



2019 FULL TIME FEES (Mon - Fri : 8.30am - 2pm)

ANNUAL REG FEES: - New Students: R600 | Returning Students: R300
- Bond Paper : R300/annum (*Compulsory to all Students*)

<p>Form 1 R1000/m & Form 2 R1200/m (6 Subjects)</p> <p>1. Maths 2. Science 3. English 4. Accounts 5. Geography 6. Computers</p>	<p>Form 3 (OL1) R1200/m (7 Subjects)</p> <p>Compulsory 1. Maths 2. Biology only OR Comb Science (Bio, Phys & chem) 3. Commerce 4. English Lang 5. Geography + 2 Optional 6. Tourism 7. Computers 8. Accounts</p>	<p>Form 4 (OL2) R1300/m (7 Subjects)</p> <p>Compulsory 1. Maths 2. Biology OR Combined Sci (Bio, Phy & chem) 3. Commerce 4. Accounts 5. English Lang 6. Commerce 7. Accounts 8. Geography</p>	<p>Form 5 (Arts & Comm) R1300/m & Form 5&6 (Sci) Form 6 (A & C) R2000/m R1500/m (3 subjects)</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">Commercials</td> <td style="width: 50%; border: none;">Sciences</td> </tr> <tr> <td style="border: none;">1. Maths</td> <td style="border: none;">2. IT</td> </tr> <tr> <td style="border: none;">3. Accounts</td> <td style="border: none;">Maths + any 2 from Physics, Chemistry &</td> </tr> <tr> <td style="border: none;">4. Business (MOB)</td> <td style="border: none;">Biology</td> </tr> <tr> <td style="border: none;">5. Economics</td> <td style="border: none;"></td> </tr> </table> <p>Arts and Humanities (Any 3) MOB, Psych, Socio, Geography, History</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Note: O-Level subjects taken together with A-level subjects are charged at R250/subj/month</p> </div>	Commercials	Sciences	1. Maths	2. IT	3. Accounts	Maths + any 2 from Physics, Chemistry &	4. Business (MOB)	Biology	5. Economics	
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REGISTRATION PROCESS:

1. **Read, Complete & Sign** Fees Brochure, Code of Conduct & Registration Form
2. **Pay the following Fees:** 1. Reg Fee 2. Bond paper 3. Tuition Fee 4. T Shirts & Jersey
3. **Submit:** Signed fees Brochure, Reg Form & Code of Conduct, Proof of payment, previous results, Transfer letter, Copy of ID/Passport for learner and Parents/Guardian, Proof of Res

OTHER EXPENSES AND DISCOUNTS

Modules/study guides: R100/Subject
Family discounts: 25% off to any additional learner born to the same parents (Sibling) who joins. This applies only when both learners are still enrolled in the school.
Bringing a new learner discount: 40% Once off. (*Complete new learner slip to claim*)
Advance payment discount (3 Months or more): 10%

STATIONERY

<p style="text-align: center;">Mathematics</p> <ul style="list-style-type: none"> • Maths Set & 3 Maths Exe bks • Counter book (A4 288 or more) • Scientific Calculator (Form 3 - 6) <p style="text-align: center;">Other Subjects</p> <ul style="list-style-type: none"> • counter book (A4 288 pages) • 30/50 Flip File, 2 Exe Bks, ExamPad 	<p style="text-align: center;">General</p> <ul style="list-style-type: none"> • Pritt • 3 Exercise bks/subj • Ruler, Rubber • Pens and Pencils • Exam Pad, Stapler • Oxford English Dict
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UNIFORMS

- 1 Fleece Jersey: **R300**
- 3 Golf T-Shirts: **R600**
- Complete plain blue Denim/Jean Trousers (Non-Faded, Not torn)
- White Tekkies or black shoes
- Track suit, Navy Rainy jackets

BANK DETAILS

Bank Name: Standard Bank
 Account Name: Ruziwo
 Acc Number: **0 7 1 2 7 2 4 1 0**
 REF: 'FT'+ 'Stud Name' eg:

Ibeing the parent
 /guardian of.....
 agree to the all the Fees structures stipulated above
 Signature.....Date: DD / MMM /20.....



RULES, REGULATIONS & CODE OF CONDUCT

The following Code of Conduct apply to Full Time Learners. Please read carefully and sign if you agree with them.

FEES PAYMENT:

1. Fees must be paid in advance on or before the 1st of every month over a 12 month period in the year (Jan-Dec).
2. No learner may be allowed to attend classes without paying fees due for that month.
3. Fees can also be paid in advance (eg termly). Fees paid after the 5th of the Month (Late) will attract a 10% interest.
4. If a learner joins the school mid-month or anytime during the month, full fees for that month must still be paid.
5. Registration and Bond paper fees are paid when the student joins the school and at the beginning of every year.
Eg: if a student joins on 1 August 2018, he/she must pay Reg and Bond Paper fees for the year 2018. In Jan 2019 he/she will still be expected to pay Reg Fee (*reduced*) and Bond paper fee for 2019.
6. Fees for full Time learners must always be paid in full irrespective of the number of subjects they do.
7. We **DO NOT** refund any paid fees when learners withdraw from school, dismissed, decide to transfer, quit school or any other reason thereof.

The following Documents and services will **only** be issued to students if all Fees to date have been paid:

1. End of term Report
2. CIE Exam Registration
3. CIE Results & certificate
4. Transfer Letter or Testimonials.

TRANSFERS OR WITHDRAWALS

Parents must inform the school in writing at least 1 month in advance if they want to transfer/withdraw a learner. If no written intention to transfer or withdraw is given, the learner will be deemed a member of the school and will be expected to pay full fees.

UNIFORM

Learners are expected to wear the prescribed school uniform whenever they attend classes, any school related event, and writing exams at a Centre outside our premises. Learners are expected to behave appropriately, courteous and respectful at all times while in uniform even in and outside school premises.
Boys' hair must be kept short and neat. Girls can plait their hair. Dyeing hair to a colour other than your natural hair colour is not allowed. Nails must also be kept short and in their natural colour. Wigs, lipsticks & Earrings are not allowed.

CELLPHONE AND ELECTRONIC GADGETS POLICY

Learners are not allowed to use their cell phones or any other entertainment related electronic gadgets in school. The school will not be held liable in the event of cellphone or any other electronic gadget being lost. Teachers will confiscate cellphones or any other gadget if a learner is found using it during school hours. Parents can communicate with the school admin if there is a message that need to be conveyed to a learner.

ETIQUETTE

1. Chewing gum is not allowed in school at all times. Eating during lessons is also not allowed.
2. Students and staff are expected to say 'please' whenever asking for something and 'thank you' whenever receiving something from another person.
3. Students and staff should exercise self-discipline, refraining from loud, ridiculing laughter and maintain very low levels of noise at all times in class as well as in corridors.
4. Relationships of a romantic nature are **not permitted at all**. Any behaviour that is interpreted to be of a sexual nature is **strictly prohibited** since it's disruptive, inappropriate and embarrassing to others.
5. Learners are expected to behave appropriately while in public places such as trains, buses and taxis. When learners are in Ruziwo uniform, they represent the school where-ever they are, so any behaviour that puts the name of the institution into disrepute should be avoided.
6. Everyone must be treated with respects, dignity

MENTORS

Mentors are learners who have been given the special responsibility of assisting other students to ensure proper discipline is maintained at all times. They are expected to report to staff any disciplinary issues as well as assisting other learners to behave well. Learners are expected to respect mentors and give them full support at they carry out their duties. Mentors should also focus on aspects like: ensuring cleanliness and orderliness of classrooms, conflict resolution, channel grievances to admin staff and ensure all school rules are being obeyed. They must also offer morale and emotional support and motivate other learners to work hard.

PARENT: Full Name..... Signature..... Date.....

LEARNER: Full Name..... Signature..... Date.....

OFFENCES

LEVEL 1	LEVEL 2	LEVEL 3 (Dismissible)
Use crude/foul/vulgar Language	intimidation	Bullying and intimidation
Disrespectful: eg Back chat, Ignoring instructions, Talking to adult with hands in pocket.	Dishonesty or obstructing the course of justice	Stealing or not reporting theft(complicit)
Chewing gum during lessons	Truancy, and leaving school or class without permission(absconding)	Sexual, Physical and emotional Harassment & Discrimination.
Lateness for school or Lessons	Cheating and lying	Fighting or premeditated Violent Behaviour and vandalism
Out of bounds	Possession of tobacco products	Assault
Littering and failure to pick up litter in close proximity	Sexual Intimacy: Kissing, inappropriate touching	Drug, alcohol possession, display or use and smocking
Noise and disruptive behaviour	Persistence classroom misbehaviour	Possession, display or use of dangerous weapons eg gun, knife etc
Disobedience	Use of electronic gadgets at school without permission	Criminal Offence, Racism, Xenophobic, dehumanizing etc
Not doing Homework	Graffiti of defacing furniture	Caught in Compromising position
Laziness and complacency	Persistence insolence: rude and disrespectful behaviour.	Possession, display or dealing in pornography
	Repetition of Level 1 Offence	Repetition of Level 2 Offence

CONSEQUENCES

Learner given 1 or 2 warnings by either staff member or mentor	Level 2 offence slip is completed in duplicate.	These are offences of a very serious nature . Learner is immediately asked not to dismissed pending a disciplinary hearing that may lead to expulsion.
If behaviour is repeated, Staff completes 2, 1 st level offence slips. Learner takes one of them to parents to sign and return it to school the following day. Learner is not allowed in class unless the offence slip is returned.	One goes to parents who have to sign and returned to school the following day.	Upon committing such an offence, a 3 rd level offence slip get completed and a copy goes to the parents to sign. Parents also notified of the offence through other comm means available: whatsapp, sms, email, phone call etc and invited to a disciplinary meeting to be held within a week.
If repeated, it becomes a level 2 Offence	A disciplinary meeting will be conducted between the student, Senior teachers and a mentor.	Learner will be asked not to report to school unless in the company of parents. Parents are invited to come to school for a disciplinary hearing.
	Minutes of the meeting must be signed by all parties and filed. Level 2 Offences may lead to Suspension from school for a period of 1 week or 2 or asked to join part time classes in the afternoon.	Learner will be served with a letter of exclusion.
	Repetition of this behaviour gets escalated to Level 3 Offence	

PARENT: Full Name.....Signature..... Date.....

LEARNER: Full Name.....Signature..... Date.....