

TERMS AND CONDITIONS 2016

SNAP Academy



Parent Please Note: Your signature in the opposite block means that you have read, understood and commit to the Terms & Agreements.

RATES AND FEES

- a) SNAP Academy runs on a calendar year and the fees are calculated over 12 months and run up to and including December of the same year.
- b) All Monthly Fees (as agreed upon) are **payable in advance by the 1st of every calendar month** (but not later than the 7th of every calendar month), regardless whether you have received an invoice. See paragraph (b) under "Monthly Invoice, Statements and Payments".
- c) Any requests for special arrangements must be made in writing and sent to the SNAP Academy Governing Body, For Attention: Chairperson, for review at salome@snap.org.za or admin@snap.org.za. The Governing Body, in its sole discretion, shall decide whether to accept the special arrangement request or not; its decision shall be final.
- d) The Fee Structure will be reviewed annually. SNAP Academy undertakes to provide the parent with written notification 30 days prior to Rates & Fees being changed or increased and affected on your account.
- e) **Debit orders are compulsory with effect from January 2014 (form attached)**

INTEREST AND OTHER CHARGES

- a) If full payment in respect of an invoice rendered is not received by the due date, SNAP Academy reserves the right to charge interest on the amounts due. Interest charges will be capitalized monthly by SNAP Academy and added to the outstanding balance on your account at a rate of **Prime + 5%**.
- b) **SNAP Academy holds the right to discontinue schooling if the account is not paid in full within 30 days after notice given and interest charged.**
- c) Due to the higher risk of handling cash and charges raised by our bank when depositing cash, all cash payments made by the parent will be subject to a Cash Handling Fee of 2,5 % of the amount.
- d) In the event of the parent's Financial Institution dishonoring payments made by you, due to lack of funds or for whatever reason, your account will be debited with an Administration Fee of R250,00.
- e) The parent will be liable to pay all costs of any nature, including legal costs (on an attorney own client basis) and collection commission that may be incurred by SNAP Academy as a result of legal action taken against the parent.

NOTICES AND NOTICE ADDRESSES

- a) The physical, electronic or postal address given by the parent, will be the chosen address to which accounts, formal notices and legal processes in terms of this agreement or the National Credit Act will be sent, unless otherwise provided, notices sent by registered post will be deemed to have been received on the 10th day after the date of posting. Notices sent by email will be deemed received by the recipient when the message shows as "sent" on the SNAP Academy system.
- b) SNAP Academy Postal address: **PO Box 1323, Durbanville, 7551**
- c) SNAP Academy Physical address: **9 De Dam Road, Vierlanden, Durbanville, 7550**

MONTHLY INVOICE, STATEMENTS AND PAYMENTS

- a) SNAP Academy will send monthly invoices and statements to the email address of the person responsible for the account. If no email address is available, the invoices and statements will be posted to the physical address.
- b) Payment terms are **in advance**, but strictly not later than the 7th of every calendar month, as mentioned under Paragraph (b) "Rates & Fees" above. You are liable to pay the agreed upon monthly fee as per the contract, regardless whether you receive a statement/invoice or not. The contract is binding by law. The statement/invoice is mainly for administrative purposes. (Reasons for not receiving a statement/invoice may be, but not limited to change of email address/physical address, etc.) It is the parent's responsibility to inform us of change of address/email address/personal information promptly.

DEBTORS POLICY

- a) School fees are strictly payable in advance. Payment must be done on or before the 7th of each month.
- b) If by the 7th, no payment was received, an email or phone call will be made and the invoice will be delivered by hand or email.
- c) If no payment was received by the 15th, the responsible person will be called again and requested to settle the arrears immediately.
- d) If payment isn't possible immediately, you will need to put your situation in writing, addressed to the Governing Body, before the 21st of the applicable month. The financial committee shall decide whether to accept the special arrangement request or not and the debt will be recorded.
- e) If no payment or arrangement request is received by the 25th of the applicable month, the responsible person will receive a final notice with a due date for the specific month when the arrears must be paid.
- f) If no payment have been received by the end of the month, a final notice together with the invoice will be send to a debt collecting agency.
- g) According the "terms and conditions" learners will not receive any further schooling when the account have been handed over and no payment was received.

CREDIT BUREAU CONFIDENTIALITY

- a) You hereby agree that SNAP Academy may obtain any relevant information supplied by other credit providers from the Credit Bureau in order to assess and determine credit worthiness of the parent(s).
- b) Non-compliance with the Terms of this Agreement shall be conveyed to the Credit Bureau.
- c) The parent may contact the Credit Bureau at any time to obtain information relating to his/her credit record and the parent may challenge incorrect information held by the Credit Bureau.

WAIVER AND INDEMNITY

- a) No latitude or indulgence granted by SNAP Academy will be deemed to be a waiver of SNAP Academy's rights under these conditions nor will it create an estoppel against SNAP Academy.

CONFIDENTIALITY

All information related to the learner is deemed to be private and confidential. SNAP Academy undertakes not to reveal information regarding the learner to any third party unless the parent gives his/her written permission.

IN-SERVICE TRAINING

- a) The parents agree that tutors/facilitators in training or outside teachers on workshops may observe their child in the classroom, as part of their training.
- b) The parents agree that their child may be photographed or videotaped for newspaper articles, media publication and tutor training purposes.

COMMUNICATION

- a) Please respect the channels of communication and address concerns regarding your child to your relevant teacher.
- b) **SNAP staff is not responsible for and cannot organize or lift children to and from SNAP Academy. Parents are urged to make their own transport arrangements.**
- c) **No schooling can begin without this contract being signed and handed to the relevant teacher. All fees including registration fees/administration fee/ stationery fee and first month fee to be paid prior to start of schooling.**

NOTIFICATION OF LEAVING SNAP ACADEMY

Parents agree to give one term’s notice of termination of schooling at SNAP Academy. The parent(s) will be responsible for school fees up and until the end of said notice period.

REGISTRATION FEE

A once-off R1000.00 registration fee is payable on submission of an application form for all new children. It is non-refundable and covers the cost of initial enrolment administration. This does not apply to children already enrolled at SNAP Academy.

ADMINISTRATION FEE

An annual administration fee of R250.00 is payable on acceptance and signature of the 2015 Terms and conditions form applicable for all children enrolling at SNAP Academy. It covers the cost of administration and annual enrolment. This does not apply to children enrolling for the first time at SNAP Academy

IN THE EVENT OF THE PARENT FAILING TO ADHERE TO THE TERMS AND CONDITIONS OF THIS AGREEMENT, SNAP ACADEMY RETAINS THE RIGHT TO DISCONTINUE SCHOOLING WITH IMMEDIATE EFFECT.

These terms and conditions can only be amended by both parties to this Contract if in writing and signed by both.

I hereby accept the terms and conditions above and select the following options for my child:

Name and surname of child: _____

Application for which Grade?	Early Supervision: Make use of early supervision service? Yes/No (extra cost)	Lunch Supervision: Number of lunches your child will attend? (no extra cost)	Aftercare: Number of aftercare sessions per week your child will attend? (extra cost)	Homework Hour: Make use of homework hour service? Yes/No (extra cost)

Signed at _____ this _____ day of _____

Name and surname of Parent or Guardian: _____

Signed at _____ this _____ day of _____

Principal: _____

Banking details:

Account holder is SNAP Academy, Nedbank Cheque account: 1060877295, Branch Code: 198765, Ref: Your child's name & surname. Fax proof of payment to (021) 975 7224 or email to infosnap@telkomsa.net

