



Form AP

Student Registration Form – Full Time

Student Information				
First Name		Last Name		Contact Number
Date of Birth DD / MM / YYYY		Birth Certificate Number		Nationality
Gender <input type="checkbox"/> M <input type="checkbox"/> F	Religion	Blood Group (Leave blank if unknown): <input type="checkbox"/> A+ <input type="checkbox"/> A- <input type="checkbox"/> B+ <input type="checkbox"/> B- <input type="checkbox"/> O+ <input type="checkbox"/> O- <input type="checkbox"/> AB+ <input type="checkbox"/> AB-		
Plot number	Ward	City/ town	Previous School	

Father Information		
First Name	Last Name	Occupation
ID/Passport Number	Email address	Contact Number

Mother Information		
First Name	Last Name	Occupation
ID/Passport Number	Email address	Contact Number

Other Information	
How did you hear about us?	
<input type="checkbox"/> Sign Board	<input type="checkbox"/> Referral by friend <input type="checkbox"/> Facebook <input type="checkbox"/> Other (Please specify): _____

Subject Selection

PLEASE TICK TO INDICATE THE LEVEL	
<input type="checkbox"/> Lower Primary (Std 1-4)	Specify Grade: Std _____ Setswana*, English, Mathematics, Cultural Studies, Environmental Science, CAPA
<input type="checkbox"/> Upper Primary (Std 5-7)	Specify Grade: Std _____ Setswana*, English, Mathematics, Social Studies, Science, Agriculture, RME, Computer Awareness

Thank you for choosing Emerald Academy. Please read and understand the terms and conditions overleaf before signing.

Terms and Conditions

Lessons and Hours

Our operating hours are Mondays to Fridays 0730hrs to 1800hrs. The gates of the school open at 0700hrs. Students will be expected to be in school not later than 0720hrs.

Stationery

The Academy shall not provide any stationery except relevant revision materials, examination papers and teaching textbooks. Students won't be allowed to take textbooks home. Parents/guardians are encouraged to buy prescribed textbooks for the students. It is the responsibility of the guardian to buy exercise books, pens, pencils and all necessities for the student.

Absenteeism

The Academy has a clock book, where each student registers their names and time spent. When the student is absent, the Academy **may** notify the parent/guardian by text or call. But it's the parent/guardian's responsibility to make sure the student attends the scheduled classes. The academy will **not** take responsibility of the student's absenteeism. In the event that the student cannot come to the academy for any reason, the guardian **must** notify the academy.

Fees and Payments

Registration fee is P250. The purpose of this fee is to arrange for the stationery and printing the assessment. School fees are **prepaid**. Thus you pay before the student begins lessons. Payments for the next month are due **on or before the 1st** of every month for students on contract. An additional fee of 3% shall be added for late payment. Fees are not refundable if the student or guardian is responsible for the student's failure to attend classes.

If a student misses classes because of lack of payment, the school is **not** responsible for the lessons missed.

Vandalism of property

In case of vandalism of any equipment or property of Emerald Academy, the guardian shall be called to the centre and take **full** responsibility. Every guardian is encouraged to encourage their child behave well.

Cancellation Policy

A notice to withdraw must be given at least 30 days before, or there will be a penalty of up to 50% of the monthly fees. This allows us the necessary time to fill your spot and determine staffing requirements. Please also note the registration fee is **non-refundable**.

Signature

By signing below, I hereby certify that I have read, understood and agree with the above terms and conditions.

Full Names:	Signed (Parent/Guardian):	Date: DD / MM / YYYY
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FOR OFFICIAL USE ONLY

Received by:	Signature:	Date: DD / MM / YYYY
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Term fees:	Monthly fees:	ID Number:
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