



# Trophy Computers & Robotics

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## Terms & Conditions 2018

<b>Class fees for 2017</b>	Public schools ( R480 x4) Private schools (R620 x3) <i>Registration is valid until the day that you cancel</i>															
<b>Annual Registration fee</b>	Although you don't need to re-register every year; the annual fee of R200/child is still payable in the beginning of the year to cover LEGO pieces, batteries etc (electronic pieces/equipment excluded).															
<b>Time to pay</b>	<p>Fees are payable as follows:</p> <table border="1"> <thead> <tr> <th></th> <th>Public schools</th> <th>Private schools</th> </tr> </thead> <tbody> <tr> <td>1<sup>st</sup> term</td> <td>January</td> <td>January</td> </tr> <tr> <td>2<sup>nd</sup> term</td> <td>April</td> <td>May</td> </tr> <tr> <td>3<sup>rd</sup> term</td> <td>July</td> <td>September</td> </tr> <tr> <td>4<sup>th</sup> term</td> <td>October</td> <td></td> </tr> </tbody> </table> <p><i>Times are tough and unforeseen financial trouble can arise. Please contact us to make arrangements for installments during such a time, rather than to fall behind.</i></p>		Public schools	Private schools	1 <sup>st</sup> term	January	January	2 <sup>nd</sup> term	April	May	3 <sup>rd</sup> term	July	September	4 <sup>th</sup> term	October	
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1 <sup>st</sup> term	January	January														
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3 <sup>rd</sup> term	July	September														
4 <sup>th</sup> term	October															
<b>Discount</b>	R100-00 discount if you pay all the money for the year before the end of February 2018!															
<b>Cancellation notes</b>	One month's notice is needed when your child does not continue with class. Staying away ≠ cancellation.															
<b>Public holidays:</b>	No classes.															
<b>Riots/strikes</b>	No robotics when there are strikes and riots en route to the school or at the school. We will not endanger any of our kids/staff. <i>That class is not available as a catch-up class.</i>															
<b>Calendar</b>	<p>Please check our website often for important dates. We are working according to the same times as the schools. When they are open, so are we. When they are closed, so are we. Exceptions: January – we start the 1<sup>st</sup> week after the public schools open November - we close on the 30th.</p>															
<b>No refunds</b>	If you have paid the class fees and for some reason you do not wish to continue with class, you will not receive a refund, even if you have paid for a term or for the year in advance. Please pay wisely.															
<b>Classes missed</b>	<p>If we miss a class for some reason (strikes/riots excluded), we will contact you to arrange for extra time. If your school is closed on the day/time of our class for any school related issues, we are not obligated to catch up on that class. If your child miss a class due to illness, sport or any unforeseen circumstances, please contact us to make alternative arrangements. If your child only stays away without any notice, you will forfeit that class. <i>(voluntary holidays does not count for catch-up lessons)</i></p>															

<b>Caring services</b>	None. Please make arrangements for your child's safety. They can stay with us in class until you fetch them in unforeseen circumstances. In such a case, please contact us to make arrangements. We cannot supervise kids before or after class - outside of the classroom - as we are busy with another class. There will be extra charges to your account if you are more than 10 minutes late (after our last class on each day)
<b>Follow up</b>	We do not follow up when kids are not attending class. They have lots of extra-murals and sometimes miss class for competitions, eisteddfods, exams etc. If we have to follow up on each kid not attending class, we will be more on the phone than in class. It is the parent's responsibility to know when his child is not attending class. When they go to robotics straight after school, ask them in the afternoon about class. Don't rely on them attending. We cannot run through the schools looking for each absent child.
<b>Communication</b>	Primarily by email or SMS with regards to class fees, changes to times, LEGO specials, competitions etc. Please keep your details updated. Messages are usually send to the mothers' details as they are more available for quick changes. In the case of divorced parents – please forward the information to the correct person for attention, especially when it comes to payments. <i>When a child is at the school's aftercare, please make sure they know of any changes in schedules.</i>
<b>Facebook</b>	Join our Facebook page for updates and class photos. <a href="https://www.facebook.com/TROPHYROBOTICS/">https://www.facebook.com/TROPHYROBOTICS/</a>
<b>Methods of payment</b>	Cash in class or EFT. The banking details are at the bottom of the invoices/statements. Please DO NOT make cash payments at any bank. The bank fees are extremely high!
<b>Our contact details</b>	Zelda: <a href="mailto:zelda@trophyrobotics.co.za">zelda@trophyrobotics.co.za</a> / 082 851 8892 Pieter: <a href="mailto:pieter@trophyrobotics.co.za">pieter@trophyrobotics.co.za</a> / 082 479 2714
<a href="http://www.trophyrobotics.co.za">www.trophyrobotics.co.za</a>	

Thank you for your support!

*Pieter & Zelda Pretorius*

**Trophy Robotics**

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