



CONDITIONS OF ENROLMENT

1. A learner's enrolment will be subject to the conditions stated hereunder or such other conditions which may have been determined by the Board of Governors or their duly authorised representatives ("the Board") from time to time.
2. The Conditions of Enrolment may be amended upon one term's written notice.
3. No indulgence or extensions of time granted by the Board shall constitute a waiver of its rights to enforce any condition herein.
4. The parents agree to be bound by the rules, regulations, policies and procedures of the school, as determined from time to time, and announced by the Board and/or the Head.
5. The Board may accept applications for enrolment in respect of any living individual eligible to attend the school.
6. Applications for enrolment shall be in the form specified and shall be accompanied by a non-refundable registration fee in an amount to be determined from time to time and reflected on the application form.
7. The enrolment of learners shall be subject to the discretion of the Board. **In the normal course of events, a credit check may be made on the person(s) responsible for the payment of the school fees. The cost of this check will be for the school's account. The school may, in the absence of the Board of Governors, refuse to accept a learner solely as a result of a poor payment record at this or other schools.**
8. For day scholar learners enrolling at a predetermined future date – a non-refundable once-off Desk Fee becomes payable within two weeks of an offer of a place. For a learner enrolling during the course of the school year, the non-refundable Desk Fee becomes payable immediately upon acceptance. **NO EXCEPTIONS WILL BE ALLOWED.**
9. For boarding scholars enrolling into the hostel at a predetermined future date – a non-refundable once-off Bed Fee also becomes payable within two weeks of an offer of a place. For a learner enrolling during the course of the school year, the non-refundable Bed Fee becomes payable immediately upon acceptance. **NO EXCEPTIONS WILL BE ALLOWED.**
10. Fees are payable, either annually, bi-annually, quarterly / termly, or monthly over 11 months, strictly in advance, free of exchange, deduction or set off. Annual payments are to be made before the fifteenth of December, where a six percent reduction will be received. Bi-annual payments are to be made before the seventh of January and the seventh of July, where a three percent reduction will be received. Quarterly / Termly payments are to be made on or before the first day of each term. Monthly payments are to be made by the seventh calendar day of every month. **Non-payment shall entitle the Board to withdraw educational services and cancel the enrolment of the learner forthwith.** It is agreed that annual fees paid in advance will be deposited by the school and held in accordance with the Consumer Protection Act, with interest or other income therefrom to accrue to the school as income.
11. Fees are not all-inclusive, and the school shall be reimbursed for all additional expenditure incurred by the school on behalf of the learner.
12. **The Board shall be given one term's written notice of termination of enrolment of a learner, failing which the full amount of the following term's fees shall immediately become due and payable. NO EXCEPTION WILL BE ALLOWED.**
13. The Board shall be entitled to terminate the enrolment of a learner i.e.: -
 - I. Summarily, and with immediate effect, if the learner is guilty of any conduct, which in the sole opinion of the Board, is inconsistent with such learner's continued enrolment at the school, in which event such pro rata portion of any fees paid in advance in respect of such learners shall be refunded.
 - II. Upon one term's written notice.
 - III. At the end of any academic year in the event that the learner, in the sole opinion of the Board, has failed to pass such examinations or assessments as were specified or is otherwise unsuitable for promotion to the following year of study.
14. The Board may in its sole discretion make changes or adjustments of fees and other changes and shall give one term's written notice thereof.
15. The Board shall be entitled to instruct its attorneys to attend to the collection of outstanding accounts and both parents (whether natural, adoptive or foster parents) shall be jointly and severally liable for the payment of all costs incurred, on the scale as between attorney and own client, including collection fees.

Initial: _____

16. The school will constantly endeavour to take such steps as may be reasonably required in the circumstance to do what it can to keep the pupil out of harm, and free from loss, taking into account what can be reasonably foreseen and provided for in each case. Subject to the above, both parents jointly and severally waive their own claims and indemnify the school, its employees and agents (for whom it may be found to be vicariously liable) against any claim of the pupil in respect of the event in question.
17. PERSONAL INFORMATION – The parents hereby consent to the School Providers: -
- I. Collecting, storing and processing information in relation to the parent and learner including contact names, contact details and contact information, and to such information being made available to other parents or guardians of learners at the school, staff at the school and responsible persons engaged or authorised by the school, for school-related purposes.
 - II. Including photographs and the name of a learner in any school publication or press release that celebrates the schools and the learner's activities, achievements and success.
 - III. Supplying information and a reference in respect of each learner to any other educational institution which the parents suggest the learner may attend.
 - IV. Informing any other school or educational institution (to which the parents propose sending a learner) of any outstanding amounts that remain payable by the parents to the school providers.

As parents / guardians / benefactors / sponsors we hereby sign below as indication that we have read, understood and accept the content of the Conditions of Enrolment as described above.

Signatures:

Father / Guardian

Mother / Guardian

Dated

Names:

Father / Guardian

Mother / Guardian

Dated