



ED-U-COLLEGE

WITBANK

2024 REGISTRATION GUIDE

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SCHOOL FEES, TEXTBOOKS & STATIONERY PACKS

Annual Registration Fee (Non-refundable) & payable upon admission submission / re-registration	Per student
Grade R – 12	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 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, and B.T. Books Middelburg.

Additional notes for languages are available from the main office.

School Fees	Annual Fee	Monthly Fee (31 January to 30 November = 11 months)	Total Amount if paid before 7 February (Less 5%)	Sibling Discounts	
				Child no.	Monthly Discount
Grade RR & R (Full day until 17:00)	R 24,200.00	R 2,200.00	R 22,990.00	2 nd	R 100.00
Grade 1 to 3	R 27,500 .00	R 2,500.00	R 26,125.00	3 rd	R 200.00
Grade 4 to 7	R 28,600.00	R 2,600.00	R 27,170.00	4 th	R 300.00
Grade 8 to 9	R 29,700.00	R 2,700.00	R 28,215.00	5 th	R 400.00
Grade 10 to 12	R 30,800.00	R 2,800.00	R 29,260.00	6 th	R 500.00

SCHOOL FEES AND INDEPENDENT SCHOOLS

According to the South African Schools Act, Ed-U-College is a business enterprise and may refuse to admit pupils whose parents/guardians are not creditworthy, i.e. self-sufficient, has no bad debt and is financially able to pay monthly school fees. ***We provide educational services only to those customers who pay their school fees account monthly*** as specified in the contract that the primary guardian signed.

DOCUMENTS & REQUIREMENTS FOR REGISTRATION

From the Primary Guardian

(Person Responsible for School Fees):

- I.D. Book (S.A.) or Passport (Foreigner)
- Work Permit (Foreigner)
- Latest proof of residence – confirming initials & surname of the primary guardian
(PREFERABLY A MUNICIPAL ACCOUNT)
- Employed:** Latest 3 month's payslips
- 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
- Self-employed:** 25% of annual school fees, per child, are payable upon registration
- Foreign Primary Guardian:** 50% of annual school fees, per child, are payable upon registration
- Self-employed:** List of 3 contactable references to confirm financial good-standing
- Latest school fee statement from the current school
- Financial clearance certificate from the current school
- Registration Fee: R800 (Cash or card machine is available)

From the Secondary Guardian

(Spouse or family member):

- I.D. Book (S.A.) 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 THE START OF THE NEW ACADEMIC YEAR

Student (S.A.):

- 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
RR	2019	5	2018	6	8	2010	14	2009	15
R	2018	6	2017	7	9	2009	15	2008	16
1	2017	7	2016	8	10	2008	16	2007	17
2	2016	8	2015	9	11	2007	17	2006	18
3	2015	9	2014	10	12	2006	18	2005	19
4	2014	10	2013	11	Grade R – 12: Accept 1 year older Grade 2 – 12: Accept 1 year younger Grade 1: Turning 7 years old				
5	2013	11	2012	12					
6	2012	12	2011	13					
7	2011	13	2010	14					

****YOUNGER OR OLDER THAN PRESCRIBED - 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, i.e. the person responsible for the school fees. **Do not leave any blank spaces.**

DATE COLLECTED: _____

ED-U-COLLEGE WITBANK
K-12 Student Leader Training Centre, P.O. Box 100, Witbank, Mpumalanga 1271 | Tel: 013 254 2100, 2101 | Fax: 013 254 2101 | info@ed-u-college.co.za

ADMISSION APPLICATION FORM

GRADE APPLICATION:														
LEARNER SURNAME & FULL NAMES	RR	H	1	2	3	4	5	6	7	8	9	10	11	12
WAS STUDENT IN ED-U-COLLEGE PREVIOUSLY? NO YES <input type="checkbox"/> YES <input type="checkbox"/> YES YEAR STUDENT LEFT:														
PRIMARY GUARDIAN (PERSON RESPONSIBLE FOR PAYMENT OF SCHOOL FEES)														
RELATIONSHIP TYPE						ETHNIC GROUP BLACK [] COLOURED [] INDIAN [] WHITE [] OTHER []								
SURNAME						GENDER: MALE [] FEMALE [] OTHER []								
FULL NAMES						TITLE: MR [] MRS [] MISS [] MS [] INITIALS []								
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								
U.S.A. ID NO						HOME LANGUAGE								
PASSPORT NO						PREFERRED LANGUAGE								
JOB TITLE						DATE OF BIRTH								
HOME TEL NO						EMPLOYER								
MOBILE NO.						WORK TEL NO								
MARRIAGE STATUS: MARRIED [] SINGLE [] DIVORCED [] WIDOWED [] TRAPNICAL []						WORK ADDRESS								
GEOGRAPHICAL AREA						DEPARTMENT								
HAIR NAME						E-MAIL								
WITBANK														
LEARNER (SA)			LEARNER FOREIGNER			PRIMARY GUARDIAN			SECONDARY GUARDIAN					
ID / PASSPORT (FOREGOER)			ID / PASSPORT (FOREGOER)			ID / PASSPORT (FOREGOER)			ID / PASSPORT (FOREGOER)					
REPORT CARD			STUDY PERMIT			PROF OF RES			SUNDRY					
EDUCATIONAL REPORT CARD			PASSPORT			3 MONTHS B/S			LINKED ACCOUNT					
TRANSFER CARD			REPORT CARD			MEDICAL AID CARD			FINANCIAL CLEARANCE CERTIFICATE					
SCHOOL FEE STATEMENT			PROVISIONAL REPORT CARD			WORK PERMIT (FOREIGNER)			EXAL ADDRESSES					
FINANCIAL CLEARANCE CERTIFICATE			TRANSFER CARD			CONTRACT SIGNED			CAPTURED IN SCHOOL FEE FILE					
YELLOW FORM			SCHOOL FEE STATEMENT			GREEN FORM			RECEIPT NO					
DATE OF REGISTRATION			START DATE			ADMISSION NO			ADMISSION NO					

Page 2

- 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 someone who does not share the same physical address as the primary or secondary guardian. **Do not leave any blank spaces.**

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ADMISSION APPLICATION FORM

SECONDARY GUARDIAN (SPOUSE/FAMILY MEMBER OF PERSON RESPONSIBLE FOR PAYMENT OF SCHOOL FEES)											
RELATIONSHIP TYPE						ETHNIC GROUP BLACK [] COLOURED [] INDIAN [] WHITE [] OTHER []					
SURNAME						GENDER: MALE [] FEMALE [] OTHER []					
FULL NAMES						TITLE: MR [] MRS [] MISS [] MS [] INITIALS []					
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					
U.S.A. ID NO						HOME LANGUAGE					
PASSPORT NO						PREFERRED LANGUAGE					
JOB TITLE						DATE OF BIRTH					
HOME TEL NO						EMPLOYER					
MOBILE NO.						WORK TEL NO					
MARRIAGE STATUS: MARRIED [] SINGLE [] DIVORCED [] WIDOWED [] TRAPNICAL []						WORK ADDRESS					
GEOGRAPHICAL AREA						DEPARTMENT					
HAIR NAME						E-MAIL					
EMERGENCY CONTACT PERSON (PERSON THAT DOES NOT SHARE SAME PHYSICAL ADDRESS AS PRIMARY OR SECONDARY GUARDIAN)											
RELATIONSHIP TYPE						MOBILE NO.					
SURNAME						EMPLOYER					
FULL NAMES						WORK TEL NO					
PHYSICAL ADDRESS						WORK ADDRESS					
HOUSE / UNIT NO						CITY					
COMPLEX						PROVINCE					
STREET NAME						COUNTRY					
SUBURB						POSTAL CODE					
CITY											
PROVINCE											
COUNTRY											

- A. Complete the first section of this page with all details applicable to the Student the Primary Guardian is enrolling. **Do not leave any blank spaces.**
- B. Complete the second section of this page only if the student has siblings with the same Primary Guardian. **Do not leave any blank spaces.**

ED-U-COLLEGE WITBANK
Kofo Odeku Trade Centre & Sports Arena, Witbank 7975, Spanghegla 1351 & 1352, Witbank, Spanghegla 1351 & 1352 (T2), 131 06 0001 - info@ed-college.co.za

ADMISSION APPLICATION FORM

STUDENT	
SURNAME	ETHNIC GROUP [BLACK] [COLORED] [INDIAN] [OTHER]
FULL NAMES	PREFERRED NAME
INITIALS	GENDER [MALE] [FEMALE] [OTHER]
DATE OF BIRTH	HOMELANGUAGE
MODE OF TRANSPORT	YEARS IN GRADE
PHYSICAL ADDRESS	IS STUDENT AN IMMIGRANT [YES] [NO]
HOUSE / UNIT NO	IMMIGRATION DATE
COMPLEX	VISA TYPE
STREET NAME	VISA EXPIRY DATE
SUBURB	NATIONALITY
CITY	PASSPORT NO
PROVINCE	PREVIOUS SCHOOL
COUNTRY	HIGHEST GRADE PASSED
POSTAL CODE	YEAR HIGHEST GRADE PASSED
R.S.A. ID NO	PREFERRED TEACHING LANGUAGE
PREVIOUS SCHOOL	STUDENT MOBILE NO.
PHYSICAL ADDRESS	STUDENT EMAIL
TEACHING LANGUAGE AT PREVIOUS SCHOOL	MEDICAL AID NAME
HOME TEL. NO.	DOCTOR NAME
STUDENT EMAIL	DOCTOR TEL. NO.
MEDICAL AID MEMBER NO.	MEDICAL AID MEMBER NO.
PARENTS DECEASED?	RELIGION
DISTANCE FROM HOME TO SCHOOL	

INFORMATION OF SIBLINGS IN THE SCHOOL WITH THE SAME PRIMARY GUARDIAN			
1	FULL NAME	SURNAME	GRADE YEAR
2	FULL NAME	SURNAME	GRADE YEAR
3	FULL NAME	SURNAME	GRADE YEAR
4	FULL NAME	SURNAME	GRADE YEAR

This page contains the admission contract of the school. The Primary Guardian must thoroughly read this section and understand the terms and conditions. The Primary Guardian must sign and date this page.

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ADMISSION CONTRACT

1	SCHOOL FEES
1.1	Parents from February to November in 11 instalments. 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 in full. Legal steps will be taken to recover any outstanding school fees. No request for transfer and will be issued to a student whose school fees are not paid up in full.
1.2	Parents can claim for full government rebates on any school fees which might have occurred, including school holidays.
1.3	RE-REGISTRATION ON NEW REGISTRATION FEES ARE NOT REFUNDABLE.
1.4	ONE CALENDAR MONTH'S WRITTEN NOTICE OF CANCELLATION OF THIS CONTRACT MUST BE GIVEN BY THE PRIMARY GUARDIAN.
2	INDEPENDENT SCHOOLS AND SCHOOL FEES
2.1	According to the South African Schools Act of U College functions as a commercial enterprise and may refuse to admit students whose parents may not be considered to provide adequate services to those customers who have not paid their school fees as specified in the terms and conditions agreement.
2.2	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 receipt bearing proof of payment printed.
2.3	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, can not leave.
2.4	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 receipt bearing proof of payment printed.
3	FOREIGN STUDENTS must be in possession of all correct documentation as required by SA law. It is the responsibility of the Primary Guardian to supply the school with valid study permits and all other legal documentation. Please refer to our Foreign Student Policy for details.
4	TAX DEDUCTIONS AND PAYMENTS
4.1	SA tax-deductions are required to be the responsibility of the parent(s) and will be due by the end of January of every month/year, no including late or after-places without a new valid educational basis.
4.2	CONDUCT
4.3	It is the responsibility of the parent(s) and students to familiarize 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.
4.4	NO WEAPONS, DRUGS, OR WEAPONS will be allowed in or premises or during any school activity. Infringement is punishable. Fighting, vulgarisation and bullying of any kind will not be tolerated.
4.5	DRUG AND ALCOHOL TESTING: Ed-U-College reserves the right to test any student for substance abuse. Positive results will result in immediate suspension from school.
5	STRIKE ACTION
5.1	The staff of Ed-U-College are committed and dedicated to the education of all students only. However, in cases where the strike of students occurs, the school will be closed. If the safety of the students is compromised, all parents and guardians will be advised via the 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 premises during strike action, riots, group demonstrations, etc. and other school issues.
6	PREGNANCY
6.1	The student must report pregnancy within the first trimester voluntarily to the SMT with an accompanying medical report stating their location, local and expected date of delivery. This is to ensure the best possible outcome for all concerned, the pregnant student and the school.
7	SMS & EMAIL NOTIFICATION SYSTEM
7.1	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 e-mail addresses written on the registration form are up to date and the e-mail address is valid and/or e-mail address is willing to receive SMS or e-mail with the use of the given numbers and email addresses. If any contact number or email address changes, please advise the school immediately so that it is of direct importance in maintaining contact with our Parents and Guardians.
8	SOCIAL MEDIA & PUBLIC MARKETING
8.1	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 a part of the photographs.

PLEASE TAKE NOTE

GRADE: R - 11

PARENT SPACES IN A CLASS IS ONLY SKIPPED IF ALL REQUIREMENTS (REGISTRATION WAS DONE BY STUDENT AND THE REGISTRATION FEE HAS BEEN PAID)

GRADE: 12 & 13

SUBJECT CHOICE SELECTION IS NOT CONFIRMATION OF REGISTRATION - THE ABOVE APPLIES

I, _____ (with/ & in/ name of primary guardian) parent / guardian understand and will adhere to the enrolment contract of Ed-U-College as stipulated above. With benefit of counsel, permission to attend Ed-U-College will be withdrawn.	SIGNED AT _____ ON _____ / _____ / 20__.
PRIMARY GUARDIAN SIGNATURE	

This page is the **Financial Clearance Certificate** the student's current school must complete and stamp.



ED-U-COLLEGE WITBANK
FINANCIAL CLEARANCE CERTIFICATE

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:

Name of present school: _____

Initials & surname of bursar: _____

Signature of bursar: _____

Date completed: 20__/__/__



TEL: 0213 6568761 | EMAIL: finance@ed-college.co.za | 22 SVUITS AVENUE, EYALAPHEM CRO. (MAGALING), MPUMALANGA 1215

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 for 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 the 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 Grades 10 and 11, provided a complete academic record from the previous school is received. The learner must write a general examination to confirm subject choices if the academic record is unsatisfactory.

The Primary School caters for 616 learners, and the High School for 532. Grade R – 12 average class sizes 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 and 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 must be provided.
8. Where appropriate, an academic record must accompany applications, 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 must be adequately fluent in English for teaching and learning.

GRADES 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 Grades 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 documents 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 choose their subject. Gr 10 and 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, 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!

