



DORATHY BROOK TRAINING CENTER

Rules and Regulations

As a parent seeking for ways to better your child/children's knowledge in Accounting and Mathematics, may we advise you to enroll your child/children for the full duration of the course presented by Dorathy Brooks Training Centre, presented from February to October 2019.

Tuition

- Lessons will be given by registered teachers, knowledgeable in their field of instruction
- The curriculum will strictly be in accordance with the Gauteng Department of Education
- Lessons will be conducted at 23 Macowen Street, SE1, Vanderbijlpark
- Lessons will be offered once a week for a duration of one hour and every week thereafter at the same time slot
- Lessons missed will not be repeated unless by prior arrangement with the parents
- Lessons missed will still be payable in full and an additional charge will be levied to arrange a repeat class on an alternative day
- A copy of your child's report card is requested at the end of every semester to assess the child's progress.
- Lessons will continue in the school holidays to pay specific attention to the problem areas experienced by the individual children through the term. The classes will be conducted once a week at no additional cost.

Attendance Protocol

In Dorathy Brooks Training Centre strive to deliver a world class tuition service, attending students are required to adhere to following protocol:

- Lessons will start strictly according to the daily timetable. Parents to ensure children arrive in timely fashion.
- Children to attend lessons with relevant textbooks and suitable stationary
- Children to practice/exercise at home in preparation for the next lessons
- Children to conduct themselves orderly during lessons
- Children to dress appropriate

Fees

Full payment (10 months)	R 5600.00
Monthly payment	R 600.00 per month
Weekly payments	R 150.00 per week

Cash Payments

- For the safety of the children and our staff members, we prefer not to accept cash payments. Should cash payments be your only method of payment, a specific day in the week/month will be pre-arranged to limit cash on the premises to the minimum
- Request a receipt for every payment



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Card Payments

Card facilities will be available for payments with VISA and Mastercard.

- Request a receipt for every payment
- Verify that the transaction is approved before accepting the receipt

EFT Payments

- Proof of payment with EFT payments to be emailed to debra.haasbroek@yahoo.com

Cheques Payments

Cheques payments will not be accepted.

General

- Weekly payments to be done on Mondays
- Monthly payments to be made on the last working day of the month
- Full payments done before the end of February 2019 will qualify for a 5% discount
- Payment confirmation will be sent by email on receipt of each payments
- Payments are required before children can commence with lessons
- Non payments may lead to children not being allowed to attend lessons
- Parents will be informed if payments have not been received

Our aim is to guide your children to master the principles in Accounting and Mathematics. You as the parent will receive frequent updates on your child/children's progress for the duration of the course.

WE ARE HERE FOR YOUR CHILDREN

Should you require any further information, please feel free to contact Debra on 067 162 9367 or by email on debra.haasbroek@yahoo.com.

Parents Signature

Date