

THE YARD – PREPARATORY ACADEMY

PO Box 76317 Lynnwood Ridge, 0040 Tel: 012 361 5337 Fax: 086 55 22 688 Email: admin@typa.co.za



Dear Parents

Welcome to The Yard – Preparatory Academy

A. In order to apply for placement at The Yard, please contact Denise Oosthuysen to enquire as to availability of space. (0123615337 admin@typa.co.za) You are required to please complete the Enrolment Form with all relevant information and submit with the Enrolment Fee to The Yard.

1. Enrolment Form (Annual) - Grade RRR (3 years old turning 4 years old)
Grade RR (4 years old turning 5 years old)
Grade R (5 years old turning 6 years old)
2. Enrolment Fee (Annual) - R250-00 (non-refundable)
Required on submission of the Enrolment Form
Please fax to 086 55 22 688 or email admin@typa.co.za

Once full capacity is reached, further applicants will be contacted / by phone, sms or email and will be placed on a waiting list; if so required and confirmed by the applicant.

B. The person responsible for the payment of fees will be required to complete the Fee Commitment Agreement and return it to The Yard (by hand / fax or e-mail). Copy of ID is required.

3. Fee Commitment Agreement (Annual) - Completed, initialled and signed in full at the office
(Appointment time - during school office hours 8am to 1pm)
Alternatively, special arrangements can be requested via email for the Agreement to be finalised electronically.

As space becomes available, and your Enrolment is considered at The Yard the applicants will be contacted (In chronological order of applications or other fair criteria considered by The Yard.) to fulfil or complete the above Acceptance Criteria.

If any of the above criteria points; A and B have not been met, the place will be unfortunately offered to the next child on the Waiting List.

C. Once your Fee Commitment Contract is approved at The Yard, you will receive proof of confirmation and the first payment will be required.

1. First part payment - R1000-00 Due no later than the 01st of November.
This amount will be deducted from your first fees due.
Payments due strictly in advance.
Please fax to 086 55 22 688 or email admin@typa.co.za

First Quarterly Fees are due on the 01st of January.

All Fees must be settled in full by the 01st of October.

All payments are due strictly in advance and are due as per the signed Fee Commitment Contract.

Monthly payments (maximum 10 months) are by Special Arrangement only and need to be applied for in writing and must be approved first. All monthly payments are due by the 01st of October.

No late payments are permissible.

Internet transfers or direct deposits only.

Please use your Child's name and surname as your payment reference.

Please send all proof of payments to fax 086 55 22 688 or email admin@typa.co.za

The Yard, Standard Bank, Lynnwood Ridge, Current Account No – 013378392

Thank you again for your enquiry at The Yard. www.typa.co.za

Yours sincerely,

Rhonda and Alex de Chermont
(Owners of The Yard Preparatory Academy)