

UNIT 15, HMA Court
580 FELIX DLAMINI ROAD
OVERPORT

Telephone: 084 800 4667

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Website: www.elitelc.co.za

APPLICATION FOR ADMISSION FORM: 2023 – GRADE 10
TUTORING AND SUPPORT SERVICES

(KINDLY FILL IN ALL DETAILS IN BLOCK LETTERS)

LEARNERS PERSONAL DETAILS

SURNAME:	FIRST NAMES:
RESIDENTIAL ADDRESS:	POSTAL ADDRESS:
TEL HOME:	DATE OF BIRTH:
CELL NO:	ID No:
EMAIL:	COUNTRY OF BIRTH:

PARENT/GUARDIAN DETAIL

	FATHER/GUARDIAN	MOTHER/GUARDIAN
SURNAME		
FIRST NAMES		
ID NUMBER		
MARITAL STATUS		
RESIDENTIAL ADDRESS		
POSTAL ADDRESS		
OCCUPATION		
TEL HOME		
TEL WORK		
CELL No		
EMAIL		
PERSON RESPONSIBLE FOR PAYMENT (Mark relevant column with a X)		

ADDITIONAL DETAILS

CONTACT PERSON	
TELEPHONE NO	
DETAILS OF PERMANENT ILLNESS/DISABILITY	
DETAILS OF PERMANENT MEDICATION	

DOCUMENTS REQUIRED (Mark with X if attached)

DOCUMENT	ATTACHED
2 x Certified copy of Learners ID	
2 x Successfully completed Grade 9 report	
Signed Code of Conduct	

CHOOSE SUBJECTS TO BE TAKEN BY THE LEARNER

SUBJECT SELECTION				
SUBJECT OPTIONS		PRICE R	Tick box to select	AMOUNT
Compulsory Subjects	English Home Language	3400		3400
	Afrikaans First Additional Language	3500		3500
	Life Orientation	1900		1900
Mathematics (choose only 1)	Mathematics	4000	<input type="checkbox"/>	
	Mathematical Literacy	3600	<input type="checkbox"/>	
Electives (Choose 3 electives – certain restrictions may apply)	Accounting	3300	<input type="checkbox"/>	
	Business Studies	3300	<input type="checkbox"/>	
	Computer Applications Technology **	3300	<input type="checkbox"/>	
	Geography	3400	<input type="checkbox"/>	
	History	3400	<input type="checkbox"/>	
	Life Science	3700	<input type="checkbox"/>	
	Physical Science	3700	<input type="checkbox"/>	
	Tourism	3300	<input type="checkbox"/>	
Total for Tutoring and Support Fees				

** All software required not included. Own laptop required.

FEES STRUCTURE

ITEM	AMOUNT
1. Curriculum Costs – lump sum payment to ELITE on confirmation of admission. Excludes text books.	R7000
2. Tutoring and Support Services - lump sum or monthly instalments	As per subject selection
3. SACAI Registration- amount payable to SACAI	tba

STANDARD AGREEMENT: TERMS AND CONDITIONS

- SAS Education (Pty) LTD (2019/008024/07) trading as Elite Learning Centre (herein further referred to as ELC) sells educational products and services that includes but is not limited to tutoring services, study materials, educational programmes, exams, assignments and support and administrative services.
- For the purposes of this agreement:
 - “Legal Guardian” shall mean (a) the parents of the learner, or (b) the person that has legal custody of the learner, or (c) the person who has undertaken to make payment for all amounts due to ELC in respect of the provision of products and services.
 - Tutoring is described as such instructions, actions or inactions carried out, with the intent to completing a particular task using a combination of different methods which includes but is not limited to supervised sessions, unsupervised sessions by the learner working on his/her own, group sessions, discussion sessions, one on one sessions, practical demonstrations, online lessons and pre-recorded video lessons.
 - “Term” shall mean the periods of time each year, as determined by the ELC, when the ELC is open for tutoring sessions.
- The Legal Guardian undertakes to ensure compliance with any applicable requirements of the South African Schools Act, 84 of 1996 (as Amended) (“the Act”).
- Admission is at the sole discretion of the ELC.
- The completion and submission of the admission form does not constitute admission of the learner or an agreement between ELC and the Legal Guardian. The agreement shall be deemed concluded and the admission of the learner confirmed only when it is signed by an authorised representative of ELC.
- The ELC shall not be required to provide the Legal Guardian a copy of the signed agreement, unless, specifically requested to do so by the Legal Guardian.
- The Legal Guardian shall be required to conclude a separate agreement for each academic year. The agreement shall subsist for a maximum period of 1 (one) academic year starting from the date of admission to the end of the academic year as determined by the ELC.

TUTORING SESSIONS, ASSESSMENTS AND EXAMINATIONS

- The Legal Guardian acknowledges that the total work to be done in terms of the syllabus will be completed through tutoring services offered by the ELC and by independent work done by the learner.
- The number, timing and content of Tutoring sessions will be informed by internal norms, complexity of the material and the costs of tutoring sessions. Whilst requests for additional sessions from learners and tutors will be considered, the final decision on the number of tutoring session rests with the ELC.
- The ELC may, at its discretion, for operational reasons, change the date and time at which specific items will be completed.
- Attendance of tutoring sessions is at the discretion of a learner. The ELC does not maintain a record of attendance.
- Where the learner misses scheduled tutoring or persistently arrives late for tutoring sessions or where in the opinion of the ELC staff the learner is not interested or diligent in the completion of tasks, the ELC may consider any or all such work not covered due to such absence or negligence as completed. The responsibility for ensuring the completion of such work is then that of the Legal Guardian.
- The Legal Guardian acknowledges that assessment tasks must be completed within the given timeframe.
- The Legal Guardian acknowledges that all internal examinations shall be administered on the premises of the ELC and at scheduled times.
- The Legal Guardian acknowledges that the timeous completion of all the tasks requires the cooperation of the learner, the Legal Guardian and the staff of the ELC.

FEES

- The total costs to the Legal Guardian are made up as follows:
 - Curriculum costs;
 - Tutoring and support fees;
 - SACAI registration fees; and
 - Examination Centre fees (if applicable)
 - CAT / IT– Computer hire costs (if applicable)
- The cost of the curriculum shall be paid in one lump sum amount within 7 days of the date of confirmation of admission. The cost of prescribed books is not included in the cost of the curriculum and is a separate cost to the parent.
- The tutoring and support services is the total amount due for the academic year and that non-attendance by the learner, for whatever reason, shall not in any way diminish the Legal Guardian’s responsibility to pay the total amount due.
- The fees due for Tutoring and Support Services is subject to the following:
 - A maximum early bird discount of 2.5% of the fees due may be deducted provided that the full remaining amount due is paid by or on the 28 February 2021.
 - Fees are payable in equal monthly instalments ending in November 2021.
 - All fees must be paid in advance by the 7th of each month.
 - Only EFT payments are accepted.
 - Learner accounts will be charged the full bank charges for any Cash and Cheque deposits.
 - No receipts will be issued for EFT payments.
 - Cash notes may be paid at the ELC premises. A receipt will be issued for the amount paid.
 - Where the monthly payment is the opinion of ELC considered to be irregular, the ELC, may in its sole discretion, insist that the Legal Guardian conclude a separate Debit Order arrangement in favour of the ELC.
- The fees due to SACAI are to be paid to ELC at the latest three (3) working days before the due dates set by SACAI.
- A separate examination venue fees is payable for any exam taken outside of the ELC premises. The exact amount due shall be communicated to the Legal Guardian and shall be paid into such bank account on or before the due date indicated in the said communication.
- A separate fee for the hire of a computer for the end of year examination is payable by all learners registered for CAT or IT.

23. The ELC reserves the right to exclude your child \ ward from all ELC activities including examinations if the fees are not up to date.
24. The Legal Guardian accepts personal responsibility for the full fees due.

WITHDRAWAL OF LEARNER

25. A notice for the withdrawal of a learner must be given in writing to the Centre Manager.
26. The application for withdrawal of the learner must be signed by both parents/guardians listed above.
27. The Legal guardian hereby accepts that the ELC requires a notice period of one full term and agrees to give a full term's notice should the learner be withdrawn from the ELC. The Legal Guardian acknowledges and accepts that should he/she fail to comply with this requirement he/she shall nonetheless still be liable for the payment of one term's fees, or part thereof, as the case may be, in lieu of the required notice period.
28. The Legal Guardian acknowledges and accepts that he/she is liable for fees during the notice period.
29. Where the learner's fees were paid in full prior to the withdrawal of the learner, the refund due to the learner shall be calculated on a pro-rate basis after taking into account the notice period requirement and the months attended.
30. For the purposes of the calculation referred to in 29 above, all discounts or concessions that may have been given, shall be reversed and the calculation shall be based on the full amount due.

SPECIFIC CONDITIONS

31. The Legal Guardian acknowledges that the learner will be unsupervised during breaks and dismissal times and as such the ELC shall not accept any responsibility for their safety during such times.
32. The Legal Guardian take full responsibility for the timeous transport of the learner to and from the ELC.
33. Acceptance of the Code of Conduct is compulsory.

DECLARATION AND GENERAL INDEMNITY

(TO BE SIGNED BY PERSON RESPONSIBLE FOR ACCOUNT)

I, (full names and surname), (ID number:) hereby confirm that I have read and fully understand the terms and conditions as set out in the application form and further that :

- a) I am personally responsible for the payment of the fees or other costs or any penalties or administration fees, as stipulated above and in the application form. I bind myself to these terms and conditions;
- b) I have read and understood and accepted the rules and conditions and Code of Conduct of the Elite Learning Centre and undertake to explain them to my child/ward, and to ensure that they are abided by.
- c) I hereby indemnify the owner and bona-fide representatives of the Elite Learning Centre against all claims by me, or any third parties, arising from any cause or action whatsoever, and will not hold the owner of the Elite Learning Centre or its representatives liable for any injury or loss or any damages consequent thereto, sustained whilst my child/ward is in their care. I also accept that the owner and bona-fide representatives of the Centre will, save for specific condition 31 above, nevertheless take every reasonable precaution to ensure the safety and welfare of my child/ward.

Thus, done and signed at on this day of 202

Signature

Admission Approved/Not Approved

.....
Signature: For SAS Education (Pty)Ltd

.....
Date

Name: