

2022 APPLICATION FORM

LG HOMEWORK CENTRE (PTY) LTD

(hereinafter also referred to as “the school”)

TRADING AS

LITTLE GENIUS EDU-CARE

This application for admission will only be processed if ALL fields are completed legibly, are signed by ALL relevant parties and ALL necessary supporting documents are attached.

PERSONAL DETAILS

1.

CHILD

1.1

CHILD'S DETAILS

1.1.1

Surname							
Full names as on birth certificate							
Name known by							
Date of Birth	(YYYY/MM/DD)						
Age (as at the date of application)			Gender	MALE	<input checked="" type="checkbox"/>	FEMALE	<input checked="" type="checkbox"/>
Home Language							
Number of children in the family			Position in family				
Nationality							
Residence	PARENT(S)	<input checked="" type="checkbox"/>	GUARDIAN(S)	<input checked="" type="checkbox"/>	OTHER	<input checked="" type="checkbox"/>	
Parents Marital Status	MARRIED	<input checked="" type="checkbox"/>	DIVORCED	<input checked="" type="checkbox"/>	FATHER DECEASED	<input checked="" type="checkbox"/>	
	SINGLE	<input checked="" type="checkbox"/>	SEPARATED	<input checked="" type="checkbox"/>	MOTHER DECEASED	<input checked="" type="checkbox"/>	

PARENT(S)/GUARDIAN(S)

1.2

PARENT/GUARDIAN 01 PERSONAL DETAILS

1.2.1

Surname											Title	
Full Names												
ID Number												
Relationship to child	Father	<input checked="" type="checkbox"/>	Mother	<input checked="" type="checkbox"/>	Guardian	<input checked="" type="checkbox"/>						
	Grandfather	<input checked="" type="checkbox"/>	Grandmother	<input checked="" type="checkbox"/>	Sibling	<input checked="" type="checkbox"/>						

	Other (please specify)		✓
Home Address			
Postal Address			
Occupation		Employer	
Cell Number		Work Number	
E-mail Address			

PARENT/GUARDIAN 02 PERSONAL DETAILS

1.2.2

Surname											Title	
Full Names												
ID Number												
Relationship to child	Father	✓	Mother	✓	Guardian	✓						
	Grandfather	✓	Grandmother	✓	Sibling	✓						
	Other (please specify)						✓					
Home Address												
Postal Address												
Occupation						Employer						
Cell Number						Work Number						
E-mail Address												

RESIDENCE

1.2.3

Child living with	BOTH PARENT(S)	✓	FATHER	✓	MOTHER	✓
	GUARDIAN(S)	✓	GRANDPARENT(S)	✓	SIBLING(S)	✓
	PRIVATE	✓	OTHER (please specify)			✓
Home Address						

	(If different to parent/guardian 01 or 02)

EMERGENCY CONTACT DETAILS
(IF PARENT(S)/GUARDIAN(S) ARE NOT AVAILABLE)

1.2.4

Person 01				(Full name and surname)
Contact Number		Relationship to child		

Person 02				(Full name and surname)
Contact Number		Relationship to child		

CHILD'S EDUCATIONAL DETAILS (IF APPLICABLE)

1.2.5

School Name (Current)			
School Telephone Number			
The last grade passed		Year	
Grade(s) repeated		Year(s)	
Academic achievements			
Other achievements			

CHILD'S MEDICAL DETAILS

1.2.6

Family GP Name			
Family GP Contact Number			
Medical Aid Name			
Medical Aid Number			
Main Member Name			
Main Member ID Number			
Allergies			
Problems with milestone development			
Special Medical Needs			
Other Medical Conditions			

Disabilities (please specify)								
Child's blood type	O+	✓	O-	✓	A+	✓	A-	✓
	AB+	✓	B+	✓	B-	✓	Unknown	✓

**CONSENT TO ACT IN STEAD OF PARENT/GUARDIAN
IN A MEDICAL EMERGENCY**

1.2.7

In a critical medical situation, please bear in mind that there may not be time to refer to the child's records. We, therefore, reserve the right to utilise the quickest medical service available.

If the child sustains an injury while in the care of ourselves, LG Homework Centre (Pty) Ltd, I/we hereby appoint the person charged with the care of the child at that time to consent in my/our place and stead to any surgical or medical procedures and/or the administering of anesthesia and to incur the necessary medical costs involved on my/our behalf.

I/we hereby guarantee that I/we have the necessary authority to consent to such action myself/ourselves.

I/we undertake to pay any of the above costs and fees on request and undertake to hold harmless and to reimburse the institution, LG Homework Centre (Pty) Ltd, its owners, executives, teachers, employees, agents, or representatives for any of these expenses.

I, _____ parent / legal guardian of _____

hereby agree that a medical practitioner may provide emergency treatment if required.

Signature
(Parent/Guardian)

Date

INDEMNITY AND WAIVER

2.1

LG Homework Centre (Pty) Ltd undertakes to implement reasonable and generally acceptable measures with regards to the safety and well-being of all children, educators, and visitors.

Due to the nature of the matter, LG Homework Centre (Pty) Ltd and its directors do not accept any responsibility for accidents that may take place in the class or on the school premises.

Each parent is therefore requested to complete this form as proof that you accept the position of the School as set out above as well as the risks involved therewith.

I, _____, being the parent / legal guardian of _____ (child) who is enrolled as such and accepted by the

School, subject to the terms set out herein, acknowledge that I/we have no claim of whatsoever nature, resulting from any possible cause, against LG Homework Centre (Pty) Ltd, its owners, executives, teachers, employees, agents, or representatives in the event of injury or death of the above child or for the loss or damage of any of his/her property or any losses or damages in general, however, they may occur, that I, a parent / legal guardian of the above child, may suffer as a result of any occurrence whereby the child may be involved, and hereby indemnify LG Homework Centre (Pty) Ltd, its owners, executives, teachers, employees, agents or representatives against any such claim.

Indemnity in respect of the above includes claims for pain and suffering, loss of future earning capacity, and any other liability that may result from injury to the person of the child or the loss of property of the child while he/she is on the premises of the school, while he/she is participating in any school activity or while he/she is being conveyed from or to the aforementioned institution, excluding damages caused by gross negligence or willful misconduct.

In particular, I authorise that the aforesaid child may be involved in all excursions undertaken by his / her group or class during school days as part of his / her learning experience and, where applicable, I agree that he/she may utilise the transport arranged by the school for such excursions.

I also indemnify LG Homework Centre (Pty) Ltd, its owners, executives, teachers, employees, agents, or representatives for any damages or losses that I, as parent / legal guardian of the above child, may suffer under such circumstances and voluntarily accept the risks associated therewith, except if such loss or damage arises as a consequence of the gross negligence or wilful misconduct of LG Homework Centre (Pty) Ltd, its owners, executives, teachers, employees, agents or representatives.

In the event of the aforesaid child making use of transport services rendered by the school, I acknowledge that neither the School nor LG Homework Centre (Pty) Ltd, its owners, executives, teachers, employees, agents, or representatives accept any responsibility, therefore. LG Homework Centre (Pty) Ltd, its owners, executives, teachers, employees, agents, or representatives have, however, ensured that all safety regulations are met and that the driver is sober and experienced with a proven and unblemished record.

Signed at _____ on this _____ day of _____ 20_____.

Signature
(Parent/Guardian)

Date

Signature
(Witness 02)

Signature
(Witness 02)

DECLARATION BY PARENT(S)/GUARDIAN(S)

2.2

We, the undersigned, hereby certify that the information given by us in this Application for Admission is complete and accurate. We also agree to the conditions as set out herein. We have read the Indemnity and Waiver clauses and will accept an offer of placement for our child at the school per the terms and conditions as set out therein.

Signature
(Parent/Guardian 01)

Date

Signature
(Parent/Guardian 02)

Date

DETAILS OF ACCOUNT HOLDER

3.1

Surname											Title	
Full Names												
ID Number												
Relationship to child	Father	<input checked="" type="checkbox"/>	Mother	<input checked="" type="checkbox"/>	Guardian	<input checked="" type="checkbox"/>						
	Grandfather	<input checked="" type="checkbox"/>	Grandmother	<input checked="" type="checkbox"/>	Sibling	<input checked="" type="checkbox"/>						
	Other (please specify)						<input checked="" type="checkbox"/>					
Home Address												
Postal Address												
Occupation						Employer						
Cell Number						Work Number						
E-mail Address												

TERMS AND CONDITIONS

3.2

3.2.1 ACCEPTANCE OF LIABILITY

The person responsible for the Account (hereafter the Account Holder) as set out above herewith assumes liability for the Account, alternatively binds him-/herself as debtor and surety for payment of all fees to the School.

3.2.2 TERMS OF PAYMENT

It is recorded that the fees are determined at the end of the year preceding the academic year for which admission is sought.

The Account Holder shall immediately inform the School if he/she has not received a statement. Fees for 11 (eleven) months are payable every month in advance on or before the 1st (first) day of each calendar month (January – November).

Payment of school fees is not subject to the presentation of a statement. Payments are made per the applicable fee structure of the School.

In the event where an existing account is/has not been managed properly, no further applications will be considered.

3.2.3 BREACH OF CONTRACT

In the event where the Account Holder commits a breach of contract of any of the terms of this Agreement, the School may at its sole discretion:

- Refuse the child entry to the School's premises until the breach has been remedied; or
- Claim damages from the Account Holder;
- Cancel the agreement and claim damages from the Account Holder; or
- Take whatever necessary legal steps.

3.2.4 GENERAL

The Agreement constitutes the whole Agreement between parties relating to the subject matter thereof. No amendment or consensual cancellation of this Agreement or any provision or term thereof or any Agreement, bill of exchange or other document issued or executed under or in terms of the Agreement and no settlement of any disputes arising under this Agreement and no extension of time, waiver or relaxation or suspension of any of the provisions or terms of this Agreement, bill or exchange or other document issues under or in terms of this Agreement shall be binding unless recorded in a written document signed by the parties. Any such extension, waiver or relaxation or suspension which is so given or made shall be strictly to the matter in respect whereof it was made or given.

3.2.5 JURISDICTION

This agreement is subject to South African law.

The parties hereto consent to the jurisdiction of the Magistrates' Court Bloemfontein. Neither party shall however be precluded from approaching the High Court for relief.

3.2.6 CREDIT INFORMATION

The Account Holder hereby consents to the disclosure and exchange of personal financial information to a credit bureau or financial institution per the National Credit Act.

3.2.7 DOMICILIUM

The parties choose as their *domicilia citandi et executandi* the addresses set out in the Application and consents thereto that they will accept service of legal documents and/or pleadings at their respective e-mail addresses as set out in the Application.

3.2.8 LEGAL FEES

In the event where the School takes legal action against the Account Holder, he/she will be liable for all legal fees on an attorney client scale, collection costs and commission, interest and tracing fees.

3.2.9 DURATION

This is a fixed term contract which terminates at the expiration of the specific school year applied for. The agreement between the parties will not automatically renew. The parties acknowledge that no right of renewal exists based on previous admission to the school and no expectation of renewal is created by anything contained in this agreement. It is incumbent on the parent/legal guardian to submit a duly completed re-registration form for each consecutive year that the child intends to attend the school, which submission will be considered as a new and independent application.

3.2.10 CANCELLATION

The Account Holder undertakes to give **20 (twenty)** business days written notice of termination of the enrolment of a child, failing which.

Cancellation should be in writing.

The School shall be entitled to terminate the enrolment of any child under the following circumstances:

- **Breach of contract**

The School shall be entitled to cancel the agreement if the parent/s are in breach of the agreement with the School and have failed to remedy the breach within 7 (seven) days after issue of a demand calling upon the parent/s to do so.

- **Failing to adhere to the House Rules**

DECLARATION BY ACCOUNT HOLDER

3.3

We, the undersigned, hereby certify that the information given by us in this Application for Admission is complete and accurate. We accept liability to LG Homework Centre (Pty) Ltd for the due and punctual payment of the registration fee, the school fees, and any other amounts which may become due and payable to the school or in respect of participation in or attendance of any extracurricular activity.

We accept the Financial Terms and Conditions.

Signature
(Account Holder)

Date

FEES STRUCTURE

3.4

REGISTRATION FEE(S)

(A non-refundable registration fee of R500-00 is payable upon submission of this application).

2022: (PLEASE TICK ELECTED OPTION)

	PER ANNUM		PER TERM		PER MONTH	
HALF DAY	R19 910-00		R4 980-00		R1 810-00	
FULL DAY	R30 820-00		R7 705-00		R2 805-00	

Because of our commitment to limit the number of children per class, the school works on a **first come first serve basis**. This means that children who pay the registration fee first will be added to the class list first.

Notwithstanding the above, please also take into consideration:

- Where applicable, the amounts above are inclusive of one daily pick-up. Should you require the school to take the child to extracurricular events the school will record the distance traveled and charge a fee of R4-50 per kilometer and which will be added to your account at the end of every month.

- Where applicable, should you elect not to have the child picked up from the school they attend during the morning, please ensure that the school is notified at least an hour in advance.
- Kindly adhere to the school's pick-up and drop-off times. A grace period of ten minutes will be granted, whereafter an R150,00 fine will be levied and added to your account at the end of the month.

**CONSENT FORM IN TERMS OF THE PROTECTION OF PERSONAL INFORMATION
ACT 4 OF 2013 (POPI)**

4.1

By agreeing to the terms of this information form,

I, _____
(name and surname of parent/guardian)

hereby voluntarily authorise LG Homework Centre (Pty) Ltd to process my personal information as well as that of the child,

(name and surname of the child)

including the names, physical address, telephone numbers, and any other information I have provided to the school.

Processing shall include the receipt, recording, organising, collation, storage, updating or modification, retrieval, alteration, consultation, and use; the dissemination through transmission, distribution or making available in any other form, or the merging, linking as well as blocking, degradation, erasure or destruction of information.

The personal information may only be processed if it is adequate, relevant, and not excessive, given the purpose for which it is processed, and if processing occurs per the relevant provisions of POPI. The purpose of the processing of information must relate to a function or an activity of the school.

In addition, you hereby take note that LG Homework Centre (Pty) Ltd collects and processes personal information pertaining to the proper functioning, management, and governance of the school.

The type of information will depend on the purpose for which it is collected, and will be processed for that purpose only.

In terms of section 11 of POPI, personal information may only be processed in the following circumstances:

- If the data subject, or a competent person where the data subject is a child, consents to the processing.
- If processing is necessary to carry out actions for the conclusion or performance of a contract to which the data subject is a party.
- If processing complies with an obligation imposed by law on the school.
- If processing protects a legitimate interest of the data subject.
- If processing is necessary for the performance of a public law duty.
- If processing is necessary for pursuing the legitimate interests of the school.

Your rights in terms of this consent

You have the following rights:

- *The right to know what information is being kept, how it is being used, and when the school will disclose it.* All of the aforesaid information is contained in our Policy on the Protection of Personal Information and our Privacy Policy, which are available and may be obtained from our offices or our website.
- *The right to correct your details.* The school will try to keep your information up to date. However, should any of your details change, please notify us to ensure that our records are as accurate as possible.

The right to revoke consent. You may revoke the consent you have given us in terms of this form at any time. Your revocation should be in writing and addressed to the information officer of the school. Revoked consent is not retroactive and will not affect any past or existing use of your information.

Signature
(Parent/Guardian)

Date

RELEASE FORM IN RESPECT OF CHILD'S PHOTOS / IMAGES / VIDEOS

4.2

Hereby, I,

(name and surname of parent/guardian)

grant permission to LG Homework Centre (Pty) Ltd to display photos/images/videos of

(name and surname of the child).

indicated below as part of:

- a demonstration/project/activity in the course of classroom teaching;
- a sample project/activity on CD created by the school for use in educational workshops, classrooms, advertisements, etc.;
- the school's webpages and social media platforms (including Facebook and Instagram);
- samples given to programme publishers, or contest entries submitted to sponsors;
- video recordings to appear in a school-related programme broadcast on a television station; and/or
- any printed publication, including, though not limited to, newspapers, magazines, yearbooks, etc.

In granting this permission, I understand that the school may use photos/images/videos of the child for purposes such as celebrating achievements and publicising educational events, as deemed appropriate by the school, and that such use may include a display in the school photo gallery.

I further understand that although the child associated with the photos/images/videos will be identified, and adults appearing in photos/images/videos may be named, the personally identifiable information of the child, except for the name of the child, will not be used with any photo/image/video.

I am signing this release form in the knowledge that any photos/images/videos posted on the school's website / social media page / WhatsApp group(s), can be downloaded and reproduced by various organisations, including print, electronic, and broadcast media, and I, therefore, release the school from any liability arising from the use of photos/images/videos of the child in school postings.

Additionally, I understand that there are potential dangers associated with the posting of photos/images and videos on a website / social media page / WhatsApp group(s) since global access to the internet does not allow for control over who accesses information.

I further understand that if I wish to rescind this agreement, I may do so at any time by sending a letter to the school.

Signature
(Parent/Guardian)

Date

As part of the admission process, the school is required to obtain credit reports or other related information on the account holder, as may be deemed necessary.

The purpose of the credit report is to assess the account holder's financial means and ability to satisfy the financial obligations towards the school.

You are required to complete the section below and return to the school with your completed application form.

I / We the undersigned, hereby authorise LG Homework Centre (Pty) Ltd/or any of its associates to conduct credit inquiries and/or obtain credit reports in respect of my/our credit profile, as may be necessary, with the credit bureau of its choice.

PARENT/GUARDIAN 01**PARENT/GUARDIAN 02**_____
Full name and Surname_____
Full name and Surname_____
ID Number_____
ID Number_____
Place_____
Place_____
Date_____
Date**Signature**
(Parent/Guardian 01)**Signature**
(Parent/Guardian 02)

CHECKLIST**5.**

The attached documents must be certified copies of originals. No consideration can be done until the checklist below is complete. If the form has not been signed, it will not be processed. Please tick (✓) below.

Have both parents/guardians signed the form?	
Have certified copies of parents' / guardians' ID documents been included?	
If the applicant is a SA citizen, has a certified copy of the birth certificate been included?	
If the applicant is not a SA citizen, has a copy of the passport been included?	
Are the details of the person responsible for school fees entered?	
Have you read and understood section 4?	
Has proof of residence been included?	
Proof of payment for the application fee is attached?	
Consent for credit check has been signed?	

