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DAWN BELL ACADEMY

P O Box 301390, Tlokweng
 Plot 4442, Tlokweng
 Botswana

Student Registration Form (Part Time)

Student Personal Data				
First Name		Surname		Nationality
Date of Birth DD / MM / YYYY	Gender ☐ Male ☐ Female	City/town/village	Plot number/ Ward	
Contact Number (if applicable)	Grade (Form/Standard)	Current School		
Please tick (Cambridge) ☐ Lower Primary ☐ Upper Primary ☐ IGCSE (Lower) ☐ IGCSE (Upper)		Please tick (Botswana Syllabus) ☐ Lower Primary ☐ Upper Primary ☐ JC ☐ 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	
Subject selection				
PLEASE TICK TO INDICATE THE NUMBER OF SUBJECTS				
☐ (1) subject	☐ (5) subjects			
☐ (2) subjects	☐ (6) subjects			
☐ (3) subjects	☐ (7) subjects			
☐ (4) subjects	☐ All subjects			
Subjects:				
Contracts: ☐ 3 months ☐ 6 months ☐ 1 year ☐ other:				
Other Information				
How did you hear about us? ☐ Sign Board ☐ Referral by friend ☐ Facebook ☐ Other (Please specify):				

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

Terms and Conditions

Operational hours

The Academy Opens from **0700hrs** to **1900hrs** Monday to Thursday and **09:30hrs** to **12:30hrs** on Saturday. The timetable is designed according to each learner's needs and schedule.

Lessons and Hours

Part time students are given a minimum of one hour per day and 5 hours per week to a maximum of 2 hours a day and 10 hours per depending on the number of subjects and the learner's needs.

Contracts

Although the Academy can assist students for a day or a month, we encourage longer contracts for the benefit of the child. Academic excellence and change does not happen in one day. Dawn Bell Academy therefore provides optional contracts to encourage students to have enough time for proper assessments and tutorials. We have 1 month, 3 months, 6 months and 1 year contracts which are renewable.

Stationery

The Academy shall not provide any stationery except relevant revision materials, examination papers and teaching textbooks. It is the responsibility of the guardian to buy exercise books, pens, pencils and all necessities for the student. **NB:** For a part time student one or two books are enough.

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:

D D / M M / Y Y Y Y

FOR OFFICIAL USE ONLY

Received by:

Signature:

Date:

D D / M M / Y Y Y Y

Monthly Fees:

