

Application Form and Fees 2017 (as of 01/09/2016)

Pooh Bear Corner 7 Oleander St, Morningside x 40	Oakhill Preschool 47 Bauhinia St, Morningside x 40
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Halfday (07:00 – 14:00)	Y/N	Fullday (07:00 – 17:00)	Y/N	Casual daily (07:00 – 14:00)	Y/N
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How did you hear about Oakhill Education Centres?							
Internet		Word of mouth		French School		Sandton Chronicle/Fourways Review	
Printed flier							
OFFICE USE ONLY	APPLICATION FEE	Amount DD/MM/YY		NON – REFUNDABLE REGISTRATION FEE	Amount DD/MM/YY		FIRST MONTH FEES
							Amount DD/MM/YY

Application Fee No application will be processed without proof of payment of the application fee	500.00
Non-Refundable Registration Fee Due on acceptance	2500.00
Tuition Fees (07:00 - 14:00) x 12 payable monthly in advance *	3500.00
Annual Discounted Tuition Fees *	39000.00
Semester Tuition fees x4 months in advance *	13300.00
Aftercare Fulltime (14:00 - 17:30) payable monthly x12 in advance *	1050.00
Ad Hoc Aftercare per hour or part thereof after 14:00	50.00
Casual Fees: Children enrolled part time (07:00 - 14:00)	230.00
Late collection penalty per 10 minutes after 17:30	100.00

* A full 3 months written notice is required for termination of this contract as well as services. Discounted annual fees paid in advance will be recalculated to monthly fees, should the contract be terminated early. Registration fees are non-refundable. Discounted fees must be received by the 28th of the month prior to the service. Notice may not be given for December. Thus notice given in September will be for Oct, Nov, Dec.

PAYMENT OPTIONS

All parents/guardians are to sign a **DEBIT ORDER AUTHORISATION** irrespective of payment option. No child will be accepted at any **Oakhill Education Centre** without the signed authorisation and signed **TERMS AND CONDITIONS OF ENROLMENT**. By submitting this application form, the Parent/Guardian consents to the Terms and Conditions of Enrolment, which cannot be separated.

☐ DEBIT ORDER runs between the 1st & 3rd of the month in advance.

☐ EFT/STOP ORDER must be received into the school account before the 28th day of the month and proof of payment sent to info@oakhilleducation.co.za. Should fees not reflect in the account by the 28th, the debit order will take effect.

☐ Any CASH or FOREIGN TRANSFER deposited into the account attracts bank charges, which will be allocated to the learners account.

Parents/guardians are jointly and severally liable for school fees, irrespective of their marital status

Oakhill Education	Nedbank: Rivonia	Account: 1969183071	Branch code: 196905	***Reference: Child's full name and surname
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pooh bear corner, sandton
oakhill, sandton

Enquiries: 011 783 3108 / info@oakhilleducation.co.za
Company Registration: 2015/151539/07

Particulars of Learner

Surname: _____ First Names: _____
Preferred name: _____ Gender: M / F
ID/Passport No: _____ Date of Birth (DD/MM/YY): _____
Date of entry into centre (DD/MM/YY): _____ Name of present school: _____
Citizenship: _____ Country of Origin: _____
Home Language: _____ Religious dietary requirements: _____
Position in the family (eg. eldest, youngest): _____ Who will collect the child?: _____

1st Parent Information (Person responsible for the account)

Title: _____ ID / Passport No: _____
Marital Status: _____ Relation: _____
Surname: _____ Name: _____
Residential Address: _____
Postal Address: _____
Tel No's: (H) _____ (W) _____ (C) _____
Occupation: _____ Employer: _____
E-mail address (please print clearly): _____

2nd Parent Information

Title: _____ ID / Passport No: _____
Marital Status: _____ Relation: _____
Surname: _____ Name: _____
Residential Address: _____
Postal Address: _____
Tel No's: (H) _____ (W) _____ (C) _____
Occupation: _____ Employer: _____
E-mail address (please print clearly): _____

Emergency contact Information – in case parents are not contactable

Title: _____ ID No: _____ Relation: _____
Surname: _____ Name: _____
Residential Address: _____
Postal Address: _____
Tel No's: (H) _____ (W) _____ (C) _____
Occupation: _____ Employer: _____
E-mail address (please print clearly): _____

Important: If separated, whom is the child living with?



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Medical Information

Allergies, illnesses or other information on state of health	
Doctor's name	
Doctor's phone number	
Medical Aid name and number	
Principal member	
Are your Child's immunizations up to date?	Yes / No

Medication: Please **sign** in the blocks if you give permission for the staff of the Centre to administer the following treatments/medicine to your Child. Any oral medication will only be administered once we have contacted you telephonically.

Type of medication	Use	Permission to administer (sign)
Bactroban or Germolene	Cuts or scrapes	
Arnica cream	Bruises	
Calpol/ Panado syrup	Fever/ temperature	
Burnshield	Burns	
Anthisan / Allergex	Insect bites/ stings	
Other (please specify)		

I, _____ (Parent's/Guardian's name) indemnify the Centre from any contra indication or side effect if so occurs when administering the above medication to _____ (Child's name). I also do not hold the Centre responsible for the management of any medication I have provided for my Child, with regard to expiry date and condition of the medicine.

Parent's/Guardian's signature: _____

Date: _____

Terms and Conditions of Enrolment

The Terms and Conditions of Enrolment cannot be separated from the Application Agreement, and vice versa. Submitting an application to Oakhill Education Centre, confirms acceptance of the Terms and Conditions as set out below.

Oakhill Education Centres, including its proprietors, employees, and/or its duly authorized representatives acting in such capacity (“Centre”) provides a happy, secure and loving environment with dedicated teachers/tutors who facilitate the holistic development of each child. We are an independent Education Centre that relies solely on funding from the parent body through tuition fees. The Parents/Guardians (Mother/Guardian and/or Father/Guardian as named in the Centre Enrolment Form of the Child) are therefore required to sign this contract of enrolment (“Contract”) in acceptance of Terms and Conditions of Enrolment of the Centre.

Oakhill Education Centres are open from 07:00 - 17:30 throughout the year, excluding a portion of **December/January and Public Holidays**, when there is a complete shutdown. Should a Public Holiday fall on a Tuesday or Thursday, the Centre(s) will close on the Monday or Friday for a maintenance break. Oakhill Education Centres function for a majority of the year. Teachers/Tutors take leave during government OR private school holiday periods ensuring there is ample staff at Oakhill Education Centres to care for your child throughout the school year.

In the event that your child is absent due to illness or vacation, no reduction in tuition fees is permitted. Full fees are due for any given month, irrespective of the date of departure.

Should the staff feel your child is unwell, you will be contacted to collect your child as soon as possible. This would generally include a temperature in excess of 39°C OR thick green mucous from the nose OR runny stools OR “pink eye”, etc. Infectious virus’ result in re-infection of the children and ultimately Teacher/Tutor absenteeism. The school reserves the right to refuse entry if a child is presenting with any infectious illness, until a doctor’s note declares them clear of any contagious infection.

Parents/Guardians agree to give the Centre **3 calendar months written notice**, failing which the contract will roll over to the new calendar year, and new terms and conditions will be deemed to have been accepted. **3 months written notice** is required for a change in service. Please note that December fees are not negotiable and notice given in the 3rd (September - December) semester will include payment for December. Fees are due and payable irrespective of holiday or illness.

Parents/Guardians acknowledge that they are aware of the swimming pool situated on the premises of the Centre. The pool is fenced and enclosed and is not accessible to the children except during their swimming lessons where a competent swimming instructor is supervising them.

The Parents/Guardians also acknowledge that the Centre shall not, in any manner whatsoever, be liable for any loss, injury and/or damages howsoever sustained by any Child and/or Parent and/or their property arising from any cause whatsoever, including but not limited to, the negligence of the Centre unless the loss, injury and/or damages is caused by gross negligence on the part of the Centre.



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Unless you notify the Centre in writing to the contrary, you consent to your Child participating, both on and off the Centre premises, in all activities, including extra mural activities, outings and/or entertainment, as well as to your child traveling to and from the abovementioned activities. Save for any gross negligence on the part of the Centre, the Centre is not responsible for any loss, injury and/or damages resulting from the above mentioned activities or any other activities and you indemnify the Centre against any claims in that regard.

Signature: _____

Irrespective of method of payment, a **DEBIT ORDER AUTHORISATION** form must be completed. Fees paid via EFT must reflect in the Oakhill Education bank account before the 28th day of the month, alternatively the *debit order will take effect*. Fees not received by the 3rd of the month will attract a late payment fee of R150.00. R150.00 penalty applies to any debit order rejected. Any duplicate payment will reflect on the account as a credit. No refunds will be made as a result of payment not received by the 28th. Should a debit order be rejected and fees not settled immediately, a late payment penalty will apply - Non-payment results in Oakhill Education handing over to Accountability, and your child will be suspended.

Signature: _____

Social media, including Facebook, Twitter, the internet, and Print media, are utilised extensively. Unless notified to the contrary in writing, consent is granted for photographs which may include your child to be utilised on the website, in the press, or on Facebook.

Any alteration to the Terms and Conditions or Agreement will void the application, and the Child will not be accepted to the Centre.

Parents/Guardians choose the Home Physical Address in the Centre Enrolment Form as their domicilium address in terms of this Contract

The School chooses 47 Bauhinia Street, Morningside ext 40 as its domicilium address in terms of this Contract.

The Parents/Guardians hereby hold himself/themself liable as co-principal debtors to the Centre for the due fulfilment of all the terms of this Contract and the due payment of all fees and other amounts whatsoever that may become due by virtue of this Contract.

Signed at _____ on this _____ day of _____ 20____

Mother : _____ Father: _____



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Debit Order Authorisation

Dear Sirs/Madams, The details of our account are as follows:

Name of Child:	
Account Holder:	
Bank:	
Account Number:	
Branch code:	

I/we hereby authorise you to issue and deliver payment instructions to the bank for collection against my/our abovementioned account at my/our above mentioned bank (or any other bank or branch to which I/we may transfer my/our account) on condition that the sum of such payment instructions will never exceed my/our obligations as agreed to in the Agreement, and commencing on the commencement date and continuing until this Authority and Mandate is terminated by me/us by giving you notice in writing of no less than 20 ordinary working days, and sent by prepaid registered post or delivered to your address indicated above.

The individual payment instructions so authorised to be issued must be issued and delivered as follows:

Between the 1st and 3rd day ("payment day") of each and every month commencing on _____. In the event that the payment days falls on a Saturday, Sunday or recognized South African public holiday, the payment day will automatically be the very next ordinary business day. Further, if there are insufficient funds in the nominated account to meet the obligation, you are entitled to track my account and re-present the instruction for payment as soon as sufficient funds are available in my account.

MANDATE

I/we acknowledge that all payment instructions issued by you shall be treated by my/our above mentioned bank as if the instructions were issued by me personally.

CANCELLATION

I/we agree that although this Authority and Mandate may be cancelled by me/us, such cancellation will not cancel the Agreement. I/we shall not be entitled to any refund of amounts which you have withdrawn while this authority was in force, if such amounts were legally owing to you.

Signed at _____ on this _____ day of _____ 20____

(SIGNATURE AS USED FOR SIGNING CHEQUES OR CREDIT CARD VOUCHERS)