



ONLINE TUTORING AGREEMENT

Between Makhangela Maths and Science School of Excellence (MMSSE) tutoring company and Parent / Learner

1. PARTIES

1.1 TUTORING COMPANY

Name: Makhangela Maths and Science School of Excellence (Pty) Ltd

Registration No: 2024/819975/07

Address: 216 19 King street Kya Sand, Johannesburg

Email: zuluqhue68@gmail.com

Phone: 061 946 3698 / 076 846 2787

1.2 PARENT / GUARDIAN

Full Name: _____

ID / Passport No: _____

Address: _____

Email: _____

Phone number: _____

1.3 LEARNER

Full Name: _____

Date of Birth: _____

School & Grade: _____

Email: _____

Phone number: _____



@makhangelamaths&science



zuluqhue68@gmail.com



216 19 King Street, Kya Sand
Johannesburg, Gauteng, 2169



+27 61 946 3698 | +27 76 846 2787



2. PURPOSE OF THIS AGREEMENT

2.1 This Agreement sets out the terms and conditions under which the MMSSE will provide online tutoring services to the Learner.

2.2 By signing this Agreement, the Parent / Guardian and Learner agree to follow these terms.

3. SERVICES PROVIDED

3.1 The Tutoring Company will provide online tutoring in the following subject(s):
Mathematics, Mathematical Literacy and Physical Sciences

3.2 Lessons will be delivered via the following online platform(s): (e.g. Zoom, Google Meet, Microsoft Teams)

3.3 Lessons may be:

- Individual (one-on-one)
- Group lessons (5 learners per class)

4. LESSON SCHEDULE AND DURATION

4.1 Lessons will take place on:

Day(s): Monday to Friday

Time: 5pm to 10pm

Lesson Duration: 60 minutes per session.

4.2 The schedule may be changed by mutual agreement in writing (WhatsApp, SMS or email is acceptable).

4.3 Lessons will follow the South African school curriculum (e.g. CAPS / IEB)



5. FEES AND PAYMENT TERMS

5.1 The tuition fee is:

- R per month for 8 lessons.

5.2 Payment is due:

- ☐ Monthly in advance, by the 5th day of each month

5.3 Payment method(s): (e.g. EFT, bank deposit): E-wallets and cash send transactions are not permitted

5.4 Late payment: If payment is not received by the due date, the Tutoring Company may:

- a) Suspend lessons until payment is received

5.5 No refunds will be given for missed lessons except as set out in Clause 6 below.

5.6 Annual Registration Fee:

An annual registration fee of **R250 per subject** is payable upon enrolment to secure the Learner's slot and to be allocated a timetable.

This fee is non-refundable and must be paid before the first lesson or as otherwise agreed with the Tutoring Company.

The registration fee covers administrative and scheduling costs and is required each academic year.

6. CANCELLATION AND RESCHEDULING

6.1 Cancellation by Parent / Learner

- At least 24 hours' notice is required to cancel or reschedule a lesson.
- If the required notice is given, the lesson may be rescheduled, subject to availability.
- If less than 24 hours' notice is given, the lesson may be charged in full and will not be rescheduled.

6.2 Cancellation by the Tutoring Company

- If the tutor cancels a lesson, the lesson will be rescheduled, or a credit / refund will be given for that lesson.

6.3 Repeated cancellations or non-attendance may result in termination of this Agreement.



7. RESPONSIBILITIES OF THE TUTORING COMPANY

The Tutoring Company agrees to:

- Provide tutoring in a professional and respectful manner.
- Prepare for lessons and provide appropriate learning material where necessary.
- Start lessons on time, except in cases of technical issues or emergencies.
- Provide feedback to the Parent / Learner on progress when requested, within reasonable limits.
- Keep personal information confidential, except where disclosure is required by law (e.g. risk of harm).

8. RESPONSIBILITIES OF THE PARENT / LEARNER

The Parent / Learner agrees to:

- Ensure the Learner attends lessons on time and is prepared.
- Provide a quiet and safe learning environment.
- Ensure that the Learner has access to a device, internet connection and data.
- Not share meeting links, passwords or recordings with unregistered persons.
- Make sure all payments are made on time.
- Support the Learner by encouraging homework completion and revision.

9. CONDUCT AND DISCIPLINE

- The Learner must behave respectfully towards the tutor and other learners.
- Unacceptable behavior (e.g. swearing, bullying, inappropriate messages, or content sharing) may result in a warning or suspension.
- The Parent / Guardian remains responsible for supervising the Learner's safe and appropriate use of the internet.



10. ONLINE SAFETY AND RECORDING OF LESSONS

- Lessons may be recorded for quality, training and safety purposes.
- Recordings will be stored securely and shared only with authorised persons.
- Learners and Parents may not record, screenshot or share lesson content without written permission.

11. ACADEMIC PROGRESS AND DISCLAIMER

The Tutoring Company will make every reasonable effort to help improve the Learner's performance, but cannot guarantee specific marks or results, as performance depends on various factors including the Learner's effort.

12. INTELLECTUAL PROPERTY

All materials provided remain the intellectual property of the Tutoring Company or tutors. Materials may be used only for personal educational use and may not be distributed or sold.

13. PRIVACY AND DATA PROTECTION

The Tutoring Company will collect and use personal information only for tutoring and administration purposes. Information will not be shared with third parties except as required by law or for delivering the service.

14. LIMITATION OF LIABILITY

The Tutoring Company is not responsible for loss of data, internet issues or misuse of devices. Liability is limited to fees paid in the month prior to the claim.



15. TERM AND TERMINATION

This Agreement begins on the date of signature. Either party may terminate with one (1) month's written notice unless otherwise stated. The Tutoring Company may terminate immediately for non-payment or misconduct.

16. GENERAL

Changes must be in writing. Invalid clauses do not affect the rest of the Agreement. Governed by the laws of the Republic of South Africa.

17. SIGNATURES

Makhangela Maths and Science School of Excellence:

Name: QHUBEKANI ZULU

Capacity: DIRECTOR

Signature:

Date: 05 / 11 / 2025

Parent / Guardian:

Name: _____

ID / Passport No: _____

Signature: _____

Date: ____ / ____ / ____









