

APPLICATION FORM – Academic Year 2018/19

one per student



!!!! IMPORTANT !!!!

PLEASE READ THE FOLLOWING SCHOOL POLICY SECTION BEFORE AGREEING TO PURCHASE TUITION AND SIGNING THIS APPLICATION FORM.

POLICY STATEMENT:

1. **PAYMENT:** Tuition is sold on a yearly basis to secure wages for contract staff. No places will be offered until a R250 NON-REFUNDABLE deposit is made. The school will NOT accept payment by any other method than advance Bank Transfer/Debit Order, CASH IS NOT ACCEPTED. Students who withdraw are only re-imbursed with a doctor's note; otherwise credits are issued on a case by case assessment.

2. **ABSENCE:** The school is under no obligation to make up or reimburse lessons missed by the student. Lessons missed by a teacher will be either made up by the teacher in the event of a scheduled absence by prior arrangement, or a substitute will be provided without notice, in the event that teacher is taken ill or unexpectedly called away. If in the event a lesson is not made up before end of academic year, it will be credited toward the following term or reimbursed. Term 2 payments must not exclude lessons owed as this affects the teacher's wage. In the event lessons are cancelled due to adverse weather conditions, the tutors will make every effort to make up classes. However, the student must accept a 50 per cent payment of the total contract fee if cancellation is made.

3. **CHILD SAFETY:** Jama School of Art, Music & Drama will not take any responsibility for pupils until they have been handed over to the teacher in person at the commencement of each lesson (inside the school building). The children will be collected at the end of each lesson from the designated waiting area. Parents are asked to be punctual as this area is unsupervised.

PLEASE LODGE A R250 DEPOSIT TO OUR BANK ACCOUNT (details below).

**Deposits are non-refundable.
One year contract (12 Months)**

STUDENT NAME: _____ Male/Female _____

PARENT'S (FULL) NAME _____

ADDRESS: _____

EMAIL: _____

PHONE (home) _____ Work/
mob. _____

DATE OF BIRTH (If under 18) _____

Do you wish to be entered into the data base for mailings? Y / N

WHICH COURSE ARE YOU APPLYING FOR? _____

INDIVIDUAL: _____ 30 / 45 / 60 (circle one)

DO YOU WISH TO SIT EXAMINATIONS? Y / N

NOTES : _____

COMMENTS/SPECIAL REQUESTS: _____

OFFICE USE ONLY

DATE RECEIVED _____

TEACHER _____

DAY _____

TIME _____ MINS _____

FEE DUE R _____ S/O _____

FEE PAID R _____

DISCOUNT R _____

TERM _____ YEAR _____

THEORY Y / N R _____

PRE-
ENROLLED _____ FEE: _____

Facebook and Web page- do you consent to posts displaying your child? YES / NO (please circle one)

SIGNATURE - **I have read and agreed to the School's Terms of Service**

YES (please circle)

(Parent or Guardian) _____

DATE: _____

Please note that this is an application only - it does not guarantee a place.

PLEASE RETAIN THIS PAGE FOR YOUR RECORDS



Terms of Service – Protocol and Procedures.

There are some points about the school's operation all parents/students should be aware of when agreeing to study with us.

ENROLMENT:

Firstly, your **enrolment** is for 52 weeks, payable in either two (one per term) or nine instalments (debit Order only). Payments must be made by Bank Transfers/debit Order or direct lodgement by the client to our finance department.

Understandably some students must withdraw but fees paid are **not refundable** unless a teacher has failed to provide the lessons. In this case we either credit the account or issue a refund if a student is NOT returning.

Please read the top section of your application form before signing it.

We advise parents to give careful consideration to withdrawal after one term as it can represent a waste of time, energy and money for that period of time. The study of Art/dance/music is challenging and does not happen overnight (see COMMITMENT)

Regrettably the school cannot guarantee the same teacher and lesson time for your study every time, although we do our best to maintain continuity. This is because many teachers experience a change in their teaching or professional contracts making it difficult to keep everything static. Parents and students often require adjustments too.

Private Art/Dance/ Music/Academic Classes is available at an **additional charge**. Music theory/private classes will speed the rate of progress and represent excellent value for money. Please be sure to make use of these classes especially if you or your child is sitting exams or Junior or Leaving Cert Music.

Enrolment – Special offer

If you pay for the full year the Annual Registration fee 10% will be **waived!** The present offer of 5% reduced registration fee for all other family members' remains in place also. Pre-enrolment allows us all to plan in advance for the new school year. The earlier the school knows the numbers re-enrolling the earlier we can secure the services of our teachers and ensure continuity for the students.

Currently enrolled clients are given priority but even so it is pre-enrolment that will secure your place, **PROVIDED YOUR PREVIOUS TEACHER AND LESSON TIME ARE AVAILABLE!**

PROTOCOL:

The school's administrator works in the office from 9:00 – 5:30 each Monday to Thursday and Friday 9:00-2pm. If you cannot attend a class, please call or email our office info@jamaschoolofarts.co.za first and then call your teacher. Teachers mark attendance and if a child is absent without explanation for 2 consecutive weeks, the office will contact you to investigate.

Please be sure to read the top portion of your application form which must be re-submitted each year.

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COMMITMENT & TUITION:

The school takes your decision to enrol your child for Art/Drama/Dance/music/Academic education classes very seriously. With that decision we understand that you the parent/student undertake to work hard between lessons, to avail of theory classes and to prepare for the workshops and performances scheduled by the school for the benefit of its students.

Parents of young children (3 years – 7years) are expected to commit their time to oversee practice, to take part in some or all lessons with 50% charged (Booked only), and to liaise often with the teacher/Office about progress issues. They must commit to signing off on practice sheets within the School Journal.

As preparation for these concerts/Jama Awards Informal concert workshops may replace the last lessons before Christmas and summer breaks. Student awards are given out to a set of criteria which includes attendance, examinations, good practice & extra-curricular performance.

By signing the application form you agree to abide by the terms set out on this page and the application form.

Updated May 2018

Sign: (applicant/ Parent)

Date:

Next of kin

Name & Surname:

Relationship: -

Contact no:-

Email:-

Bank details

Direct lodgements can be made to:

Bank: **FNB**

Branch Code: 250655 A/C number: **6233 2890 286**

A/c name: **Jama School of Art, Dance & Music**

Please add your **SURNAME** as a reference

No Cash Acceptable at office. Payment can be made via Debit order Bank transfer