

9. School Fees:

The **monthly school fees** are R4250 per month payable over 12 months **in advance on the 21st of each month. This fee will come into effective from 01 January 2013 (December 21st 2012) payment.**
A R300 non refundable application fee applies.
A 4% discount is offered on quarterly payments.
A 5% discount is offered on a once off annual payment.
A R6600 non-refundable deposit is required upon registration at our school.
A 10% family discount is offered on the non-refundable deposit of a second child.

The following methods of payment will be accepted:

- Electronic transfer into the following bank account:
Cape Town Studies and Tours cc
Standard Bank Bayside, branch code 022209
Account number: 272764469.
- Cheques made out to Cape Town Studies and Tours marked non-transferable.
- **No Cash, cash cheques or cash deposits.**

10. Notice Period:

A term's notice is required. Failing to give a term's notice, a full term payment is payable.

11. Penalties for late payments.

Please note that a R20 PER DAY penalty will be levied For your account from the 22nd of each month until date of payment.

Sign _____
(Parent / Guardian)

Date: _____

Full names and surname

CAPE TOWN STUDIES & TOURS CODE OF CONDUCT

Academic

- We ensure that every learner achieves his or her maximum academic potential.

• **BEHAVIOUR**

General

- No interference with the teaching process or unacceptable behaviour towards staff or other learners.
 - Physical contact with any student or teacher is not permitted.
 - We are always non aggressive.
 - Our language and gestures are polite.
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- **ELECTRONIC EQUIPMENT**
 - All clearly marked cell phones, I-pods, laptops, gaming devices and noise making gadgets are to be handed in at the school at the start of each school day.
 - Any cell phones, I-pods, laptops, gaming devices and noise making gadgets not handed in at the school at the start of the school day will be confiscated.

DRESS CODE

Girls

- Skirts should be a reasonable length and tops must not be revealing.

Boys

- Pants must be properly secured by a well-fitting belt.
- Face must be clean shaven.

- All learners must be neatly dressed.
- No sleepwear or bed time slippers.
- Boys and girls hair must be clean and neatly styled.

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General

All students must be punctually at school by 07h45.

- We do not chew bubble gum or
- Smoke or
- Bring dangerous weapons, knives, drugs, alcohol or pornographic material to school

- We respect each other's property, school property and do not litter, waste electricity and water or paint graffiti.

- We are never dishonest, copy homework and assignments and do not plagiarise our work.
- Please keep your own stationery example scissors, pritt, glue, staplers, staples and exam pads.
- We may not leave the school premises unattended during school times.
- All homework, assignments and tasks to be completed on time. Each learner must have a homework diary which must be checked and signed daily. Warnings will be issued for work not handed in or completed on time. Students, whose work has not been handed in, will be required to stay after school on that specific day.

We reserve the right to summarily ask you to remove your child

WITHOUT warning, should he/she display disruptive behaviour, repeatedly break the school rules or in the event of non- payment of school fees or funds owed to the school.

I, _____(full name and surname), have read, fully understand and accept the information and school rules of Cape Town Studies and Tours as set out above.

Sign _____Date: _____

(Student)

Sign _____Date: _____

(Parent / Guardian)