

## PARENT/GUARDIAN DETAILS - one per family per academic year

### GUARDIAN #1 CONTACT DETAILS

\*\*\*Mandatory information of the same individual signing the Standard Agreement & responsible for the account

Relationship to Learner:  E.g. Mother/Father/Grandmother/Sponsor

Title

(Dr, Prof, Mr, Mrs, Ms, Miss)

Surname of Parent #1 \*\*\*

(as per Identity Document)

Full Names of Parent #1 \*\*\*

(as per Identity Document)

ID Number of Parent #1 \*\*\*

(as per Identity Document)

Mobile 1: \*\*\*

Mobile 2:

E-Mail: \*\*\*

(Application will not be accepted without an email address)



### CITIZENSHIP

Are you a South African Citizen?

Yes

No

Certified copy of ID attached: \*\*\*

If no, do you have the following VISA?

Residential

Study

Certified copy of VISA attached: \*\*\*

RESIDENTIAL ADDRESS \*\*\* (Where Learner is residing)

Suburb

City

Province

Code

### GUARDIAN #2 CONTACT DETAILS

Title:

(Dr, Prof, Mr, Mrs, Ms, Miss)

Relationship to Learner:

E.g. Mother/Father/Grandmother/Sponsor

Surname

(as per Identity Document)

Full Names

(as per Identity Document)

ID Number

(as per Identity Document)

Mobile 1:

Mobile 2:

E-Mail:

(Application will not be accepted without an email address)

### PREFERRED CONTACT PERSON

Academic Queries

GUARDIAN #1: GUARDIAN#2

Financial Queries

GUARDIAN #1: GUARDIAN#2

Please indicate ✓

Please indicate ✓

### BANKING DETAILS:

Please refer to Learner Application form

I understand the contents of this page. The information given is true and correct. I accept ALL the terms & conditions of this application.

Signature of Account Holder

Signature of Guardian

Signature of Alpha Representative



## Standard Agreement between

TriDel Curriculum Provider (Pty) Ltd t/a

**ALPHA EDUCATION SA**

And

\_\_\_\_\_  
**Full Name of Parent/Guardian**

(No 3<sup>rd</sup> party may sign on behalf of the parent/guardian)

**For the Academic Year** \_\_\_\_\_

**Full Name of Learner:** \_\_\_\_\_

**Grade of Learner:** \_\_\_\_\_

**Current residential address:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**Contact Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

## STANDARD AGREEMENT – Please read carefully, initial each page & sign

Alpha is hereafter referred to as “Alpha”. The parent/guardian referred to in the attached Parent/Guardian details, hereby acknowledge the terms and conditions and understand that they are referred to in this agreement as “I/we, my/our, me/us.

### DEFINITIONS:

- SACAI – South African Comprehensive Assessment Institute (Assessment Body & External Moderators)
- SBA – Site Based Assessments (minimum required formal assessments for the Grade consisting of Tasks, Test, Examinations, Orals and Practicals)
- EFT – Electronic Funds Transfer
- CAPS – National Curriculum and Assessment Policy Statement

### ITEM 1: GENERAL

- 1.1. This agreement is applicable to the complete application and becomes a binding contract with the remainder of this application after the signing by the Account Holder (if different to the Guardian), the Legal Guardian and Alpha’s representative. All terms & conditions in the accompanying application form and the application for monthly instalment plan will be binding after the signing of the contract by all relevant parties.
- 1.2. I/We acknowledge and agree that the final responsibility for the education and training of my/our child(ren) remains with myself/us as parent(s) and that Alpha is merely a provider of products & services as an aid to support myself/us in my/our education and training responsibilities, and that this is not an enrolment at the Department of Education.
- 1.3. I/We understand and agree that this contract must be accompanied with a certified copy of the Account Holder’s identity document before any product and/or services will be delivered or rendered.
- 1.4. Furthermore I/We agree to thoroughly check and verify the ELECTRONIC package received by Alpha immediately on receipt and notify Alpha within (5) five working days of any errors, the contents and the course material ordered. All corrections that are reported after the five (5) working day period will be at my/our expense, this includes postage, packaging and production costs.
- 1.5. I/We confirm hereby that I/we take full responsibility for the grade choice, subject choices and subject combination choices as stated in the Learner’s/ Candidates Information Section(s).
- 1.6. I/We acknowledge and agree that Alpha products & services will remain the property of Alpha as long as payments are due, and balances are owing to Alpha.
- 1.7. Any changes of the curriculum in the 2<sup>nd</sup> (second) year of any Grade will require a new enrolment and fee for the new academic year. I/We agree that the purchase of these new books will be at my/our expense being the Guardian/Account Holder’s liability.
- 1.8. I/We undertake to update Alpha in writing of any change in my/our contact details, postal and/or residential address and employment status within (30) thirty days of such occurrence. Should I/we not inform Alpha of these changes we will not hold Alpha responsible of any form of communication and/or correspondence not received and accept the consequences of the breakdown of communication.
- 1.9. I/We agree to read all correspondence received from Alpha thoroughly and take note of any changes of important dates or instructions that may appear in this correspondence from time to time.
- 1.10. I/We understand that submissions of all applications should be via email.
- 1.11. I/We hereby acknowledge and accept that should I/we request printed documents; Alpha has a 15 (fifteen) working day window period to prepare the printed products from the date **of receipt and acceptance** of the required documents, correctly completed application form and proof of payment of either the full amount or the minimum entry fee. Failure to supply any of the above, and if the documents are not completed or signed correctly, will result in a delay in despatch. Alpha will not be held responsible for the delay in the learner’s/candidate’s study program because of the incomplete submission.
- 1.12. I/We understand that there may be delivery delays due to the supply and demand of the publishers should I/we choose the full printed package option, and I/we will not withhold our monthly payments or demand any discounts/refunds should this be the reason for the delay.

### ITEM 2: FINANCIAL

- 2.1. I/We understand that a re-enrolment for a new grade and/or a new student enrolment from the same family will not be considered by Alpha unless the previous year’s account has been settled in full.
- 2.2. I/We understand that approval of our application is subject to:
  - a. **Academic Approval:** by providing proof that our child(ren) has/have completed the previous grade successfully and I/we have submitted a legitimate report to verify the completed grade.
  - b. **Financial Approval:** In the case of instalment applications as per the Terms and Conditions of our Instalment application requirements and subject to settlement of the previous year/s accounts and SACAI fees (if applicable).
- 2.3. I/We understand and agree that this contract must be accompanied with proof of payment of either the full amount, or the deposit, with a signed debit order instruction before any product or service will be delivered or rendered.

I/we hereby declare that we have read thoroughly, understand and accept the contents of this page as legal and binding.

\_\_\_\_\_  
Signature of Account Holder

\_\_\_\_\_  
Signature of Guardian

\_\_\_\_\_  
Date

- 2.4. I/We agree that the prescribed fees that are compulsory and payable to SACAI (South African Comprehensive Assessment Institute) will be settled by no later than the due date as specified in the Additional costs letter, and this pertains to the current academic year of writing the Final examination. These fees are not transferrable to a new academic year or to any other third party.
- 2.5. I/We agree that if the account owing to Alpha and/or SACAI is in arrears Alpha collections department may:
  - a. suspend access to the online portal
  - b. withhold the provision of SBA question papers & instructions, tests, examinations, reports, statements of results and certificates.
  - c. de-register my child from Alpha and/or SACAI.
- 2.6. I/We agree that the printing of all documentation and/or course material will be at an additional fee of R500-00 and the collection of the hardcopy either by me or by courier will be at my expense and I/we will take into consideration the required timeframe of transportation to ensure that all documentation is collected within 5 working days of notification received. I/We accept that failure to collect the documentation may result in the destroying /re-cycling of the stationery.
- 2.7. I/We understand that the **payment of Alpha course material, Alpha deposits, interest and any additional Alpha costs must be paid directly to Alpha and not to a third party**, for example, a study/support centre/Facilitator.
- 2.8. I/We understand that Alpha will accept payment for and on behalf of SACAI as requested by SACAI. Payment errors for SACAI paid into incorrect accounts will not be transferred or refunded. The account will have to be paid again to the correct account. Overpayments will not be refunded.
- 2.9. I/we accept that all national and/or international delivery costs, for whatever reason, including shipping, courier, postage, packaging, handling and product cost will be for my/our account.
- 2.10. I/We hereby declare that we are aware that certain subjects have additional expenses and products required that are not supplied by Alpha such as computer software, drafting sets, equipment for experiments/tests that have to be performed for the practical components of certain subjects etc. and that I/we will endeavour to provide these items at my/our expense. I/we are aware that the practical examination requirements have additional charges and that I/we are liable for these additional expenses. I/We will make payment for these additional expenses by the due date as specified by Alpha from time to time.
- 2.11. I/We hereby certify that I/we are aware of an additional fee plus postage for any change of a subject after the 5 (five) working day return period of products received.
- 2.12. I/We understand that all prices quoted are including VAT.

### ITEM 3: FINANCIAL GRADE RR – GRADE 11: – Payment Plans

- 3.1. With the signing of this contract, I/we undertake to pay Alpha according to the agreed contracted amount according to the settlement information as stated above and in accordance with the terms and conditions included in the application for monthly instalment plan document that I/we have read, understand and signed.
- 3.2. I/We accept and understand that for a payment plan to be accepted, the full FICA requirements will be met and the following documentation for affordability and approval will be submitted to Alpha to make an informative decision to accept the payment plan.
  - a. Certified copy of the Account Holder's Identity Document
  - b. A completed Instalment Application
  - c. A completed Debit Order Mandate
  - d. 3 month's bank statements or 6 month's business bank statement in the case of being self-employed.
  - e. 3 month's payslips
  - f. Proof of Residence
  - g. Completed Acknowledgement of Debt Mandate
- 3.3. I/We realise and undertake to settle our outstanding balance by the 1<sup>st</sup> December, or sooner, of the academic year purchased with **consecutive monthly instalments** by means of a **monthly debit order** on my valid banking account.
- 3.4. I/We understand that **no EFT monthly payment plan is accepted unless by written, prior permission, from the Chef Executive Officer of Alpha.**
- 3.5. I/We hereby guarantee that I/we will honour whatever payment plan is approved.
- 3.6. I/We understand and accept without prejudice that should my debit order be dishonoured for 2 (two) consecutive months, the full balance on my account will be due and no negotiations will be entered into with Alpha> Due to this I/we accept that we will be obligated to take out a bank loan to settle the Alpha fees immediately.
- 3.7. I/We agree that Alpha or its nominated representatives have access to my/our personal property, computers and storage space for the purpose of protecting Alpha's rights to settlement of my/our account, without prior notification.

### ITEM 4: FINANCIAL - GRADE 12

- 4.1. **I/We understand that NO payment plans are available for Grade 12. Full payment of Alpha & SACAI Fees are due on application.**
- 4.2. **I/We understand that applications for Grade 12 close on the 28<sup>th</sup> February annually.**
- 4.3. I/we acknowledge that **no subject changes** are allowed in Grade 12.

I/we hereby declare that we have read thoroughly, understand and accept the contents of this page as legal and binding.

\_\_\_\_\_  
Signature of Account Holder

\_\_\_\_\_  
Signature of Guardian

\_\_\_\_\_  
Date

- 4.4. I/We acknowledge that should we require concession fees, there will be an additional application fee and if a separate venue, scribe, reader and or but not limited to these services there may be an additional fee. I accept full liability for any additional fees as specified by SACAI or Alpha Education SA and /or the examination venue.

## ITEM 5: ACADEMICS

- 5.1. I/We understand and accept that my/our child in Grade 10, Grade 11 and/or Grade 12 must be registered with SACAI
- 5.2. I/We understand that Grade 12 SACAI Final examinations must be written at a SACAI designated examination venue and that the address of such venue will only be communicated to me in May/June/July of my child's Grade 12 academic year.
- 5.3. I/We accept that all communication to SACAI must be through the designated channel of Alpha.
- 5.4. I/We understand that Grade 12 Candidates must write Final Examinations on at least 4 (four) subjects in the 1st (First) year of enrolment and the balance and any repeated subjects in the 2<sup>nd</sup> (second) year.
- 5.5. I/We undertake to adhere to all the relevant submission deadlines, portfolio requirements, year programme, scheduled test and examination dates, rules and external moderation minimum requirements and standards
- 5.6. I/We agree and understand that failure to comply to any of these terms and conditions may result in disqualification for my child(ren)'s successful completion of his/her grade and require that the Grade be repeated correctly and in full.
- 5.7. I/We agree and understand that all course answer scripts are to be uploaded onto the portal in the correct pdf. format by the deadline date and within the restricted timeframe.
- 5.8. I/We understand that failure to submit answer scripts will result in my child not being resulted without a valid reason and will be charged a penalty fee payable before the file is processed by Alpha. Penalty fees and additional costs are found in the Additional Costs Letter that will be sent out with the Alpha registration forms.
- 5.9. I/We understand that Alpha will not be held liable for any missing SBA (Site Based Assessment) tasks, tests and examinations, PAT, practical documentation etc, that has not been uploaded correctly onto the portal. To ensure that the items are secured, I/we agree to scan/copy each item and save electronically/file and will supply the missing items on demand. Should the item not be saved/copied, I/we will instruct my/our child to re-write the missing item.
- 5.10. I/We understand that the responsibility for the completion and submission of the Portfolio of Evidence lies with me/us and I/we will ensure that all deadlines and requirements are met as laid down by SACAI and Alpha.
- 5.11. I/We agree to uphold the integrity of and the authenticity of the curriculum and completion of the grade by ensuring that all tasks, tests, examinations and marking is done honestly, that the invigilation of tests and examinations is in accordance with the rules and guidelines as laid down by Alpha and UMALUSI and that my child(ren) will not have any access to the relevant marking memorandums whatsoever.
- 5.12. I/we understand that late registrations will not in any way demand a concession on the required work for the grade as prescribed by Alpha and the National CAPS curriculum. My/our child will be given the opportunity to catch up and meet the deadline as soon as possible thereafter. I/We understand that no extensions will be given from Term 2 for the completion of the required work to that point unless written permission is granted by the Head of Alpha.
- 5.13. I/We understand that concession applications must be accompanied with the following relevant documents
  - a. Psychological medical reports,
  - b. proof of previous history
  - c. Grade results reports
  - d. Samples of Child's work
  - e. Proof of payment
- 5.14. I/We understand that the expenses related to the implementing of these concessions will be an additional extra for my/our account as and when they fall due. The anticipated expenses include but are not limited to; separate venue charges, a fee for scribe/reader, a private invigilator.
- 5.15. I/We understand that applications for concessions are approved by Alpha for Grade RR to 9 and SACAI for Grades, 10,11 & 12.
- 5.16. I/We understand that there is an annual deadline date for these applications being and not limited to the 31<sup>st</sup> March.

## ITEM 6: OTHER APPOINTED SERVICE PROVIDERS

- 6.1. Should I/we appoint a Facilitator, I/we agree to sign the consent to information form T001 allowing Alpha to give the Facilitator access to the Portal and receive any relevant documentation including tests and examination question papers.
- 6.2. I/We hereby declare that I/we am/are aware that Alpha and their subject advisors are not responsible for any additional, extra or remedial classes. If my/our child (ren) requires any such additional help, I/we can request these classes at an additional fee that I/we must arrange individually with a Facilitator of my choice.
- 6.3. I/We understand that Alpha is not answerable for or responsible for any negative actions that may take place at any institution affiliated to or working independently with Alpha.
- 6.4. I/We declare that we are aware that the Matric Certificate will be issued by UMALUSI from June of the following year of writing the final examinations.

I/we hereby declare that we have read thoroughly, understand and accept the contents of this page as legal and binding.

\_\_\_\_\_  
Signature of Account Holder

\_\_\_\_\_  
Signature of Guardian

\_\_\_\_\_  
Date

- 6.5. I/We understand that application for a combined National Senior Certificate is my responsibility and that we are to apply directly to UMALUSI for the certificate. We will not hold Alpha or SACAI responsible for any delays in the application for a combined certificate.
- 6.6. Alpha Education has the right and my/our approval to verify the information entered onto this application form including and not limited to, obtaining a credit profile from any recognised credit bureau, bank or other business institution, and on receipt of negative information has the right to decline the application for payment terms without prejudice. The decision thereof will be accepted by me/us without dispute or argument.
- 6.7. I/We understand and agree to the appointment of a qualified invigilator for my child(ren)'s tests and examinations. I/We understand that the appointed person may not be a family member or Facilitator mentoring the subject to be examined. Payment for this service is for my/our expense.

## ITEM 7: LEGAL IMPLICATIONS

- 7.1. I/We understand that Alpha is bound by various Legal Acts including but not limited to:
- |  |                                      |
|--|--------------------------------------|
| a. South African Schools Act           | f. Umalusi policies                  |
| b. The Children's Act                  | g. SACAI Policies                    |
| c. FICA                                | h. The National Curriculum Statement |
| d. POPI Act                            | i. The CAPS requirements             |
| e. Policy on Promotion and Progression |                                      |
- 7.2. I/We am/are aware of the contents of the Home Schools Act and the new policy pertaining to Distance Education and I/we are aware that the education of my/our child (ren) and the registration of them with the department is my/our sole responsibility.
- 7.3. I/We hereby declare and confirm that I/we am/are not bound by a court order (including administration, sequestration and/or liquidation), and that according to my/our knowledge no such action is pending soon.
- 7.4. I/We accept the jurisdiction of the Vanderbijlpark Magistrate's Court for all legal actions that may follow or result from the breach of this agreement irrespective of my/our place of residence and accept full liability of all travelling and accommodation costs should I/we be required to attend court in Vanderbijlpark.
- 7.5. This document embodies the full information and enrolment contract and the agreement between me/us and Alpha. Any addition or change to this is null and void, unless the change has been recorded in writing and has been agreed upon and signed by all parties.
- 7.6. I/We agree that I/we will not use social media or any public platform to lay complaints or make negative comments. I/We understand that any complaints should be made in writing to the CEO of Alpha. Should my child(ren) make any derogatory remarks/complaints on social media, I/we understand that the guilty person will immediately be blacklisted and will not be permitted to enrol with Alpha unless a written apology is made on social media after an apology has been made to Alpha. The apology to be posted on social media must be screened by the CEO of Alpha before posting. Alpha reserves the right to notify all curriculum providers of the misdemeanour.

## ITEM 8: CANCELLATIONS

- 8.1. I/We accept that we are responsible for the full amount of the course material as purchased by me/us regardless of cancellation of attendance to any institution, discontinuation of studies by my/our child (ren) or for any reason whatsoever and no refunds will be given whatsoever.**
- 8.2. I/We accept that we will be required to settle the full amount immediately on cancellation and accept this without prejudice.**

*I/We hereby declare that I/we have read thoroughly, understand and accept:*

- This standard agreement and all its contents.*
- The specific terms and conditions as laid down in the application for monthly installments form (if applicable).*
- We accept these terms and conditions as legal and binding.***

\_\_\_\_\_  
Signature of Account Holder

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Alpha representative

\_\_\_\_\_  
Date