



DATE COLLECTED: \_\_\_\_\_

# ED-U-COLLEGE WITBANK

c/o Walter Sisulu Street & Smuts Avenue, Witbank CBD, Mpumalanga 1035 | PO Box 3506, Witbank, Mpumalanga 1035 | 013 656 3963 | info@educollegewitbank.co.za

## ADMISSION APPLICATION FORM

GRADE APPLICATION	R	1	2	3	4	5	6	7	8	9	10	11	12
LEARNER SURNAME & FULL NAMES:													
WAS STUDENT IN ED-U-COLLEGE PREVIOUSLY:		NO	YES	IF YES, YEAR STUDENT LEFT:									

### PRIMARY GUARDIAN (PERSON RESPONSIBLE FOR PAYMENT OF SCHOOL FEES)

RELATIONSHIP TYPE						ETHNIC GROUP	BLACK	COLOURED	INDIAN	WHITE	OTHER
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SURNAME				GENDER	MALE	FEMALE	OTHER:
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FULL NAMES					TITLE	MR	MRS	MISS	MS	INITIALS	
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PHYSICAL ADDRESS	
HOUSE / UNIT NO	
COMPLEX	
STREET NAME	
SUBURB	
CITY	
PROVINCE	
COUNTRY	
POSTAL CODE	

POSTAL ADDRESS	SAME AS PHYSICAL ADDRESS?	YES	NO
HOUSE / UNIT NO			
COMPLEX			
STREET NAME			
SUBURB			
CITY			
PROVINCE			
COUNTRY			
POSTAL CODE			

NATIONALITY	
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RELIGION	
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R.S.A. ID NO	
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HOME LANGUAGE	
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PASSPORT NO	
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PREFERRED LANGUAGE	
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JOB TITLE	
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DATE OF BIRTH	Y Y Y Y - M M - D D
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HOME TEL NO	
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EMPLOYER	
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MOBILE NO.	
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WORK TEL NO	
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MARITAL STATUS	MARRIED	SINGLE	DIVORCED	WIDOW OR WIDOWER	TRADITIONAL
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WORK ADDRESS	

GEOGRAPHICAL AREA	LIVES IN AREA	WORKS IN AREA	LIVES & WORKS IN AREA
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MAIDEN NAME	
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DEPARTMENT	
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E-MAIL	
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### OFFICE USE

LEARNER (SA)	LEARNER FOREIGNER	PRIMARY GUARDIAN	SECONDARY GUARDIAN
BIRTH CERTIFICATE / ID	BIRTH CERTIFICATE / ID	ID / PASSPORT (FOREIGNER)	ID
REPORT CARD	STUDY PERMIT	PROOF OF RES	SUNDRY
PROMOTIONAL REPORT CARD	PASSPORT	PAYSLIP	LINKED ACCOUNTS
TRANSFER CARD	REPORT CARD	3 MONTHS B/S	FINANCE SIGNATURE FOR LINKED ACCOUNT & SELF-EMPLOYED
SCHOOL FEE STATEMENT	PROMOTIONAL REPORT CARD	MEDICAL AID CARD	
FINANCIAL CLEARANCE CERTIFICATE	TRANSFER CARD	WORK PERMIT (FOREIGNER)	EMAIL ADDRESSES
YELLOW FORM	SCHOOL FEE STATEMENT		CONTRACT SIGNED
	GREEN FORM		CAPTURED IN SCHOOL FEE FILE
DATE OF REGISTRATION		RECEIPT NO	
START DATE		ADMISSION NO	



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## ADMISSION APPLICATION FORM

### SECONDARY GUARDIAN (SPOUSE/FAMILY MEMBER OF PERSON RESPONSIBLE FOR PAYMENT OF SCHOOL FEES)

RELATIONSHIP TYPE

SURNAME

FULL NAMES

PHYSICAL ADDRESS  
HOUSE / UNIT NO  
COMPLEX  
STREET NAME  
SUBURB  
CITY  
PROVINCE  
COUNTRY  
POSTAL CODE

NATIONALITY

R.S.A. ID NO

PASSPORT NO

JOB TITLE

HOME TEL NO

MOBILE NO.

MARITAL STATUS: MARRIED, SINGLE, DIVORCED, WIDOW OR WIDOWER, TRADITIONAL

GEOGRAPHICAL AREA: LIVES IN AREA, WORKS IN AREA, LIVES & WORKS IN AREA

MAIDEN NAME

E-MAIL

ETHNIC GROUP: BLACK, COLOURED, INDIAN, WHITE, OTHER

GENDER: MALE, FEMALE, OTHER:

TITLE: MR, MRS, MISS, MS INITIALS

POSTAL ADDRESS  
HOUSE / UNIT NO  
COMPLEX  
STREET NAME  
SUBURB  
CITY  
PROVINCE  
COUNTRY  
POSTAL CODE

RELIGION

HOME LANGUAGE

PREFERRED LANGUAGE

DATE OF BIRTH: Y Y Y Y - M M - D D

EMPLOYER

WORK TEL NO

WORK ADDRESS

DEPARTMENT

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

RELATIONSHIP TYPE

SURNAME

FULL NAMES

PHYSICAL ADDRESS  
HOUSE / UNIT NO  
COMPLEX  
STREET NAME  
SUBURB  
CITY  
PROVINCE  
COUNTRY  
POSTAL CODE

MOBILE NO.

EMPLOYER

WORK TEL NO

WORK ADDRESS



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## ADMISSION APPLICATION FORM

### STUDENT

SURNAME		ETHNIC GROUP		BLACK	COLOURED	INDIAN	WHITE	OTHER					
FULL NAMES		PREFERRED NAME											
INITIALS		GENDER		MALE	FEMALE	OTHER:							
DATE OF BIRTH		Y	Y	Y	Y	-	M	M	-	D	D		
MODE OF TRANSPORT		HOME LANGUAGE											
PHYSICAL ADDRESS		IS STUDENT AN IMMIGRANT		YES		NO							
HOUSE / UNIT NO		IMMIGRATION DATE		Y	Y	Y	Y	-	M	M	-	D	D
COMPLEX		VISA TYPE											
STREET NAME		VISA EXPIRY DATE		Y	Y	Y	Y	-	M	M	-	D	D
SUBURB		NATIONALITY											
CITY		PASSPORT NO											
PROVINCE		R.S.A. ID NO											
COUNTRY		PREVIOUS SCHOOL											
POSTAL CODE		PREVIOUS SCHOOL PHYSICAL ADDRESS											
HIGHEST GRADE PASSED													
TEACHING LANGUAGE AT PREVIOUS SCHOOL		PREFERRED TEACHING LANGUAGE											
HOME TEL NO		STUDENT MOBILE NO.											
STUDENT E-MAIL													
MEDICAL AID NAME		DOCTOR NAME											
MEDICAL AID OPTION		DOCTOR TEL NO											
MEDICAL AID MEMBER		MEDICAL AID MEMBER NO.											
PARENTS DECEASED?		RELIGION											
DISTANCE FROM HOME TO SCHOOL		0-5km	5-10km	10-15km	15-20km	20+ km							

### INFORMATION OF SIBLINGS IN THE SCHOOL WITH THE SAME PRIMARY GUARDIAN

	FULL NAME	SURNAME	GRADE	YEAR
1				
2				
3				
4				



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## ADMISSION CONTRACT

<b>1</b>	<b>SCHOOL FEES</b>
1.1	Payable from February to November in <b>10 instalments</b> . Payment of school fees is strictly <b>before or on the 7th</b> 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. <b>RE-REGISTRATION OR NEW REGISTRATION FEES ARE NOT REFUNDABLE.</b>
1.3	<b>ONE CALENDAR MONTH'S WRITTEN NOTICE OF CANCELLATION OF THIS CONTRACT MUST BE GIVEN BY THE PRIMARY GUARDIAN.</b>
	<b>INDEPENDENT SCHOOLS AND SCHOOL FEES</b>
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 may not be creditworthy or provide education services to those customers who have not paid their school fees account as specified in the terms and conditions agreement. It is the responsibility of the primary guardian 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 via e-mail and parents / guardians are to take responsibility for payment thereof.
<b>2</b>	<b>FOREIGN STUDENTS</b> 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.
	<b>TEXTBOOKS AND STATIONERY</b>
<b>3</b>	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.
<b>4</b>	<b>CONDUCT</b>
4.1	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 their behaviour contravenes the Code of Conduct / School Rules.
4.2	<b>NO ALCOHOL, DRUGS, OR WEAPONS</b> will be allowed on the premises or during any school activity. Immediate expulsion is applicable. Fighting, victimisation and bullying of any kind will not be tolerated.
4.3	<b>DRUG AND ALCOHOL TESTING:</b> Ed-U-College reserves the right to test any student for substance abuse. Positive results will result in immediate disciplinary action.
	<b>STRIKE ACTION</b>
<b>5</b>	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.
	<b>PREGNANCY</b>
<b>6</b>	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.
	<b>SMS &amp; EMAIL NOTIFICATION SYSTEM</b>
<b>7</b>	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.
	<b>SOCIAL MEDIA &amp; PRINT MARKETING</b>
<b>8</b>	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 and sometimes even in the local newspaper. 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, \_\_\_\_\_ (*initials & surname of primary guardian*) 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.

\_\_\_\_\_  
PRIMARY GUARDIAN SIGNATURE

SIGNED AT \_\_\_\_\_ ON \_\_\_\_ / \_\_\_\_ / 20\_\_



# ED-U-COLLEGE WITBANK

## FINANCIAL CLEARANCE CERTIFICATE

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*This financial clearance certificate must be completed by the bursar at the student's present school and returned with the admission form.*

Full name & surname of student: \_\_\_\_\_

Initials & surname of person responsible for payment of fees: \_\_\_\_\_

ID number of account holder: \_\_\_\_\_

Annual school fees: \_\_\_\_\_ Monthly Instalment: \_\_\_\_\_

Fees paid to date: \_\_\_\_\_ Balance owing: \_\_\_\_\_

How are school fees paid:

PAID UPFRONT	PAID MONTHLY	NEEDS REMINDING	BURSARY	SPONSORSHIP	TRUST FUND
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Comments:

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Name of present school: \_\_\_\_\_

Initials & surname of bursar: \_\_\_\_\_

Signature of bursar: \_\_\_\_\_

Date completed: 20\_\_ / \_\_ / \_\_

SCHOOL STAMP