

Reg 2012/042729/07

Headoffice: 712 Vespasian Street, Moreletta
Park

Tel: 086 126 8883

E-Mail info@advancedcollege.co.zaWeb: www.advancedcollege.co.za

& Home Schooling

In Pretoria East, Centurion, Kempton Park
Midrand, Roodepoort, Thabazimbi, Stormvooël

A & F COLLEGE (PTY) LTD – ADVANCED SCHOOL & COLLEGE

Advanced College – Pretoria East REGISTRATION 2018

For parents who are not South African residents, annual tuition fees must be paid in full per term or for the year before the start of the academic year.

Note that we are not a Private School but a private company approved as Home School Support Centres, thus giving children more individual training and teaching them how to work on their own with our teacher support in the classroom. Grade RR to 3 has full time teachers as usual. Our teachers are qualified and SACE registered, plus we use student teachers under guidance of the senior registered teachers. We are registered with the exam board, SACAI (South African Comprehensive Assessment Institute) who are recognised by UMALUSI. Registration number A-1046-16 We are also registered with SAGE PASTEL & FASSET SETA as SVA0020

In order for us to keep the monthly fee as low as possible, we provide one general teacher per a maximum of 20 children. The teacher provides general tutoring and works with students through their daily, weekly and monthly schedule as per the CAPS Curriculum. Grade 4 to 12 are taught by the teacher to work on these schedule on their own, with the teacher support available at all times, getting them used to how it is done in University. If additional specialised tutoring per subject is needed from subject specialist, parents will be quoted in advance and billed separately per hour.

(Please complete all required information in neat, legible block letters)

I/We, _____ (Father/Guardian)
_____ (Mother/Guardian)

the undersigned, in my/our capacity/ies as Parent(s)/Guardian(s)/Custodian(s) Other – please specify

_____.

Of: **Surname:** _____
First Names: _____
Please supply preferred name: _____

Herein referred to as the Pupil, do hereby make provisional application in terms of clause 2 of the Terms and Conditions of Provisional Enrolment of Pupil and the Terms and Conditions of Enrolment at A and F College (PTY) Ltd. (a copy of which conditions is set out overleaf) for the enrolment of the said Pupil as a scholar in A and F College (PTY) Ltd in:

Signature of all Parties:

Grade: _____ With effect from: _____ 20____, at (Branch) _____

FURTHER PARTICULARS OF PROSPECTIVE PUPIL

GENDER:

Male	Female
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HOME LANGUAGE:

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DATE OF BIRTH:

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ID NR:

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PASSPORT NR:

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COUNTRY OF BIRTH:

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DATE OF ENTRY INTO SOUTH AFRICA

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RELIGION:

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RACE:

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PUPIL RESIDING WITH:

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NAME OF CURRENT SCHOOL:		CURRENT GRADE:	
ADDRESS:			
CONTACT:	TEL. ()	FAX. ()	
DATE/EXPECTED DATE OF LEAVING ABOVE SCHOOL:			
FOR GRADES 10 & 11, PLEASE STATE SUBJECTS PRESENTLY BEING STUDIED:			
OTHER SCHOOLS APPLIED FOR:			

How/where were you introduced to A and F College (PTY) Ltd?

NEWSPAPER	PUPILS / PARENTS	EXIBITIONS	OTHER: _____
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FURTHER PARTICULARS OF APPLICANTS – FATHER/GUARDIAN

Title: _____

First Name/s: _____

Surname: _____

ID Number: _____

Marital Status: _____

Where parents are divorced or separated, please provide further relevant details/instructions (if any): _____

Home Tel. No. _____ Work Tel. No. _____

Signature of all Parties: _____

Cell No. _____ Email Address: _____

Postal Address: _____
Code: _____

Residential Address: _____
Code: _____

I, _____ hereby warrant, undertake and declare that: I am fully cognisant of the amount in fees payable by me to A and F College (PTY) Ltd; I understand the financial implications of this to me; I am financially in a position to meet my obligations to A and F College (PTY) Ltd ; and I shall ensure that all fees charged shall be paid on the due dates. I furthermore grant A and F College (PTY) Ltd the requisite consent, permission and authority to verify and check my credit worthiness with any credit bureau(s) of its choosing.

FURTHER PARTICULARS OF APPLICANTS – MOTHER/GUARDIAN

Title: _____

First Name/s: _____

Surname: _____

ID Number: _____

Marital Status: _____

Where parents are divorced or separated, please provide further relevant details/instructions (if any): _____

Home Tel. No. _____ Work Tel. No. _____

Cell No. _____ Email Address: _____

Postal Address: _____ Code _____

Residential Address: _____
Code: _____

I, _____ hereby warrant, undertake and declare that: I am fully cognisant of the amount in fees payable by me to A and F College (PTY) Ltd; I understand the financial implications of this to me; I am financially in a position to meet my obligations to A and F College (PTY) Ltd; and I shall ensure that all fees charged shall be paid on the due dates. I furthermore grant A and F College (PTY) Ltd the requisite consent, permission and authority to verify and check my credit worthiness with any credit bureau(s) of its choosing.

Please supply copies of the following documents:

- Copy of Birth Certificate
- Copy of latest school report
- Copy of Parent/Guardian ID Document.
- Two passport photographs

- For **parents** who are not South African residents, annual tuition fees must be paid in full before the start of the academic year.

Signature of all Parties: _____

Only person/s liable for payment of school fees to complete this section and sign below (Parents: both Mother and Father/Guardian/Other to sign and initial bottom of each page)

I, _____ hereby record that I am aware of, and agree to be bound by the terms applicable to Provisional Application as set out in the Terms and Conditions of Provisional Enrolment of Pupil and the Terms and Conditions of Enrolment at A and F College (PTY) Ltd, and in particular that neither I /we nor the College are obliged to enroll the prospective pupil at the College on the basis of this Provisional Application Form. Furthermore I accept that the College reserves the right not to accept any applicants or to disclose any information regarding the unsuccessful application and/or reason thereof. ALL ENROLMENTS ARE SUBJECT TO THE CONDITIONS OF ENROLMENT FORMING PART HEREOF

I choose the following home address as my domicilium citandi et executandi for delivering of any notices:

Signed at _____ on this _____ day of _____ 20____.

Signature: _____
Farther / Guardian

Mother / Guardian

(Parents: both Mother and Father/Guardian/Other to sign) as per the above indicated person/s liability for payment of school fees, whose liability in terms hereof shall be joint and several.

**Conditions of Enrolment of Pupils at A and F College (PTY) Ltd.
 Terms and Conditions of Provisional Enrolment of Pupil.**

1. DEFINITIONS

1.1 'the College' shall mean A and F College (PTY) Ltd.

1.2 'Applicant/s' shall mean the parent(s)/guardian(s)/custodian(s) or such other person acting 'in nomine officio' on behalf of the Pupil (hereinafter defined);

1.3 'Pupil' shall mean the individual in respect of whom an Enrolment application has been accepted by the College;

1.4 'Enrolment' the enrolment as a Pupil at the College in accordance with the Terms and Conditions of Enrolment and the Provisional Enrolment Application Form, together with any such other terms and conditions as may be specially agreed in writing between the parties.

2. PROVISIONAL APPLICATIONS

The College may accept Provisional Applications for further enrolment at the College in respect of any living individual eligible to attend the College. Any such Provisional Application is accepted on the understanding that neither the Applicant nor the College is obliged to enroll the prospective pupil at the College.

3. ENROLMENT APPLICATION/S

3.1 Order of Procedure

3.1.1 Initially a provisional application shall be made for a prospective pupil on the Provisional Application Form in accordance with the provisions of Clause 2.

3.1.2 A prospective pupil may then be invited to write an Entrance Examination set by the College or an interview or both.

3.2 If the pupil is subsequently offered a place at the College, this application shall be binding as the Enrolment Contract.

3.3 Such Enrolment Applications shall be in the form specified by the College from time to time and shall be accompanied by a deposit in the form of an Registration Fee, in an amount to be determined by the College from time to time.

Signature of all Parties:

3.4 Such Registration Fee is non-refundable in the event of the pupil not taking up their place at the College.

4. CODE OF CONDUCT

A condition of final enrolment is that both the parent(s) and the pupil sign the Code of Conduct for Learners and Parents. The Code of Conduct is a living document. The Code will be revised regularly to assess its effectiveness. This Code of Conduct is a product of input from learners and staff and has been supported by parents. It is a celebration of work done over many years at the College and it aims to instill a sense of pride within our school so that all stakeholders have a sense of ownership. The behaviour of our learners directly influences the reputation of our school as well as the smooth running of daily routine and this has necessitated the learners' Code of Conduct. Parents are urged to ensure that their children adhere to these rules. All rules apply when the children are at school, in school uniform or while they represent the school in any way.

Terms and Conditions of Enrolment.

Extract of clauses from the Enrolment Contract.

1. RELIGIOUS EDUCATION PROGRAMME

I/we give permission for the pupil to actively participate in the religious education program of the College.

2. COLLEGE RULES AND CODE OF CONDUCT

The pupil will be subject to the College rules and code of conduct. The prevailing rules and regulations as laid out in *Annexure A* are to be complied with.

3 EXTRA MURAL ACTIVITIES

Participation in extra-mural activities and attendance at compulsory College events, as determined from time to time, and as laid down in the rules and regulations is compulsory, save and except if a pupil is excused on medical grounds. I/We hereby consent to the pupil's participation in the extra-mural activities of the College, which will from time to time be of a compulsory nature.

4. FEES

4.1 The College prepares a budget on an annual basis and based on the budget determines the fees for the ensuing year.

The fees being charged for the current academic year are as set out in the attached *annexure*.

However, fees may be subject to fluctuation arising from unexpected circumstances. Such unexpected circumstances include, but are not necessarily restricted to, changes in state subsidies paid to the College and changes to teachers' salaries. In the event of the College changing its fees in any year, notice thereof will be given to parents/guardians as soon as practically possible. Any increase in fees shall be payable to the College within the year in which the increase is determined by increasing the remaining monthly payments for that year accordingly unless the College, at its sole discretion, agrees to some other payment method.

4.2 Fees in respect of tuition are payable either:

4.2.1 Annually in advance on or before the 1st day of January of each year; or

4.2.2 Monthly in advance by debit order (unless otherwise arranged) on or before the last day of each month in respect of the twelve months January to December of each year; or

4.2.3 By other arrangement agreed to by the College and signed by parties and subject otherwise to these terms and conditions. In the case of pupils whose permanent residence is outside South Africa the full tuition fee for the year is payable before the commencement of each academic year.

4.3 A discount, as determined annually by the Board, shall be allowed in respect of fees paid annually in advance. Notwithstanding such deduction, if the fees payable increase subsequent to the annual determination as envisaged in clause 4.1, the increase in fees during the year in question shall be payable on demand.

4.4 In the event of any payment not being made on due date, interest on any overdue amount/s shall accrue at the prime overdraft rate charged by the College's bankers and prevailing from time to time. **Payments must have cleared in A and F College (Pty) Ltd's bank account on or before the first day of every consecutive month. If not, a penalty fee of R200 for that month will be added to the account of the parent. If the payments are deposited in cash and there are bank charges, the parent will have to pay those bank charges**

In addition, in the event of non-payment, the College shall be entitled at its sole and absolute discretion (in addition and without prejudice to all other rights available at law), to terminate the pupil's enrolment on one month's notice, without prejudice to its rights to claim the full balance outstanding (including interest) due and payable forthwith and without notice.

Signature of all Parties:

5. INDEMNITY

I/We hereby indemnify the College, its employees, agents and/or successors in title, against any and/or all claims, actions, liability, proceedings, damages, costs and expenses of whatsoever nature that may arise in respect of my/our child/ward's participation in any activity of the College, including but not limited to tuition, games, sporting activities, educational and sporting tours and excursions and transport to these and between Advanced College branches provided by staff with a legal drivers licences. The College undertakes through its staff to take all reasonable precautions to ensure the safety and welfare of its pupils.

6. WARRANTIES and/or REPRESENTATIONS

No warranties and/or representations are of any force and effect, save for those (if any) stipulated herein.

7. TERMINATION OF ENROLMENT

7.1 Written notice of one (1) term is required from the parent(s)/ guardian(s)/ custodian(s) for the termination of the pupil's enrolment at the College, otherwise a full term's fee (including any increase as may have been determined as at the date of termination in terms of clause 4.1) will be charged in lieu thereof.

7.2 Notwithstanding the provisions hereof it is acknowledged that the College, through its Principal or other authorised agent, may summarily terminate the pupil's enrolment with immediate effect if the pupil is guilty of any conduct which, in the sole opinion of the College, is inconsistent with the continued enrolment of the pupil at the College

In such a case all fees paid in advance, after deduction of all amounts otherwise owing to the College, will be refunded on a pro rata basis. In his regard, I/we recognise that the decision of the Principal shall be final.

Medical/Special needs/other information needed of child:

Signature of all Parties:

Fee Structure:

Enrolment Fee (Non Refundable) School books excluded. To be purchased by parent.

- Grade R to Grade 3 - R2000
- Grade 4 to Grade 9 - R3000
- Grade 10 - R4000 + SACAI exam Registration: R285 per subject.
- Grade 11 - R4000 + SACAI Registration R285 per subject.
- Grade 12 - R4000 + SACAI exam registration fees before end February in full (See below):
 - R600 per subject
 - Examination centre costs: R280 per subject, per candidate.
 - Computer Application Studies (CAT): Subject fee: R750
: Examination fee: R500

1. NB: All subject to changes by SACAI

School Fee per month payable monthly in advance over 12 months from 31 DECEMBER 2017.

- Grade R – 3 - R2000 per month
- Grade 4 – 7 - R3000 per month
- Grade 8 - 12 - R4500 per month

TOP DOG:

Each child will need to register for the Top Dog program and the cost of this is **FROM** R100.00 per month. (See information attached) – www.mytopdog.co.za

7.5% Discount on School fees if all paid in advance.

2 ND CHILD in lower grade = 10% DISCOUNT ON HIS/HER BASIC TUITION FEE.

3 RD AND MORE CHILD in lower grades = 15% DISCOUNT OF HIS/HER BASIC TUITION FEE.

ACADEMIC INFORMATION:

Highest grade passed: E.g. Grade _____ (Please attach certified copy)

School Grade applying for _____

BANKING DETAILS:

Bank : FNB
Account name: A and F College (PTY) LTD
Account number: 623 614 39378
Branch code: 252 445
Branch: Menlyn Square
Use Reference: Your Child's Surname, Name and Grade

Email proof of payments to the following addresses:

CONTACT DETAILS:

Registrations: 086 126 8883 - info@advancedcollege.co.za
 Other: 072 629 9705 - francois@advancedcollege.co.za

Signature of all Parties:

Supporting documents (Important)

DOCUMENTATION: Please provide copies of

- Copy of Birth certificate / ID of student
- Copies of both parents' ID
- Proof of residence (FICA)
- Report from previous school or NCA test results
- Transfer certificate from previous school (where applicable)
- Proof of payment (Registration fee + First month's school fee upfront via EFT)
- Payslip of person/s liable for payment of school fees
- Completed debit order by person/s liable for payment of school fees (compulsory)
- If the application is successful, a Mandate for the debit order must be signed as well

GRADE 12 STUDENTS:

- All of the above and:
- Copies of Grade 10 & Grade 11 school reports
- Certified copy of student's ID
- 2 Colour ID photo's are needed for the SACAI Registration Form
 - Where the registration form is sent electronically, please **POST** these 2 photo's to:
Postnet Suite nr 3, Private bag x 592, Silverton, 0127
 - (Please write **NAME & ID NO** on the back of each photo, and if possible, put in small plastic bag)
- Proof of Payment of Examination Fees – paid to SACAI (before March)

Signature of all Parties:

School Subjects:

1. _____ 2. _____ 3. _____
 4. _____ 5. _____ 6. _____
 7. _____ 8. _____ 9. _____

Subjects 2018

GRADE 4 to 6:	GRADE 7 to 9:
English (Home Language)	English (Home Language)
Afrikaans (Eerste Addisionele Taal)	Afrikaans (Eerste Addisionele Taal)
Mathematics	Mathematics
Life Orientation	Life Orientation
Natural Science	Natural Science
Social Science	Social Science
Technology	Technology
	Economic Business Science
	Arts & Culture

GRADE 10-12	
Compulsory Subjects	Electives (for university exemption, choose at least 2)
English (Home Language)	Physical Science (Mathematics compulsory)
Afrikaans (Eerste Addisionele Taal)	Life Science
Mathematics or Mathematical Literacy	Geography
Life Orientation	Business Studies
	Accounting
	Economics
	Other electives (for University exemption, 7th subject may be one of the following)
	Computer Applied Technology (CAT)
	Tourism
	Hospitality studies (Subject to quantities)
	Visual Arts (Subject to quantities)
	Drama (Subject to quantities)

Text books:

A list of text books is available with registration and can be bought at any supplier or ordered through our supplier with courier cost. Pricing available on request

Please note that:

- An **estimated cost** for a Learner's Book is ± R200.00
- The Supplier's yearly price increases are usually between Feb-April each year.
- Although we provide information about the text books, it remains your own responsibility to purchase them. A and F College is not responsible for the supplying and distribution of text books.

Signature of all Parties:
