



Trophy Computers & Robotics

Vanderbijlpark, 1900
trophyrobotics@gmail.com

Cell: +27 82 851 8892
 +27 82 479 2714
www.trophyrobotics.com

Terms & Conditions 2021

Class fees for 2021	Public schools (R630 x4) / Private schools/homeschools (R820 x3) <i>Registration is valid until the day that you cancel</i>															
Annual Admin fee	Although you don't need to re-register every year; the annual admin fee of R200/child is still payable in the beginning of the year to cover the loss of LEGO pieces, batteries, playing fields, website etc (electronic pieces/equipment excluded).															
Payments <i>(if not paid on time, your child may be asked to leave the class after we have send a 2nd/3rd invoice)</i>	Fees are payable as follows: <table border="1"> <thead> <tr> <th></th> <th>Public schools</th> <th>Private schools</th> </tr> </thead> <tbody> <tr> <td>1st term</td> <td>January</td> <td>January</td> </tr> <tr> <td>2nd term</td> <td>April</td> <td>May</td> </tr> <tr> <td>3rd term</td> <td>July</td> <td>September</td> </tr> <tr> <td>4th term</td> <td>October</td> <td></td> </tr> </tbody> </table> <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>		Public schools	Private schools	1 st term	January	January	2 nd term	April	May	3 rd term	July	September	4 th term	October	
	Public schools	Private schools														
1 st term	January	January														
2 nd term	April	May														
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4 th term	October															
Discount	Registration fee discounted if you pay all the money for the year before the end of February 2021!															
Cancellation notes	One month's notice needed when your child does not continue with class. Staying away ≠ cancellation.															
Covid-19 (NEW)	Class times can change overnight as we have experienced in the past. Our class in Vanderbijlpark will continue as long as small group gatherings or normal business activities are allowed. Please adhere to the drop-off and collect rules which will be supplied separately. Classes at our official schools (usually the private schools) depends on their rules. <i>(Please wait for confirmation on when we may start at each school before you do the payment for the 1st term)</i>															
Public holidays:	No classes.															
Riots/strikes	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>															
Photos	Unless you notify us differently, you allow us to take photos of your child and post it on our website and social media (faces sometimes included).															
Discipline	<ol style="list-style-type: none"> When a child misbehaves, he will get a first letter home as warning. The second time will be suspension from class. This includes foul language, bullying and disruptive behaviour or playing/fooling around in class and theft of pieces. When a child's fees are not paid within the rules as set out as above – he will also receive a reminding letter. Please pay on time to avoid a situation where we can ask him to leave the class. 															
Calendar	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 – In 2021 we start in the week of the 18 th in Vanderbijlpark. November - we close on the 30 th .															

No refunds	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.
Classes missed	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 misses a class due to illness, sport or any unforeseen circumstances, please contact us to make alternative arrangements (max 2 per term). If your child only stays away without any notice, you will forfeit that class. (<i>voluntary holidays/parties does not count for catch-up lessons</i>)
Caring services	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)
Follow up	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.
Communication	Primarily by email or SMS or WhatsApp 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>
Facebook	Join our Facebook page for updates and class photos. https://www.facebook.com/TROPHYROBOTICS/
Methods of payment	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! Rather send the cash directly to me.
Contact details	Zelda: trophyrobotics@gmail.com / 082 851 8892 Pieter: pieter161268@gmail.com / 082 479 2714
www.trophyrobotics.com	

Thank you for your support!

Pieter & Zelda Pretorius