





# ED-U-COLLEGE WITBANK

c/o Walter Sisulu Street & Smuts Avenue, Witbank CBD, Mpumalanga 1035 | PO Box 3506, Witbank, Mpumalanga 1035 | 013 656 3963/2375 | 079 352 4668 | info@educollegewitbank.co.za

## ADMISSION APPLICATION FORM

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

<b>RELATIONSHIP TYPE</b>	<b>ETHNIC GROUP</b> BLACK COLOURED INDIAN WHITE OTHER
<b>SURNAME</b>	<b>GENDER</b> MALE FEMALE OTHER:
<b>FULL NAMES</b>	<b>TITLE</b> MR MRS MISS MS <b>INITIALS</b>
<b>PHYSICAL ADDRESS</b>	<b>POSTAL ADDRESS</b>
<b>HOUSE / UNIT NO</b>	<b>HOUSE / UNIT NO</b>
<b>COMPLEX</b>	<b>COMPLEX</b>
<b>STREET NAME</b>	<b>STREET NAME</b>
<b>SUBURB</b>	<b>SUBURB</b>
<b>CITY</b>	<b>CITY</b>
<b>PROVINCE</b>	<b>PROVINCE</b>
<b>COUNTRY</b>	<b>COUNTRY</b>
<b>POSTAL CODE</b>	<b>POSTAL CODE</b>
<b>NATIONALITY</b>	<b>RELIGION</b>
<b>R.S.A. ID NO</b>	<b>HOME LANGUAGE</b>
<b>PASSPORT NO</b>	<b>PREFERRED LANGUAGE</b>
<b>JOB TITLE</b>	<b>DATE OF BIRTH</b> Y Y Y Y - M M - D D
<b>HOME TEL NO</b>	<b>EMPLOYER</b>
<b>MOBILE NO.</b>	<b>WORK TEL NO</b>
<b>MARITAL STATUS</b> MARRIED SINGLE DIVORCED WIDOW OR WIDOWER TRADITIONAL	<b>WORK ADDRESS</b>
<b>GEOGRAPHICAL AREA</b> LIVES IN AREA WORKS IN AREA LIVES & WORKS IN AREA	<b>DEPARTMENT</b>
<b>MAIDEN NAME</b>	<b>E-MAIL</b>

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

<b>RELATIONSHIP TYPE</b>	<b>MOBILE NO.</b>
<b>SURNAME</b>	<b>EMPLOYER</b>
<b>FULL NAMES</b>	<b>WORK TEL NO</b>
<b>PHYSICAL ADDRESS</b>	<b>WORK ADDRESS</b>
<b>HOUSE / UNIT NO</b>	
<b>COMPLEX</b>	
<b>STREET NAME</b>	
<b>SUBURB</b>	
<b>CITY</b>	
<b>PROVINCE</b>	
<b>COUNTRY</b>	
<b>POSTAL CODE</b>	

PRIMARY GUARDIAN INITIAL: \_\_\_\_\_



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## ADMISSION APPLICATION FORM

### STUDENT

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

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

	FULL NAME	SURNAME	GRADE	YEAR
1				
2				
3				
4				

PRIMARY GUARDIAN INITIAL: \_\_\_\_\_



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## ADMISSION CONTRACT

<b>1</b>	<b>SCHOOL FEES</b>
1.1	Payable from February to November in <b>11 instalments</b> . Payment of school fees is strictly on the last day of every 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	Upon signing this Admission Contract, the Primary Guardian hereby agrees to the following terms: The Primary Guardian shall pay the School Fees applicable to the grade of their child as outlined below: - Grade R & RR: R24,200.00 (annual fee) or 11 instalments of R2,200.00 - Grade 1, 2 & 3: R27,500.00 (annual fee) or 11 instalments of R2,500.00 - Grade 4, 5, 6 & 7: R28,600.00 (annual fee) or 11 instalments of R2,600.00 - Grade 8 & 9: R29,700.00 (annual fee) or 11 instalments of R2,700.00 - Grade 10, 11 & 12: R30,800.00 (annual fee) or 11 instalments of R2,800.00 - Foreign Citizens: 50% of Annual School Fees of each child upon registration - Self-Employed Primary Guardian: 25% of Annual School Fees of each child upon registration
1.3	<b>ALL sibling discounts</b> must be discussed and finalized with the bursar.
1.4	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>
1.5	<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>
1.6	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>WHATSAPP, 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

TUDENT 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\_\_



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## 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