



Emmanuel Christian Academy

Principal: Nic Young B Mil (Stell) PGCE LLB LLM (Unisa)
Umalusi Accreditation no. 17 SCH01 00440

7 Dingle Road
Goodwood 7460

P O Box 13564
N1 City 7483

WCED Reg no.:
0102007204
NPO 231-089

Telephone : (021) 592-2349
Fax : (021) 592-1140
Email : ny007@telkomsa.net
Website : www.emmanuelca.co.za

Dear Prospective Parent / Guardian

Thank you for considering our School as a place of education for your child / children.

The Application procedure is as follows:

A. COMPLETE THE FOLLOWING DOCUMENTATION:

- Learner Enrolment Form
- Aftercare Application Form (if applicable)

i. TO BE COMPLETED BY CURRENT SCHOOL:

- Confidential Learner Reference Request form – This must be completed in ink by the learner's current school and the original, stamped copy must be placed in a sealed envelope by the school and submitted with the Application for Learner Enrolment. Parents must not remove the form from the envelope. Alternatively the school may e-mail it to eca008@telkomsa.net for Grades 1-6, and to eca007@telkomsa.net for Grades 7-12.

IMPORTANT : The above forms must be thoroughly completed and submitted with copies of:

- i. Certified copies of Parent / Guardian Identification documents
- ii. Certified copies of Learner's Birth Certificate and Identification document
- iii. Valid Study permit if not a South African resident
- iv. 2 x Passport size photographs of learner
- v. Certified copy of learner's inoculation card
- vi. Copy of learner's last report
- vii. Proof of income and residence

B. SUBMIT THE APPLICATION FOR ADMISSION

- The fully completed Application form with all the relevant documentation must be hand delivered to our school during school hours. An Application fee of R100.00 must accompany this application.

PLEASE NOTE THAT WE WILL NOT PROCESS ANY INCOMPLETE APPLICATION FORMS UNTIL SUCH TIME THAT WE ARE IN RECEIPT OF ALL THE REQUIRED DOCUMENTATION.

C. INTERVIEW

The Application for Admission will be assessed and the school will contact the parents to arrange for an interview together with the learner. Should the learner be accepted, the learner will be entered onto our database and an invoice raised for the non-refundable Registration Fee. The learner will only be accepted upon receipt of the Registration fee.

Should you require any further information or assistance, our administrative staff will be happy to assist you:

- a. Grades 1-6 : Mrs Terry McEvoy – eca008@telkomsa.net
- b. Grades 7-12 : Mrs Liz Taylor – eca007@telkomsa.net

Kind regards

Nic Young
Principal



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APPLICATION FOR LEARNER ENROLMENT

YEAR: 2022

IMPORTANT: Please complete ALL sections in clear, block letters and initial every page

A. PARTICULARS OF LEARNER:

Grade for which applying: * _____ Date of Application: _____

*Please ensure Addendum A is completed when applying for Grades 10-12

Full Names & Surname of Learner:

Address where learner resides:

Telephone: _____ Learner Cell: _____

Learner e-mail address: _____ (High School learners)

Gender: _____ Date of Birth: _____

Birth Certificate No. : _____ Race : Black Coloured Indian White Other
(Certified copy of Birth Certificate required) (As required for WCED / GEMIS registration details)

ID / Passport number of learner: _____

Age next Birthday: _____

No. of children in the family : _____ Position in family(1st, 2nd, etc.): _____

Does the learner have a valid study permit? YES / NO (Please tick)

Study Permit No. / Residence Permit No. (Attach certified copy): _____

Language mostly spoken at home: _____

Current School Details:

Name of School: _____

Address of School: _____

Initial: _____

Contact telephone number of School: _____

E-mail address: _____

Name of School Principal: _____

Name of Class Teacher: _____

Last Grade successfully completed: _____ (Attach last school report)

Year of Completion: _____ Language of Tuition: _____

Reason for Leaving: _____

Previous School's details:

Name of School / Pre-School / Nursery School:

Name of School Principal: _____

Telephone no. : _____

E-mail address: _____

Reason for Leaving: _____

Medical Information:

Diagnosed Allergies: _____

Diagnosed Disabilities: _____

Prescription Medication: _____

ANY OTHER CONDITION/S THE SCHOOL NEEDS TO BE AWARE OF:

Refugee Status:

Date of Immigration: _____

Country of Origin : _____

Valid from : _____ Expiry Date: _____

Have you applied for enrolment at other schools? YES / NO (Please circle)

If yes, please list schools:

a. _____

b. _____

c. _____

Initial: _____

B. PARTICULARS OF PARENTS / GUARDIANS :

Father / Male Guardian:

Mr (Full names and surname) _____

I.D / Passport No. (Attach Certified Copy) _____

Physical Address: _____

Postal Code: _____

Postal Address: _____

Postal Code: _____

Contact Numbers:

Home: _____

Work: _____

Cell: _____

E-mail address: _____

*Please indicate:

Biological Parent	Adopted	Legal Guardian	Foster Care	Other
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*(Required by WCED for Learner Profile)

Employment Particulars:

Name of Employer: _____

Address of Employer: _____

Position Held: _____

Duration of current employment: _____

Relationship to Child: _____

Initial: _____

Mother / Female Guardian :

Miss / Mrs / Ms. (Full Names & Surname): _____

I.D / Passport No. (Attach Certified Copy) _____

Physical Address: _____

Postal Code: _____

Postal Address: _____

Postal Code: _____

Contact Numbers:

Home: _____

Work: _____

Cell: _____

E-mail address: _____

*Please indicate:

Biological Parent	Adopted	Legal Guardian	Foster Care	Other
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*(Required by WCED for Learner Profile)

Employment Particulars:

Name of Employer: _____

Address of Employer: _____

Position Held: _____

Duration of current employment: _____

Relationship to Child: _____

Alternative contact details if parents / guardians cannot be reached:

Name : _____

Relationship to learner: _____

Home: _____ Work: _____

Cell: _____ E-mail: _____

Initial: _____

C. OTHER DETAILS:

Marital Status (Please tick):

Single	Married	Divorced	Widow/Widower	Other
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Religion: _____

Family Doctor: _____

Tel no: _____

FEE STRUCTURE

- a. **Application fee:** An Application fee of R100.00 needs to accompany this application.
- b. **Registration fees:** **A once-off, non-refundable Registration fee** of R3500.00 is payable upon acceptance of a learner in order to secure placement. A learner's place cannot be guaranteed until the registration fee has been paid.

Please note that no portion of the Registration Fee will be refunded should a parent / guardian decide not to enrol his / her child, for whatever reason, once the learner has been accepted and the registration process completed.

c. School fees:

School Fees for Grade 1 – 3: (Please mark option with a X and initial next to choice)

Option A: R23 400.00 per year, payable as per below options

08:00 – 13:30 from Mondays – Thursdays, Fridays from 08:00 – 12:35
Learners to be collected from school strictly by 13:45 from Mondays – Thursdays, and by 12:50 on Fridays.

Option B: R28 200.00 per year, payable as per below options

08:00 – 14:50 from Mondays to Thursdays, Fridays from 08:00 – 12:35
Learners will be under supervision of the Aftercare from the end of their school day until 14:50, from Mondays – Thursdays only. A light snack is provided and parents are encouraged to supply lunch for this time if their child needs a meal. Homework will be supervised during this time, however due to time constraints it is the parent's responsibility to ensure that it has been completed. Please complete an Application form for Part-time Aftercare enrolment.

School Fees for Grade 4 - 6: R25 200.00 per year, payable as per below options.

School Fees for Grade 7 - 9: R27 600.00 per year, payable as per below options.

School Fees for Grade 10 – 12: R31 200.00 per year, payable as per below options.

Fees paid in full by 28 February 2022 qualify for a 5% discount.

Initial: _____

PLEASE MARK PAYMENT OPTION BY INDICATING WITH A X AND INITIAL NEXT TO RELEVANT OPTION:

Monthly in advance: 12 x R1 950.00 (Grades 1 – 3 – Option A) 1 January to 1 December 2022
12 x R2 350.00 (Grades 1 – 3 – Option B) 1 January to 1 December 2022
12 x R2 100.00 (Grade 4 – 6) 1 January to 1 December 2022
12 x R2 300.00 (Grade 7 - 9) 1 January to 1 December 2022
12 x R2 600.00 (Grade 10 – 11) 1 January to 1 December 2022
8 x R3 900.00 (Grade 12) 1 January – 1 August 2022

Quarterly in advance: 1 January, 1 April, 1 July & 1 October 2022:
4 x R5 850.00 (Grades 1 – 3 – Option A)
4 x R7 050.00 (Grades 1 – 3 – Option B)
4 x R6 300.00 (Grades 4 – 6)
4 x R6 900.00 (Grades 7 – 9)
4 x R7 800.00 (Grades 10 – 11)
3 x R10 400.00 (Grade 12) – 1 January, 1 April & 1 July 2022

Annually in advance by 28 February 2022: Grades 1 - 3 Option A : R22 230.00
Grades 1 - 3 Option B : R26 790.00
Grades 4 - 6 : R23 940.00
Grades 7 – 9 : R26 220.00
Grades 10 – 12 : R29 640.00

Where there is more than one learner per family attending our school, the discount will be as follows:

- 1st Learner: Full price of tuition fees
- 2nd Learner: 5% discount off tuition fees
- 3rd and subsequent learners: 10% discount off tuition fees

d. Other fees payable:

- i. **Admin & Printing fee Gr. 1 – 12:** R1000.00 per year payable by 28 February 2022;
- ii. **Text Books & Stationery:** All text books and stationery from Gr. 1 – 12 must be purchased by the parent as per list supplied by School. Text book and Stationery lists for the 2022 academic year will be available on our Website as from August 2021. Text books can be ordered through the school by 15 November 2021, or purchased at any bookstore that stocks these books. Where 2nd hand books are available these can be purchased from the school at a reduced rate. Stationery can be purchased from any retail store that stocks these items, with the exception of Grade 1-3 learners who need to order through the school..

Initial: _____

It is compulsory for all new Grade 1-3 learners to purchase stationery packs from the school to ensure uniformity. Grade 2 & 3 learners also need to order their workbooks from the school if they are purchasing 2nd hand text books from another source.

- iii. Uniform as per the School Dress Code Policy – orders to be submitted to school with proof of payment by **15 October 2021** to ensure delivery before the end of the school year.
- iv. School outings / Camps
- v. Late Payment fee: A late payment fee of R100.00 per learner per month will be charged to a learner's account if school fees are not received by the 3rd of each month.

No discount is given for any other fees, books, outings, etc.

All school fees are payable **MONTHLY IN ADVANCE**, irrespective of whether the school is open or closed for school holidays. Where fees have not been paid by the 7th of the month, the School reserves the right to suspend a learner from school until payment has been received. As per the Contract of Tuition, interest is payable on all overdue fees. As a last resort, unpaid fees will be handed over for collection and fees relating to this will be paid by the parents / guardians.

For security reasons, payment must be made directly into the school's bank account **via Electronic payment (EFT) or Stop Order**. Stop Orders must be completed at your Bank. Our banking details are as follows:

Name : Emmanuel Christian Academy
Bank : Nedbank, Goodwood Branch
Bank Code : 198765 (Universal code)
Account No. : 1044004223
Acc. Type : Cheque
Beneficiary Reference : Learner name & Surname, e.g. John Adam – School fees, uniform, books, etc.

All cash payments / cash deposits will be subject to cash deposit fees being charged to learners' accounts in line with fees charged by our Bank.

Person/s responsible for payment of Fees:

Full names & surname: _____

ID no.: _____ (please attach certified copy of ID / Passport)

Contact no. : _____

E-mail address: _____

Full names & surname: _____

ID no.: _____ (please attach certified copy of ID / Passport)

Contact no. : _____

E-mail address: _____

Initial: _____

I / We confirm that we have acquainted myself / ourselves with the School Fees and agree to the Financial Commitment and Payment Plan of the School. I / we will show myself / ourselves faithful in all its requests.

I / We hereby submit application for enrolment for the 2022 academic year. I / We hereby undertake to abide by the policies and disciplines as determined by the administration and Governing Body of the School. The relevant information is included in our Contract of Tuition, which will be signed upon acceptance of my child to Emmanuel Christian Academy.

I / We hereby declare that the information which I have provided in this application is true and correct, and that any information found to be false will have a negative effect on my application and admission of my child / children.

Father / Male Guardian:

Signature: _____

Date: _____

Mother / Female Guardian:

Signature: _____

Date: _____

Witness signature: 1. _____ 2. _____

Witness name: 1. _____ 2. _____

For Office Use:

Application fee paid: YES / NO Date Paid: _____ Received by: _____

Initial: _____

ONLY COMPLETE AND SUBMIT IF YOU ARE APPLYING FOR GRADE 10-12

Grade 10 - 12 Subject Choice for 2022 – Emmanuel Christian Academy

Grade 9 learners applying for Grade 10 must please complete the attached form to select their subject choices for 2021. It is important to select the correct subjects from the start as it is very difficult to change subjects in Grade 11 and 12. Take note that the FET phase is from Grade 10 – 12 and subjects have to be taken for the duration of the phase. If subjects are subsequently changed, the outstanding assessments and work must still be completed.

Learners must ensure that they have an idea of the career path they would like to follow once they have completed their school career. A booklet with career choices will be handed out to Grade 9 learners to assist with this. The subject choices will be discussed with the Principal during the interview.

Take note of the following subject combinations (no exceptions will be allowed):

1. English, Afrikaans, Mathematics or Mathematical Literacy and Life Orientation are compulsory.
2. If the learner takes Physical Science, they must take Life Science and Geography. (Mathematics is compulsory with Physical Science)
3. If the learner takes Accounting, they must take Business Studies. Physical Science and Life Science may not be taken in combination with these subjects.
4. Mathematical Literacy can be taken with Accounting as from this year.
5. Mathematical Literacy can be taken with any three of Geography, History, Business Studies or Life Science.

IMMIGRANT LEARNERS

If a Grade 10 - 12 learner entered into the country in Grade 7 or later, they do not have to take Afrikaans or a second language, but must take an extra subject, for example History or Geography, as long as they take six subjects (excluding Life Orientation). They must take English as Home Language. Take note that an immigrant learner also includes a South African citizen who left the country for longer than two years and returned after Grade 7.

A Grade 7 – 9 learner will get a concession for Afrikaans, but may not fail any other subject.

Please submit this form together with your Application for Learner Enrolment.

Name of learner: _____

Grade in 2022: _____

Please mark with X

Compulsory subjects:

English Home Language	X
Afrikaans First Additional Language	X
Life Orientation	X
Mathematic Literacy	---
Mathematics	---

Choice Subjects:

Geography	_____
History	_____
Business Studies	_____
Accounting	_____
Life Science (Biology)	_____
Physical Science	_____

Learner Signature

Date: _____

Parent /Guardian Signature

Date: _____

Initial: _____



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UNDERTAKING BY SCHOOL AND PARENT/GUARDIAN** DECLARATION – PROTECTION OF PERSONAL INFORMATION

In the course of the School's business relationship between the School and you as the parent / guardian**, the processing of personal information is necessary and often a legal obligation that forms part of our school's operations. We would like to reassure our parents that we are committed to process the personal information in accordance with the conditions of lawful processing as specified in the Protection of Personal Information Act (4) 2013 ("POPI").

As such, we undertake that:

1. we will only collect, process and store personal information for the intended purpose for which you provide such personal information to us in order to be able to provide the service as per our Contract of Tuition & Enrolment / Re-enrolment forms;
2. we will not disclose the personal information other than for legitimate business purposes or where we are legally or contractually required to do so; and
3. we will take all reasonable organizational and technological measures to protect the personal information in our possession, or any information processed on our behalf.

By signing this form you acknowledge and consent to:

1. the processing of your personal information by our School for any purpose relating to the effective administration and any other legal purpose as required, as well as any other purpose required for the effective management of our School's legitimate business purposes or legal obligations, or anyone acting on behalf of the School;
2. the School transferring personal information (where necessary) to a company contracted to the School for processing, for the intended purpose to ensure the management and effective running of our School's legitimate business purposes, i.e. D6 Communication.

You acknowledge that it is your obligation to ensure that all personal information supplied to our School is accurate and up to date at all times.

Learner Name & Surname : _____ Current Grade: _____

Signed at _____ on _____ of _____ 2021.

Full name of Father / Guardian: _____

Father / Guardian signature

Full name of Mother / Guardian : _____

Mother / Guardian signature

**** Parent / Guardian also refers to prospective parent / guardian who is applying for enrolment**