



# Mumtaz Academy

## REGISTRATION FORM

Please attach a recent passport size photograph of learner.

It is important to note that Mumtaz Academy is a subject-specific tutoring centre and aims to support families that opted for homeschooling/distance education with subject-specific tutoring. You as a parent(s)/guardian(s) remains primarily responsible for the education of your child(ren) and by law may not be ceded to a third party.

Learner's Information	
Full names:	Surname:
Nickname:	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
Date of Birth: DD / MM / YYYY	Primary Language (child understands):
ID number:	Primary Language (child understands):
Home address:	Postal code:
Parent's Information	
Father's name:	Mother's name:
ID number:	ID number:
Occupation:	Occupation:
Employer:	Employer:
Primary number:	Primary number:
Secondary number:	Secondary number:
Alternative number:	Alternative 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 can be contacted.)	
Name:	Name:
Contact number:	Contact number:
Relation:	Relation:
Any relevant information:	
Mumtaz Academy Tutoring Options	
(Mumtaz is a Impaq Registered Tutoring Centre and offer tutoring services only on the Impaq Curriculum)	
Starting date: DD / MM / YYYY	Current Grade:
Select you required Tutoring services (See Fee Structure for details):	
<input type="checkbox"/> Bundle 1 – 2 <input type="checkbox"/> Bundle 1 – 3 <input type="checkbox"/> Bundle 1 – 5	<input type="checkbox"/> Specialized Subject Specific Tutoring - Please specify:
<input type="checkbox"/> Bundle 2 – 2 <input type="checkbox"/> Bundle 2 – 3 <input type="checkbox"/> Bundle 2 – 5	<input type="checkbox"/> Accounting <input type="checkbox"/> EGD <input type="checkbox"/> Maths
<input type="checkbox"/> Bundle 3 – 2 <input type="checkbox"/> Bundle 3 – 3 <input type="checkbox"/> Bundle 3 – 5	<input type="checkbox"/> Other:







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### Medical Information

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














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

Details:





Does your child have or did your child ever have any of the following illnesses or suffer from any of these 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 nurse.
-  Children have a lower resistance to infection, as their immune system is not yet fully developed. If a learner is sick, he/she should rest at home and NOT be sent to the tutoring centre until they are free of all symptoms.
-  If the nurse finds that a learner is considered a possible source of infection for other learners, parents will be contacted to take their child home immediately. Any learner suffering from 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.
-  The following are some of the signs that require learners to be kept at home:
  -  Learners with a fever of 38 °C and above must be fever-free for at least 24 hours without any medication before being allowed in the tutoring centre.
  -  Learners who have had **diarrhoea** must be without any medication or episodes for at least 24 hours before they will be allowed to return to the tutoring centre.
  -  Learners who have **vomited** must be without any medication or an episode for at least 24 hours before they will be allowed to return to the tutoring centre.
  -  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.

### Medication Authorization and Emergency Treatment

-  If a learner develops a fever, has an allergic reaction, or is injured, parents 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 attend the tutoring centre.
-  If a learner requires emergency treatment, parents will be contacted and asked to pick up their child immediately. If Mumtaz is unable to reach the parents, the learner will be taken to the nearest medical facility for treatment.
  -  ☐ I/We give permission for my/our child to be taken to the nearest medical facility for emergency treatment.
  -  ☐ I/We do NOT give permission for my/our child to be taken for emergency treatment.



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### Photography

- Learners may be photographed during tutoring session by Mumtaz staff members or photographers commissioned by Mumtaz. This includes but is not limited to, group photos, individual photos, and activity photos.
- These photos serve as promotion of services on Mumtaz's website and/or social media and/or on the "Seesaw" application and also show the learners' learning journey,
- Please tick the below for your consent:
- ☐ I/We GIVE permission to take photos of my/our child that can be used on social media, "Seesaw" application, and public spaces
- ☐ I/We GIVE permission to take photos of my/our child but use them ONLY on the "Seesaw" application.
- I/We do NOT give permission for ANY photos to be taken of my/our child.

### Pick-up Authorization

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

Name:	Name:
Contact number:	Contact number:
Relation:	Relation:
ID number:	ID number:
Photo:	Photo:


















Name:	Name:
Contact number:	Contact number:
Relation:	Relation:
ID number:	ID number:
Photo:	Photo:









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### Terms and Conditions:

-  Mumtaz reserves the right of access to all premises.
-  Mumtaz reserves the right to reject or change any decision regarding the learner's admission or enrolment based on incomplete, untrue, or inaccurate information.
-  Mumtaz reserves the right to implement a 3-month trial period as it does not specialize in children who have special needs or learning disabilities.
-  The initial and one-time registration fee is payable in full upon registration. This fee is non-refundable or transferable. This fee is payable regardless of when the learner joins.
-  If a learner leaves Mumtaz, a calendar months' notice must be given by email. The notice month's tutoring fees are still payable if a bundle was selected. If a learner wants to return to Mumtaz later, the registration fee is payable again.
-  Tutoring fees are for 12 months of the year or pro-rata if other arrangements are made.
-  Tutoring fees are payable monthly in advance to secure the learner's place.
-  For any fees not paid by the due date on the invoice, Mumtaz reserves the right, at its own discretion, to either charge a late-payment penalty of R50 per day or refuse attendance to tutoring.
-  Mumtaz reserves the right to charge a late pick-up fee, at R50 per hour, if learners are picked up late.
-  Change in selected bundles can only be allowed if there are seats available in the specific tutoring session. The adjustment will apply from the new calendar month and the difference in tutoring fees will apply from the new month.
-  For learners who are returning to Mumtaz the following academic year, Mumtaz can charge a retention fee in December, which will be adjusted against the fee for the next term starting in January.
-  All fees are subject to change. Mumtaz undertakes to inform parents about changes in good time.
-  Consult the Fee Structure for applicable fees, as well as additional resources to be sent to the Tutoring centre.
-  If additional number of lessons per subject per week are required, it will be subject to availability. The difference in fees will be invoiced and is payable in advance. Prior notice is required.
-  Mumtaz has various branded merchandise that can be purchased and worn by learners. Prices are available separately from the Fee Structure and are subject to change. These are not mandatory.
-  Parents are responsible for providing additional resources as per the Fee Structure or as requested by Mumtaz.
-  Parents remain responsible for providing and completing the learners' curriculum. The cost of the curriculum is separate from tutoring fees payable to Mumtaz.

- ☐ I/We, the legal parent(s)/guardian(s) have read all the terms and conditions specified above, I/we understand them and agree to them.
- ☐ I/We agree to fully comply with the policy of Mumtaz in support of my/our child's well-being.
- ☐ I/We also agree to notify Mumtaz immediately if there are any changes in my/our contact details.
- ☐ I/We confirm that all information contained in this application is true and accurate.
- ☐ I/We commit to providing the following related documents to complete the admission process:
  -  Two most recent passport-sized photos of my/our child in full colour.
  -  Copy of my/our child's current and valid birth certificate or ID Card.
  -  Copy of my/our child's vaccination record.
  -  Copy of current school's report or feedback.
  -  Copy of my/our ID booklet or card as the legal parent(s)/guardian(s)
  -  ID photo and ID copy of any authorized persons who may pick up my/our child from the tutoring centre.

Parent/Guardian Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Datum: DD / MM / YYYY

### For office use:

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