

GRADE 1 – 9 REGISTRATION FORM - 2024

LEARNER INFORMATION

Full name		Surname	
Date of birth		ID Number	
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female	Nationality	<input type="checkbox"/> RSA <input type="checkbox"/> Other:
Language preference	<input type="checkbox"/> Afrikaans <input type="checkbox"/> English	If other nationality - attach copy of student permit	
Email		Grade in 2024	
Cell Number		Late enrolment – last completed term in 2024	

CHOOSE EITHER A OR B

A. PERSON RESPONSIBLE FOR THE ACCOUNT

Title		Initials		Full Names	
Surname		ID number			
Home Language	<input type="checkbox"/> Afrikaans <input type="checkbox"/> English	Cell Number			
Email address compulsory		Home phone No			
Relation to learner		Does learner reside with person			
Residential address		Postal address			

B. COMPANY / CC / TRUST RESPONSIBLE FOR ACCOUNT (If applicable)

Company name		Contact person	
Registration number		Contact number	
Email address compulsory		Alternative number	
Business Address		Postal Address	

PARENT RESPONSIBLE FOR SBA SUBMISSION (ONLY IF OTHER THAN PARENT RESPONSIBLE FOR ACCOUNT)

Title		Initials		Full name	
Surname		ID Number			
Home Language	<input type="checkbox"/> Afrikaans <input type="checkbox"/> English	Cellphone No			
Relation to learner		Does learner reside with person			
Email address compulsory					

The information provided above will be considered the client's domicilium citandi et executandi. The detail given in the heading of this document will be considered Auxilio cc's domicilium citandi et executandi. Each party is entitled to changing his/her specified address by giving (seven) days written notice to the other party.

**EARLY BIRD SPECIAL
SACAI FEES ARE NOT INCLUDED IN THIS SPECIAL**

- **15% DISCOUNT IF YOU REGISTER AND PAY THE FULL SBA FEE BY 30 SEPTEMBER 2023.**
- **10% DISCOUNT IF YOU REGISTER AND PAY THE FULL SBA FEE BY 31 OCTOBER 2023.**
- **5% DISCOUNT IF YOU REGISTER AND PAY THE REGISTRATION FEE BY 10 DECEMBER 2023.**

DOCUMENTATION

REGISTRATION WILL NOT BE FINALISED UNTIL ALL THE DOCUMENTS BELOW HAVE BEEN RECEIVED.

1. Copy of learner’s ID or birth certificate.
2. ID of person responsible for the account.
3. Report from previous school (Only new learners).

IMPORTANT INFORMATION

- Invoicing will be done within 7 working days after receiving the complete Registration form and all additional documents.
- Fees will be calculated Pro-rata if a learner joins later during the year and a R 300 administration fee will be charged.
- All bank charges on cash deposits will be invoiced to the client.
- SBAs will be released on the dates provided on the year plan – see website.
- For late fees, SBAs will be released within 7 working days from date of payment.
- If a refund is applicable after cancellation, it will be paid within 30 days from receipt of written cancellation.
- All cancellations carry a R300.00 administration fee.
- Fees payable according to the payment arrangement and to be settled by 3 October 2024.
- **Textbooks** are **NOT INCLUDED** in the Auxilio fee. Textbook lists are available on the Auxilio Website.

Select required Package and Grade

Grade 1 – 3 R 6 500.00		Grade 4 - 6 R 9 000.00		Grade 7 - 9 R 11 900.00	
Grade 1		Grade 4		Grade 7	
Grade 2		Grade 5		Grade 8	
Grade 3		Grade 6		Grade 9	

SELECT PAYMENT OPTION:

Once off		Payment plan	
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Grade 1 – 3

Included in package:

- Parent and learner support.
- Moderation by competent assessor with Final Progress Report.
- Learner must use textbooks indicated on the Auxilio Textbook list.
- Pre-recorded online lessons in selected subjects.

Grade 4 - 9

Included in package:

- Parent and learner support.
- Access to Auxilio assessment platform. (Platform includes formal assessments – tests, tasks, exams, and memorandums, as required in the Amended CAPS document)
- Progress Reports each term. (Generated from marks received from the parent and is subject to moderation.)
- Moderation by competent assessor with Final Progress Report.
- Pre-recorded online lessons in selected subjects.
- The parent is responsible for assessing work and to keep a Portfolio of Evidence.

AGREEMENT BETWEEN AUXILIO CC AND _____

(NAME OF PARENT/GUARDIAN)

- a. I _____ parent/guardian and _____ person responsible for account jointly and separately accept responsibility for payment due to Auxilio cc.
- I agree to adhere to the Payment arrangement, and to pay the fees before or on the third (3rd) day of each month.
 - I understand that Auxilio cc will not provide any product to me, should I not keep to my payment arrangement.
- b. I accept responsibility to inform Auxilio cc should I terminate my child's studies with Auxilio cc. I understand that no fees will be refunded for any product supplied by Auxilio cc. I agree to pay a cancellation fee of R300.00.
- c. Auxilio uses the prescriptions of the Amended Section 4 documents for assessment and weighting requirements.
- d. I understand that I am responsible for purchasing all necessary textbooks.
- e. I take note that I have been advised by Auxilio cc to register my child as a Home Education student with the Department of Education. I have familiarized myself with the Policy on Home Education.
- f. I take full responsibility for the education and tutoring of the learner, and Auxilio cc is only responsible to assess and moderate his/her progress and report on it.
- g. I declare that my child will not work together with another learner on formal assessments, unless stated otherwise.
- h. I declare that I will see to it that my child does his/her own work, that he/she will not commit plagiarism, and that he/she will write their November exam at an Aux ilio cc approved Invigilator, as stipulated in Auxilio cc's policies.
- i. I agree to keep a copy of all work done, and not to share Auxilio cc's Intellectual property with a third party.
- j. I declare that I have the correct equipment and technology, e.g., email, internet, scanner, camera, and printer to be able to do Distance Education with my child.
- k. I agree to visit the Platform regularly for important information.
- l. **Grade 4 – 9 learners:**
- I understand that a full marked SBA must be submitted in time for the learner to be resulted.
 - I take full responsibility for work not captured correctly onto the Auxilio Platform.
 - I understand that although I will not have any contact with the November exam as per exam regulations, it remains my responsibility to ensure that the Invigilator uploaded the exam on time and correctly.
 - Invigilator is the place/person where the student will be writing the November exam –The invigilation fee is for client's own account.
 - I agree that if I do not submit the full final SBA, by the date stipulated on the year plan, I will be liable for an additional fee of R 3.00 per mark. This is only applicable till end of January 2025 after which no moderation will be done for 2024. Late submission has a 2-month waiting period for marks to be released.
- m. **Grade 1 – 3 learners:**
- I declare that I will courier the full SBA to Auxilio cc to be moderated.
 - I agree that if I do not submit the full final SBA, by the date stipulated on the year plan, I will be liable for an additional fee of R 1 000.00. This is only applicable till end of January 2025 after which no moderation will be done for 2024. Late submission has a 2-month waiting period for marks to be released.
- n. I declare that I have read and understood the policies and procedures of Auxilio cc.
- o. I understand that all fees will be invoiced to me, by Auxilio cc and paid to Auxilio cc.
- p. I declare that the form has been completed correctly. If any information submitted in this document changes, I would inform Auxilio cc in writing.

I the parent/guardian of _____ undertake to honor the agreement as set out above.

Full names of Person Responsible for account		Full names of parent/guardian	
Signature of Person Responsible for account		Signature of parent/guardian	
Date		Date	

POPI ACT CONSENT

Aux ilio cc does not affiliate with any Tutor Centre.
Aux ilio cc will not share any information with an Independent Tutor unless instructed to do so by parent/guardian.
For such an instruction, please complete Addendum A.

ADDENDUM A

I _____ hereby instruct Auxilio cc to share all academic matters with the Tutor:

Tutor _____ Email address

I declare that I of my own accord have procured the services of an Independent Tutor and that Auxilio does not affiliate with Tutors/Tutor centres.

I still take full responsibility for the education of my child, and I declare to communicate directly with Auxilio on all matters concerning Auxilio.

(Signature of parent/guardian)