



ED-U-COLLEGE WITBANK

Date Collected: _____

Physical Address: Cnr Walter Sisulu / Smuts Ave, Witbank, Mpumalanga, South Africa | Postal Address: P.O. Box 3506, Witbank, Mpumalanga, South Africa 1035 | School Phone: (013) 656-3963 | School Email: info@educollegewitbank.co.za

ADMISSION APPLICATION FOR 20__

LEARNER INFORMATION:

Grade Application:		Highest Grade Achieved:		Year of Highest Grade Achieved:	
--------------------	--	-------------------------	--	---------------------------------	--

Was student in Ed-U-College Witbank Previously? Yes No If yes, year student left: _____

For Grade 1 Applicants only

Specify Pre-primary Education:	Formal: <input type="checkbox"/>	Non-Formal: <input type="checkbox"/>	None: <input type="checkbox"/>
--------------------------------	----------------------------------	--------------------------------------	--------------------------------

Surname:	Initials:
----------	-----------

Name:	Preferred Name:
-------	-----------------

Birth Date:	YYYY	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	MM	<input type="text"/>	<input type="text"/>	DD	<input type="text"/>	<input type="text"/>	Gender:	Male: <input type="checkbox"/>	Female: <input type="checkbox"/>
-------------	------	----------------------	----------------------	----------------------	----------------------	----	----------------------	----------------------	----	----------------------	----------------------	---------	--------------------------------	----------------------------------

Country:	Ethnic Group: <input type="checkbox"/> Black <input type="checkbox"/> Coloured <input type="checkbox"/> Indian <input type="checkbox"/> Asian <input type="checkbox"/> White <input type="checkbox"/> Other
----------	---

Citizenship:	Religion:
--------------	-----------

Identity Number:	Passport Number:
------------------	------------------

Physical Address:	Postal Address: <input type="checkbox"/> Same as Physical Address?
-------------------	--

House No.:	Province:
Complex.:	Country:
Street Name.:	Postal Code:
Suburb:	
City:	
Province:	
Country:	
Postal Code:	

Home Phone:	Home Language:
-------------	----------------

Alternative Phone:	Preferred Language:
--------------------	---------------------

Mobile Telephone:	Parents Deceased: <input type="checkbox"/> Both <input type="checkbox"/> Father <input type="checkbox"/> Mother <input type="checkbox"/>
-------------------	--

OFFICE USE:

LEARNER (S.A.)	LEARNER (FOREIGNER)	PRIMARY GUARDIAN	SECONDARY GUARDIAN
Birth Certificate/ID	Birth Certificate	ID Document / Passport (Foreigner)	ID Document
Report Card	Passport		SUNDRY
Promotion Report Card	Report Card	Proof of Residence	Linked Accounts
Transfer Card	Promotion Report Card	Payslip	Finance Signature: Linked Account
School Fee Statement	Study Permit	Bank Statements	Email addresses
Yellow form	Green Form	Work Permit (Foreigner)	Contract Signed
Date of Registration		Receipt No.	
ADMISSION DATE		ADMISSION NO.	



ED-U-COLLEGE WITBANK

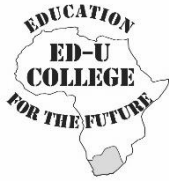
Physical Address: Cnr Walter Sisulu / Smuts Ave, Witbank, Mpumalanga, South Africa | **Postal Address:** P.O. Box 3506, Witbank, Mpumalanga, South Africa 1035 | **School Phone:** (013) 656-3963 | **School Email:** info@educollegewitbank.co.za

ADMISSION APPLICATION

LEARNER INFORMATION (continue):

Name of previous school:			
Physical Address:		Postal Address:	Same as Physical Address? <input type="checkbox"/>
Province:		Province:	
Country:		Country:	
Postal Code:		Postal Code:	
Medical Aid Name:		Doctor:	
Med/Aid Main Member:		Doctor Telephone:	
Medical Aid Number:		Social Grant: Yes: <input type="checkbox"/> No: <input type="checkbox"/>	
Medical Aid Option:			
Medical Condition:			
Special problems requiring Counselling:			
Number of children in family: <input type="text"/>		Position of child in family: <input type="text"/>	
Number of other Children in the School: <input type="text"/>			

Specify details of other children in the school:				
Surname & Full names		Grade:	Class:	Year:
Surname & Full names		Grade:	Class:	Year:
Surname & Full names		Grade:	Class:	Year:



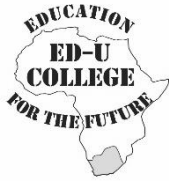
ED-U-COLLEGE WITBANK

Physical Address: Cnr Walter Sisulu / Smuts Ave, Witbank, Mpumalanga, South Africa | Postal Address: P.O. Box 3506, Witbank, Mpumalanga, South Africa 1035 | School Phone: (013) 656-3963 | School Email: info@educollegewitbank.co.za

ADMISSION APPLICATION

PRIMARY GUARDIAN DETAILS (Person Responsible for Payment of School Fees)

Surname:		Initials:	
Name:		Title: MR MRS MISS MS	
Birth Date:	YYYY: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> MM: <input type="text"/> <input type="text"/> DD: <input type="text"/> <input type="text"/>	Gender: Male <input type="checkbox"/> Female <input type="checkbox"/>	
Country:		Ethnic Group: Black Coloured Indian Asian White Other	
Citizenship:		Religion:	
Identity Number:		Home Language:	
Passport Number:		Preferred Language:	
Marital Status: Married Single Widower Widow Divorced Separated Traditional			
Physical Address:		Postal Address: <input type="checkbox"/> Same as Physical Address?	
House No.:			
Complex.:			
Street Name.:			
Suburb:			
City:			
Province:		Province:	
Country:		Country:	
Postal Code:		Postal Code:	
Employer:		Department:	
Work Address:			
Occupation:			
Email Address:			
Home Phone:		Work Telephone:	
Mobile Telephone:		Relationship to Learner:	



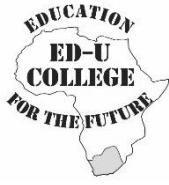
ED-U-COLLEGE WITBANK

Physical Address: Cnr Walter Sisulu / Smuts Ave, Witbank, Mpumalanga, South Africa | Postal Address: P.O. Box 3506, Witbank, Mpumalanga, South Africa 1035 | School Phone: (013) 656-3963 | School Email: info@educollegewitbank.co.za

ADMISSION APPLICATION

SECONDARY GUARDIAN DETAILS (Spouse or Family Member of Primary Guardian)

Surname:		Initials:	
Name:		Title: MR MRS MISS MS	
Birth Date:	YYYY: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> MM: <input type="text"/> <input type="text"/> DD: <input type="text"/> <input type="text"/>	Gender: Male <input type="checkbox"/> Female <input type="checkbox"/>	
Country:		Ethnic Group: Black Coloured Indian Asian White Other	
Citizenship:		Religion:	
Identity Number:		Home Language:	
Passport Number:		Preferred Language:	
Marital Status: Married Single Widower Widow Divorced Separated Traditional			
Physical Address:		Postal Address: <input type="checkbox"/> Same as Physical Address?	
House No.:			
Complex.:			
Street Name.:			
Suburb:			
City:			
Province:		Province:	
Country:		Country:	
Postal Code:		Postal Code:	
Employer:		Department:	
Work Address:			
Occupation:			
Email Address:			
Home Phone:		Work Telephone:	
Mobile Telephone:		Relationship to Learner:	

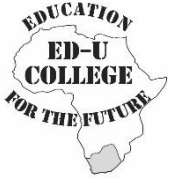


ED-U-COLLEGE WITBANK

Physical Address: Cnr Walter Sisulu / Smuts Ave, Witbank, Mpumalanga, South Africa | **Postal Address:** P.O. Box 3506, Witbank, Mpumalanga, South Africa 1035 | **School Phone:** (013) 656-3963 | **School Email:** info@educollegewitbank.co.za

ADMISSION APPLICATION

ALTERNATIVE CONTACT PERSON (Family Member or Friend of Primary Guardian. Must have different Physical Address to Primary & Secondary Guardian)			
Name and Surname			
Relationship to Learner:			
Physical Address:		Postal Address	
House No.:			
Complex.:			
Street Name.:			
Suburb:			
City:			
Province:		Province:	
Country:		Country:	
	Postal Code:		Postal Code:
Contact Number:		Alternative Phone:	



ED-U-COLLEGE WITBANK

Physical Address: Cnr Walter Sisulu / Smuts Ave, Witbank, Mpumalanga, South Africa | Postal Address: P.O. Box 3506, Witbank, Mpumalanga, South Africa 1035 | School Phone: (013) 656-3963 | School Email: info@educollegewitbank.co.za

ADMISSION APPLICATION

ENROLMENT CONTRACT

Pupils are expected to adhere to the following conditions:

1.	SCHOOL 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. Students 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 student 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 <u>WRITTEN NOTICE OF CANCELLATION MUST BE GIVEN!</u>
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 students 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 students 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.
2.	FOREIGN STUDENTS must be in possession of all valid documentation as required by SA law. It is the responsibility of the Primary Guardian to supply the school office with valid study permits and all other legal documentation. Please refer to our Foreign Student Policy for details.
3.	TEXTBOOKS AND STATIONERY
3.1	All students 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.
4.	BEHAVIOUR
4.1	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 student's contract if his/her behaviour contravenes the Code of Conduct / School Rules.
4.2	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.
4.3	DRUG AND ALCOHOL TESTING: Ed-U-College reserves the right to test any student for substance abuse. Positive results will result in immediate disciplinary action.
5.	STRIKE ACTION The Staff of Ed-U-College are committed and dedicated to the education of all students daily. However, we cannot ensure the safety of students during strike action, riots, group demonstration acts, etc. If the safety of the students 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 student on the school property during strike action, riots, group demonstrations, etc. and after school hours.
6.	PREGNANCY The student must report her pregnancy within the first trimester, voluntarily, to the SMT with an accompanying medical report stating her condition, health and expected date of delivery. This is to ensure the best possible solution for all concerned, the pregnant student and the school students, bearing in mind the ethos of the school.
7.	SMS & EMAIL NOTIFICATION SYSTEM We make use of a SMS and email notification system to inform our Parents and Guardians of any necessary information. Therefore, please ensure the contact numbers and email addresses written on the registration form are up to date and the owner of the number and/or email address is willing to receive SMSs as we will make use of the given numbers and email addresses. If any contact number or email address changes, please advise the office immediately as this is of great importance in maintaining contact with our Parents and Guardians.
8.	SOCIAL MEDIA MARKETING 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.

PLEASE TAKE NOTE

GRADE R - 11

STUDENT SPACE IN A CLASS IS ONLY SECURED ONCE ALL REQUIRED DOCUMENTATION HAS BEEN RECEIVED **AND** THE REGISTRATION FEE HAS BEEN PAID.

GRADE 10 & 11

SUBJECT CHOICE SELECTION IS NOT CONFIRMATION OF REGISTRATION – THE ABOVE APPLIES!

I, _____ parent / guardian understand 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)

PRIMARY GUARDIAN
(Signature)

DATE