## **EMERALD ACADEMY**

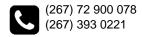
Inspiring Greatness

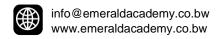


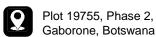
# Form B Student Registration Form – Part Time

Student Information						
First Name	Surname		Nationality			
Distance in a state of the second	Oit the same hills are	O. v. d. v.	Data of Disth			
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)				
Lower Upper Primary	IGCSE (Lower) IGCSE (Upper)	Lower Upper Primary	JC BGCSE			
Parent/Guardian Info	rmation					
Full Names			Cell Number			
Relationship to Student E	mail address		WhatsApp Number (Group)			
Occupation F	hysical Address		WhatsApp No. 2 (Group)			
Emergency Contact						
Another Parent/Guardian		Relationship to Student	Contact			
Other Information						
How did you hear about us?						
Sign Board Referral by friend Facebook Other (Please specify):						
Subject Selection						
PLEASE TICK TO INDICATE THE NUMBER OF SUBJECTS						
One (1) subject Five (5) subjects						
Two (2) subjects Six (6) subjects						
Three (3) subjects Seven (7) subje						
Four (4) subjects All subjects						
Subjects:						
Contract: 3 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 **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	d, understood and agree with the a	bove terms and conditions.			
Signed (Parent/Guardian/Student):		Date: YYYY/MM/DD			
FOR OFFICIAL USE ONLY					
Received by:	Signature:	Date: YYYY/MM/DD			
Monthly fees:	Payable on	Extracurricular fees			
	of every month				

