



ED-U-COLLEGE WITBANK

2024 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 08/12/2023: Current students	<i>No re-registration for 2024 will be accepted if any school fees or documents are outstanding!</i>	R 500.00
Re-registration AFTER 08/12/2023: 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, Waltons, TakeAlot, Loot, Amanda Johnson Textbooks, BT Books Middelburg

2023 SCHOOL FEES

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	R 18,500.00	R 16,650.00	R 1,850.00 (x10)	2 nd Child	R100.00 per month
Grade 1-3	R 24,600.00	R 22,140.00	R 2,460.00 (x10)	3 rd Child	R200.00 per month
Grade 4-7	R 25,700.00	R 23,130.00	R 2,570.00 (x10)	4 th Child	R300.00 per month
Grade 8-9	R 26,800.00	R 24,120.00	R 2,680.00 (x10)	5 th Child	R400.00 per month
Grade 10-12	R 27,900.00	R 25,110.00	R 2,790.00 (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 the 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
- Financial clearance certificate 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)
- Study permit (original)
- School report: Latest (original)

DOCUMENTS REQUIRED BY 4 JANUARY 2023

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 CAN NOT REGISTER A STUDENT IF ALL DOCUMENTS ARE NOT SUBMITTED.
ALL FOREIGN DOCUMENTS TO BE VALID**

AGE RESTRICTIONS FOR 2024

Grade	Correct Age		Acceptable Age		Grade	Correct Age		Acceptable Age	
	Year Born	Age	Year Born	Age		Year Born	Age	Year Born	Age
R	2018	6	2017	7	8	2010	14	2009	15
1	2017	7	2016	8	9	2009	15	2008	16
2	2016	8	2015	9	10	2008	16	2007	17
3	2015	9	2014	10	11	2007	17	2006	18
4	2014	10	2013	11	12	2006	18	2005	19
5	2013	11	2012	12	Grade R – 12:		Accept 1 year older		
6	2012	12	2011	13	Grade 2 – 12:		Accept 1 year younger		
7	2011	13	2010	14	Grade 1:		Turning 7 years old		

**Younger or older than prescribed ages - interview with principal

HOW TO COMPLETE OUR APPLICATION FORM:

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

Page 1

Complete this page with all details applicable to the Primary Guardian, the person responsible for the school fees. **Do not leave any blank spaces.**

ED-U-COLLEGE WITBANK
ADMISSION APPLICATION FORM

PRIMARY GUARDIAN (PERSON RESPONSIBLE FOR PAYMENT OF SCHOOL FEES)

RELATIONSHIP TYPE: _____ ETHNIC GROUP: [] BLACK [] CAUCASIAN [] INDIAN [] OTHER [] OTHER []

SURNAME: _____ GENDER: [] MALE [] FEMALE [] OTHER []

FULL NAMES: _____ TITLE: [] MR [] MRS [] MISS [] MS [] M/MS []

PHYSICAL ADDRESS: _____ POSTAL ADDRESS: _____

HOUSE / UNIT NO: _____ HOUSE / UNIT NO: _____

COMPLEX: _____ COMPLEX: _____

STREET NAME: _____ STREET NAME: _____

SUBURB: _____ SUBURB: _____

CITY: _____ CITY: _____

PROVINCE: _____ PROVINCE: _____

COUNTRY: _____ COUNTRY: _____

POSTAL CODE: _____ POSTAL CODE: _____

NATIONALITY: _____ RELIGION: _____

E.S.A. ID NO: _____ HOME LANGUAGE: _____

PASSPORT NO: _____ PREFERRED LANGUAGE: _____

JOB TITLE: _____ DATE OF BIRTH: _____

HOME TEL NO: _____ EMPLOYER: _____

MOBILE NO: _____ WORK TEL NO: _____

WORK ADDRESS: _____

DEPARTMENT: _____

OFFICE USE:

LEARNER CARD	DAMPER PASSPORT	PRIMARY GUARDIAN	SECONDARY GUARDIAN
DATE OF ISSUANCE	DATE OF ISSUANCE	DATE OF BIRTH	DATE OF BIRTH
EXPIRES	EXPIRES	EXPIRES	EXPIRES
PROJECT ORAL REPORT CARD	PASSPORT	PASSPORT	UNIVERSITY ACCOUNT'S
TRANSFER CARD	REPORT CARD	8 MONTHS R/S	
PROVIDE THE FOLLOWING:	PROVIDE THE FOLLOWING:	PROVIDE THE FOLLOWING:	PROVIDE THE FOLLOWING:
WITNESS FORM	WITNESS FORM	WITNESS FORM	WITNESS FORM
DATE OF REGISTRATION	DATE OF REGISTRATION	RECEIPT NO	RECEIPT NO
START DATE	START DATE	ADMISSION NO	ADMISSION NO

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- A. Complete the first section of this page with all details applicable to the Secondary Guardian, the spouse or family member of the person responsible for the school fees. **Do not leave any blank spaces.**
- B. Complete the second section of this page with all details applicable to the Emergency Contact Person. This must be a person that does not share the same physical address as the primary or secondary guardian. **Do not leave any blank spaces.**

ED-U-COLLEGE WITBANK
ADMISSION APPLICATION FORM

SECONDARY GUARDIAN (PERSON THAT DOES NOT SHARE SAME PHYSICAL ADDRESS AS PRIMARY OR SECONDARY GUARDIAN)

RELATIONSHIP TYPE: _____ ETHNIC GROUP: [] BLACK [] CAUCASIAN [] INDIAN [] OTHER [] OTHER []

SURNAME: _____ GENDER: [] MALE [] FEMALE [] OTHER []

FULL NAMES: _____ TITLE: [] MR [] MRS [] MISS [] MS [] M/MS []

PHYSICAL ADDRESS: _____ POSTAL ADDRESS: _____

HOUSE / UNIT NO: _____ HOUSE / UNIT NO: _____

COMPLEX: _____ COMPLEX: _____

STREET NAME: _____ STREET NAME: _____

SUBURB: _____ SUBURB: _____

CITY: _____ CITY: _____

PROVINCE: _____ PROVINCE: _____

COUNTRY: _____ COUNTRY: _____

POSTAL CODE: _____ POSTAL CODE: _____

NATIONALITY: _____ RELIGION: _____

E.S.A. ID NO: _____ HOME LANGUAGE: _____

PASSPORT NO: _____ PREFERRED LANGUAGE: _____

JOB TITLE: _____ DATE OF BIRTH: _____

HOME TEL NO: _____ EMPLOYER: _____

MOBILE NO: _____ WORK TEL NO: _____

WORK ADDRESS: _____

DEPARTMENT: _____

EMERGENCY CONTACT PERSON (PERSON THAT DOES NOT SHARE SAME PHYSICAL ADDRESS AS PRIMARY OR SECONDARY GUARDIAN)

RELATIONSHIP TYPE: _____ HOME NO: _____

SURNAME: _____

FULL NAMES: _____

PHYSICAL ADDRESS: _____ EMPLOYER: _____

HOUSE / UNIT NO: _____ HOME TEL NO: _____

COMPLEX: _____ WORK TEL NO: _____

STREET NAME: _____

SUBURB: _____

CITY: _____

PROVINCE: _____

COUNTRY: _____

POSTAL CODE: _____

WORK ADDRESS: _____

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. However, it is primarily in these grades 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 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 unsatisfactory, the learner must write a general examination to confirm subject choices.

The Primary School caters for 616 learners, and the High School for 532. Average class sizes for Grade R – 12 are 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 submitting the application form. Applications are not processed until the application fee and the 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 with the values of Ed-U-College and 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 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 fails, 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 in the past year.** By signing the re-registration form, the primary guardian (account holder) extends their contractual obligation with the school for 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 students are only guaranteed space once the application form has been submitted and paid the registration fee. **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 e-mail info@educollegewitbank.co.za or pa@educollegewitbank.co.za.

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

