



**MEMORANDUM OF AGREEMENT**

**2026**

Entered into by and between the parties:

.....

(Hereinafter referred to as “the parent/guardian” and acting in his/her personal capacity as the parent/or guardian of:

.....

(hereinafter referred to as “the learner”

And

Phenyo College

(hereinafter referred to as “the school”)

Guardian means Court appointed Legal Guardian

Contract may not be signed by a relative or friend, the Contract may only be signed by a parent or court appointed legal Guardian.

Initials: Parent/Guardian... .. Witness... ..

Phenyo... ..



WHEREAS, the parent/guardian desires to enroll his/her child/ward as a learner in the school; **WHEREFORE, THE PARTIES AGREE AS FOLLOWS:**

1. Duration

- 1.1 The LEARNER will be admitted to the SCHOOL for 1 (one) year, commencing 14 January 2026 and terminating 12 December 2026.
- 1.2 This agreement will automatically terminate upon the expiry date set out in 1.1 above and there will be no expectation of any further renewal or conclusion of any further contracts for future academic years. It is also agreed that the school is not in any way obliged to enter into a further contract in respect of the tuition of the learner beyond the expiry of the current contract and is not obliged to afford the learner or parent a hearing of any nature in this regard.
- 1.3 Without derogating from generality therefore, factors which may lead to a further contract not being concluded, include but are not limited to, the poor behavioural and disciplinary record of the learner, negative conduct of the parent/guardian as contemplated in clause 4 below, late payment of fees and expenses as contemplated in 2026 Procedures Brochure and 2026 Prospectus and any breaches of contract committed by the parent/guardian.

2. FEES.

- 2.2 The parent/guardian undertakes to pay the school fees or any other expenses either as charged from time to time or as set out in the School's prospectus at its premises or by bank transfer, upon signature of this agreement or as provided in clause 2.5 below.
- 2.3 In the event of the parent/guardian electing not to pay fees in full upon signature of this agreement, he/she undertakes to make payment of the school fees on the dates prescribed in the Prospectus for the relevant payment scheme.
- 2.4 All payments made by bank transfer will only credited to the learner's account upon receipt of a copy of the deposit slip with the name of the learner legible. The school accepts no liability for deposits which cannot be traced, and it will be the responsibility of the parent/guardian to trace such deposits. Where the deposit cannot be traced the parent/guardian remains fully liable for the payment and shall re-deposit the amount owing.
- 2.5 Whilst the fees and expenses as set out in the Prospectus are valid for a duration of this agreement, the school reserves its right to increase the fees and expenses payable in the event of there being an extraordinary increase in the running costs of the school or if the government changes its educational subsidy policy. However, the school undertakes to communicate such intention to the parent/guardian before the implementation of such an increase.
- 2.6 The parent/guardian agrees that any failure on their part to pay the school fees either timeously or at all will constitute a material breach of this agreement.
- 2.7 The parent/guardian agrees that the school in its absolute discretion may, but will not be obliged to, place the learner in supervised self-study on the school premises until all outstanding fees and/ or expenses have been settled in full. Any indulgence as aforementioned will not constitute a waiver of the school's right to cancel this agreement.
- 2.8 Interests at the prevailing prime rate and collection costs will be charged on all arrear fees and expenses from the due date to the day of payment.

3. **SCHOOL RULES AND REGULATIONS**

The parent/guardian acknowledges that he/she has received, read, and understands the 2026 Day School Prospectus and 2026 Day School Procedures brochure.

Initials: Parent/Guardian... .. Witness ... ..

Phenyosha ... ..



The learner and parent/guardian will be bound by the rules, codes, policies, procedures and regulations as set out in the above-mentioned procedures brochure and prospectus, which documents are incorporated into this agreement and form an integral part hereof. Any serious alternatively persistent contravention of the school rules, codes, policies, procedures or regulations set out in the procedures brochure and/ or prospectus will constitute a material breach of this agreement.

In order to promote an academic and calm atmosphere the parent/guardian agrees that where required it, as well as the learner, will adhere to the school rules and policies and agrees that if the learner participates directly or indirectly in, inter lia, negative political agitation, instigating, or participating in unrest or protest action, cyber threats or defamation, internally organized boycotts and stay-aways, violent, or criminal behavior, gambling, sexual misconduct, drug dealing, or drug abuse, or alcohol abuse, or accumulates eight formal detentions or engages in any other behavior in terms of the school's procedures and policies justifying expulsion, he/she may be suspended pending a disciplinary enquiry and expelled if found guilty at the disciplinary enquiry.

#### 4. **PARENT/GUARDIAN BEHAVIOUR**

The parent/guardian agrees during the continuation of this contract to at all material times co-operate with the school and refrain from any behavior which may negatively impact on the contractual relationship. Any breach of this obligation will entitle the school to cancel this contract as set out in clause 9 below. Examples of such behavior include but are not to rude, offensive, or defamatory communication with the school, its employees, directors or board members or refusing to co-operate with the school or making threats or attacking the dignity of the school, its employees, learners or directors and/or refusing to comply with or give effect to any decision of the Principal or Director.

#### 5. **CANCELLED MEETINGS AND MEETINGS AFTER HOURS**

5.1 In the event of a parent/guardian not being able to attend a scheduled meeting with Phenyo College staff, Director or Principal, Phenyo College will be entitled to recover any reasonable costs that occurred as a result of the postponement of such meeting from the parent/guardian.

5.2 In the event of any meeting with the learners, parent/guardian being scheduled at the request of such parent or guardian after normal school hours, the school will entitled to charge a fee of R200 (two hundred rand) per hour, or pro rata for a part thereof, which will debited to the learner's school fee account.

#### 6. **DAMAGED TO PROPERTY**

The parent/guardian agrees, that in the event of the learner damaging any of the school's property or the premises which the school occupies, to pay to the school the costs of repair/replacement of damaged article/s and/ property.

#### 7. **PERSONAL INFORMATION**

7.1 For the purpose of this agreement "POPIA" means the Protection of Information Act of 4 of 2013. "Personal Information" means information relating to any person, including but not limited to:

- 7.1.1 Information relating to race, gender, sex, marital status, national, or social origin, color, age, disability, language and faith of a person.
- 7.1.2 Information relating to the education or the medical, financial, criminal, or employment history of a person.
- 7.1.3 Information relating to the financial affairs of a person.
- 7.1.4 Credit card details and transactional data.

Initials: Parent/Guardian... .. Witness... ..

Phenyo... ..



- 7.1.5 Any identifying number, symbol, email address, physical address, telephone or other particular assignment to a person.
- 7.1.6 Correspondence sent by a person that is implicitly or explicitly of a private or confidential nature or further correspondence that would reveal the contents of the original correspondence.
- 7.1.7 The views or opinions of another individual about a person.
- 7.1.8 The name of a person if it appears with other personal information relating to such person or if the disclosure of the name itself would reveal information about the person.
- 7.1.9 Any other information which may be treated or defined as personal information in terms of any applicable laws, including any applicable legislation.

7.2 The parent/guardian hereby acknowledges and agrees that it is necessary

relating to the parent/guardian as well as the learner concerned, and consents to the school processing such personal information of and concerning the parent/guardian or learner.

7.3 The school will only use or disclose personal information relating to the parent/guardian or learner for the following purposes:

- 7.3.1 In order to contact the parent/guardian for the purposes of communication necessary information in relation to the school's obligation under this agreement.
- 7.3.2 In the case of an emergency involving the learner.
- 7.3.3 For the purpose of keeping the parent/guardian informed of all events and developments at the school.
- 7.3.4 For the purposes of enforcing the school's code of conduct and its various procedures and policies.
- 7.3.5 To confirm, verify, and update the details and contact details of the parent/guardian.
- 7.3.6 For the purpose of performing any background and credit checks on the parent/guardian/learner as may be necessary from time to time.
- 7.3.7 For the purpose of serving any legal process or legal proceedings the school may be required to institute against the parent/guardian in terms of this agreement.
- 7.3.8 For the purpose of complying with any legal and regulatory obligations which may arise.
- 7.3.9 For the purpose of the school performing its duties and fulfilling its obligations under this agreement, and any legal enactments, or statutes which are binding on it.

7.4 The processing and use of the parent/guardian or the learner's personal information shall be effected in terms of POPIA, or the school's protection of Personal Information Policy in place from time to time. The parent/guardian shall be obliged to familiarize himself/herself with the content of this policy and comply with the provisions of the policy as and when applicable.

7.5 The parent/guardian agrees that certain of his/her and the learner's information kept in terms of the school's protection of personal information policy may be posted on servers and platforms managed by a third-party service provider.

7.6 The parent/guardian agrees to the school sharing any of his/her personal information and that of the learner, with the Gauteng Department of Education and any third-party service provider required to perform services to the learner or the parent/guardian, where required by the school.

7.7 The school undertakes to safeguard the personal information of the parent/guardian or learner when processing their personal information for the purposes set out in clause 7.3.1 to 7.3.9 above.

Initials: Parent/Guardian... .. Witness ... ..

Phenyosha ... ..



7.8 By his/her/their signature of this agreement the parent/guardian warrants that he/she is competent person as defined in Section 11(1) (a) of POPIA to consent to the processing of personal information on behalf of the learner.

8 **INDEMNIFICATION**

The parent/guardian undertakes to complete the indemnity form attached hereto upon signature of this agreement, and this agreement will only come into effect once the indemnity form has been signed by the parent/guardian and returned to the Director or Principal.

9 **TERMINATION/CANCELLATION**

9.1 In the event of the parent/guardian wishing to terminate this agreement and remove the learner from the school, 3 Months' written notice will be required and all school fees and expenses payable as at such date are to be settled immediately.

If the school elects, for any reason not related to the expulsion of the learner or non-payment of the school fees, to cancel this contract, at least 30 days' written notice will be given after which the parent/guardian agrees to withdraw the learner from the school. Notwithstanding anything to the contrary in this clause, the school will not be required to give notice of termination instances of expulsion of the learner from the school and this agreement will terminate upon the effective date of the expulsion. In the event of a cancellation of the agreement as a result of non-payment of school fees, the provisions of clause 2 will apply.

9.2 In the event of this agreement being cancelled for disciplinary reasons as contemplated in clauses 3 and 4 above, all outstanding school fees and expenses as of the date of expulsion will become immediately due and payable on demand.

9.3 In the event of the learner being absent from school 5 or more school days, without written permission from The Director or Principal, this will amount to a repudiate of this agreement. In such an event it is agreed that the school will suffer damages equivalent to three Months' school fees which will be payable to the school demand. In addition, this agreement will also terminate.

9.4 In all the above events of termination or cancellation of this agreement the parent/guardian will return the school's textbooks to the school on or before the learner's last day at the school.

10 **BREACH**

In the event of the parent/guardian and/or the learner breaching any of these terms of the agreement the school, without prejudice to any of its rights in law, reserves the right to cancel this agreement and to claim damages from the parent/guardian.

11 **JURISDICTION/ARBITRATION**

11.1 A dispute between the parties relating to any matter arising out of this agreement or the interpretation thereof shall be referred to arbitration, by any of the parties, by way of notice to the parties, in which notice particulars of the dispute are set out. Notwithstanding anything stated in this clause, a dispute contemplated herein excludes a dispute pertaining to the payment of the school fees. The parties agree to submit themselves to the jurisdiction of the magistrate's Court in respect of such dispute irrespective of the quantum of such outstanding school fees.

Initials: Parent/Guardian... .. Witness ... ..

Phenyos ... ..



- 11.2 Any arbitration proceedings in terms of this agreement shall be held in Tshwane South Africa and shall be held in a summary manner, which shall mean that it shall not be necessary to observe or carry out.
- 11.2.1 the usual formalities and procedure;
- 11.2.2 the strict rules of evidence;
- 11.2.3 and shall be carried out as soon as is reasonably possible after an arbitrator has been appointed as set out below.
- 11.3 The arbitrator for such arbitration proceedings shall:
- 11.3.1 if the matter in issue is primarily an accounting matter, be an independent auditor with at least 10(ten) years' experience, agreed upon by the parties and, failing agreement, nominated by the Chairperson for the time being of the Institute of South African Chartered Accountants.
- 11.3.2 if the matter in issue is primarily a technical matter, be a suitably qualified person agreed upon by the parties. Or failing agreement, to be nominated by the chairperson for the time being of the Law Society for the Northern Provinces.
- 11.3.3 for any matter, be a practicing advocate or attorney, admitted as such in accordance with the legislation or law governing the agreement, with at least 10(ten) years' experience, agreed upon by the parties. Or, failing agreement, nominated by the Chairperson for the time being of the Law Society for the Northern Provinces.
- 11.3.4 in the event that the parties are unable to agree whether the nature of a dispute is primarily of an accounting nature, technical nature, or any other nature of that dispute shall be decided by a practicing attorney or advocate, admitted as such in accordance with the legislation or law governing the agreement, with 10 (ten) years' experience, agreed upon by the parties. Or, failing agreement, nominated by the Chairperson for the time being of the Law Society of the Northern Provinces.
- 11.4 The decision of the arbitrator shall be final and binding to the parties, who shall summarily carry out that decision. Either of the parties shall entitled to have the decision made by an order of any court with competent jurisdiction.
- 11.5 No clause in this agreement, which refers to arbitration, shall mean or be deemed to mean or interpreted to mean that either of the parties shall be precluded from obtaining an interim order of relief on an urgent basis from a court of competent jurisdiction pending the decision of the arbitrator.
- 11.6 A party referring any dispute for arbitration under clause 11 shall first exhaust all internal remedies and procedures available to him/her as set out in the school's procedures and policies.
- 11.7 This clause 11 shall survive the termination of this agreement for any cause whatsoever.

12

### **LEGAL COSTS**

In the event of the school instituting action against the parent/guardian as a result of a breach of this agreement by the parent/guardian and/ or the learner, the parent/guardian will be held liable for such legal costs, including collection commission on an attorney and own scale.

Initials: Parent/Guardian... .. Witness ... ..

Phenyo ... ..



13

**DOMICILIUM (RESIDENTIAL AND POSTAL ADDRESSES)**

13.1 The parties choose as their respective domicilium citandi et executandi for all purposes of this agreement concerning all process notices or other documents or communication of whatsoever nature, the following address:

13.1.1. Parent/guardian name.....

Physical address.....

.....

.....

E-Mail.....

13.1.2 School address: 609 Eerstefabrick Crescent

Nellmapius

Pretoria

0122

E-mail: [info@phenyocollege.co.za](mailto:info@phenyocollege.co.za)

13.2 Any notice or communication required or permitted to be given in terms of this agreement shall be valid and effective only in writing. It shall be competent to give notice by e-mail.

13.3 Either party may by notice to the other party, change the physical address of its domicilium citande et executandi to another physical address in South Africa, or its e-mail address provided that the change shall become effective on the 7<sup>th</sup> day from the deemed receipt of the notice by the other party.

13.4 Any notice to a party sent:

13.4.1 by pre-paid registered post in a correctly addressed envelope to the party at its domicilium cintandi et executandi, shall be deemed to have been received on the 7<sup>th</sup> business day after posting, unless the contrary is proved.

13.4.2 by hand delivery to a responsible person during ordinary hours at its domicilium citandi et executandi shall be deemed to have been received on the day of delivery; or

13.4.3 by e-mail to its chosen e-mail address stipulated as its domicilium citandi et executandi shall be deemed to have been received on the day of dispatch, unless the contrary is proved.

13.4.5 Notwithstanding anything to the contrary herein contained, a written notice or communication actually received by a party shall be an adequate written notice or communication to it, notwithstanding that it was not sent or delivered at its chosen domicilium citandi et executandi, and will include correspondence handed to the learner for the delivery to the parent/guardian.

14

**GENERAL**

14.1 This agreement together with the documents and school policies and procedures and prospectus mentioned herein embodies the entire agreement between the parties. No various, addition or

Initials: Parent/Guardian... .. Witness ... ..

Pheny ... ..



deletion of this written agreement will be of any force or effect unless reduced to writing and signed by all parties hereto.

14.2 Any relaxation or extension of any time set by the school in this agreement for the performance of any act, or any indulgence given by the school to the parent/guardian or learner shall not be construed as a waiver of any of the school's rights under this agreement.

THUS DONE AND SIGNED AT.....ON THIS.....DAY OF.....20

BEFORE THE UNDERSIGNED WITNESS:

.....

PARENT/GUARDIAN

.....

WITNESS FOR PARENT/GUARDIAN

By signing this agreement the parent/guardian accepts that payment of 3 Months' notice is due if the learner is withdrawn or the contract is terminated in terms of clauses 9.1 or 9.3 above.

**FOR OFFICE USE ONLY:**

THUS DONE AND SIGNED AT.....ON THIS .....DAY OF  
.....20...

BEFORE THE UNDERSIGNED WITNESS:

.....

PHENYO COLLEGE

.....

WITNESS FOR PHENYO COLLEGE

**INDEMNITY FORM**

We, the undersigned,

.....(the father/Guardian)

And

.....(the Mother/guardian)

Of

.....(our child/ward)

Initials: Parent/Guardian... .. Witness... ..

Phenyo... ..



Whereas the school and its staff will use their best endeavors to ensure the safety of the child and his/her property we the parent/guardian agree to indemnify them as set out hereunder:

- 1 In our personal capacities and in our representative capacities as parent/guardian of our child we hereby expressly indemnify and hold harmless
  - 1.1 Phenyo College, its directors, staff, assistants or other employees in respect of any liability for any damages or injury or loss of whatever nature suffered by us or our child arising out of any cause whatsoever whilst our child is in the care of Phenyo College, its staff, assistants or other employees either on or off the school premises or in a vehicle either owned, operated by or arranged by the School or in a vehicle either owned, operated by or arranged by the School
  - 1.2 Phenyo College, its directors, staff, assistants or other employees against whom any claim, including legal costs, in terms of clause 1.1 above, which may arise or be instituted for any reason whatsoever.
  - 1.3 Phenyo College, its directors, staff, assistants, or other employees against other claims, demands, legal costs and expenses arising out of the actions whilst in the care of Phenyo College, its staff, assistants or other employees either on or off the school premises.
- 2 We further consent to and agree that:
  - 2.1 Any staff member or assistant of Phenyo College may attend to medical care or treatment, of a child where the cause of such treatment is of a minor nature and the supervision of a medical doctor is not reasonably required.
  - 2.2 We undertake to furnish Phenyo College with our child's medical history and any other relevant medical information, which we deem to be within Phenyo College's necessary both now, and if there is a change.
  - 2.3 Where medical care and treatment caused by a serious injury, illness or condition is required, we consent and give permission to the staff or assistants of Phenyo College to sign any necessary written consent on behalf of us and/or our child for him/her to be subjected to such medical care or treatment, provided that this will be executed on the advice and under the supervision of a medical doctor. We indemnify and hold Phenyo College and its staff and assistants harmless against any claims for injury or consequences which may result from medical treatment as contemplated in this paragraph. We further irrevocably agree to pay any costs or medical fees in respect of the medication, attention or treatment administered to our child in terms of this clause 2.3.

THIS DONE AND SIGNED AT..... ON THIS THE.....DAY  
OF.....20....

.....  
PARENT/GUARDIAN

.....  
WITNESS FOR PARENT/GUARDIAN

Initials: Parent/Guardian... .. Witness... .. Phenyo ... ..