

INTRODUCTION LETTER: SELF-STUDY AT HOME OPTION

Dear Parent/s and Guardian/s,

Thank you for considering Kensio House as your choice in education support.

Kensio House is an exclusive Academy of Therapeutic Learning catering for children from Grade R to Grade 12 and beyond. In addition to our on-site programmes, we also support families who prefer a self-study at home approach, particularly where a learner finds a mainstream environment challenging (noise, class size, social pressure, pace of teaching, task completion, anxiety, or difficulty with structure), yet still needs access to a clear, structured curriculum plan with therapeutic guidance and accountability.

Our self-study at home option is designed to help learners complete learning in a calmer, more regulated environment while still receiving professional support, routine, and appropriate scaffolding. This model is especially helpful for learners who benefit from predictable schedules, smaller learning chunks, flexible pacing, and parent-supported learning with guidance from experienced educators where needed.

Online Learning is only available on our IBP course and is only available to learners turning 16 and up in the year of starting, they need to be dedicated and will need to check in online with their facilitator at least twice a week. NQF4 is a 2-year course. NQF5 and up is 1 year. If the learner works at a slower pace and needs additional time to complete this will need to be noted upfront.

That the Self-Study at Home Option Typically Includes

- A structured learning plan aligned to the learner's needs and realistic pace
- Guidance on routine, structure, task breakdown and executive functioning support
- Regular check-ins / progress monitoring (as applicable to the chosen package)
- Parent guidance on how to support learning at home without overwhelm,

Scholar Criteria for Enrolment (Self-Study at Home)

To ensure the programme is suitable and sustainable for the learner and family, the following criteria apply:

- Scholars should be reasonably independent in activities of daily living such as:
 - Set up study Schedules
 - Work independently
 - Stick to tracking sheets
 - Laptop with Microsoft licence
 - Anydesk loaded on laptop
- Learners must be able to communicate their needs (verbally or through an agreed functional communication method).
- All progress reports (if any) must be provided upfront for review (e.g., Educational Psychologist, Occupational Therapist, Speech Therapist, or latest school/centre report).

Please ensure we have all relevant documentation sent as mentioned below, to enable us to properly prepare for the learner online. They are to accompany this application.

Please ensure the following are sent with this Form

Required:	Yes	No	N/a
Latest school report			
Ed Psych Report (if applicable)			
OT Report (if applicable)			
Speech Report (if applicable)			
Additional therapy reports (if applicable)			

APPLICATION FORM

RIGHT OF ADMISSION RESERVED

LEARNER

Full Name and Surname: _____

Date of Birth: _____ Current Grade: _____

Grade applying for: _____ Potential Start Date online: _____

Learner ID number: _____ Ethnic Group: _____

Name by which learner is called (Nickname): _____

PARENTS/GUARDIANS

FATHER

Surname: _____

Name: _____

ID number: _____

Profession: _____

Work Tel: _____

Home Tel: _____

Mobile: _____

Email: _____

Home Address: _____

Work Address: _____

MOTHER

Surname: _____

Name: _____

ID Number: _____

Profession: _____

Work Tel: _____

Home Tel: _____

Mobile: _____

Email: _____

Home Address: _____

Work Address: _____

Home Language: _____ Denomination: _____

Previous Centre/School: _____

Any additional information, Medication, illness or allergies we should know of (e.g., Asthma, Epilepsy, Including any formal Diagnoses, Dyslexia, ADHD etc)

Doctor: _____ Tel No. _____

Initials: _____

CONSENT TO PROCESS INFORMATION

I/We as parents/guardians of the learner hereby give consent to Kensio House to process the information provided and to use for the purpose so collected.

I/We acknowledge that Kensio House will process and store information in compliance with the POPI Act and their policies.

I/We hereby

☐

Give consent

☐

Do not give consent

That Kensio House take photographs of the learner and post it on social media.

Kensio House shall never disclose the personal information of the learner when posting on social media unless express written consent is obtained.

I acknowledge that this consent shall be valid and binding until I withdraw my consent by informing Kensio House via email.

Signature

Parent/Guardian Name

Date

Signature

Parent/Guardian Name

Date

TERMS & CONDITIONS RELATING TO FEES

NAME OF LEARNER: _____

GRADE: _____ START DATE: _____

REGISTRATION FEE

The parent/guardian of the above-mentioned learner agrees to pay the registration fee of R 4000.00.

Until the full registration fee is paid, the learner's online admission **to Kensio House** is not secured.

The registration fee is non-refundable, i.e.

The parent/guardian forfeits the registration fee if the parent/guardian.

1. Decides not to place the learner at Kensio House
2. Withdraws the learner from Kensio House, notwithstanding the number of days attended.

The Registration fee cannot be used to offset Kensio House tuition fees.

Once the registration fee is paid, and the learner's place is secured, the learner will be issued with a learner code; this code is to be used when making any payments for fees to the centre as the reference, so we can allocate your payment.

TUITION FEE

Kensio House is a private, independent fee-paying academy of therapeutic learning that receives no form of grant or subsidy and therefore relies totally on the collection of tuition fees to cover its salaries and all other running costs and is not in a position to offer financial assistance.

At the start of each month/year, you will receive an invoice for the fees, depending on the option you chose.

The following fee options are available:

- ☐ 1. Annually: Annual lumpsum upfront payment by the 15th December.
- ☐ 2. Quarterly: 4 term payments in advance before the 1st months day of each term in advance
- ☐ 3. Monthly: 12 payments throughout the year, payable on/or before the 1st of each month in advance and must reflect in the bank account by no later than the 3rd of the month.

*Please select an option for fee payment.

Payments are to be via EFT into Kensio House Account by no later than the last day of the month with the following details:

Bank Details

FNB

Branch code: 210854

Account Type: Current

Account number: 63094894607

Reference: Learner Code KENS number

Please note that if cash payments are made into the account, the cost affiliated to this in terms of bank charges will be added to your fees.

Failure to Make Payment

The Learner will only be entitled to assisted education if the fees are paid and on time. If outstanding fees accrue, Kensio House reserves the right to **suspend the Learner from Kensio House** on the first Monday after fees became due. In this regard, the parent/guardian acknowledges that it is not Kensio House that deprives the learner from assisted education, but the parent/guardian for failing to make payment.

Penalty charges of R 50 per day may be charged on the account for all outstanding and overdue accounts. Penalties will be charged from the day they became due.

No progress reports will be issued where fee accounts have not been paid in full.

Online access will be suspended.

After 2 months of fees in arrears, the learner will be permanently excluded from attending Kensio House, and the account will be handed to an attorney for **debt collection** and the normal procedure for debt collection will be followed. The parent/guardian will be responsible for any costs incurred for this process, on attorney and client scale, including any costs incurred for tracing agents, sheriff fees and collection commission.

Other

Please note we do not get involved with divorce contracts or liabilities, both parents/guardians, whose names appear on the registration forms will be held jointly and severally liable, the one absolving the other, in whole for any outstanding fees.

Notice period

A minimum of **One Term** notice is required should the parent/guardian wish to terminate the learner's attendance or withdraw the learner from **Kensio House**.

Should the learner not have completed his iBp course – then the remainder of the course fee will be billed to parents as these are paid to the international body upfront.

Acknowledgment / Declaration

I / We commit myself/ourselves to the above regarding payments of centre fees for any educational services received at **Kensio House**.

Initials:

I/We hereby accept that should my child's fees remain unpaid my child will be excluded from Kensio House until such time as centre fees are paid up to date.

I/We agree that my/our child/ren can be de-registered and removed from the roll at Kensio House if fees remain unpaid for more than one month.

I/We agree to provide all stationery and textbooks, curriculum registration and facilitator guides as requested on the stationary/textbook list provided for my child/ren's grade as well as a ream of copy paper per term. A book usage fee will be levied for the use of the required textbooks.

I/We agree that I will give Kensio House one term's notice should I wish to remove my child/ren from the academy.

I/We agree and understand that should I pull my child/ren from Kensio house without notice, I am liable for the full term's fees and responsible for all legal/litigation fees, should I not pay.

I understand that Kensio House has a "right of admission reserved" policy and therefore has the right to refuse admission or continued attendance at Kensio House.

I have read and understood the terms above.

Signature

Parent/Guardian Name

Date

Signature

Parent/Guardian Name

Date

INDEMNITY

NAME OF LEARNER _____ GRADE _____

I, _____ parent/guardian of the aforementioned learner, indemnify Kensio House from any injuries/damage or death that my child may incur during education hours and/or on the grounds of Kensio House.

I understand that Kensio House may not be held liable for any personal goods/belongings of my child that may be lost/damaged or stolen during the course of the day.

I take full responsibility for any goods/belongings that my child brings onto the grounds and cannot claim compensation for any loss of such goods/belongings from Kensio House.

I understand the risk of sending my child to Kensio House with expensive electronic equipment and understand that it is my risk and not up to Kensio House to ensure its safekeeping.

I realise that I must claim any loss/damage that my child or I may incur from the aforementioned loss/damage/theft from my personal insurance.

SIGNED _____

NAME: _____

DATE: _____

ONLINE CENTRE FEES 2026

A NON-REFUNDABLE ENROLMENT FEE OF R4 000.00 IS PAYABLE TO RESERVE PLACEMENT.

MONTHLY FEES ARE PAYABLE UNTIL THE COMPLETION OF THE COURSES' REQUIREMENTS. IF THE LEARNER IS SIGNED UP TO COMPLETE AN NQF QUALIFICATION,

Please note that Fees are calculated and divided into monthly, quarterly and yearly fees, Fees include to cost of the curriculum and certain textbooks, international body certification. These are paid out to the relevant bodies upfront. The curriculum set out online is for independent learning.

All learners will need access to teams, in order to check in weekly.

NQF 4 Vocational exit – which is a grade 12 equivalent – should this route be chosen; and the learner is 16, this is a 2-year qualification and thus signing up for this will be a 2-year commitment. Should the learner be pulled out prior to completing, the remainder of the course fee will be due and payable.

For all Level 4 iBp and up, it is 12 months from the date of entry, if an extension is required we will discuss this with you upfront.

Learners need a laptop to work from, access to Microsoft and a stable internet line, and will be required to check in with their facilitator once a week.

We are happy to discuss and guide you on the above.

Kensio Beyond Fees – Varsity online

Beyond	Monthly	Termly	Yearly
Bachelors Pathway (iBp) – Level 3 (NQF4)	R 3 780.00	R 11 340.00	R 45 360.00
Bachelors Pathway (iBp) – Level 4 (NQF5)	R 4 158.00	R12 474.00	R 49 896.00
Bachelors Pathway (iBp) – Level 5 (NQF6)	R 4 573.75	R 13 721.25	R 54 885.60
Skills Development and work base Seminars – yearly Fee			
iBp Fee (includes Yenza)	R 1500.00 paid up front.		
Marking Fee – first marking	Free		
Remark	R250.00 per remark		

- Please note that if content has to be remarked there is an additional R 250.00 remark fee, per remark, per assignment.