



ED-U-COLLEGE

WITBANK

2022 REGISTRATION GUIDE

Tel: 013 656 3963

E-mail: info@educollegewitbank.co.za / pa@educollegewitbank.co.za

SCHOOL FEES, TEXTBOOKS & STATIONERY PACKS

Registration Fee (Non-refundable) & payable upon admission submission		Per student
Grade R – 12		R 800.00
Re-registration before 15/12/2021: Current students	<i>No re-registration for 2022 will be accepted if any school fees or documents are outstanding!</i>	R 500.00
Re-registration AFTER 15/12/2021: Current students		R 800.00

Stationery Packs, Textbook and Stationery Lists

Grade R – 3: Stationery packs and some workbooks to be bought from Ed-U-College (Prices to be confirmed. Available from End November)

Grade 4 – 7: Stationery packs can be bought from Ed-U-College or bought in town (Prices to be confirmed. Available from End November)

Grade R – 12: Textbooks are available from PNA, Bargain Books, TUT Book Store, TakeAlot, Loot, Amanda Johnson Textbooks, BT Books Middelburg

School Fees	Per Year	Total amount if paid before 7 February (Less 10%)	1 st Child 7 February to 7 November	Sibling Number	Sibling Discount Amount
Grade R	R17,500.00	R15,750.00	R 1,750.00 (x10)	2 nd Child	R100.00 per month
Grade 1 – 3	R23,600.00	R21,240.00	R 2,360.00 (x10)	3 rd Child	R200.00 per month
Grade 4 – 7	R24,700.00	R22,230.00	R 2,470.00 (x10)	4 th Child	R300.00 per month
Grade 8 - 9	R25,800.00	R23,220.00	R 2,580.00 (x10)	5 th Child	R400.00 per month
Grade 10 – 12	R26,900.00	R24,210.00	R 2,690.00 (x10)	6 th Child	R500.00 per month

Independent Schools and School Fees

According to the South African Schools Act, Ed-U-College functions as a commercial enterprise and may refuse to admit pupils whose parents/guardians may not be creditworthy or **provide educational services to those customers who have not paid their school fees account** as specified in the terms and conditions agreement.

DOCUMENTS & REQUIREMENTS FOR REGISTRATION

From the Primary Guardian

(Person Responsible for School Fees):

- ID Book (SA) or Passport (Foreigner)
- 6 month's school fees (Foreigner with 1 child)
- 10 month's school fees (Foreigner with more than 1 child)
- Latest proof of residence – confirming initials & surname of primary Guardian (Preferably a municipal account)
- Employed:** Latest payslip
- Minimum Nett Salary Requirement of R10,000 per month per child**
(1 child = Nett Salary of at least R10,000. 2 children = Nett Salary of at least R20,000 etc.)
- Employed:** Latest 3 months' bank statements
- Self-employed:** Latest 6 months' bank statements
- Latest school fee statement from the current school
- Registration Fee (R800)
- Work Permit (Foreigner)

From the Secondary Guardian

(Spouse or family member):

- ID Book (SA) or Passport (Foreigner)

From the student (SA):

- Birth certificate/I.D. Document (original)
- School report: Latest (original)

From the student (Foreigner):

- Birth certificate (original)
- Passport (original)
- School report: Latest (original)

DOCUMENTS REQUIRED BY 5 JANUARY 2022

Student (SA):

- Promotion Report Card (original)
- Transfer card (original) (Except for Gr R, 1 & 8)

From the student (Foreigner):

- Promotion Report Card (original)
- Study permit or proof of application with tracking number

ALL DOCUMENTS APPLICABLE TO YOUR APPLICATION ARE **COMPULSORY** – WE CANNOT REGISTER A STUDENT IF ALL DOCUMENTS ARE NOT SUBMITTED. ALL FOREIGN DOCUMENTS TO BE VALID

AGE RESTRICTIONS FOR 2022

Grade	Correct Age		Acceptable Age		Grade	Correct Age		Acceptable Age	
	Year Born	Age	Year Born	Age		Year Born	Age	Year Born	Age
R	2016	6	2015	7	8	2008	14	2007	15
1	2015	7	2014	8	9	2007	15	2006	16
2	2014	8	2013	9	10	2006	16	2005	17
3	2013	9	2012	10	11	2005	17	2004	18
4	2012	10	2011	11	12	2004	18	2003	19
5	2011	11	2010	12	Grade R – 12:		Accept 1 year older		
6	2010	12	2009	13	Grade 2 – 12:		Accept 1 year younger		
7	2009	13	2008	14	Grade 1:		Turning 6 years old before 30 June (Must have an interview with Primary School HOD)		

HOW TO COMPLETE OUR APPLICATION FORM:

Please complete the application in **NEAT AND CLEAR WRITING** – this is essential for accurate data capturing.

Page 1 & 2

All details applicable to your child. If something does not apply to your application, write “n/a” or “none known” **do not leave any blank spaces.**

Page 3

All details applicable to the primary Guardian (**PERSON RESPONSIBLE FOR PAYMENT OF SCHOOL FEES**). If something does not apply to your application, write “n/a” or “none known” **do not leave any blank spaces. E-mail addresses are essential** as we prefer electronic communication.

Page 4

All details applicable to the secondary Guardian (**SPOUSE OR FAMILY MEMBER OF PRIMARY GUARDIAN**). **This page may not be left blank.** A secondary guardian is compulsory. If something does not apply to your application, write “n/a” or “none known” **do not leave any blank spaces. E-mail addresses are essential** as we prefer electronic communication.

Page 5

All details applicable to the emergency contact. **This page may not be left blank.** An alternative contact person is compulsory. Emergency contact must be someone **DIFFERENT TO THE PRIMARY AND SECONDARY GUARDIAN**. It must be someone you and your child trusts. They must also have a **DIFFERENT PHYSICAL ADDRESS** to the primary & secondary Guardian. If something does not apply to your application, write “n/a” or “none known” **do not leave any blank spaces.**

Enrolment contract. Carefully read the terms and conditions of the contract. **Primary Guardian (person responsible for paying school fees)** to complete and sign with full names, surname, date, and place where it was signed.

 ED-U-COLLEGE WITBANK Physical Address: Co. Helen Ross, 17 Witbank Ave Witbank Mpumalanga South Africa School Phone: 0133 858 3983		Postal Address: P.O. Box 2026 Witbank Mpumalanga South Africa 2035	
Admission Application			
ENROLMENT CONTRACT			
Pupils are expected to adhere to the following conditions:			
1. SCHOOL FEES			
1.1	Possible from February to November in 10 instalments. Payment of school fees is strictly before or on the 27 th of each month. Students can be suspended for unpaid school fees and 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 WRITTEN NOTICE OF CANCELLATION MUST BE GIVEN!			
INDEPENDENT SCHOOLS AND SCHOOL FEES			
1.4	According to the South African Schools Act (Ed-U-College functions as a commercial enterprise and may refuse to admit students whose parents are not fee payers or do not provide adequate security for those conditions under their 2013 JSEB (that school fees, account, as specified in the terms and conditions agreements. It is the responsibility of the person responsible for paying school fees to inform in person 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!		
1.5	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 officer with valid study permits and all other legal documentation. Please refer to our Foreign Student Policy for details.		
2. TEXTBOOKS AND STATIONERY			
2.1	All students are expected to be in possession of the prescribed textbooks and stationery by the end of January of every academic year, as having correct take place without these vital educational tools.		
3. BEHAVIOUR			
CONDUCT			
3.1	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.		
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. Positive results will result in immediate disciplinary action.		
STRIKE ACTION			
4.	The Staff of Ed-U-College are committed and dedicated to the education of all students on a daily basis. However, we cannot ensure the safety of students during strike action, riots, group demonstrations, 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.		

PREGNANCY	
5.	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 situation for all concerned, the pregnant student and the school students, bearing in mind the ethos of the school.
SMS NOTIFICATION SYSTEM	
6.	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 accuracy of the number is willing to received SMS's as we will make use of the given numbers. If any contact number changes, please advise the office immediately as this is of great importance in maintaining contact with our Parents and Guardians.
SOCIAL MEDIA MARKETING	
7.	For us to grow we need to promote our school and we do so through social media marketing on our official website and on Facebook. We do post photos taken at school showing our various achievements and fun sessions at school. Please be advised that your child might be in one of the photographs.
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	DATE
(Signature)	

ADMISSION POLICY

INTRODUCTION

The usual points of entry into Ed-U-College are at the Junior Preparatory School level in Grade R or at the High School level in Grade 8. It is primarily in these grades, however, that Ed-U-College is generally oversubscribed.

Admission is possible in other grades if space is available to accommodate the learner.

Ed-U-College will accept Gr R-11 students if they are the prescribed age for the grade set out by the Department of Basic Education or one year older than the age for their grade. Grade 2-11 students may also be one year younger, given they have an excellent academic record. Grade 1 students must turn 7 in the year or at least turn six years old before the 30th of June – if they turn six after the 30th of June, an interview with the Foundation Phase HOD is compulsory.

School-readiness tests are not conducted at Grade R level but may be requested if the enroller is younger than 6 years old for the enrolment year.

New learners are not accepted into Grade 12. New learners are accepted into Grade 10 & 11 provided that a complete academic record from the previous school is received. If the academic record is not satisfactory, the learner must write a general examination to confirm subject choices.

The Primary School caters for a total of 616 learners, the High School for 532. Average class sizes for Grade R – 12 is calculated at 28 learners per class.

PRINCIPLES IN PRACTICE

1. Admission to Ed-U-College is open to all. Ed-U-College accommodates learners with physical disabilities if they can move from class to class and use the ablution facilities without assistance. Ed-U-College is not a special needs school or registered for LSEN candidates.
2. Application forms are available from our administration offices or can be e-mailed upon request.
3. A non-refundable application fee of R800.00 is payable upon submission of the application form. Applications are not processed until the application fee, and required documentation is received.
4. All applications are considered on merit, and acceptance is based on the outcome of the application process. Grade 10 & 11 learners must have an interview with the Principal.
5. The criteria for admission will include whether the family and child will align to the values of Ed-U-College, whether the family can meet the fee commitments.
Both parents/guardians must be financially strong with a positive bank account, and utilities must have no accounts in arrears or outstanding fees. Proof to the effect that this or no other school fees are outstanding must be submitted.
6. Parents and learners seeking admission to Ed-U-College are reminded that the school operates as a Christian-based school. While learners of different faiths are enrolled, they will be part of our assemblies that open and close with scripture and prayer.
7. Applications are to be signed by the account holder of the child. In any other legal instance, proof of the authority will need to be provided.
8. Where appropriate, applications need to be accompanied by an academic record, a transfer card, and a school fee statement from an applicant's previous school. The admissions process may include discussions with the previous school, particularly when a candidate moves to Ed-U-College from another school due to expulsion or behavioural challenges.
9. Preference is given on the waiting list to applicants if:
- Required documents are in order; all permits are current.
10. Candidates need to be adequately fluent in English for teaching and learning to occur.

GRADE 1 & 8

11. Each child must pass their Grade R year to enter Grade 1. If the child failed, a school readiness test must be done and discussed with the parents before entering Grade 1.

ED-U-COLLEGE PRIMARY SCHOOL

12. Learners may exit Ed-U-College at the end of Grade 7; however, they will automatically be accepted in Grade 8 if they wish to do so.
13. According to the school contract, applications from new learners for positions in Grades R - 7 are processed according to space, academic record, transfer card, and required documentation.

ED-U-COLLEGE HIGH SCHOOL

14. According to the school contract, applications from new learners for positions in Grade 8 - 11 are processed according to space, academic record, transfer card, and required documentation.

LEARNER RE-REGISTRATION

15. All parents must complete a Re-registration form and pay the registration fee from August every year to secure their space for the following year. **The re-registration form also updates personal information that might have changed the past year.** By signing the re-registration form, the parent (account holder) extends his contractual obligation with the school for another period of one year.
16. No re-registration can be accepted if school fees are outstanding or if any documents are outstanding or have expired.

WHAT IS NEXT?

Once you are sure that you have **ALL** the required documentation required for your application and that you have completed the admission form in **FULL with NO BLANK SPACES** and **THE PRIMARY GUARDIAN** signs the contract, you may visit our offices to submit your application form with all the documents, pay the registration fee and complete the registration process. Copies of original documents will be made in the office.

Grade 10 and 11 students must see the Principal with their final report card and birth certificate to make their subject choices. Gr 10 & 11 are only guaranteed space once the application form has been submitted and the registration fee is paid. **SUBJECT CHOICE ALONE DOES NOT CONFIRM REGISTRATION!**

THERE IS NO CLOSING DATE FOR REGISTRATIONS – AS SOON AS OUR CLASSES ARE FULL, WE PUT STUDENTS ON A WAITING LIST.

For any assistance or enquiries during the application process, you may contact our offices at 013 656 3963 or via e-mail info@educollegewitbank.co.za or pa@educollegewitbank.co.za.

ED-U-COLLEGE IS EXCITED TO EDUCATE YOUR CHILD FOR THEIR FUTURE!

