

03 September 2024

Dear Parent,

Registrations for 2025 are now open.

Please note that the fees listed below for 2025 do not include any additional costs associated with registering or enrolling your child with a home school of your choice. You will need to handle those negotiations directly with the home school.

The 2025 Registration Form is included at the end of this document. Kindly complete one form for each child you wish to register with us.

Please be aware that we do not charge a registration fee per child.

| Term | Start | Close | Comments |
|------|----------------------------|-----------------------------|---|
| 1 | Wednesday, 15 January 2025 | Friday, 28 March 2025 | 11 weeks, 53 days, 1 public holiday |
| 2 | Tuesday, 08 April 2025 | Tuesday, 17 June 2025 | 12 weeks, 59 days, 7 public holidays |
| 3 | Tuesday, 22 July 2025 | Friday, 03 October 2025 | 11 weeks, 54 days, 1 public holiday |
| 4 | Monday, 13 October 2025 | Wednesday, 10 December 2025 | 9 weeks, 43 days |

| Date | Holiday |
|------------------------------|----------------------|
| Wednesday, 01 January 2025 | New Year's Day |
| Friday, 21 March 2025 | Human Rights Day |
| Friday, 18 April 2025 | Good Friday |
| Monday, 21 April 2025 | Family Day |
| Sunday, 27 April 2025 | Freedom Day |
| Monday, 28 April 2025 | Freedom Day Observed |
| Thursday, 01 May 2025 | Workers' Day |
| Monday, 16 June 2025 | Youth Day |
| Saturday, 09 August 2025 | National Women's Day |
| Wednesday, 24 September 2025 | Heritage Day |

Directors:

JT Benadé +27 (0)84 910 8719
Karen Uys +27 (0)82 521 8469

| Date | Holiday |
|----------------------------|-----------------------|
| Tuesday, 16 December 2025 | Day of Reconciliation |
| Thursday, 25 December 2025 | Christmas Day |
| Friday, 26 December 2025 | Day of Goodwill |

We offer the following packages, payable in advance. The total cost for each package is calculated and then divided by 12 months to determine the monthly cost. For Grade 12 students, the cost is calculated up to the end of Term 3 and divided by 9 months to determine the monthly cost.

A 10% discount is available if you use your own laptop.

| Fees | Monthly Cost (1st Child) | Monthly Cost (2nd Child) | Monthly Cost (3rd Child) |
|--|--------------------------|--------------------------|--------------------------|
| 1_Fri (Over 12 Months) | R532 | R479 | R426 |
| 1_Mon (Over 12 Months) | R779 | R701 | R623 |
| 1_Thu (Over 12 Months) | R799 | R719 | R639 |
| 1_Tue (Over 12 Months) | R819 | R737 | R655 |
| 1_Wed (Over 12 Months) | R819 | R737 | R655 |
| 2_MonFri (Over 12 Months) | R953 | R858 | R763 |
| 2_MonThu (Over 12 Months) | R1 147 | R1 032 | R918 |
| 2_MonTue (Over 12 Months) | R1 162 | R1 045 | R929 |
| 2_MonWed (Over 12 Months) | R1 162 | R1 045 | R929 |
| 2_ThuFri (Over 12 Months) | R968 | R871 | R774 |
| 2_TueFri (Over 12 Months) | R983 | R884 | R786 |
| 2_TueThu (Over 12 Months) | R1 176 | R1 059 | R941 |
| 2_TueWed (Over 12 Months) | R1 191 | R1 072 | R953 |
| 2_WedThu (Over 12 Months) | R1 176 | R1 059 | R941 |
| 3_MonThuFri (Over 12 Months) | R1 406 | R1 266 | R1 125 |
| 3_MonTueFri (Over 12 Months) | R1 420 | R1 278 | R1 136 |
| 3_MonTueThu (Over 12 Months) | R1 597 | R1 437 | R1 278 |
| 3_MonTueWed (Over 12 Months) | R1 611 | R1 449 | R1 288 |
| 3_TueThuFri (Over 12 Months) | R1 433 | R1 290 | R1 146 |
| 3_TueWedFri (Over 12 Months) | R1 446 | R1 302 | R1 157 |
| 3_TueWedThu (Over 12 Months) | R1 624 | R1 461 | R1 299 |
| 3_WedThuFri (Over 12 Months) | R1 433 | R1 290 | R1 146 |
| 4_MonTueThuFri (Over 12 Months) | R1 775 | R1 597 | R1 420 |
| 4_MonTueWedFri (Over 12 Months) | R1 787 | R1 608 | R1 429 |
| 4_MonTueWedThu (Over 12 Months) | R1 948 | R1 753 | R1 558 |
| 4_MonWedThuFri (Over 12 Months) | R1 775 | R1 597 | R1 420 |
| 4_TueWedThuFri (Over 12 Months) | R1 799 | R1 619 | R1 439 |
| 5_MonTueWedThuFri (Over 12 Months) | R2 044 | R1 839 | R1 635 |
| 5_MonTueWedThuFri_Grade 12 (Over 9 Months) | R2 115 | R1 904 | R1 692 |

Invoice Periods:


| Invoice Date | Payment Required | Month |
|-------------------|------------------|----------------|
| 23 December 2024 | 1 January 2025 | January 2025 |
| 27 January 2025 | 1 February 2025 | February 2025 |
| 24 February 2025 | 1 March 2025 | March 2025 |
| 27 March 2025 | 1 April 2025 | April 2025 |
| 24 April 2025 | 1 May 2025 | May 2025 |
| 26 May 2025 | 1 June 2025 | June 2025 |
| 23 June 2025 | 1 July 2025 | July 2025 |
| 24 July 2025 | 1 August 2025 | August 2025 |
| 25 August 2025 | 1 September 2025 | September 2025 |
| 25 September 2025 | 1 October 2025 | October 2025 |
| 23 October 2025 | 1 November 2025 | November 2025 |
| 24 November 2025 | 1 December 2025 | December 2025 |

Cancellation: 1 Month notice.

Platforms we use are listed below:

| Platform | URL | Curricula |
|---------------------------|---|---|
| Think Digital Academy | https://www.thinkdigitalacademy.org/ | British International South African CAPS United States GED |
| UCT Online High School | https://www.uctonlinehighschool.com/ | South African CAPS Cambridge International Adult Matric |
| Cambrilearn Online School | https://cambrilearn.com/ | International British Curriculum CAPS Curriculum |
| Wingu Academy | https://wingu-academy.com/africa/ | International British Curriculum CAPS Curriculum INTERNATIONAL GCSE |

Return your completed form to jan.benade@consciousminds.co.za or come and drop it off at our premises on 2 Sao Bras Street, Da Nova, Mossel Bay.



JT Benade
0849108719

APPLICATION FORM (One Form per Child)

ADDRESSES

| | | |
|---------------------|--|--|
| Residential Address | | |
| | | |
| | | |
| Postal Code: | | |
| Postal Address | | |
| | | |
| | | |
| Postal Code: | | |

PARENTS/LEGAL GUARDIAN

| | Father/Guardian (Strike Through if not applicable) | Mother/Guardian (Strike Through if not applicable) |
|------------------------------|--|--|
| Title: | | |
| Full Name: | | |
| Surname: | | |
| ID / Passport Number: | | |
| Contact Number (Land line): | () _____ | () _____ |
| Contact Number (Cell Phone): | | |
| Email: | | |
| Occupation / Employer: | | |

STUDENT DETAILS

| | |
|--------------------------------|--------------------------|
| Full Names: | |
| Surname: | |
| ID / Passport Number: | |
| Date of Birth: | |
| Current Age: | |
| Gender: | |
| Contact Number (Land line): | Code: _____ Number _____ |
| Contact Number (Cell Phone): | |
| Email: | |
| Home Language: | |
| Current Grade: | |
| Online School Registered with: | |

STUDENT HEALTH AND MEDICAL

Medical conditions we should be aware of (example: allergies, asthma, etc):

| |
|--|
| |
|--|

Medical considerations we should be aware of (example: no blood transfusions, etc):

| |
|--|
| |
|--|

Medical care instructions we should be aware of (example: contact person, etc):

| |
|--|
| |
|--|

Medical Fund Details

| | |
|----------------------|--|
| Medical Fund: | |
| Medical Fund Number: | |
| Plan Type: | |
| Main Member Details: | |

For EFT payments:

| | |
|---------------------------------------|--|
| Pay to: CMSH | Bank: FNB – Branch Code 250655 |
| Account Number: 62814342458 | Reference: Your child's Name & Surname |

Email proof of payment to karen.uys@consciousminds.co.za

Package Selected (tick your choice, one per child)

- | | | |
|--|---|---|
| <input type="checkbox"/> 1_Fri | <input type="checkbox"/> 1_Mon | <input type="checkbox"/> 1_Thu |
| <input type="checkbox"/> 1_Tue | <input type="checkbox"/> 1_Wed | <input type="checkbox"/> 2_MonFri |
| <input type="checkbox"/> 2_MonThu | <input type="checkbox"/> 2_MonTue | <input type="checkbox"/> 2_MonWed |
| <input type="checkbox"/> 2_ThuFri | <input type="checkbox"/> 2_TueFri | <input type="checkbox"/> 2_TueThu |
| <input type="checkbox"/> 2_TueWed | <input type="checkbox"/> 2_WedThu | <input type="checkbox"/> 3_MonThuFri |
| <input type="checkbox"/> 3_MonTueFri | <input type="checkbox"/> 3_MonTueThu | <input type="checkbox"/> 3_MonTueWed |
| <input type="checkbox"/> 3_TueThuFri | <input type="checkbox"/> 3_TueWedFri | <input type="checkbox"/> 3_TueWedThu |
| <input type="checkbox"/> 3_WedThuFri | <input type="checkbox"/> 4_MonTueThuFri | <input type="checkbox"/> 4_MonTueWedFri |
| <input type="checkbox"/> 4_MonTueWedThu | <input type="checkbox"/> 4_MonWedThuFri | <input type="checkbox"/> 4_TueWedThuFri |
| <input type="checkbox"/> 5_MonTueWedThuFri | <input type="checkbox"/> 5_MonTueWedThuFri_Grade 12 | |

We reserve the right to book our workstations in order of first come-first booked with the priority given to 5-day clients. We dedicate a specific workstation to a specific child only if the 5-day package is selected. Thereafter we must schedule other bookings according to workstations available.

Workstation Selection (tick your choice)

- CMSH Workstation Own Laptop (10% Discount)

Scope of Work

Conscious Mind Study Hub is a provider of virtual online classroom services and is not a public or independent school. Therefore, we do not register learners under Section 51 of the South African Schools Act No. 84 of 1996 ("the Act").

Our virtual online classroom services align with the national curriculum (CAPS), enabling home-educated learners to meet national curriculum standards. However, the registration of learners for home education under Section 51 of the Act remains the responsibility of the parent.

The South African Schools Act No. 84 of 1996 permits parents to educate their own children as an alternative to enrolling them in a public or independent school. According to the Act, home education is defined as education provided by a parent to their child at the child's residence.

Parents may use Conscious Mind Study Hub's services to support their home education efforts. However, parents remain the primary parties responsible for their children's education.

Please note that Conscious Mind Study Hub will not direct or supervise the learning of home-educated learners; this remains the parent's responsibility.

This document aims to clarify the distinction between official education received from a school and the operating model of Conscious Mind Study Hub, which differs from that of a traditional school.

The Department of Basic Education (DBE) and Provincial Education Departments (PEDs) are responsible for ensuring that learners receive education that meets legal norms and standards. It is crucial that Conscious Mind Study Hub's services comply with this legal framework and that we do not misrepresent ourselves.

Conscious Mind Study Hub is not accredited as a tutor or learning center with any of the platforms we use. Our registration with various virtual online school platforms is solely a contractual agreement to access their products and services. This registration does not imply that Conscious Mind Study Hub is a school. We are a Tutor Centre, not a private or independent school.

Parents select their preferred online school and handle the registration and enrollment of their child directly with that school. They are responsible for paying all fees related to the online school directly to the school; Conscious Mind Study Hub is not involved in this process.

Furthermore, Conscious Mind Study Hub's registration with any virtual online platforms we use does not imply any registration or affiliation with the DBE or PED's. It remains the responsibility of home-education parents to register their children with a PED.

Differences between Conscious Mind Study Hub and a School

| Conscious Mind Study Hub | School |
|--|---|
| Does not provide official education but supports this with providing the infrastructure to attend virtual online classes and extra classes | Provides official education and is responsible for the supervision of teaching and learning |
| Cannot register the child with a Primary Education Department (PED) as this is the sole responsibility of the parent in home education | Schools must be registered with a Primary Education Department (PED) |
| Services rendered are done so on a contractual basis | Services rendered are done so on a statutory basis in terms of the School's Act |
| Never call us a school or give the impression that we are a school. | Refers to itself and the business as a school. |
| Does not charge "school fees", but tutorial services is quoted at an hourly rate or bundled as packages that parents can purchase. | Charge's school fees within the framework provided by the Department of Basic Education (DBE), as it is registered to do so. |
| Is not referring to ourselves without the relevant qualifications as "teachers". | Schools employ qualified teachers with SACE numbers to educate learners |
| Is not performing official assessment of learners and is not representing ourselves to do so. At the parent's request, we are performing supporting administrative functions and we do offer services such as invigilation as qualified and competent to do so. | Performs official assessments of learners |
| Does not determine whether the learner should progress to the next grade as this is the role of the parent. | Determines whether a learner should progress to the next level or not. |
| Is not issuing education qualifications or represent ourselves to do so as only accredited providers are authorised to issue registered qualifications. | Issues different forms of education qualifications based upon its accreditation status. |
| Is not requiring compulsory attendance to tutorials or extra classes. | The Act prescribes compulsory attendance at a school. |
| Is not required to group learners into classes based upon grade or academic achievement. We have the freedom to decide the way we group our learners. | Typically group learners according to strict guidelines for each grade or academic achievement |
| We do not prescribe any uniforms. | Typically prescribes to a strict uniform code. |

Of importance for parents with children within the Intermediate Phase (Grade 4-6) is for them to know that this is the compulsory schooling phase (from Grade 1 to Grade 9 or age 15).

CAPS Policy Requirement (as quoted on the Impaq website: Available at <https://www.impaq.co.za/impaq-home-school/legal-considerations/>) stipulates:

- Parents should apply to the Provincial Education Department (PED) for the registration of a home education learner and comply with any reasonable conditions set by the department. Submit hard copies of your application and all documents to the Circuit Office in Mossel Bay.
 - Circuit Manager: Ms. Rozelle Smith-Neethling
 - Circuit Office: 24 Marsh Street; Summer Heights, Shared, Mossel Bay
 - Contact number: 044 813 1950
- Parents need to keep a record of attendance, a suitable timetable, and a portfolio of evidence (containing the activities and assessments) for every learner. Portfolios must be kept for three (3) years as proof of the learner's progress.

- Parents must provide the PED with feedback on the learner’s progress and whether they have reached the required outcomes at the end of every phase (Grade 3, 6, and 9). Assessments must be done by competent assessors (qualified educators registered with the South African Council for Educators).
- Parents can follow any curriculum that meets the minimum outcomes as set out in the national curriculum.
- The parent may include tutorial or other educational support secured in respect of specific areas of the curriculum. ***The parents, however, remains responsible for the education of their child.*** Home education only applies to the compulsory schooling phase (from Grade 1 to Grade 9 or age 15). Learners in the FET Phase (Grade 10 – 12) must be registered with an assessment board through an independent service provider.”

Registration Process:

| Step | Description | Responsibility |
|-------------|---|-----------------------|
| 1 | Intermediate Phase (Grade 4-6): Registration with the Provincial Education Department (PED) for the registration of a home education learner. | Parent |
| 2. | Choosing a Virtual Online Platform and register the child on it. This collaboration is between the parent and the academy of choice. | Parent |
| 5. | Only once the child is enrolled with the academy of choice would we give access to enrol with us as a Tutor Centre. | Parent |
| 6. | All learners who want to register and enrol with us as a Tutor Centre need to complete the 2025 CSMH Registration form and supporting documents | Parent |

DISCLAIMER

I, _____ (parent / guardian) hereby give permission for
_____ (student),

1. to participate in centre activities and (✓ the relevant box)
 give permission
 don't give permission
for any public photos send out on social media.
2. Accept the necessary precautions in terms of the safety and wellbeing of my child and I accept the necessary payments of medical or hospital bills, in case of injury.
3. I declare that in case of illness or injury during class attendance, I will not hold Conscious Mind Study Hub Tutor Centre, principal, or workers responsible for the incident.
4. I hereby consent that in times of emergency or injury, the principle has the authority to act on behalf of the parent.
5. To my knowledge, the learner is in good mental state.
6. I hereby accept that if my child vandalizes or break any Conscious Mind Study Hub Tutor Centre property, including headphones and computers, I will be held responsible for the cost of damages.
7. I am aware that all computer workstations are CCTV monitored and I accept that my child will be recorded for safety reasons while attending class during the day.
8. If my child shows dangerous behaviour to themselves, other students or tutors, the principal has the authority to contact the authorities.
9. If my child has a serious change in health, during school hours, the principal has the right to request medical help and as parent I will be held responsible for the medical fees.
10. I understand that:
 - a. I need to pay fees due at the end of the month. That my child cannot attend class at Conscious Mind Study Hub Tutor Centre if no hosting fee has been paid at the end of the month.
 - b. If no fees are received, the seat of the student will be opened for another student on the waiting list.
 - c. Conscious Mind Study Hub Tutor Centre is an online virtual classroom service and is not responsible for school-related issues.

Parent/Legal Guardian Signature

Date