

Safari International Preschool

TERMS AND CONDITIONS OF ENROLMENT

1. The “Applicant” refers to the Parent(s) or Legal Guardian of the Student stated in the Application Form. This person shall be the contractual party and the primary contact person(s) for all communications with Safari International Preschool (hereafter “SIP”) in matters relating to the Student. The Applicant is required to update SIP any change in contact details including but not limited to email address, phone number(s) and home/correspondence address for communication purposes.
2. All information provided to SIP must be accurate and complete. Applicant must declare all significant medical, behavioural, psychological and emotional problems, which might affect the Student’s health and/or ability to learn. Applicant must inform SIP in writing if the Student develops any known medical condition, health problem or allergy.
3. All required documents must be furnished before the proposed date of commencement of school, including: (a) a duly completed Form A (Registration of Interest); and (b) documents listed in Form B (Office Admissions Checklist); Student with incomplete Form/documents will be placed on “conditional admission”.
4. Applicant shall complete a form of medical declaration (“Medical Form”) and shall promptly submit the Medical Form to SIP on or before the Commencement Date and at any time subsequently required by SIP. In the event of an accident or injury to the Student, SIP is fully authorized to seek emergency medical care and treatment for the Student, if the Applicant cannot be contacted at the time consent is required. All costs and expenses arising from or in connection with such emergency medical care and treatment will be for the Applicant’s account. Applicant shall indemnify SIP, and not hold SIP responsible for any medical treatment provided to his/her child by the medical practitioner(s) or other healthcare providers.
5. Applicant warrants and declares that all information regarding learning support, special needs and/or all other learning and behavioural issues of the Student were declared and made known to during the Application for Admission, or before the Student was admitted to SIP. If it subsequently becomes apparent, after admission of the Student, that information regarding learning support, special needs and/or other learning and behavioural issues of the Student have been withheld or falsified during the Application for Admission; or information relevant to the extent of the Student’s educational, emotional, social or health needs has not been made apparent to SIP before or on the date of admission; and SIP is unable, in SIP’s sole discretion, to meet the needs of the Student, SIP reserves the right to request for the withdrawal of the Student and refund (where appropriate) the Applicant in accordance with the Refund Policy
6. When SIP has concerns about the progress of the Student, it is entitled, in consultation with the Applicant, to arrange for an assessment to see whether learning support is needed.

Expenses relating to this assessment are to be borne by the Applicant. On conclusion of the assessment, Applicant shall be notified of the outcome of the assessment and the appropriate learning support shall be put in place. If it appears that further learning support is necessary, or an assessment by an educational psychologist is advisable, or the Student is falling behind with his/her studies, SIP may notify the Applicant for the Student's further assessments, at the Applicant's expense. If SIP considers, in its sole discretion that it cannot provide for the Student's special education needs, SIP reserves the right to request for the withdrawal of the Student and refund the fees paid less than stated purely administrative expenses to the Applicant in accordance with the Refund Policy.

7. Applicant grants SIP an irrevocable and perpetual licence to use Student's work, photographs or videos of the Student, and other materials, for purposes such as publicising or promoting SIP and its students' accomplishments, to internal and external audiences, including in print and online media.

8. A copy of the Parent Handbook can be found on SIP's website. Applicant agrees to adhere to and be bound by the terms and conditions set out in the Parent Handbook, as amended from time to time, and available on SIP's website.

9. SIP will use its best endeavours to protect the personal data of Student including medical, behavioural, psychological data which comes into possession before, during and after the enrolment process relating to a Student in compliance with the Data Protection Act, 2012 (Act 843) or such other laws, as from time to time may be applicable. This excludes publicly available information and the sharing of information relating to Students which have been mandatory by way of legislation or in compliance to an order of a court of competent jurisdiction. SIP's Data Protection Policy (the 'Data Policy') sets out how SIP collects and uses personal data about Students and their parents or legal guardians, so that SIP can provide services necessary to each student's education. The Policy is written in accordance with the data protection law of Ghana and is available on SIP's website, and may be amended from time to time. Applicant agrees to SIP using their own, and their child(ren)'s data, in accordance with the stated Policy.

10. Applicant and Students must accept and abide by the policies as outlined in the Parent Handbook, governed by SIP.

11. SIP is viewed as an extension of the Home, and Students are subject to discipline that is considered necessary, based on the school's philosophy as outlined in the Parent Handbook.

12. Parents are required to inform the SIP if the Student is to be absent from school. School fees are deemed payable during the Student's absence.

FEE POLICY

13. All fees must be paid before the commencement date of school, or by the payment due date

indicated on the invoice, whichever is earlier.

REGISTRATION FEES

14. A non-refundable registration fee must accompany all applications to enroll at SIP. In the event that this fee is not paid, the application will not be reviewed.

SCHOOL FEES

16. School fees are billed mid-way through the term. School fees are linked to the fee refund policy. SIP shall provide a refund of any unconsumed part of school fees pro-rata if the student's enrolment is terminated based on the reason that SIP is unable to provide the programme and resources to meet the student's learning needs (in line with clauses 5 and 6 above). SIP reserves the right to withhold the release of reports, recommendations and other documents, and to suspend or withdraw students, if school fees are in arrears.

LATE ENROLMENT

17. Students commencing class after the first month through a term shall be entitled to have their school fees prorated.

CHANGE OF PROGRAMME

18. A letter requesting for a change of Programme must reach SIP, at least fourteen (14) calendar days before the proposed date of change for the Programme. Programme can be upgraded at any moment in time and any change in fees will be billed accordingly. The programme can be downgraded up to 14 days prior to the commencement of a new term and any surplus fees will be refunded or adjusted to the following terms.

NOTICE FOR WITHDRAWAL

19. A written notice must reach SIP, at least one (1) calendar month, before the child's last day of attendance in school.

LATE CHARGES

20. The School reserves the right to impose a late payment interest of 1% per month on any

school fee payments that are not received by the due date, as indicated on the invoice.

MODES OF PAYMENT

21

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i) By Electronic / Internet
Transfer

Account Name: Safari
Preschool

Account
Number:

Bank Name: Zenith
Bank

Branch: Zenith
Heights

The child's name serves as the reference of payment. Please note that all remittance fees and charges must be borne by the payer.

ii) By
Cheque

Cheques must be made payable to "Safari Preschool". Please indicate the child's name at the back of the cheque.

iii) By
Cash

22. Parents will be notified for any revision of the Terms and Conditions of Enrolment, and Fee Policy.

ACKNOWLEDGEMENT, ACCEPTANCE AND INDEMNIFICATION

I/We, the undersigned, request the enrolment of our child/ward in accordance with terms and conditions of enrolment of Safari International Preschool.

I/We hereby certify that the particulars furnished in this application are complete and true.

I/We agree to indemnify SIP against any liability arising from any injury to the child/ward, any loss or damage to the child's/ward's personal property, or any unforeseen circumstances that may result from the child/ward remaining on the SIP premises after dismissal time or present on non-school days without permission and supervision.

APPLICANT
(S)

On behalf of _____(STUDENT)

Authorised Representative(s) of
SIP

DATE: _____
