

For office use <b>ENROLMENT FORM</b> DATE of Enrolment: _____	<b>Student NUMBER:</b> _____
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## Child's details:

Please fill in all the fields with an '\*' as it is compulsory to be able to load your profile on UCMS.

First Name*	
Last Name*	
Date of Birth*	
Gender*	
Nationality*	
Province/State*	
City*	
Postal / Zip code*	
Residential Address*	
Mailing Address*	
School	
National ID Number*	

## Parent/Guardian's details:

Please fill in all the fields with an '\*' for at least one Parent/Guardian.

	Parent Info 1*	Parent Info 2
Name and Surname*		
Relationship*		
Occupation*		
National ID Number*		
Email Address (For login)*		
City*		
Province*		
Postal/Zip code*		
Telephone*		



## TERMS AND CONDITIONS/INDEMNITY FORM FOR UCMAS South Africa

### Enrolment:

- A period of at least six months is necessary to ensure significant results.
- UCMAS reserves the right to postpone the start of any class until a minimum of 8 students are enrolled.
- Your child may attend the first lesson once the Registration Fee and the Kit is paid.

### Fees:

- Class fees are payable for 12 months of the year.
- Unpaid Tuition fees will result in the suspension of your child from classes from the 15th of the month. Once outstanding fees are paid your child may return to class.
- Fees are payable in advance.
- Fees applicable as directed by Head Office annually.

### Classes & Material:

- Any study material or equipment that needs to be replaced due to loss or damage, will be replaced at the cost of the parent.
- The student should attend classes/demonstrations/competitions dressed only in their UCMAS uniform, as supplied in their Starter Kit. The student should bring all their materials to class.
- The student should attend all classes. If a student is unable to attend class the parent should inform the course instructor, and if there is any work to be caught up on the parent should arrange a catch up class for the student. The Course Instructor will determine the date and time.
- The student should be well behaved. The parents of the student are responsible for any damages to property and any harm done to others in the classroom caused by their child.

### Homework & Parent involvement:

- Parental involvement and commitment is absolutely essential.
- It is important that the child does only one page of homework for 10 minutes a day (Completed or not). All homework should not be completed on one day.
- Parents are required to check the student's homework on a daily basis which can be found on the first page of each book.
- Please sign the weekly homework when completed.
- All homework, even uncompleted, must be returned to the centre at the next class, for recording purposes.



**International Grading Exam:**

- There will be 2 compulsory International Grading Exams (IGE) a year (March/April and October/November). The student is required to take the exams as it is required to advance on the programme.
- The student will be supplied with the next level's books when successfully passing the IGE, if payment for the books is received and all other payments are up to date.

**Notice:**

- One calendar month's written notice of the intention to terminate UCMAS is required. Fees for the notice month must still be paid.
- Notice may not be given for November or December months, if you plan on joining again the next year.
- If your child discontinues UCMAS and wants to join again at a later date, a reregistration fee will be applicable.

**Holidays:**

- The centre remains open during the school holidays and parents are liable for fees during these periods. Homework are supplied to those children going on holiday.
- In case the centre close for the school holidays there will be booster classes as prescribed by UCMAS Head Office.

**General:**

- Please inform the Course Instructor should your child require any medication to be administered.
- All UCMAS products are protected by copyright no unlawful copies are permitted.
- Perseverance and diligence is the key to success and it is important to foster these attributes in all children.

**Photos & DVD footage:**

I hereby consent that photos and DVD footage taken of my child at any UCMAS event:

May be published:

May not be published:

I/We \_\_\_\_\_ parent/s of \_\_\_\_\_ hereby fully understand and accept the rules and regulations of UCMAS. I undertake to absolve UCMAS and staff of any claims that may arise in connection with injury to my child / ward, in the knowledge that the staff will, never the less, take all reasonable precautions for the safety and welfare of my child / ward.

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

