



Form B

Student Registration Form – Part Time

Student Information			
First Name		Surname	Nationality
Plot number/ Ward	City/town/village	Gender	Date of Birth YYYY/MM/DD
Contact Number (if applicable)	Grade (Form/Standard)	Previous School	
Please tick (Cambridge)		Please tick (Botswana)	
<input type="checkbox"/> Lower Primary	<input type="checkbox"/> Upper Primary	<input type="checkbox"/> IGCSE (Lower)	<input type="checkbox"/> IGCSE (Upper)
<input type="checkbox"/> Lower Primary	<input type="checkbox"/> Upper Primary	<input type="checkbox"/> JC	<input type="checkbox"/> BGCSE
Parent/Guardian Information			
Full Names			Cell Number
Relationship to Student	Email address		WhatsApp Number (Group)
Occupation	Physical Address		WhatsApp No. 2 (Group)
Emergency Contact			
Another Parent/Guardian		Relationship to Student	Contact
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 NUMBER OF SUBJECTS			
<input type="checkbox"/> One (1) subject	<input type="checkbox"/> Two (2) subjects	<input type="checkbox"/> Three (3) subjects	<input type="checkbox"/> Four (4) subjects
<input type="checkbox"/> Five (5) subjects	<input type="checkbox"/> Six (6) subjects	<input type="checkbox"/> Seven (7) subjects	<input type="checkbox"/> All subjects
Subjects:	<input type="text"/>		
Contract:	<input type="checkbox"/> 3 months	<input type="checkbox"/> 6 months	<input type="checkbox"/> 1 year
	<input type="checkbox"/> 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 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 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:

Y Y Y / M M / D D

FOR OFFICIAL USE ONLY

Received by:

Signature:

Date:

Y Y Y / M M / D D

Monthly fees:

Payable on

Extracurricular fees

_____ of every month



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