



# Mumtaz Academy

## REGISTRATION FORM

Please attach a recent passport size photograph of learner.

- Mumtaz Akademie (Pty) Ltd, hereinafter referred to as 'Mumtaz Academy', is registered with Impaq as a private subject-specific tutoring centre, holding Tutoring Centre Number H9366.
- Parent(s)/guardian(s) are requested to quote Mumtaz Academy's centre name and/or H-number upon registration with Impaq. This will link Mumtaz Academy to the profile of their child(ren), hereinafter referred to as 'the learner'.

Learner's Information	
Full names:	Surname:
Nickname:	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
Date of Birth: DD / MM / YYYY	Primary Language (Spoken/Understood):
ID number:	Secondary Language (Spoken/Understood):
Starting date: DD / MM / YYYY	Current Grade:
Home address:	
Postal code:	
Parents/Guardians' Information	
Father's name:	Mother's name:
ID number:	ID number:
Occupation:	Occupation:
Employer:	Employer:
Primary number:	Primary number:
Alternative number:	Alternative number:
Work number:	Work number:
Email:	Email:
Any other relevant family information:	
Emergency Contact Information	
Please provide the details of at least 2 emergency contacts in case neither parent/guardian can be contacted.	
Name:	Name:
Contact number:	Contact number:
Alternative number:	Alternative number:
Relation:	Relation:
Any relevant information:	
Tutoring Options	
Select your required Tutoring services (See Fee Structure for details):	
<input type="checkbox"/> Bundle A2 <input type="checkbox"/> Bundle A3 <input type="checkbox"/> Bundle A4 <input type="checkbox"/> Bundle A5	Specialized Subject Specific Tutoring - Please specify:
<input type="checkbox"/> Bundle B2 <input type="checkbox"/> Bundle B3 <input type="checkbox"/> Bundle B4 <input type="checkbox"/> Bundle B5	
<input type="checkbox"/> Bundle C2 <input type="checkbox"/> Bundle C3 <input type="checkbox"/> Bundle C4 <input type="checkbox"/> Bundle C5	
	<input type="checkbox"/> Accounting <input type="checkbox"/> EGD <input type="checkbox"/> Maths
	<input type="checkbox"/> Other:



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### Medical Information

Does the learner have any of the following? If YES, please provide details.

- Any known allergies.  Any visual or hearing impairments.  Any special dietary requirements.

Details:

Does the learner currently have, or has the learner previously had, any of the following illnesses or conditions? If YES, please provide more details below, including the date of diagnosis, treatment and course of treatment, and any medication needed to be taken regularly:

- |  |   |  |                                      |
|--|---|--|--------------------------------------|
| <input type="checkbox"/> Asthma                | <input type="checkbox"/> Sinusitis                | <input type="checkbox"/> Frequent colds          | <input type="checkbox"/> Chicken Pox |
| <input type="checkbox"/> Heart Trouble         | <input type="checkbox"/> Hepatitis                | <input type="checkbox"/> Whooping Cough          | <input type="checkbox"/> Epilepsy    |
| <input type="checkbox"/> Pneumonia             | <input type="checkbox"/> Tonsillitis              | <input type="checkbox"/> Tuberculosis            | <input type="checkbox"/> Diabetes    |
| <input type="checkbox"/> Rheumatic Fever       | <input type="checkbox"/> Scarlet Fever            | <input type="checkbox"/> Red Measles             | <input type="checkbox"/> Mumps       |
| <input type="checkbox"/> Poliomyelitis (Polio) | <input type="checkbox"/> German Measles (Rubella) | <input type="checkbox"/> Other (Please specify): |                                      |

### Illness Policy

- 👩‍🎓 Please Note: If learners have to take any prescribed medication during tutoring hours, the medicine must be handed over only to the centre's designated staff member.
- 👩‍🎓 Any learner displaying symptoms of a contagious illness or a condition that requires antibiotics or cold and flu medication must be kept at home until he/she is no longer contagious or free of symptoms.
- 👩‍🎓 If the staff finds that a learner is considered a possible source of infection for other learners, parent(s)/guardian(s) will be contacted to take the learner home immediately.
- 👩‍🎓 The following are some of the signs that require learners to be kept at home:
  - 👩‍🎓 Severe blocked nose with yellow or green discharge.
  - 👩‍🎓 Breathing problems.
  - 👩‍🎓 Persistent cough.
  - 👩‍🎓 Any infection in the eyes.
  - 👩‍🎓 Rash on any part of their body.
  - 👩‍🎓 Yellow skin or eyes.
- 👩‍🎓 For the below symptoms, learners will only be allowed to return to the tutoring centre, if:
  - 👩‍🎓 Learners with a fever of 38 °C and above must be fever-free for at least 24 hours without any medication.
  - 👩‍🎓 Learners who have had **diarrhoea** must be without any medication or episodes for at least 24 hours.
  - 👩‍🎓 Learners who have **vomited** must be without any medication or an episode for at least 24 hours.

### Medication Authorization and Emergency Treatment

- 👩‍🎓 If a learner develops a fever, has an allergic reaction, or is injured, parent(s)/guardian(s) must collect them from the tutoring centre immediately.
- 👩‍🎓 If a learner is on medication, he/she may only attend the tutoring centre with a doctor's prescription and a letter that he/she is healthy enough to return.
- 👩‍🎓 In the event of a medical emergency, Mumtaz Academy reserves the right to obtain immediate medical assistance and/or arrange emergency medical transport for the learner where deemed reasonably necessary in the circumstances. Parent(s)/guardian(s) will be contacted as soon as reasonably possible.
- 👩‍🎓 Please provide any relevant medical information / objections / emergency care instructions:

### Photography Policy

- 👩‍🎓 Learners may be photographed during tutoring sessions by Mumtaz Academy staff members or photographers commissioned by Mumtaz Academy. This includes but is not limited to, group photos, individual photos, and activity photos.
- 👩‍🎓 These photos serve to promote Mumtaz Academy's services on the website and/or social media pages and/or on the "Seesaw" application.
- 👩‍🎓 These photos may also serve to document the learner's educational and developmental journey.
- 👩‍🎓 The "Seesaw" application is a third-party educational platform and may store certain data outside of South Africa. By consenting to the use of Seesaw below, parent(s)/guardian(s) acknowledge and consent to the possible cross-border processing and storage of the learner's image and educational data in accordance with the Protection of Personal Information Act (POPIA).
- 👩‍🎓 Please tick the below for your consent:
  - I/We GIVE permission to take photos of the learner that can be used on social media, "Seesaw" application, and public spaces
  - I/We GIVE permission to take photos of the learner but use them ONLY on the "Seesaw" application.
  - I/We DO NOT GIVE permission for ANY photos to be taken of the learner.



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### Educational, Behavioural & Developmental Information

Parent(s)/guardian(s) undertake to disclose all relevant educational, behavioural, emotional, developmental, medical, and support-related information that may reasonably impact the learner's tutoring environment, safety, supervision, academic support, or well-being.

Has the learner been diagnosed with, or is there any suspicion of, any of the following? If YES, please provide details.

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Learning difficulties | <input type="checkbox"/> ADHD / ADD                      | <input type="checkbox"/> Anxiety or emotional challenges |
| <input type="checkbox"/> Reading difficulties  | <input type="checkbox"/> Autism Spectrum Disorder (ASD)  | <input type="checkbox"/> Behavioural challenges          |
| <input type="checkbox"/> Dyslexia              | <input type="checkbox"/> Sensory processing difficulties | <input type="checkbox"/> Developmental delays            |
| <input type="checkbox"/> Dyscalculia           | <input type="checkbox"/> Speech or language difficulties | <input type="checkbox"/> Other:                          |

Please provide details relevant to the learner's academic support, behaviour, emotional well-being, sensory needs, or classroom support requirements:

Has the learner previously? If YES, please provide details.

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Received remedial support        | <input type="checkbox"/> Received speech therapy                   | <input type="checkbox"/> Received concessions/accommodations |
| <input type="checkbox"/> Seen an educational psychologist | <input type="checkbox"/> Received behavioural intervention/support | <input type="checkbox"/> Other:                              |
| <input type="checkbox"/> Received occupational therapy    | <input type="checkbox"/> Repeated a grade/year                     |  |

### Pick-Up Authorisation

I/We as parent(s)/guardian(s), hereby authorise the following person(s) to pick up the learner at the tutoring centre and also provide a copy of their ID and a photograph.

Name:	Name:
Contact number:	Contact number:
Alternative number:	Alternative number:
ID number:	ID number:
Photo:	Photo:
Name:	Name:
Contact number:	Contact number:
Alternative number:	Alternative number:
ID number:	ID number:
Photo:	Photo:



# Mumtaz Academy

## REGISTRATION FORM

### Terms and Conditions:

#### 1. Nature of Mumtaz Academy & Legal Responsibility

- 1.1. Mumtaz Akademie (Pty) Ltd (hereinafter referred to as "Mumtaz Academy"), is registered as a private subject-specific tutoring centre and not as an independent school. This registration form constitutes an agreement between the parent(s)/guardian(s) and Mumtaz Akademie (Pty) Ltd. References to "Mumtaz Limitless NPC" in this document relate to the associated non-profit company operating in support of the Academy's educational mission; all contractual obligations remain with Mumtaz Akademie (Pty) Ltd.
- 1.2. Mumtaz Academy is privately owned and operates as a private tutoring and academic support centre supporting families who have opted for homeschooling and/or distance education by offering structured academic support and subject-specific tutoring services.
- 1.3. Mumtaz Academy is registered with Impaq as a private subject-specific tutoring centre holding Tutoring Centre Number H9366 and is therefore not registered with the Department of Education as a public or independent school. Attendance at Mumtaz Academy does not constitute enrolment at a registered public or independent school.
- 1.4. Impaq provides CAPS-aligned educational resources and services and is affiliated with the South African Comprehensive Assessment Institute (SACAI), an Umalusi-accredited assessment body. Learners who successfully complete the applicable requirements for Grades 10–12 through Impaq and SACAI may qualify for the National Senior Certificate (NSC).
- 1.5. In terms of the Basic Education Laws Amendment Act (BELA Act, 2024), parent(s)/guardian(s) of learners in Grades R–9 are required to register their child(ren) for home education with the relevant Provincial Education Department. Mumtaz Academy does not fulfil this obligation on behalf of families.
- 1.6. Parent(s)/guardian(s) remain legally and primarily responsible for the education of their child(ren), and such responsibility may not be ceded or delegated to a third party.
- 1.7. Parent(s)/guardian(s) remain responsible for all legal obligations relating to homeschooling and/or distance education compliance, including compliance with applicable legislation, policies, and educational requirements.
- 1.8. Parent(s)/guardian(s) remain responsible for ensuring that the learner is correctly registered with the relevant curriculum provider and/or educational authority where applicable.
- 1.9. While Mumtaz Academy may assist learners with academic support, revision, study guidance, and tutoring assistance, responsibility for submissions, assessments, portfolio requirements, examination registrations, compliance deadlines, and academic oversight remains with the parent(s)/guardian(s) and/or curriculum provider.
- 1.10. Mumtaz Academy supports academic development aligned to CAPS and other recognised curricula where applicable. All legal responsibility for registration, curriculum compliance, and the provision of curriculum materials remains with the parent(s)/guardian(s).
- 1.11. Mumtaz Academy does not guarantee specific academic outcomes, examination results, curriculum progression, or admission to any institution.

#### 2. Admission, Enrolment & Placement

- 2.1. Admission to tutoring services is subject to availability and final approval by the Mumtaz Academy administrative team.
- 2.2. Mumtaz Academy reserves the right of access and admission to all premises.
- 2.3. Enrolment and continued attendance remain subject to the policies, Code of Conduct, operational procedures, and disciplinary framework of Mumtaz Academy, as amended from time to time.
- 2.4. Enrolment requires compliance with all terms and conditions stated in the registration form and related policies.
- 2.5. Mumtaz Academy reserves the right to reject, refuse, or amend any decision regarding a learner's admission based on incomplete, inaccurate, misleading, or withheld information.
- 2.6. Mumtaz Academy reserves the right to implement a three-month trial period and, at its sole discretion, allow or refuse continued admission thereafter.
- 2.7. Mumtaz Academy is not a remedial or special education facility. While Mumtaz Academy supports a variety of learners, Mumtaz Academy may refer parent(s)/guardian(s) to external professionals should it be determined that the learner requires specialised intervention beyond the reasonable scope of the tutoring environment.
- 2.8. Mumtaz Academy may recommend external academic, behavioural, emotional, developmental, or therapeutic support where deemed necessary.
- 2.9. Parent(s)/guardian(s) undertake to disclose all relevant educational, behavioural, emotional, developmental, psychological, medical, and support-related information that may reasonably impact the learner's tutoring environment, supervision, safety, academic support, conduct, or well-being.
- 2.10. Failure to disclose relevant educational, behavioural, developmental, psychological, medical, or support-related information may impact continued admission and/or the suitability of the tutoring environment for the learner.

#### 3. Attendance, Conduct & Operational Matters

- 3.1. Learners must be dropped off and collected on time. Mumtaz Academy does not provide before-care, aftercare, daycare, or custodial supervision beyond agreed tutoring hours.
- 3.2. Parent(s)/guardian(s) remain responsible for learners' transport, safety, and supervision outside the agreed tutoring times.
- 3.3. Mumtaz Academy reserves the right, at its sole discretion, to refuse attendance to tutoring sessions where necessary.



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- 3.4. All learners are expected to adhere to the Mumtaz Academy Code of Conduct. Serious infringements may result in disciplinary action, suspension, or termination of tutoring services.
- 3.5. All concerns, complaints, appeals, or requests for review must be submitted in writing to the administration. Mumtaz Academy undertakes to address concerns through a fair and reasonable process within a reasonable timeframe.
- 4. Fees & Financial Terms**
- 4.1. The registration fee is a once-off fee payable upon enrolment, irrespective of the month of joining.
- 4.2. Tutoring fees are payable for 12 months of the year unless otherwise agreed in writing or calculated on a pro-rata basis.
- 4.3. Tutoring fees are payable monthly in advance by the specified due date in order to secure the learner's place.
- 4.4. All fees are payable in advance. Where a learner withdraws, fees paid in advance for services not yet rendered will be subject to a reasonable cancellation charge as contemplated in the Consumer Protection Act 68 of 2008.
- 4.5. Mumtaz Academy reserves the right, at its sole discretion, to charge a late-payment penalty of R150.00 per week, with a maximum of R750.00 per month, for fees not paid by the invoice due date.
- 4.6. Mumtaz Academy reserves the right, at its sole discretion, to charge a late collection fee of R50.00 per hour where learners are collected late.
- 4.7. Mumtaz Academy reserves the right to charge a non-refundable retention fee during December to secure a learner's place for the following academic year. This amount will be credited towards January fees.
- 4.8. Mumtaz Academy reserves the right to amend or adjust its fees from time to time, provided that parent(s)/guardian(s) are informed within a reasonable timeframe.
- 4.9. Should a learner withdraw from Mumtaz Academy, one full calendar month's written notice must be provided by email to administration. Parent(s)/guardian(s) are advised that the Consumer Protection Act 68 of 2008 provides consumers with the right to cancel fixed-term agreements by giving 20 business days' written notice; the applicable notice obligation will depend on the nature of the agreement concluded.
- 4.10. Notice received at any time during a calendar month will take effect from the first day of the following calendar month, and the applicable fees for the full notice month shall remain payable, irrespective of attendance.
- 4.11. Should a learner return to Mumtaz Academy after notice of withdrawal was given, a new registration fee may be payable.
- 4.12. Should a learner wish to downgrade, reduce, or change a selected tutoring bundle, one full calendar month's written notice must be provided by email to administration. The adjusted fees will only take effect from the following calendar month.
- 4.13. Should a learner upgrade, expand, or add additional tutoring sessions or subjects, such changes may, subject to availability, take effect immediately. Any additional fees will be calculated on a pro-rata basis and become immediately payable.
- 4.14. Parent(s)/guardian(s) are responsible for any additional resources, materials, or quarterly contributions as set out in the applicable Fee Structure or as reasonably requested by Mumtaz Academy.
- 4.15. Please consult the Fee Structure for applicable fees, resource requirements, and additional costs where applicable.
- 5. Parent Responsibilities & Resources**
- 5.1. Parent(s)/guardian(s) are responsible for providing the learner's curriculum requirements, stationery, prescribed materials, devices, and any additional academic resources required.
- 5.2. Mumtaz Academy may offer optional embroidered uniforms, branded clothing, or memorabilia for purchase. Pricing and availability are provided separately.
- 5.3. Parent(s)/guardian(s) consent to receiving communication from Mumtaz Academy via email, WhatsApp, SMS, telephone calls, and other reasonable electronic communication platforms for administrative and operational purposes.
- 6. Liability, Risk & POPIA**
- 6.1. Parent(s)/guardian(s) hereby indemnify and hold harmless Mumtaz Academy, its staff members, tutors, facilitators, volunteers, affiliated organisations, and representatives against claims arising from injury, accidents, illness, loss of property, damage, or unforeseen incidents occurring on the premises and/or during any Mumtaz Academy activity, outing, event, programme, or transport arrangement, except where caused by gross negligence or unlawful conduct.
- 6.2. While Mumtaz Academy strives to provide a safe, structured, and professional tutoring environment, Mumtaz Academy shall not be held liable for academic outcomes, behavioural challenges, external educational arrangements, curriculum provider decisions, or matters outside its reasonable control.
- 6.3. By signing the registration documentation, parent(s)/guardian(s) consent to Mumtaz Academy collecting, storing, and processing personal information — including special personal information relating to health, development, and education — in accordance with the Protection of Personal Information Act 4 of 2013 (POPIA), for lawful administrative, communication, safety, operational, and record-keeping purposes. Personal information will be retained only for as long as is necessary for the purpose for which it was collected, or as required by law, and will not be shared with third parties except where necessary to fulfil the purposes stated herein or where required by law. The designated Information Officer of Mumtaz Akademie (Pty) Ltd can be contacted at [admin@mumtazakademie.co.za](mailto:admin@mumtazakademie.co.za). Parent(s)/guardian(s) have the right to access, correct, or request deletion of their personal information at any time.



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### Declaration & Consent

- I/We, the legal parent(s)/guardian(s), acknowledge that I/we have read, understood, and agree to the Terms and Conditions specified above.
- I/We acknowledge that I/we have received and read the Mumtaz Academy Code of Conduct and agree to its terms.
- I/We agree to comply with the policies, procedures, and reasonable operational requirements of Mumtaz Academy in support of the learner's well-being, academic development, and conduct.
- I/We hereby indemnify and hold harmless Mumtaz Akademie (Pty) Ltd, Mumtaz Limitless NPC, their staff members, tutors, facilitators, volunteers, affiliated organisations, facility providers, and/or representatives against liability in respect of injury, accidents, illness, loss, theft, or damage incurred by the learner on the premises or during any authorised activity, except where caused by gross negligence or unlawful conduct.
- I/We acknowledge that, in terms of the South African Schools Act 84 of 1996 and the Basic Education Laws Amendment Act (BELA Act, 2024) and applicable home education legislation, I/we remain legally responsible for the education of the learner, including compliance with any registration requirements applicable to home-educated learners.
- I/We confirm that all information contained in this application and supporting documentation is true, complete, and accurate, and undertake to notify Mumtaz Academy immediately should any information change.
- I/We undertake to provide the following supporting documentation in order to complete the admission process:
  - Two recent passport-sized colour photographs of the learner
  - Copy of the learner's valid birth certificate or ID document
  - Copy of the learner's vaccination record (where available/applicable)
  - Copy of the learner's most recent school report, progress report, or academic feedback
  - Copy of any professional reports including, but not limited to: Educational psychologist, Occupational therapy, Speech therapy, Behavioural assessments, Concession/accommodation, Specialist recommendations, Academic support plans
  - Copy of the ID document(s) of the legal parent(s)/guardian(s)
  - ID photograph and copy of the ID document of any authorised person permitted to collect the learner from the tutoring centre

**This registration constitutes a legally binding agreement between the parent(s)/guardian(s) and Mumtaz Akademie (Pty) Ltd. By signing below, the parent(s)/guardian(s) acknowledge that they have read, understood, and agree to all terms, conditions, policies, and declarations contained in this registration form.**

Parent/Guardian 1 Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: DD / MM / YYYY

Parent/Guardian 2 Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: DD / MM / YYYY

#### For office use:

Received and captured by: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: DD / MM / YYYY