



ED-U-COLLEGE

INDEPENDENT SCHOOL: REGISTRATION FORM

Grade 201

LEARNER DETAILS						
Surname						
First Names						
Gender	Female			Male		
Ethnic Group <i>(mark with X)</i>	Asian	Black	Indian	Coloured	White	Other
Date of Birth						
Home Language						
Nationality						
Identity/Passport No.						

SCHOOL HISTORY OF LEARNER			
Previous School Name			
Province			Highest Grade Passed
Year	Teaching Language		

	PRIMARY GUARDIAN (SCHOOL FEES)					SECONDARY GUARDIAN (LIVES WITH)				
Relationship to Learner										
Surname										
Full Names										
Ethnic Group <i>(mark with X)</i>	Asian	Black	Indian			Asian	Black	Indian		
	Coloured	White	Other			Coloured	White	Other		
Gender	Male		Female			Male		Female		
Title	Mr	Mrs	Miss	Ms	Other	Mr	Mrs	Miss	Ms	Other
Home Language										
Nationality										
Identity/Passport No.										
Cell No.										
Physical Address										
Marital Status	Married	Divorced	Single	Separated		Married	Divorced	Single	Separated	
	Widow	Widower	Other	Traditional		Widow	Widower	Other	Traditional	
Employer										
Occupation										
Physical Address										
Postal Address										
Work Telephone No.										

OFFICE USE			
STUDENT (S.A.)	STUDENT (FOREIGN)	PRIMARY GUARDIAN	SECONDARY GUARDIAN
Birth Certificate OR I.D. Document	Birth Certificate	I.D. Document	I.D. Document
Report Card	Report Card	Proof of Residence	
Promotion Report Card	Promotion Report Card	Payslip	
Transfer Card	Study Permit	Bank Statements	

Date of Registration		Receipt No.	
ADMISSION DATE		ADMISSION NO.	

ALTERNATIVE CONTACT PERSON (EMERGENCY REASONS)	
Surname and Name	
Physical Address	
Cell No.	
Relationship to Learner	

MEDICAL INFORMATION	
Allergies	
Chronic Illness	
Medical Aid	
Medical Aid Number	
Name of Main Member	

ANY OTHER SIBLINGS IN ED-U-COLLEGE			YES	NO
Name	Surname		Grade	

ENROLMENT CONTRACT	
Pupils are expected to adhere to the following conditions:	
1.	Fees
1.1	Payable from February to November in 10 instalments. Payment of school fees is strictly before or on the 7 th of each month. Learners can be suspended for a period until school fees are paid up to date. Legal steps will be taken to recover any outstanding school fees. No report or transfer card will be issued to a learner whose school fees are not paid up to date.
1.2	Parents are liable for full payments regardless of any absenteeism, which might have occurred, including school holidays. Registration fees are not refundable.
1.3	One calendar month's <i>WRITTEN</i> notice of cancellation must be given.
1.4	<u>Independent Schools and School Fees</u> According to the South African Schools Act Ed-U-College functions as a commercial enterprise and may refuse to admit learners whose parents may not be creditworthy or <u>provide education services to those customers who have not paid their school fees account</u> as specified in the terms and conditions agreement. It is the responsibility of the person responsible for paying of school fees to inform / prove to the school that payment of school fees has been made by means of a deposit slip or internet banking proof of payment print out. No prior notice will be given and no responsibility will be taken by the school should the learners whose school fees are not paid before / on the due date, are sent home. Monthly statements concerning school fees are sent out and parents / guardians are to take responsibility for payment thereof.
1.5	Foreign students must have a VALID study permit.
2.	Textbooks and Stationery
2.1	All learners are expected to be in possession of the prescribed textbooks and stationery by the end of January of every academic year, as learning cannot take place without these vital educational tools.
3.	Behaviour
3.1	Conduct It is the responsibility of the parents and students to familiarise themselves with the School Rules and Code of Conduct. The school has the right to terminate a learner's contract if his/her behaviour contravenes the Code of Conduct / School Rules.

3.2	No alcohol, drugs or weapons will be allowed on the premises or during any school activity. Immediate expulsion is applicable. Fighting and victimisation of any kind will not be tolerated.
3.3	Drug and Alcohol Testing: Ed-U-College reserves the right to test any student for substance abuse.
4.	<p>Strike Action</p> <p>The Staff of Ed-U-College are committed and dedicated to the education of all learners on a daily basis. However, we cannot ensure the safety of learners during strike action, riots, group demonstration acts, etc. If the safety of the learners is compromised, all parents and guardians will be advised via our SMS facility or official school letter and must ensure their children stay home. Ed-U-College will not be held responsible for any learner on the school property during strike action, riots, group demonstrations, etc. and after school hours.</p>
5.	<p>Pregnancy</p> <p>Any student who falls pregnant during the school year must leave school as soon as the pregnancy becomes visible or common knowledge. The school takes no responsibility for any medical or delivery complications prior to leaving the school. A medical certificate is necessary for exemption from class.</p>
6.	<p>SMS NOTIFICATION SYSTEM</p> <p>We make use of a SMS notification system to inform our Parents and Guardians of any necessary information. Therefore, please ensure the contact numbers written on the registration form are up to date and the owner of the number is willing to received smses as we will make use of the given numbers. If any contact number changes please advise the office immediately as this of great importance in maintaining contact with our Parents and Guardians.</p>
7.	<p>SOCIAL MEDIA MARKETING</p> <p>In order for us to grow we need to promote our school and we do so through social media marketing on our official webpage and on Facebook. We do post photos taken at school showing our various achievements and fun occasions at school. Please be advised that your child might be in one of the photographs.</p>

I, _____ parent / guardian understands and will adhere to the enrolment contract of Ed-U-College as stipulated above. With breach of contract, permission to attend Ed-U-College will be withdrawn.

SIGNED AT _____ ON _____ (Date)

**PERSON RESPONSIBLE FOR PAYMENT OF
SCHOOL FEES**
(Signature)

DATE