



Client–Facilitator Agreement

1. PARTIES TO THIS AGREEMENT

This Client–Tutor Agreement (“Agreement”) is entered into between:

Tutor/Service Provider:

Study With Sadie (SWS)

Owner: **Sadie Kruger**

Email: **sadiekruger.sk@gmail.com**

Phone/WhatsApp (POP only): **076 540 0692**

Client:

Parent/Guardian Name: _____

Student Name: _____

Date: _____

2. ADMINISTRATION & FEES

2.1 Application & Administration Fee

A once-off **R750 Admin/Application Fee** is payable upon enrolment.

This covers: onboarding, application processing, records setup, consent forms, and communication setup.

2.2 POPIA Agreement (Privacy Compliance)

Study With Sadie complies with the **Protection of Personal Information Act (POPIA)**.

- All information shared is confidential.
- Records are stored securely and used **only** for educational and administrative purposes.



- No information will be shared without written consent.
A separate POPIA consent form will be signed upon onboarding.

2.3 Student & Parent Contact Information Form

A full contact and emergency-information form must be completed prior to lessons beginning. This includes:

- Parent/guardian details
 - Student details
 - Learning history/context
 - Medical information relevant to safety
 - Emergency contacts
 - Collection/transport authorisations
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3. PAYMENT TERMS

3.1 Payment Schedule

- **All lessons are booked and paid in advance.**
- Monthly invoices are issued before the 1st.
- Payment is due: ***reflected in the SWS account provided, by 1st of each month.***
- Minimum lesson requirement:

Group lessons: Option 1

Private lessons: Basic package

3.2 Accepted Proof of Payment (POP)

Valid POP must be sent **ONLY** via:

- **Email:** sadiekruger.sk@gmail.com
- **SMS/WhatsApp:** 076 540 0692



NOT accepted: screenshots, WhatsApp “POP”, unverified proof, or edited images.

3.3 Late Payment

- A **late payment penalty of R350 per day** will be added for overdue invoices.
- All invoices must be settled **within 5 days of issue**, including ad-hoc lessons booked during the month.

3.4 Non-Payment Clause

The tutor reserves the right **not to attend lessons** if:

- Fees are outstanding,
- POP not received, or
- Previous penalties remain unpaid.

No lessons resume until the account is fully up to date.

4. LESSON PACKAGES & MINIMUM WEEKLY HOURS

4.1 School-Going Students (Private afternoon lessons)

These are structured academic support sessions designed to provide supervised homework assistance, guided revision, study skills development, and subject clarification. ***All private lesson slots are booked via Google Calendar & these lessons will be approved with POP received and once whats app confirmation is given by the tutor.*** Private afternoon sessions are available for booking from 14.30 onwards. These are NOT available for homeschooling or private at home lessons. These lessons are only available for @SWS premises.

4.1.1 Availability

- Available Mondays, Tuesdays & Thursdays only



- Sessions are one-on-one (private).
- Afternoon time slots are allocated via the official Google Calendar slots.
- Sessions may be booked:
 - Back-to-back, or
 - On separate weekdays, subject to availability.

4.1.2 Package Options

Basic Package – R3000 per month

- 2 × 1-hour sessions per week
- Ideal for light homework supervision and weekly accountability support.

Silver Package – R4000 per month

- 3 × 1-hour sessions per week
- Ideal for students needing more consistent structure and subject guidance.

Gold Package – R5000 per month

- 4 × 1-hour sessions per week
- Best suited for students requiring regular oversight, revision support, and stronger academic structure

4.1.3 Booking & Confirmation

- Selected time slots remain provisional until payment is received.



- Bookings are confirmed only upon receipt of full payment in accordance with existing payment terms in the original agreement.
 - All packages operate on a monthly structure and secure recurring weekly slots
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4.2 Homeschooled / Online / Study With Sadie Exclusive Students

These packages provide structured full day academic instruction for home-schooling students and include curriculum guidance, placement support, and exam preparation. Curriculum support for Cambridge, GED pathway etc (please see attached academic pathway for full breakdown of pathway options).

4.2.1 Availability

- Available Mondays, Tuesdays, Wednesdays, Thursdays, and Fridays only.
- Morning schedule: 09:00–13:30.
- Placement subject to availability and assessment.

4.2.2 Package Options

Option 1– R3500 per month

- 2 days per week
- 9.00-13.30
- Full day tuition

Option 2 – R4500 per month

- 3 days per week
- 09.00-13.30



- Full day tuition

Option 3 – R5400 per month

- 4 days per week
- 09.00-13.30
- Full day tuition

Option 4 – R6200 per month

- 5 days per week
- 09.00-13.30
- Full day tuition

4.2.3 Curriculum Scope

Home-Schooling Packages include:

- Curriculum guidance for GED students
- Curriculum guidance for Cambridge Lower Secondary students
- Placement testing
- Exam preparation and structured academic planning

Please note:

- CAPS tutoring is not available under this program.
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5. LESSON PRICING

Group Lessons: Option 1

- Pricing as laid out in clause 4.2.2*

Private Lessons: Basic package minimum



- Pricing as laid out in clause 4.1.2*
 - Any and all private lessons specifically for homeschooled students will be charged @ R350 per hour & a minimum of 4 hours per week are required for the right support, no private at home lessons are available.
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6. LESSONS STRUCTURE

Study With Sadie follows a Montessori-aligned grouping method:

- **Younger Group:** Ages 12–15
- **Senior Group:** Ages 16–19

Scheduling

- **Group Sessions:** *These are subject to change with clients needs.*
 - Mondays, Tuesdays, Wednesdays, Thursdays & Fridays
 - Morning or afternoon blocks depend on booking preference.
- **Private Sessions Only:**
 - Mondays, Tuesdays & Thursdays bookings start from 14.30 slots to be booked via Google Calendar. Lessons take place @SWS venue.

This method provides age-appropriate independence, structured work cycles, and differentiated learning.

7. CANCELLATION, MISSED LESSONS & NOTICE

7.1 30-Day Notice Period

Clients must give **30 days' written notice** to terminate lessons, as per all tutor agreements.

7.2 Missed Lessons



- Lessons missed by the tutor will be made up **within the same month**, as far as possible.
- Student absences do not qualify for refunds.
- Make-up lessons for student cancellations are not guaranteed unless previously arranged.

7.3 Rescheduling

Rescheduling depends on tutor availability and cannot be guaranteed.

8. CONSENT FORMS

Separate consent forms to be signed include:

8.1 Social Media Consent

Permission for SWS to use **non-identifiable** images or anonymised content for educational and marketing purposes.

Parents choose levels of consent:

- No images
- Learning content anonymised
- Limited group photos
- Full permission

8.2 Transport Consent

Where SWS provides or arranges transport:

- Parents acknowledge that transport is at their own risk.
- SWS is not responsible for accidents, delays, or third-party transport issues.

8.3 Indemnity & Risk Agreement



For onsite/group lessons:

- SWS is **not liable** for theft, loss, injuries, accidental harm, or property damage.
 - Parents accept responsibility for learners' conduct and safety outside structured lesson times.
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9. TUTOR RESPONSIBILITIES

Study With Sadie commits to:

- Delivering structured, curriculum-aligned lessons
 - Providing high-quality, personalised instruction
 - Offering regular feedback and progress monitoring
 - Maintaining professional communication
 - Following POPIA and confidentiality standards
 - Scheduling fair make-up lessons when tutor cancellations occur
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10. PARENT RESPONSIBILITIES

Parents agree to:

- Ensure punctuality and attendance
 - Keep accounts up to date
 - Provide required documentation
 - Communicate changes in schedule or circumstances
 - Provide suitable devices, notebooks, stationery or curriculum access
 - Support homework and at-home practice
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11. ADDITIONAL TERMS



- SWS may update fees annually.
 - Curriculum materials may be digital or printed depending on course.
 - Any additional services (assessment reports, external exams, travel) may incur extra fees.
 - Study With Sadie reserves the right to discontinue lessons based on non-compliance with this Agreement.
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12. SIGNATURES

Parent/Guardian:

Name: _____

Signature: _____

Date: _____

Tutor (Study With Sadie):

Name: **Sadie Kruger**

Signature: _____

Date: _____