1.13 **"Income Tax Act"** means the Income Tax Act, No. 58 of 1962;
- 1.14 **"Learner"** means the child (of any age) admitted by the School to be educated, whose details appear in **Annexure A1**, as well as the Learner/s whose details appear in any subsequent Annexures numbered "A2", "A3" and so on sequentially, as provided for in Annexure "A1";
- 1.15 **"Learner Intellectual Property"** means any and all intellectual property created, developed and/or generated by the Learner, including, without limitation: (i) artworks, drawings, music and/or writing; (ii) all patents and applications therefor and all reissues, divisions, renewals, extensions,

provisionals, continuations and continuations-in-part thereof; (iii) all copyrights, copyright registrations and applications therefor, and all other rights corresponding thereto; (iv) all software, databases and data collections and all rights therein; (v) all moral and economic rights of authors and inventors, however denominated; (vi) all rights arising out of or associated with any of the foregoing, including all rights to sue and recover damages for past, present and future infringement, misappropriation, dilution or other violation of any of the foregoing; and (vii) all rights or forms of protection having equivalent or similar effect to any of the aforementioned, which may subsist in any country in the world;

- 1.16 **"Material Breach"** means a breach that is material in the context of the overall arrangements between the School, the Parents/Guardians and the Learner as set out in this Contract or Policies from time to time and, for the avoidance of doubt and without limitation, is considered to exist where the Parents/Guardians or the Learner (as applicable):
- 1.16.1 fail to uphold or contravene this Contract and/or the Policies, as introduced and amended from time to time;
 - 1.16.2 fail to pay any fees by their due date;
 - 1.16.3 fail to fulfil any legal requirements necessary for the Learner to attend school in South Africa;
 - 1.16.4 act in such a way that the Parents/Guardians or the Learner (as applicable) become uncooperative with the School and, in the reasonable opinion of the Head of School, the Parents/Guardians or the Learner's behaviour negatively affects the Learner's or other learners progress at the School, the well-being of School staff, or brings the School into disrepute; or
 - 1.16.5 the School determines, in its reasonable opinion, that any unjustifiable act or omission by the Parents/Guardians or the Learner has caused or could reasonably cause reputational harm to the School;
- 1.17 **"NCA"** means the National Credit Act, No. 34 of 2005;
- 1.18 **"Parent"** means a parent or guardian of a Learner, who has signed this Contract and whose details appear in **Annexure B**;
- 1.19 **"Parties"** means the Parent/s and the School;
- 1.20 **"Payer"** means the person or entity, other than the Parent, nominated by the Parent to be responsible for paying some or all of the fees;
- 1.21 **"Policies"** means the rules and principles adopted by the School, as published by the School from time to time, which are used to regulate the day-to-day running of the School. These Policies may include (but need not be limited to) the School Rules; Schedule of Fees; Data Protection Policy; School Fee's Policy; Terms and Conditions of the School, as well as the Code of Conduct and the School's Cautionary and Grievance Procedures for Parents/Guardians and are available on request free of charge, on the School's website, or the School's app;
- 1.22 **"POPI Act"** means the Protection of Personal Information Act, No.4 of 2013;
- 1.23 **"School"** means Pretoria Chinese School;
- 1.24 **"School Fees"** means the amount of money payable by the Parents/Guardians to the School in connection with a Learner's education, excluding any Application Fee, Language Development Fee, School Development Fee, Registration Fee, Top-Up Fee or Additional Fees;
- 1.25 **"School Rules"** means the rules of the School, a copy of which is provided to each Learner on entry and is sent to Parents/Guardians with the letter offering a place at the School, as those rules

may be amended from time to time for legal, safety or other reasons or in order to assist the proper administration of the School;

- 1.26 **"Magistrate's Court Act"** means the Magistrates' Courts Act, No. 32 of 1944;
- 1.27 **"Term"** means the period of the academic year during which the School holds classes and co-curricular activities, as notified to Parents/Guardians from time to time;
- 1.28 **"Third Party"** means the person or entity, other than the Parents/Guardians, nominated by the Parents/Guardians to be responsible for the payment of any one or more or all of the Fees, provided that nomination will not absolve the Parents/Guardians from liability for those said fees; and

2. ACKNOWLEDGMENT, COMMITMENT AND ADHERENCE TO THE VALUES, EDUCATIONAL METHODS, ETHOS AND MISSION OF THE SCHOOL

- 2.1 The Parents/Guardians acknowledge and accept that the School is acting as experts in education, and that the School has developed its own distinctive values, ethos, educational philosophy and pedagogical methodology. By enrolling the Learner in the School, the Parents/Guardians bind and commit themselves and the Learner to uphold and respect the values, educational methods, ethos, traditions, philosophy, history and mission of the School, as articulated in the School's prospectus, mission statement, policy documents, rules and / or codes of conduct from time to time.
- 2.2 If at any time the Parents/Guardians are of the view that the values, educational methods, mission, ethos and objectives of the School are incompatible with those of the Parents/Guardians or the Learner, the Parents/Guardians undertake to withdraw the Learner from the School subject to the terms and conditions of this Contract and the best interests of the Learner.
- 2.3 The Parties undertake in favour of one another to display and exercise good faith to each other in giving effect to the terms of this Contract and to use their respective reasonable endeavours to do all such things (and procure the doing of all such things) as may reasonably be required to give effect to the terms and intended purpose of this Contract and to uphold the rights and enforce the obligations of any Party under this Contract.

3. GENERAL OBLIGATIONS OF THE SCHOOL

- 3.1 The admission and enrolment of learners to the School is at the sole discretion of the School who may not grant the Learner admission to the School and may grant temporary or provisional enrolment to the School subject to such further terms and conditions which the School may impose. The School may, after following due process, cancel enrolment in accordance with the Rules.
- 3.2 For the sake of clarity, this Contract regulates the enrolment and admission of the Learner to the School and also regulates the relationship between the School, the Learner, the Parents/Guardians and/or a Third Party once the Learner is admitted and enrolled with the School. Subject to clause 3.1, nothing in this Contract should be interpreted as a representation or warranty made by the School that the Learner will be admitted to and enrolled with the School.
- 3.3 While the Learner remains a pupil of the School, the School undertakes to exercise reasonable skill and care in respect of their education and welfare. This obligation will apply during school hours and at other times when the Learner is permitted to be on School premises or is participating in activities organised by the School.
- 3.4 Unless the Parents/Guardians write to the School in advance with the specific purpose to withhold their consent, the Parents/Guardians consent to the Learner:

- 3.4.1 taking part in supervised School activities. These activities may include contact sports and sports or activities with some risk of physical injury;
- 3.4.2 travelling to supervised School activities that take place outside of School premises.
- 3.5 The School will take reasonable care to avoid loss, damage, injury or death to the Learner. The School will not be responsible for any loss, damage, harm, injury or death that results from the Learner taking part in any School activities.
- 3.6 The School shall monitor the Learner's progress at the School and produce regular written reports. The School will advise the Parents/Guardians if the School has any concern about the Learner's progress, but the School does not undertake to diagnose any learning disability or other condition: a formal assessment can be arranged either by the Parents/Guardians or by the School at the Parents'/Guardians' expense.
- 3.7 The Parties take cognisance of the limitations of the School's physical environment, facilities and resources which limit its ability to provide high quality education to Learners with special educational needs (whether due to neurological barriers, hearing impairments, visual barriers, physical barriers, behavioural, psychological or emotional barriers or any other medically assessed special need). To the extent that, in the reasonable opinion of the School, in their capacity as professionals and experts in education and after following due process, the School cannot, or can no longer, provide adequately for the Learner's special educational needs, the School may not offer enrolment with the School or may cancel this Contract in terms of clause 11.3.

This clause has been drawn to my attention and I confirm that I understand and accept its legal consequences.

Parent 1	Parent 2	Third Party
Guardian 1	Guardian 2	Third Party

4. DISCLAIMERS AND INDEMNITY

- 4.1 The School does not take any responsibility for any theft or loss of, or damage or destruction to any property of whatever nature (including School clothing, sporting and IT equipment, books, or any other personal possessions) brought on to the School premises by the Learner/s, unless the School or its staff are in physical possession of that property and damage occurs to that property either because:
- 4.1.1 the School or its staff treated the property as their own; or
- 4.1.2 the School or its staff did not exercise the degree of care, diligence and skill that can reasonably be expected of a person responsible for managing property belonging to another person, when handling, safeguarding or using the property.
- 4.2 The Parents/Guardians indemnifies and holds harmless the School, the Board, the Head of School and the employees as well as their authorised agents and/or representatives against actions, proceedings, claims, demands, liabilities, losses and reasonable costs and expenses whatsoever in respect of, or in connection with damage or loss to property, real or personal, and injury to persons, including injury resulting in death, arising out of or as a consequence of the Learner's enrolment at the School, save that the School shall be liable and liability will not be excluded under this clause 4.2 in respect of loss occasioned by gross negligence and/or wilful misconduct

attributable to the School, the Board, the Head of School and the employees as well as their authorised agents and/or representatives.

- 4.3 Unless you expressly notify us in writing to the contrary, you consent to the Learner/s participating, under proper supervision, both in and outside the School, in sports and other activities (including contact sports) which may entail some risk of physical injury, as well to the Learner travelling to and participating in School activities and programmes outside the School. Subject to the School taking reasonable care to avoid harm and save for any gross negligence on the part of the School, its employees or agents, the School is not responsible for loss or damage resulting from such sports, activities or programmes and you indemnify the School against any claims in that regard.

This clause has been drawn to my attention and I confirm that I understand and accept its legal consequences.

Parent 1	Parent 2	Third Party
Guardian 1	Guardian 2	Third Party

5. PARENT'S GENERAL OBLIGATIONS

- 5.1 The Parents will inform the School in writing, prior to admission and enrolment, of any special educational needs of the Learner known to you, of the kind referred to in clause 3.7.
- 5.2 In order to fulfil the School's obligations, the School needs the Parents'/Guardians' co-operation. Without detracting from any specific obligations contained in this Contract, the Parents/Guardians are required to: fulfil the Parents'/Guardians' own obligations under these terms and conditions; encourage the Learner in his or her studies, and give appropriate support at home; keep the School informed of matters which affect the Learner; maintain a courteous and constructive relationship with School staff; and attend meetings and otherwise keep in touch with the School where the Learner's interests require the Parents/Guardians to do so.
- 5.3 Subject always to applicable law including without limitation provincial legislation applicable to the School, the Head of School may, if it is justifiable to do so and after following due process, require the Parents/Guardians to remove or may suspend or expel the Learner if the Parents'/Guardians behaviour is in the reasonable opinion of the Head of School so unreasonable as to affect or likely affect the progress of the Learner or another learner (or other learners) at the School or the well-being of the School staff or to bring the School into disrepute.
- 5.4 Subject always to applicable law including without limitation provincial legislation applicable to the School, the Head of School may, if it is justifiable to do so, require the Parents/Guardians to remove or may suspend or expel the Learner from the School, if he/she considers that the Learner's attendance, progress or behaviour (including behaviour outside School) is seriously unsatisfactory and in the reasonable opinion of the Head of School the Learner's removal is in the School's best interests or those of the Learner, other learners or the wider School community. In this case, the Parents/Guardians will be asked to remove the Learner at a specified date that may be shorter than a full Term. Should the Head of School exercise this right, all or a part of the School Fees will be forfeited where:
- 5.4.1 the School is unable to fill the vacancy created by the Learner; and
- 5.4.2 the School has incurred, or will incur, reasonable costs for administering the Learner's enrolment or removal from the School.

- 5.5 When the Head of School contemplates the possibility of removal or expulsion of a Learner under clauses 5.3 or 5.4, it should follow a fair process (which may include a hearing) to solicit representations on the Learner's best interests and right to a basic education.
- 5.6 The School rules set out examples of offences likely to be punishable by suspension or expulsion. These examples are not a closed list and a Learner may be expelled or suspended for offences which are not included in these examples. In particular, the Head of School may, subject to applicable law, decide that suspension or expulsion for a lesser offence is justified where there has been previous misbehaviour by the Learner, or the circumstances of the case otherwise justify such action.

This clause has been drawn to my attention and I confirm that I understand and accept its legal consequences.

Parent 1	Parent 2	Third Party
Guardian 1	Guardian 2	Third Party

6. POLICIES OF THE SCHOOL

- 6.1 The Parents/Guardians acknowledge and declare that they have read and understood the Policies and agree to abide by the provisions of the Policies. The School undertakes to make copies of all Policies available on request and free of charge, on the School's website or the School's app.

This clause has been drawn to my attention and I confirm that I understand and accept its legal consequences.

Parent 1	Parent 2	Third Party
Guardian 1	Guardian 2	Third Party

- 6.2 The Parents/Guardians undertake to comply with all the rules and regulations of the School and acknowledge that it is the Parents'/Guardians responsibility to make themselves familiar with the policies.
- 6.3 The Parents/Guardians acknowledge that they are responsible for the Learner, whether on the property of the School or not, after the notified finishing times of any school activity/event/function and that they will ensure that the Learner obeys all school rules and policies where they apply to the Learner.

7. ACCEPTANCE AND DEPOSIT

- 7.1 An offer of a place for a Learner at the School is accepted by the Parents/Guardians signing this Contract and paying the Registration and the Application Fee.
- 7.2 If, subsequent to entering into this Contract, the Learner does not take up a place at the School (save for by reason of death or long term hospitalisation) the Parents/Guardians will not be

refunded the Registration, Deposit and Application Fee. The Registration, Deposit and the Application Fee will be kept by the School as a reasonable cancellation fee.

8. PAYMENT OF FEES

- 8.1 The Parents/Guardians, jointly and severally, have absolute responsibility for the payment of any Fees applicable to the Learner attending the School. The Parents/Guardians also acknowledge that the Fees are payable in advance. Any Fee or other amounts of money owing by the Parents/Guardians to the School not paid on or before the due date will bear interest at the maximum rate of interest for incidental credit prescribed from time to time in terms of the NCA, or at such lesser rate as the School determines from time to time in its sole discretion. Interest not paid to the School on or before the date in which payment is due in respect of which such interest accrues will bear further interest at the same rate. In addition to interest the School will be entitled to recover from the Parents/Guardians default administration costs and collection costs, as contemplated in the NCA, including legal costs on the attorney and client scale and collection commission to the extent permitted by the NCA.
- 8.2 The Parents/Guardians and/or the Third Party accept the Additional Goods/Services. The Parents/Guardians and/or the Third Party expressly agree to the delivery or performance of the Additional Goods/Services and accept liability for payment thereof, in accordance with clause 8.1. The Parents/Guardians and/or the Third Party acknowledges that the Additional Goods/Services are not unsolicited, within the meaning of the Consumer Protection Act or otherwise and that the Parents/Guardians have expressly accepted such Additional Goods/Services.
- 8.3 The Parents/Guardians and/or the Third Party accept that you/it will be liable for the payment of the Additional Goods/Services. Such Additional Goods/Services include payment for stationery, books, school tours, outings or any other Additional Goods/Services required by the School to provide the Learner adequately with the educational services in terms of this Contract.
- 8.4 The Parents/Guardians confirm that a certificate signed by the bursar, business manager or Head of School showing the amount owing by the Parents/Guardians or the Third Party to the School shall be rebuttable proof that the said amount is due, owing and payable. Where the quantum of the School's claim is thereafter disputed by the Parents/Guardians or the Third Party, the Parents/Guardians or the Third Party shall bear the onus of proving that such amount is not owing and/or due and/or payable.
- 8.5 In the event of the Third Party taking responsibility for the payment of the Fees, the Parents/Guardians by the Parents'/Guardians' signature hereto, hereby bind themselves jointly and severally in the Parents'/Guardians' personal capacity as surety and co-principal debtor with the Third Party for payment to the School of any amounts which are owing and may at any time become owing to the School by the Third Party.
- 8.6 The Parents/Guardians also acknowledge that if any instalment on account of a Fee which is payable is not paid on the due date, the whole balance of the Fee outstanding will immediately become due and payable by you. No indulgence or grant of time by the School will constitute a waiver of its rights under this Contract or otherwise.
- 8.7 The Parents/Guardians are entitled to elect (at enrolment and prior to the beginning of each school year) whether to pay School Fees annually, termly or monthly, the total costs of which will be set out in a fee schedule and communicated to the Parents/Guardians on enrolment and in advance of any increase in School Fees. ***[Note: With respect to monthly payments, we recommend that School Fees should be paid over a 10 month period, or over a 6 month period in respect of Learners in Grade 12.]***
- 8.8 The Parents/Guardians can opt to authorise the School to effect a debit order against the Parents' bank account to effect the monthly payment of Fees, if that is the period chosen or if it is subsequently agreed. The details of the account to be debited appear in **Annexure B**.

8.9 The Parents agree that Fees paid in advance will be deposited by the School and held in accordance with the Consumer Protection Act, but that the School will be entitled to treat the interest generated from such funds as income.

8.10 Inability to pay Fees due to death or long-term hospitalisation.

8.10.1 **In the event that the Parent or Third Party responsible for the payment of Fees is unable to pay the Fees due to death or illness resulting in protracted hospitalisation, such Parent or Third Party, personally or through an authorised representative, shall be entitled to approach the School to make arrangements to the extent that a deviation of the payment terms of this Contract is required.**

This clause has been drawn to my attention and I confirm that I understand and accept its legal consequences.

Parent 1	Parent 2	Third Party
Guardian 1	Guardian 2	Third Party

8.10.2 The Head of School shall, in their discretion, be entitled to consider any deviation from the payment terms in this Contract on a case-by case basis following the production of either of:

8.10.2.1 a death certificate;

8.10.2.2 a medical certificate or examiner's report; or

8.10.2.3 a certificate or report by a traditional healer registered in terms of the Traditional Health Practitioners Act, No 22 of 2007.

8.10.3 For the avoidance of doubt:

8.10.3.1 nothing in this clause 8.10 shall limit the rights of the School in respect of any Fees due and payable in terms of this Contract before and after any decision of the Head of School pursuant to clause 8.10;

8.10.3.2 the application of the provisions of this clause 8.10 shall not limit or reduce the remedies and recourse available to the School in terms of the common law, statute or this Contract.

8.11 The School Fees will be reviewed from time to time and may be increased by an amount which the School considers reasonable. The School will endeavour to give the Parents/Guardians at least two calendar months' notice of any increase in the fees due for a particular term. The Parents have a right to cancel this Contract without penalty should the School Fees increase to an amount which the Parents no longer wish to pay, provided that the Parents give the School written notice of that intention within 7 (seven) days of the School's notification of an increase, failing which the cancellation provisions of clause 11.2 will apply, and the Parents will be required to provide a full term's notice or pay a term's fees in lieu of notice.

9. PROTECTION OF PERSONAL INFORMATION

9.1 By entering into this Contract, and unless the Parents/Guardians at any time instruct the School expressly and in writing to the contrary, the Parents'/Guardians' consent is given for the School to:

9.1.1 collect, store and process names, contact details and information relating to the Learner, and to such information being made available to other parents/guardians, staff or responsible persons

engaged or authorised by the School for School-related purposes to the extent required for the purpose of managing relationships between the School, parents/guardians, and current learners as well as providing references and communicating with the body of former learners; and

- 9.1.2 supply information and a reference in respect of the Learner to any educational institution which the Parents/Guardians propose the Learner may attend. The School will take care to ensure that all information that is supplied relating to the Learner is accurate and any opinion given on his/her ability, aptitude and character is fair. However, the School cannot be liable for any loss the Parents/Guardians or the Learner is alleged to have suffered resulting from opinions reasonably given, or correct statements of fact contained, in any reference or report given by the School.

10. LEARNER INTELLECTUAL PROPERTY DEVELOPED DURING THEIR TIME AT THE SCHOOL

The School acknowledges that the Learner may, during their time at the School, create, invent or develop Learner Intellectual Property. Any rights to the Learner Intellectual Property are not transferred to the School and shall remain the property of the Learner. To the extent that any Learner Intellectual Property is included in the circumstances contemplated in this Contract, the Parents/Guardians, on behalf of the Learner, hereby grant the School a perpetual, fully paid-up, worldwide, non-exclusive, royalty-free, transferable right and licence to use and reproduce the Learner Intellectual Property to the extent reasonably necessary to give effect to the objectives contemplated in this Contract.

11. TERMINATION AND NOTICE REQUIREMENTS

- 11.1 For the avoidance of doubt, this Contract will terminate when the Learner completes the School's curriculum and any exit examination the School offer at the end of the Learner's schooling, unless otherwise terminated on the terms of this Contract. This Contract therefore has an indefinite term.
- 11.2 The Parents/Guardians have the right to cancel this Contract at any time, for any reason, provided that you give the School a full term's notice, in writing, of this intention before the withdrawal of the Learner from the School. Alternatively, a full term's fees (including additional fees pro-rated for the term) is payable to the School in lieu of notice, and as a reasonable cancellation fee taking into account the nature of the educational services, capacity planning and reasonable potential to fill the vacancy. Such amount is due and payable on the first day of the term which would have been the final term if the appropriate notice had been given. Should the Parents/Guardians have elected to pay annual School Fees or should any additional Fees have been paid in advance, those Fees will be credited in proportion to the terms remaining, less any amount payable in lieu of the appropriate notice.
- 11.3 Subject always to applicable law including without limitation provincial legislation applicable to the School, the School also has the right to cancel this Contract at any time, for any reason, provided that it follows due process and gives the Parents/Guardians a full term's notice, in writing, of its decision to terminate this Contract. At the end of the term in question, the Parents/Guardians will be required to withdraw the Learner from the School, and the School will refund to the Parents/Guardians the amount of any fees pre-paid for a period after the end of the term less anything owing to the School by you.
- 11.4 Subject always to applicable law including without limitation provincial legislation applicable to the School, the School may cancel this Contract immediately if the Parents/Guardians are in Material Breach of any of the Parents'/Guardians' obligations and have not (in the case of a breach which is capable of remedy) remedied the Material Breach within 20 (twenty) business days of a notice from the School requiring the Parents/Guardians to remedy the breach. The School may, in addition, claim payment of all moneys then owing and damages equal to one term's Fees (as calculated at the time of cancellation) taking into account the nature of the services, capacity planning and

reasonable potential to fill the vacancy, but crediting the amount of any pre-paid fees and refunding to the Parents/Guardians any excess above such damages.

This clause has been drawn to my attention and I confirm that I understand and accept its legal consequences.

Parent 1	Parent 2	Third Party
Guardian 1	Guardian 2	Third Party

12. ALTERNATIVE DISPUTE RESOLUTION

- 12.1 Any dispute concerning or arising out of this Contract must be resolved in terms of this clause 12.
- 12.2 In the event of any dispute arising out of or relating to this Agreement, then any Party may give written notice (indicating also that party's designated representative) (the Dispute Notice) to the other Party or Parties to initiate the procedure set out below.
- 12.3 The Parties shall first endeavour to settle the dispute by mediation. The Parties shall agree in writing on a mediator within 5 (five) Business Days of the Dispute Notice, the mediation shall take place in accordance with the United Nations Commission on International Trade Law (UNCITRAL) Model Conciliation Rules in force at the time of the dispute and the mediator shall be appointed by Tokiso Dispute Settlement Proprietary Limited (Tokiso) and to the extent that Tokiso no longer exists, the mediator shall be appointed by the chairperson for the time being of the Association of Arbitrators (Southern Africa) or its successors-in-title.
- 12.4 If for any reason, including lack of co-operation by the Parties, a dispute is not settled by mediation within 30 (thirty) Business Days of the Dispute Notice or such longer period of time as may be agreed to in writing, then the dispute shall be determined by arbitration.
- 12.5 The Parties may agree in writing on the arbitrator and the arbitration procedure and, failing such agreement within 5 (five) Business Days of the expiry of the period referred to in clause 12.3, or such longer period of time as may be agreed to in writing, then the arbitration shall take place in accordance with the UNCITRAL Arbitration Rules in force at the time of the dispute. The appointing authority in terms of the UNCITRAL Arbitration Rules shall be the chairperson for the time being of the Association of Arbitrators (Southern Africa).
- 12.6 Unless agreed otherwise by the Parties in writing: (i) the mediation and the arbitration (as applicable) shall be administered by the Parties; (ii) the mediation and the arbitration (as applicable) shall be held in Pretoria ; (iii) the mediation and the arbitration shall be conducted in English; and (iv) the number of mediators shall be 1 (one) and the number of arbitrators shall be 1 (one).
- 12.7 The arbitrator shall have the same remedial powers as a court of law in South Africa would have were it adjudicating the dispute and the decision of the arbitrator shall be final and binding on the Parties. The arbitrator shall deliver an award together with written reasons within 30 (thirty) Business Days from the date upon which the arbitration ends. A demand for arbitration that has been successfully served by any Party shall interrupt prescription of the claim to which it relates.
- 12.8 The governing substantive law of the Agreement shall be the law of South Africa. The governing procedural law of the mediation and the arbitration shall be the law of South Africa.

- 12.9 Nothing in this clause 12 shall preclude any Party from applying to a duly constituted court of competent jurisdiction for urgent interim relief (including but not limited to): (i) to compel arbitration; (ii) to obtain interim measures of protection prior to or pending arbitration; (iii) to seek such injunctive relief as may be necessary and appropriate; (iv) to enforce any decision of the arbitrator, including the final award; (v) for judgment in relation to a liquidation claim; or (vi) to enforce any security granted in terms of, or relating to, this Agreement.
- 12.10 This clause is a separate, divisible agreement from the rest of this Contract and will remain in effect even if this Contract is terminated, nullified, or cancelled for any reason.

This clause has been drawn to my attention and I confirm that I understand and accept its legal consequences.

Parent 1	Parent 2	Third Party
Guardian 1	Guardian 2	Third Party

13. SOCIAL MEDIA, MEDIA AND INTERNET USE BY PARENTS/GUARDIANS AND LEARNERS THAT IMPLICATES OR CONCERNS THE SCHOOL

- 13.1 The Parents undertake that they shall not, and will procure that the Learner shall not:
- 13.1.1 engage in any media, online communication activities or any other communications in the public domain that, if linked to the School:
- 13.1.1.1 could have an adverse impact on its reputation or public image, or involve it in a public controversy; or
- 13.1.1.2 are in breach of the School's Policies, ethics, mission and values;
- 13.1.2 disclose the personal details of the School's employees, other Parents/Guardians and/or Learners;
- 13.1.3 disclose any confidential information relating to the School, including any details surrounding disputes as contemplated in clause 12;
- 13.1.4 raise, allude to, or publicise any disputes or grievances pertaining to the School or any of its employees, other Parents/Guardians or Learners on social media, the internet, blog posts and/or any other media without first having raised such dispute or grievance, and without first having endeavoured to resolve it, in good faith and in accordance with clause 12.
- 13.2 Failure to adhere to this clause 13 shall constitute a material breach of the Agreement.

This clause has been drawn to my attention and I confirm that I understand and accept its legal consequences.

Parent 1	Parent 2	Third Party
Guardian 1	Guardian 2	Third Party

14. CONSENT TO USE OF THE LEARNER IMAGES AND INTELLECTUAL PROPERTY IN MARKETING MATERIALS

- 14.1 The School and ISASA may, from time to time, be required to make use of still and/or moving image, video footage, photographs and/or frames and/or audio footage and other media with or without name of the Learner, or depicting the Learner, and Learner Intellectual Property.
- 14.2 The Parents/Guardians are required to complete **Annexure C1** to give or deny the School consent to make use of the media contemplated in clause 14.1.

15. GENERAL

- 15.1 The Parents/Guardians choose the residential address set out in **Annexure B** as their chosen legal address for the service of all notices and legal processes and the postal and email addresses for all other communications by the School to you.
- 15.2 The Parents/Guardians confirm that all the particulars that the Parents/Guardians may furnish or that the Parents/Guardians have furnished to the School on this Contract or otherwise from time to time are or will be, to the best of their knowledge and belief, full, true and accurate.
- 15.3 The Parents/Guardians undertake to advise the School in writing of any changes to the details included in this Contract.

16. JURISDICTION AND GOVERNING LAW

This Contract is governed by and shall be construed in accordance with the laws of South Africa. The Parents/Guardians agree that the School, at its sole discretion, shall be entitled to institute any legal proceedings for the recovery of money owed by the Parents/Guardians as a liquidated debt or debts to the School in any Magistrate's Court having jurisdiction in terms of sections 45 and 28 of the Magistrates' Courts Act, notwithstanding in the provisions of clause 12.

17. VARIATIONS

The School reserve the right to change or add to these terms and conditions from time to time for legal, safety or other substantive reasons or in order to assist the proper delivery of education at the School. The School will give the Parents/Guardians at least a term's notice of any such modifications.

18. PARTIAL INVALIDITY

- 18.1 Each term and condition contained in this agreement is separate from the other terms and conditions in the sense that if any one is determined to be illegal and unenforceable, it will simply be disregarded and of no force and effect, but the agreement will otherwise remain valid.
- 18.2 It is a condition of attendance at the School that the Parents/Guardians sign in the space provided. The School Board/Head may at its discretion consider this declaration and this Contract to be null and void if this document is altered in any way.

Declaration: I/we, the undersigned, do hereby declare that I/we have read and understood this Contract, including the Policies of the School.

SIGNED at _____ on _____ 20____

PARENT/GUARDIAN

SIGNED at _____ on _____ 20____

PARENT/GUARDIAN

ACCEPTED by the
School at _____ on _____ 20____

HEAD OF SCHOOL

**ANNEXURE A1
DETAILS OF THE LEARNER**

	Name and Surname	Current Grade	Gender (M/F)	Age	ID Number
Learner 1					
Learner 2					
Learner 3					
Learner 4					

It is agreed that for each sibling enrolled and admitted to the School after the Learner/s referred to in this **Annexure A1**, a new annexure will be completed and signed by the Parties, with the same information for each such sibling. These will be Annexures A1, A2 and so on sequentially, and will be deemed to be annexures to this Contract, with all the provisions of this Contract applying to the sibling as a Learner in terms of the Contract.

**ANNEXURE A2
DETAILS OF THE LEARNER**

	Name and Surname	Current Grade	Gender (M/F)	Age	ID Number
Learner 2					

It is agreed that for each sibling enrolled and admitted to the School after the Learner/s referred to in this **Annexure A2**, a new annexure will be completed and signed by the Parties, with the same information for each such sibling. These will be Annexures A1, A2 and so on sequentially, and will be deemed to be annexures to this Contract, with all the provisions of this Contract applying to the sibling as a Learner in terms of the Contract.

**ANNEXURE B
DETAILS OF PARENT**

	First person responsible for payment of fees	Second person responsible for payment of fees
Title and Surname		
First Name		
Home Address		
Postal Address		
Email Address		
Name of Account Holder		
Name of Bank		
Name of Branch		
Branch Number		
Account Number		
Signature		
Date		

ANNEXURE C1
CONSENT FOR THE USE OF LEARNER IMAGES AND MEDIA IN SCHOOL PUBLICATIONS

1. I/We the Parents/Guardians of _____ (the **Learner**) hereby give/deny the School our written consent to:
- 1.1 include any still and/or moving image, video footage, photographs and/or frames and/or audio footage and other media with or without name, of the Learner, or depicting the Learner, for the following uses:
- 1.1.1 in School publications (whether local or international), the School website, [the School app] or in press releases to celebrate the School's or the Learner's activities, achievements or successes;
- 1.1.2 sales and marketing materials of the School such as leaflets, flyers, brochures or any other printed media designed for this purpose and disseminated locally or internationally;
- 1.1.3 the development of materials for educational or publicity purposes both locally and internationally; and
- 1.1.4 promotion of the School on the School's official social media platforms, including but not limited to Facebook, Instagram, Twitter, YouTube or any other such social media platform designated for official use by the School.
2. The consent contemplated **above** be valid until [the Learner reaches the age of majority]
3. The School shall (and will procure that any third party professional engaged for the abovementioned purposes shall) under no circumstances sell any still and/or moving image, video footage, photographs and/or frames and/or audio footage and other media with or without name to a third party.

SIGNED at _____ on _____ 20____

PARENT/GUARDIAN

SIGNED at _____ on _____ 20____

PARENT/GUARDIAN

[It is agreed that for each sibling enrolled and admitted to the School after the Learner/s referred to in this **Annexure C1**, a new annexure will be completed and signed by the Parties, with the same information for each such sibling. These will be Annexures C1, C2 and so on sequentially, and will be deemed to be annexures to this Contract, with all the provisions of this Contract applying to the sibling as a Learner in terms of the Contract.]

ANNEXURE D FEES

The table below sets out the purpose and function of each Fee. A copy of the Fee Schedule is provided when the Learner is enrolled at the School.

The fee	Purpose and Function
Deposit	<p>The Deposit is paid once the Learner has been offered a place at the school and the Parents/Guardians have accepted that place.</p> <p>The Deposit is non-refunded when the Learner leaves the School.</p> <p>If the Learner does not take up a place at the School after signature of this Contract and the payment of the Deposit, the School may keep the Deposit as a reasonable cancellation fee for the Learner's withdrawal.</p>
School Development Fee	<p>Once a <i>Learner</i> has an offer of a place at the School, the Parent/Guardian must pay a Development Fee.</p> <p>This means the fee paid by the Parents/Guardians as an agreed, non-refundable contribution to the school's developmental costs;</p>
School Fees	<p>The amount, payment method and payment due dates are set out in the Fee schedule which is provided at the start of the school year. The Fee schedule is available free of charge on the School's website or School app.</p>
Extra costs	<p>The School will always notify the Parents/Guardians where there are any Extra Goods and Services. The Extra Goods and Services are part of the School's standard offerings and will have been specifically requested.</p> <p>These Fees apply even where at the time of signing this Contract it was not reasonable or even possible to specify every one of the Extra Goods and Services that might be provided. The Additional Costs will be added to the Learner's school account and must be paid by the end of each Term. Examples of <i>Extra goods and services</i> include school tours, extra-curricular activities, text books, and stationery.</p>
International Students withdrawal	<p>In the event that an international student leaves the school before the completion of the academic year, no portion of the paid fees will be refunded. This is in place as the school applies for immigrant status on behalf of international students for the duration of their academic years. Once granted, this status is non-transferable and is contingent upon the student's continuous enrollment at the school.</p>