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DAWN BELL ACADEMY

P O Box 301390, Tlokweng
 Plot 4442, Magwading
 Tlokweng

Student Registration Form (Full Time)

Student Personal Data				
First Name		Surname		Nationality
Date of Birth DD/MM/YYYY	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female		City/town/village	Plot number/ Ward
Contact Number (if applicable)	Grade (Form/Standard)		Previous School if Applicable	
Please tick (Cambridge) <input type="checkbox"/> Lower Primary <input type="checkbox"/> Upper Primary <input type="checkbox"/> IGCSE (Lower) <input type="checkbox"/> IGCSE (Upper)			Please tick (Botswana Syllabus) <input type="checkbox"/> Lower Primary <input type="checkbox"/> Upper Primary <input type="checkbox"/> JC <input type="checkbox"/> BGCSE	
Details of Next of Kin				
Full Names				Cell Number
Occupation	Place of Work			Contact Number (Work)
ID/Passport Number	Relationship to Student			
Emergency Contact				
Another Parent/Guardian			Relationship to Student	Contact
FOR OFFICIAL USE ONLY				
NUMBER OF SUBJECTS				
<input type="checkbox"/> (5) subjects		<input type="checkbox"/> (9) subjects		
<input type="checkbox"/> (6) subjects				
<input type="checkbox"/> (7) subjects				
<input type="checkbox"/> (8) subjects				
Subjects: <input type="text"/>				
Contracts: : <input type="checkbox"/> 1 Term <input type="checkbox"/> 2 Terms <input type="checkbox"/> 1 year <input type="checkbox"/> other: _____				
Other Information				
How did you hear about us?				
<input type="checkbox"/> Sign Board <input type="checkbox"/> Referral by friend <input type="checkbox"/> Facebook <input type="checkbox"/> Other (Please specify): _____				

Thank you for choosing Dawn Bell Academy. Please read and understand the terms and conditions overleaf before signing.

Terms and Conditions

Contracts

Each term contracts are renewed, continuing students have to re-register.

Stationery

The Academy shall not provide any stationery. It is the responsibility of the guardian to buy exercise books, prescribed text books, pens, pencils and all necessities for the student.

Absenteeism

The Academy has a clock book, where each student registers their names and time spent. When the student is absent, the Academy will notify the parent/guardian by text or call. But it's the parent/guardian's responsibility to make sure the student attends the scheduled classes. The academy will not take responsibility for the student's absenteeism. In the event that the student cannot come to the academy for any reason, the guardian must notify the academy.

Fees and Payments

Payments are prepaid. The student pays before starting lessons. All fees will be due the **last day of the month**. An additional fee of 3% shall be added for late payment. Fees are not refundable if the student or guardian is responsible for the student's failure to attend classes.

Vandalism of property

In case of vandalism of any equipment or property of Dawn Bell Academy, the guardian shall be called to the centre and take full responsibility.

Cancellation of policy

Please note that for contracted students, a notice to withdraw must be given at least 30 days before, or there will be a penalty. This allows us the necessary time to fill your spot and determine staffing requirements. Please also note the registration fee is non-refundable.

Signature

I hereby certify that I have read, understood and agree with the above terms and conditions.

Signed (Parent/Guardian/Student):

Date:

DD / MM / YYYY

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Received by:

Signature:

Date:

DD / MM / YYYY

Monthly Fees:

