

ENROLMENT FORM

DIVISION: ACADEMIC SUPPORT & LEARNING

Complete the form in BLOCK LETTERS and in Black ink

Completed forms may be returned in the following ways:

By Hand to: 34 Nicolai Street, Hillsboro BLOEMFONTEIN 9301

By Mail to: PO BOX 9792 BLOEMFONTEIN 9300

Via Email to: info@irene-steph.co.za



FOR OFFICE USE ONLY

Enrolment Status:

- ☐ Accepted
- ☐ Waiting List
- ☐ Not Accepted

Admission Nr:

Admission Date:

Admission Year:

Admission Grade:

Registrar's Signature:

.....

WHAT ARE YOU APPLYING TO GET ENROLLED FOR? (You may tick both)

HOMEWORK ASSISTANCE

☐

EXTRA CLASS SUPPORT

☐

A LEARNER INFORMATION

Intended Start Date of Enrolment		Grade	
First Names		Surname	
Identity Number		Age	
Gender		Home Language	

B SCHOOLING DETAILS

Name of School currently attending				
Last Grade Passed		Was the Last Grade Passed repeated?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Progress Report*	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Has your child received learning support at School?	YES <input type="checkbox"/> NO <input type="checkbox"/>

*A copy of the latest progress report must be attached for Irene Stephen & Associates' Academic Support and Learning to formulate a teaching/assistance approach methodology

C SUBJECT ENROLMENT (FOUNDATION PHASE – GRADE 3 ONLY)

English (Home Language)	<input type="checkbox"/>	Afrikaans (First Additional Language)	<input type="checkbox"/>
Mathematics	<input type="checkbox"/>	Life Skills	<input type="checkbox"/>

D SUBJECT ENROLMENT (INTERMEDIATE & SENIOR PHASE – GRADE 4 - 7)

English (Home Language)	<input type="checkbox"/>	Afrikaans (First Additional Language)	<input type="checkbox"/>
Mathematics	<input type="checkbox"/>	Social Sciences	<input type="checkbox"/>
Natural Science & Technology	<input type="checkbox"/>	Arts & Culture and Life Skills	<input type="checkbox"/>

E PARENT INFORMATION PERSON FINANCIALLY RESPONSIBLE FOR TUITION & RECIPIENT OF STATEMENTS														
Title	Mr	<input type="checkbox"/>	Mrs	<input type="checkbox"/>	Miss	<input type="checkbox"/>	Dr	<input type="checkbox"/>	Prof.	<input type="checkbox"/>	Rev.	<input type="checkbox"/>		
First Name:														
Surname:														
Relationship														
South African Citizen?	<input type="checkbox"/>	ID Number:												
Foreign National?	<input type="checkbox"/>	Passport Number:												
Physical Address														
	<i>Suburb</i>													
	<i>Province</i>										<i>Postal Code</i>			
	<i>Country</i>													
Postal Address														
	<i>Suburb</i>													
	<i>Province</i>										<i>Postal Code</i>			
	<i>Country</i>													
Tel. Number (H)	(.....) -													
Tel. Number (W)	(.....) -													
Fax Number	(.....) -													
Mobile Number													
Email														
Preferred Mode of Communication	Email	<input type="checkbox"/>	Fax	<input type="checkbox"/>	SMS	<input type="checkbox"/>								
Tuition Payment Date	1 st of each month	<input type="checkbox"/>	15 th of each month	<input type="checkbox"/>	Other	<input type="checkbox"/>								

F HOMEWORK DETAILS					
Who supervises your child's homework time?		<i>e.g. Mother</i>			
	Excellent	Good	Fair	Poor	Comments
How do you as a parent / guardian experience the homework situation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
How does your child respond to homework?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
G HISTORY OF REMEDIAL TUITION					
Has your child received remedial tuition from his/her school to improve the following areas in the last 12 months?	YES	NO	Name of Remedial Teacher	Period of Remedial Tuition	
Reading	<input type="checkbox"/>	<input type="checkbox"/>		<i>e.g. 6 months</i>	
Spelling	<input type="checkbox"/>	<input type="checkbox"/>			
Mathematics	<input type="checkbox"/>	<input type="checkbox"/>			
Other?	<input type="checkbox"/>	<input type="checkbox"/>			
H HISTORY OF THERAPEUTIC INTERVENTION					
Has your child received therapeutic intervention of the following in the last 12 months?	YES	NO	Name of Therapist/Institution	Period of Therapeutic Intervention	
Psychology	<input type="checkbox"/>	<input type="checkbox"/>		<i>e.g. 6 months</i>	
Speech Therapy	<input type="checkbox"/>	<input type="checkbox"/>			
Occupational Therapy	<input type="checkbox"/>	<input type="checkbox"/>			
Physiotherapy	<input type="checkbox"/>	<input type="checkbox"/>			
Other?	<input type="checkbox"/>	<input type="checkbox"/>			
I INFORMAL ASSESSMENT OF EMOTIONAL AND BEHAVIOURAL PROFILE					
Does your child display any of the following characteristics?				Comments	
Nervousness	<input type="checkbox"/>	Passivity	<input type="checkbox"/>		
Aggression	<input type="checkbox"/>	Perseverance	<input type="checkbox"/>		
Nervousness	<input type="checkbox"/>	Fleeting Attention	<input type="checkbox"/>		
Impulsiveness	<input type="checkbox"/>	Other?	<input type="checkbox"/>		

Terms and Conditions of Enrolment

1. General

The educational assistance model of Irene Stephen & Associates' Academic Support & Learning is based on a three-way partnership between the institution, the child and the Parents/Guardian. It requires an investment of trust, cooperation, time and energy in support of each learner's education both at home and at the institution.

It is important for learners to attend extra lessons, remedial classes, occupational therapy and/or psychological treatment should the Principal and the learner's teacher feel it is absolutely necessary in order to improve the intellectual, emotional or social development of the child and enrolment to Irene Stephen & Associates' Academic Support & Learning should not be construed as a substitution for such treatments. Enrolment to Irene Stephen & Associates' Academic Support & Learning is voluntary and operationally programmed to be a private, supplementary support service.

It is imperative that parents/guardians actively participate in the life of the enrolled learner, including scheduled, individual or general parent meetings and annual general meetings, as well as all events organized by Irene Stephen & Associates' Academic Support & Learning.

2. Tuition Duration

Irene Stephen & Associates' Academic Support & Learning shall, wherever practical, follow terms and holidays of The Department of Education to ensure consistency of learning. Confirmed dates are published annually. The academic year will consist of four terms and shall always ensure that the equal number of school days are attained.

3. Safety & Security

The learners enrolled at Irene Stephen & Associates' Academic Support & Learning must be accompanied to the venue where classes are held and handed over to a member of staff. **They may not be left to walk or transport themselves to the venue unaccompanied.**

Irene Stephen & Associates' Academic Support & Learning are secure and enrolled learners are not permitted to wander outside the perimeters of the learning venue.

Due to the COVID-19 pandemic, all enrolled learners are subjected to the sanitary and screening protocols as enshrined in all published government regulation and applicable legislative prescripts. Parents/Guardians are to ensure that their children adhere and practise the sanitary and screening protocols before and after attending Irene Stephen & Associates' Academic Support & Learning sessions.

4. Changes in Emergency and Contact Details

It is imperative that parents, guardians notify Irene Stephen & Associates' Academic Support & Learning, in writing, of any changes to telephone, physical or postal address details and email addresses, so that we are able to contact you at all times.

Parents/guardians should notify the School of any changes to the learner's health, especially in respect of illnesses and allergies.

5. Confidentiality

Irene Stephen & Associates' Academic Support & Learning will exercise all reasonable efforts to maintain the learners', parents' and guardians' confidentiality with regard to business or academic information it receives in connection with the performance of the enrolled learners. Irene Stephen & Associates' Academic Support & Learning will use the information it receives about enrolled learners solely for the purpose of providing services to the parents.

Parents/Guardians shall treat all information and data it receives from Irene Stephen & Associates' Academic Support & Learning as proprietary and confidential. Parents/Guardians shall maintain in strict confidence all such information, including but not limited to information concerning technology, procedures, methods, formulas, trade secrets, ideas, computer programs and inventions used by Irene Stephen & Associates' Academic Support & Learning. Parents/Guardians shall not disclose, and shall prevent disclosure of confidential information to any third party without express written permission being granted by Irene Stephen & Associates (Pty) Ltd.

6. Record Retention

Irene Stephen & Associates (Pty) Ltd will retain records pertaining to the work performed for the Customer for a period of five (5) years following the issuance of a work/project report. Should Customers desire Irene Stephen & Associates (Pty) Ltd maintain the records in excess of five (5) years, the Customer must notify Irene Stephen & Associates (Pty) Ltd in writing. The Customer, in accordance with Irene Stephen & Associates (Pty) Ltd's fee schedule, will owe an additional record retention charge in effect at the time of the request. In instances where a new Enrolment Form is filled and returned to Irene Stephen & Associates (Pty) Ltd but no request for services subsequent thereto was made by the Client, Irene Stephen & Associates (Pty) Ltd may keep the form for statistical and reporting purposes.

Parent's Initials

7. Aftercare

Irene Stephen & Associates' Academic Support & Learning does not provide after care services. Enrolled learners must be collected within 15 minutes after their allocated times.

Irene Stephen & Associates' Academic Support & Learning tutors are governed by a strict timetable and will therefore be unable to supervise enrolled learners past their allocated times for Homework Assistance or Extra Class Programme.

Please note that Irene Stephen & Associates' Academic Support & Learning does not provide lunch or catering. Parents/Guardians should pack an extra lunch and liquid refreshment for the learner.

8. Professional Practice

Irene Stephen & Associates (Pty) Ltd employees will perform and carry out services in accordance with accepted industry practice standards. Irene Stephen & Associates (Pty) Ltd seeks to insure that all services will be performed in a timely and professional manner and that all works are valid. Any failure on the part of Irene Stephen & Associates (Pty) Ltd to perform in accordance with acceptable standards will be corrected, provided such failure was a direct result of acts or omissions by Irene Stephen & Associates (Pty) Ltd concerning factors deemed to be within the Company's scope of work.

9. Tuition Fees

Parents/Guardians assume full liability for tuition fees in respect of the learner for the duration of enrolment.

The purpose of this policy is to ensure that fees and levies due to Irene Stephen & Associates' Academic Support & Learning are paid when they are due and to create a procedure to deal with instances where fees and levies are not paid. The policy seeks to treat parents fairly and humanely, ensure that Irene Stephen & Associates' Academic Support & Learning financial viability is not compromised and to minimise the impact that unpaid fees and levies have on the administrative structures of Irene Stephen & Associates' Academic Support & Learning.

A once-off, non-refundable registration fee as per the Irene Stephen & Associates' Academic Support & Learning annual fee structure is payable when Parent(s)/Guardian(s) receive a letter confirming the learner's admission for the academic year for which they are enrolled. This Registration fee shall be automatically levied to the enrolled learner's account and payable with January's monthly fee.

Irene Stephen & Associates' Academic Support & Learning only accepts tuition fees on a monthly basis. Parents/Guardians hereby acknowledge that the full monthly tuition fees must be paid and the fees are not commensurate with the attendance of the learner. Tuition fees must be paid on the first day of the month or on the fifteenth day of the month, whichever payment date the parents/guardian select. A grace period of 5 working days shall be granted for Parents/Guardians to pay the month's tuition fees in full, failure of which the Learner's admission shall be automatically suspended. Thereafter, if in ten (10) days after the automatic suspension of the learner has effected no arrangement or written communication is not received, Irene Stephen & Associates' Academic Support & Learning reserves the right to terminate the learner's admission and admit another learner who was on a preferential list. In the event a parent/guardian wishes to re-enroll a learner to Irene Stephen & Associates' Academic Support & Learning, they will follow the same application process set out in Irene Stephen & Associates' Academic Support & Learning Admissions Policy.

One (1) months' notice in writing addressed to the Irene Stephen & Associates' Academic Support & Learning Registrar is required if your child is leaving the Irene Stephen & Associates' Academic Support & Learning or intends to cease attending scheduled sessions. Verbal notice is not acceptable under any circumstances. The balance of the fees owed following up to contemplated date of when sessions are terminated shall immediately become due and payable.

Payments of Tuition shall be made as either direct deposits or by Electronic Funds Transfer (EFT) to a bank account registered Irene Stephen & Associates' Academic Support & Learning. The banking details shall be enclosed with the monthly statements of account that will be issued to Parents/Guardians.

By enrolling your child at Irene Stephen & Associates' Academic Support & Learning, you, the parent(s/guardian(s)), agree that this policy will form part of the agreement between you and the school and that you will be bound by it.

10. Entire Document

These Terms and Conditions, together with any duly authorized and executed addendum, embody the whole Terms and Conditions of Enrolment. These Terms and Conditions supersede all previous communications, representations, or agreements, either verbal or written, between the Customer and Irene Stephen & Associates (Pty) Ltd. These Terms and Conditions, and any transactions or agreements to which they apply, shall be governed both as to interpretation and performance by the laws of the state where Irene Stephen & Associates (Pty) Ltd's services are performed. No modification or waiver of any provision of these Terms and Conditions shall be binding on either party unless made in writing and executed by the Customer and Irene Stephen & Associates (Pty) Ltd.

11. Severability

The invalidity or unenforceability, in whole or in part of any provision, term or condition hereof shall not affect in any way the validity or enforceability of the remainder to these Terms and Conditions, the intent of the parties being that the provisions be severable. The section headings of these Terms and Conditions are intended solely for convenient reference and shall not define, limit or affect in any way these Terms and Conditions or their interpretations.

Parent's Initials



12. **Waiver**

No waiver by either party of any provision, term or condition hereof or of any obligation of the other party hereunder shall constitute a waiver of any subsequent breach or other obligation. All waivers must be in writing.

13. **Compliance with Laws**

Irene Stephen & Associates (Pty) Ltd and the Clients agree to comply with all applicable laws, ordinances, codes and regulations of the Republic of South Africa.

Parent's Initials

INDEMNITY FORM

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I, _____ (PARENT / GUARDIAN) with ID Number _____
of _____ (LEARNER'S FULL NAMES) with ID Number _____, a learner
enrolled with Irene Stephen & Associates' Academic Support & Learning, undertake to abide by the relevant rules, regulations and code of
conduct of Irene Stephen & Associates' Academic Support & Learning.

1. I hereby grant authority to the school principal and/or delegates to act on my behalf in an emergency situation involving my child/children. In the event that the school is not able to contact myself, or alternative emergency contact stated below, the principal or delegates may give the required permission and sign all necessary forms as written consent for my child to receive any medical treatment or surgery in an emergency situation provided such treatment or surgery is executed by trained medical staff or doctor.
2. I hereby indemnify Irene Stephen & Associates' Academic Support & Learning, its management, teaching staff, employees and/or representatives, from any responsibility in respect of all activities in which my child may be involved, including excursions, camps, sport tours, open-air education, sporting activities and/or cultural activities, but not limited to these.
3. I accept that, Irene Stephen & Associates' Academic Support & Learning, its management, teaching staff, employees and/or representatives are absolutely unable to accept liability or responsibility for injuries or damages of any nature whatsoever arising from any cause howsoever, excluding intentional conduct, which is suffered by my child and/or by me.

INFORMATION REQUIRED IN CASE OF MEDICAL/HOSPITAL TREATMENT:

Name of Family Doctor	
Contact Numbers of Family Doctor	
Name of Medical Aid	
Name of Main Member	
Option / Scheme	
Membership Number	

PARENT(S)/GUARDIAN(S)' CONTACT DETAILS

Mother's Name & Surname	
Mother's Telephone (H)	
Mother's Mobile Number	
Father's Name & Surname	
Father's Telephone (H)	
Father's Mobile Number	

ALTERNATIVE IN-CASE OF EMERGENCY CONTACT PERSON

(This is a person Irene Stephen & Associates' Academic Support & Learning can contact should neither parents/Guardian be unreachable)

Name:	
Relationship to Learner	
Contact Number	

Parent's Initials

As the parent(s) or guardian(s), having read and understood this entire document,
I/we hereby agree to all that is stated in the document and enrol

(Learner's Name)

at Irene Stephen & Associates' Academic Support & Learning
with effect from

(Intended Start Date)

Signed at _____ on the _____ day of _____

PARENT/GUARDIAN SIGNATURE
MOTHER

PARENT/GUARDIAN SIGNATURE
FATHER