JSJ Tuition

ENROLMENT FORM

Name & Surname: _____

Age: _____

Grade: _____

Last term's Mark: _____

Curriculum: IEB / CAPS Type: Group / one on one

Subject: Physical Science / Maths

Type of lesson: Online/ in person

Once off (per lesson) ☐ OR Month to month enrolment ☐

School: _____

Number of terms the school has for the year: 3 / 4

Email: _____

Address: _____

Father's name/ Guardian 1 & number: _____

Mother's name/ Guardian 2 & number: _____

Students cell number: _____

Contact name & number in case of emergency: _____

Specific problems: _____

Any learning or medical conditions (e.g. ADHD, dyslexia, anxiety etc): _____

_____

Language preference: English/ Afrikaans

Permission to communicate via WhatsApp or teams with student directly: Yes / No

Where did you hear about us: _____

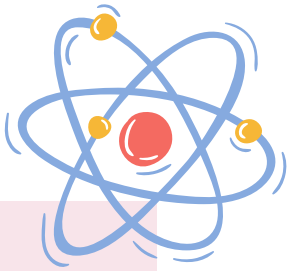
I,_____DECLARE THAT I HAVE READ AND UNDERSTAND THE BELOW ENROLMENT TERMS AND CONSENT TO ADHERE TO THEM. I RELEASE JSJ TUITION AND ITS STAFF FROM ANY LIABILITY DURING LESSONS FOR POTENTIAL LOSS, DAMAGE, OR INJURY ON THE JSJ TUITION PREMISES (LOCATION COMMUNICATED VIA EMAIL/ WHATSAPP) OR ONLINE.

DATE: _____

SIGNATURE OF PARENT/ GUARDIAN:_____

Contact details: Jessica-Sheay Jordaan 064 755 9585
or admin@jsjtuition.co.za

TERMS AND CONDITIONS- 2027



DESCRIPTION

- Fees must be paid in advance by the **first lesson** of each month but **no later than the 1st day of the month.**
- We retain the right to **suspend lessons** if the account is not up to date.
- Additionally, we reserve the right to impose interest and/or collect fees on overdue accounts.
- **Public holidays:** No lessons take place on public holidays, and these lessons will not be rescheduled.
- **School holidays:** No regular lessons are scheduled during the four-term school holidays unless arranged in advance with the tutor. If you would like your child to continue with lessons during the holidays, these must be requested and confirmed with the tutor before the holiday period. **Additional holiday lessons may be charged separately.**
- **Monthly fees:** Fees remain the same every month, including during school holidays, as they are calculated across the full academic year.
- In the event that we need to cancel a lesson (due to illness, etc.), we will arrange a makeup lesson at a mutually convenient time. However, if **you cancel a lesson**, due to high demand and a fully booked schedule, please note that any missed lessons are **non-refundable, and rescheduling is not available**. This policy helps ensure that all students receive the consistent support they need, and I can maintain a smooth schedule for everyone.
- JSJ Tuition operates strictly according to the **four term school calendar,** including all four term school holidays. We do not automatically accommodate the holidays or exam schedules of three term schools. If a student attends a three term school, their lessons will continue as normal according to the four term schedule. It is the parents responsibility to inform JSJ Tuition/ their tutor in advance of any three term school holidays, exam dates, or requested changes. Any adjustments to accommodate a three term schedule will only be considered upon request and cannot be guaranteed.
- JSJ Tuition/ any tutor under JSJ Tuition will, when providing schedules, proposed lesson times, or exam timetables, specify a **deadline** by which parents or students must confirm, request changes, or communicate any issues. This deadline may vary depending on the situation and is determined at the tutors discretion. **If no response is received by the stated deadline**, the timetable or schedule will be deemed **confirmed and final**, and no changes, cancellations, or alterations will be accepted after that point. Due to the complexity of coordinating exam timetables, exam lesson schedules are **strictly final once deadline has passed**. Missed lessons or requests for changes after the deadline will not be accommodated. If a student is unable to attend a confirmed exam lesson, it will be treated as a missed lesson, and the parent or student may request an additional lesson **at their own cost**, subject to tutor availability.
- You acknowledge and accept that the class your child will be joining is a **GROUP** class (unless specifically arranged and agreed upon as one on one) with attendance numbers that may vary. However, the number of students in any given class will not exceed eight.
- When enrolling for tutoring, you must select either online or in-person sessions. Switching between these options is not permitted without prior approval. If a change is requested, it must be discussed with the tutor in advance, and approval will depend on availability and scheduling constraints. Unapproved changes will not be accommodated.
- Should you wish for additional one-on-one lessons, please enquire with your tutor for further details.
- A **one-month** notice period is required for termination of lessons. Notice given mid-month will only be effective at the end of the following month.

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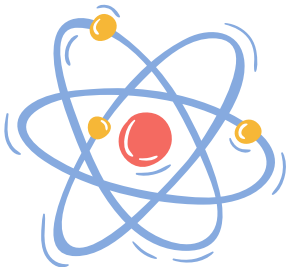

- The tutor reserves the right to move any lesson from in-person to online at their sole discretion, for reason including but not limited to illness, safety, weather, load shedding, or personal circumstances. Such changes do not constitute grounds for cancellation or non-payment.

- The tutor reserves the right to adjust the day, time, or frequency of lessons as deemed necessary. Adjustments may be made to accommodate exam preparation, to align with the majority of students' needs, or to best support the child's learning progress.

- While parent/ student requests may be considered, the tutor retains full discretion to either make scheduling changes or maintain the existing lesson time. The decision of the tutor is final.

- **For online lessons**: The parent/ student is responsible for ensuring access to a stable internet connection and device for online lessons. Should you not be able to attend the lesson due to connectivity issues on your end the lesson will not be caught up.

- Dissatisfaction with lesson format, scheduling, or any other matter does not waive the notice period or payment obligations. Concerns must be raised in writing within **7 days** of the concern arising and will be addressed, but payment remains due in full. If no concern is raised within this period, the client is deemed to have accepted the lesson(s) and any related changes.

- Monthly installments and once off lessons already paid for are **non-refundable.** For parents/guardians who have paid tuition fees in advance, either per term or annually, any unused prepaid balance will be calculated upon cancellation. When a refund is due it will be calculated as follows: **Total unused credit remaining on the account, less and applicable one months notice-period charge.** Any outstanding amounts owed to JSJ Tuition will also be deducted from the available credit before a refund is processed. Any remaining refundable balance will be paid back to the parent/ guardian once the account has been reconciled.

- The tutor retains professional authority to determine lesson structure, teaching methods, and format.

- Progress depends on the student's own effort and cannot be guaranteed. The tutor is not a replacement for the child's school teacher. The tutor's role is to support, guide, and reinforce what has already been taught in class, to correct misunderstandings, and to provide strategies, techniques, and practice opportunities.

- The student is expected to engage with lessons, complete assigned work, practice independently, and communicate any difficulties. The effectiveness o tutoring relies on the student's effort and commitment. Where the student's results do not improve, the tutor will not be held liable, as performance depends on the students effort, study habits, and external factors beyond the tutor's control.

- The Parent/Guardian acknowledges and accepts that:

1. From time to time, a tutor-in-training may join lessons for observation and/or participation purposes.
2. Tutors-in-training may interact with students during lessons under the supervision of JSJ Tuition.
3. JSJ Tuition reserves the right to assign students to other tutors at its discretion. This includes the option to hand over students to another tutor (who works for JSJ Tuition) for individual lessons or ongoing tuition.
4. Communication regarding scheduling, lesson content, or administrative matters will take place only via email or Microsoft Teams chat. Parents/ Guardians/ Students may be in direct contact with tutors only through these platforms.
5. The Parent/Guardian agrees to these terms as a condition of continued enrolment.

- An annual enrollment fee of R150-00 is due upon submission of this form for enrolment of one subject and R200-00 for enrolment of two subjects, covering administration and assessments for the year.

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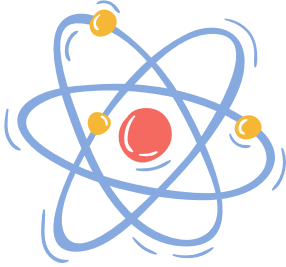

- Admission rights are reserved, and only EFT's and CASH are accepted, provided proof of payment is received before the first lesson and/ or before the 1st of the month. Other payment methods incur fees that result in a loss of income. If an alternative payment method is used and fees are charged, these fees will be added to the payer's next invoice.

- Fees are reviewed annually and are subject to increase in line with economic inflation and rising costs. Parent/ guardian's will be notified in writing of any fee adjustments before they take effect. Continued attendance of lessons after notification will constitute acceptance of the revised fees.

- The tutor may update these Terms and Conditions, and clients will be notified in writing. Continued lessons constitute acceptance.

- **Monthly installements for annual enrolment**: This option is ideal if your child will be attending lessons regularly without skipping. It provides the best value, as the cost per lesson is lower than the once-off option. If your child attends consistently, this plan is highly recommended and well worth it. Fees do not change if your child misses a lesson.

- **Once-Off (Per Lesson)**: This option allows you to pay per lesson instead of committing to a monthly fee. While it is more expensive per lesson, it offers flexibility for students who may miss lessons due to sports, family vacations, or extended absences. If you know your child will be absent frequently or for a longer period (e.g., a month-long holiday), this option would be the better choice. This option is subject to availability. Proof of payment is to be made prior to the lesson. 24 hours notice is required, in order to receive a refund, for a cancelled lesson. If you cancel within 24 hours of the lesson start time then no refund and no rescheduling will be permitted.

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