# **EMERALD ACADEMY**

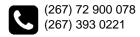
Inspiring Greatness

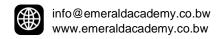


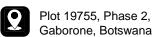
# **Form B**Student Registration Form – Part Time

Student Information					
First Name	Surname		Nationality		
Plot number/ Ward	City/town/village	Gender  Male  Female	Date of Birth		
Contact Number (if applicable)	Grade (Form/Standard)	School			
Please tick (Cambridge)		Please tick (Botswana)			
Lower Upper Primary	IGCSE (Lower) IGCSE (Upper		JC BGCSE		
Parent/Guardian Info	rmation				
Full Names			Cell Number		
Relationship to Student E	Email address	WhatsApp Number (Group)			
Occupation F	Physical Address		WhatsApp No. 2 (Group)		
Emergency Contact					
Another Parent/Guardian		Relationship to Student	Contact		
Other Information					
How did you hear about us? Sign Board Referra	al by friend Facebo	ook Other (Please spe	cify):		
Subject Selection					
PLEASE TICK TO INDICATE	THE NUMBER OF SUBJ	ECTS			
One (1) subject		Five (5) subjects			
Two (2) subjects		Six (6) subjects			
Three (3) subjects		Seven (7) subjects			
Four (4) subjects		All subjects			
Subjects:					
Contract: 3 months 6 months 1 year other:					

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. Sessions depend on the number of subjects. Each session is between 1 hour 30 minutes and 2 hours.

Subjects	1	2	3	4 or more
Sessions per week	2	3	4	5

#### **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. 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 **P200**. 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 or any factor that is not the academy's responsibility.

### 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.

Signature					
By signing below, I hereby certify that I have read, understood and agree with the above terms and conditions.					
Signed (Parent/Guardian/Student):		Date:			
		DD/MM/YYYY			
FOR OFFICIAL USE ONLY					
Received by:	Signature:	Date:			
		DD/MM/YYYY			
Monthly fees:	Payable on	Extracurricular fees			
	of every month				

