



# Memorandum Of Agreement

## MEMORANDUM OF AGREEMENT BETWEEN

*Dawn Bell Academy*

## AND

*Client (Parent/Guardian/Adult Student)*

### 1. PARTIES

This Memorandum of Agreement (hereinafter referred to as the "Agreement") is made and entered into between Dawn Bell Academy, a homeschooling institution that provides educational services from Standard 1 to Grade 12, located at 4442, Maratadiba Road, Tlokweng, Botswana, hereinafter referred to as the "Institution," and the undersigned Client (Parent/Guardian of a minor student or an adult student aged 18 or above), hereinafter referred to as the "Client."

### 2. INTERPRETATION

In this Agreement, unless otherwise specified, the following terms have the meanings assigned below:

- **Institution:** Refers to Dawn Bell Academy, the homeschooling provider responsible for offering the educational services specified in this Agreement.
- **Client:** Refers to the Parent or Guardian responsible for a minor student's enrollment and educational oversight, or an adult student aged 18 or above who assumes full responsibility for their own enrollment.
- **Student:** Refers to the individual receiving educational instruction under the terms of this Agreement.
- **Full-Time Program:** Refers to the Institution's educational programs in which students are enrolled for comprehensive instruction with the intention of preparing for official examinations.
- **Part-Time Program:** Refers to programs designed to provide supplementary support or tutorial services, typically for students preparing for official exams on a flexible schedule.
- **Agreement:** Refers to this Memorandum of Agreement, including all terms and conditions, which governs the relationship and responsibilities between the Institution and the Client.
- **PSLE:** Primary School Leaving Examination, a national examination for primary-level students.
- **IGCSE:** International General Certificate of Secondary Education, an internationally recognized qualification for secondary-level students.
- **BGCSE:** Botswana General Certificate of Secondary Education, a national examination for secondary-level students in Botswana.
- **JCE:** Junior Certificate Examination, a national qualification for junior secondary students in Botswana.

Any ambiguities or uncertainties in the interpretation of this Agreement shall be resolved in accordance with the Institution's policies and the applicable laws of Botswana.

### 3. PURPOSE

The purpose of this Agreement is to outline the terms, conditions, and expectations governing the enrollment, study, and completion of academic programs at Dawn Bell Academy. The Institution offers the following programs:

- **Full-Time and Part-Time Programs:**
  - **Primary School Leaving Exam (PSLE)**
  - **International General Certificate of Secondary Education (IGCSE)**
- **Part-Time Programs** (Supplementary or Tutorial Students):
  - **Botswana General Certificate of Secondary Education (BGCSE)**
  - **Junior Certificate Examination (JCE)**

### 4. ENROLLMENT REQUIREMENTS

#### 4.1 Age and Authority

- **Students Aged 18 and Above:** Students who are 18 years of age or older are permitted to sign this Agreement and manage their own enrollment and academic matters directly with the Institution.
- **Minors (Students Under 18):** For students under the age of 18, a Parent or Guardian must sign this Agreement on the student's behalf, assume responsibility for enrollment, and provide necessary oversight throughout the student's participation in the program.

#### 4.2 Academic Level Placement

- The Institution provides education from Grade 1 to Grade 12, covering:
  - **Standard 1 to Standard 7 (Primary Level)**
  - **Form 1 to Form 5 (Secondary Level)**

### 5. PROGRAM OFFERINGS

#### 5.1 Full-Time Programs

- The Institution offers **PSLE** and **IGCSE** programs on a full-time basis for students preparing to complete these official examinations.

#### 5.2 Part-Time and Supplementary Programs

- **PSLE** and **IGCSE** programs are also offered on a part-time basis to allow students flexibility in their studies.
- **BGCSE** and **JCE** courses are offered on a tutorial basis, primarily for students seeking additional support or for those supplementing their education to improve examination results.

## 6. RESPONSIBILITIES OF THE PARTIES

### 6.1 Institution's Responsibilities

- Provide quality educational services and resources for the enrolled courses.
- Maintain an appropriate, safe, and conducive learning environment.
- Ensure qualified instructors are available for all programs.
- Schedule and administer assessments, including preparatory assistance for PSLE, IGCSE, JCE, and BGCSE examinations.
- Offer both in-person and online learning options, if available and as per the program requirements.

### 6.2 Client's Responsibilities

- Ensure the student's regular attendance and compliance with academic requirements, deadlines, and policies set by the Institution.
- Ensure payment of all required tuition fees, exam fees, and other charges associated with the student's program.
- For minors, ensure active parental or guardian oversight of the student's academic progress and engagement with the Institution as needed.

## 7. TUITION AND FEES

The Client agrees to pay tuition fees and any additional costs as stipulated by the Institution's current fee schedule. Payments shall be made promptly according to the agreed-upon schedule. Non-payment of fees may result in suspension or termination of the student's enrollment in the program.

## 8. TERM AND TERMINATION

This Agreement is valid from the date of signature until the completion of the student's enrolled program or termination by either party. Either party may terminate this Agreement with written notice under the following conditions:

- Failure to comply with the terms set forth in this Agreement.
- Mutual agreement to terminate the student's enrollment.

## 9. STUDENT RIGHTS AND PRIVACY

The Institution is committed to maintaining confidentiality and privacy for all students. All personal information, academic records, and communication between the Institution and Client shall be handled in accordance with applicable privacy laws and institutional policies.

## 10. AGREEMENT TO TERMS

By signing below, the Client acknowledges that they have read, understood, and agree to abide by the terms and conditions set forth in this Agreement. The Client further understands that violation of any part

### For the Client (Parent/Guardian or Adult Student)

Client Name:

Relationship to Student  
(if applicable):

I hereby certify that I have read, understood, and agree with the above terms and conditions.

Signed (Parent/Guardian/Student):

Date:

DD`/MM/YYYY

### FOR OFFICIAL USE ONLY

#### Dawn Bell Academy Representative

Received by:

Signature:

Date:

DD/MM/YYYY

Position: