



Learner Application Form & Contract (Matric Upgrade)

SUMMAT COLLEGE IS A FULLY REGISTERED INDEPENDENT SCHOOL

JOHANNESBURG CAMPUS GDE EMIS/ REG NUMBER 400377

OUR CAMPUSES

JOHANNESBURG	PRETORIA	WYNBERG
Tel: 011 336 9870 / 082 319 8796 Email: jhbadmin@summatcollege.co.za Daitz Building Corner Albertina Sisulu Str & Von Brandis Streets JOHANNESBURG CBD 2001	Tel: (012) 323 0201/ 071 671 9040 Fax: (012) 323 0600 On top of Wimpy 277 Pretorius Street PRETORIA CBD 0001	Tel: Tel: (011) 882 3883/ 071 671 9175 Fortuna Bldg (Home Affairs Dept) 725 4th Street, WYNBERG 2090

Learner's Personal Details

Surname										First Name													
Middle Name										Citizenship		RSA		Other (Please specify):									
ID Number										*Ethnic Group (Please tick)													
Gender (Please tick)		Male		Female		Date of Birth		D	D	M	M	Y	Y	Y	Y	Black		Coloured		Asian		White	
Age at Entry		Applying for:										Learner Contact:											
Name and address of previous school		Name										Address											
Home Language (Please tick)		English		IsiZulu		Afrikaans		Sesotho		Sepedi		IsiXhosa		Tshivenda		Xitsonga		Setswana		Other (Please specify):			

If you are not a South African citizen please tick one of the following options	<input type="checkbox"/> International applicant with permanent residence
	<input type="checkbox"/> International applicant with temporary residence

Please note that international applicants will be required to produce either a permanent residence permit or a study permit for the relevant institution in order to register. It is your responsibility to apply for the necessary permit in good time. If you already have a valid permit, please provide the details below.

Type of Permit											Permit Expiry Date	D	D	M	M	Y	Y	Y	Y
Permit No.																			
Passport No.											Nationality								

General Information (Parent/ Guardian)

Please tick your choice in the Box	
SCIENCES	COMMERCE
English Home Language	English Home Language
English First Additional Language	English First Additional Language
IsiZulu Home Language	IsiZulu Home Language
IsiZulu First Additional Language	IsiZulu First Additional Language
Afrikaans First Additional Language	Afrikaans First Additional Language
Life Orientation	Life Orientation
Mathematics	Mathematics
Mathematical Literacy	Mathematical Literacy
Physical Science or Computer Application Technology/ History	Accounting or Computer Application Technology
Life Science	Economics
Geography	Business Studies

NB under certain conditions, learners may register for certain subjects not offered above e.g. French & Portuguese, if parents agree to bear the cost of private tuition.

DETAILS OF PARENTS/GUARDIAN/SPONSER

PERSONAL DETAILS		ADDRESS	
Full names		P.O Box	
Surname		Street address	
Id number/Passport		Suburb/Township	
Telephone no.		City	
Cell no.		Country	
Work no.		Code	
Email address			

FEES PAYMENT INFORMATION

Fees may be paid via one of the following methods:

(Please tick your preferred payment method)

Cash payment once off <i>(Get 5% Discount)</i>	<input type="checkbox"/>	Monthly instalment Direct Deposit	<input type="checkbox"/>	Debit Order	<input type="checkbox"/>	Payer's Reference	<input type="checkbox"/>
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***Please note: If you select Debit Order / monthly instalment please fill the attached Debit Authority Form**

No	Payment item	Amount	From Month	To Month	Agreed Monthly Instalments
1	Registration fee				
2	Total cash fees				

***Please note that these fees do NOT include text books, educational field trips and uniform.**

***Fees are reviewed periodically and may change from time to time.**

Our Banking details

Name of Account Holder	Summat College Johannesburg		
Name of Bank	First National Bank		
Branch	Pritchard	Code	251905
Account Number	74125188504		

NOTE WELL

1. **PLEASE MAKE SURE THE BANK SHOWS THE NAME OF THE LEARNER ON THE DEPOSIT SLIP.**
2. **ALL PAYMENTS SHOULD BE PAID INTO THE BANK ACCOUNT OF THE COLLEGE NOTE ABOVE. FOR THE SAFETY OF STAFF AND THE LEARNER AND TO AVOID THEFT AND CORRUPTION NO CASH PAYMENTS SHOULD BE MADE TO ANY STAFF OF THE COLLEGE!**

TERMS & CONDITIONS - (Please read the terms and conditions below carefully)

- A. Applicants will only be considered for admission on the correct completion of this **Application Form and signing the Terms and Conditions below and returning to the College with the non-refundable registration fee** paid. Learners are admitted in terms of our Admission Policy and admission will be confirmed as soon as the Admissions Committee has considered the Application and decided. Admission is subject to the availability of a place and the learner satisfying the admission requirements at the time.
- B. The registration form must be submitted with the following documents
 1. Two certified copies of the learner's birth certificate or ID (identity document)
 2. One Certified copy of parent/Guardian ID (identity document)
 3. Two Certified copy of statement of results/certificate(grade12)
 4. Two ID photos
 5. Two reams of bond papers 500 sheets each
 6. Proof of payment of registration fees

- C. ALL REGISTRATION FEES AND DEPOSITS ARE REQUIRED UP-FRONT AND ARE NON-REFUNDABLE**
- D. REGISTRATION AND TUITION FEES ARE NON-REFUNDABLE**
- E. The college reserves the right to refuse admission to a learner on the following grounds:
 - a. Aptitude of learner lower than the grade applied for
 - b. Age of learner above that prescription of GDE
 - c. Attitude of Learner not appropriate for quality learning e.g. insubordination indiscipline, drug and abuse of alcohol etc
- F. An incomplete application form will be rejected**
- G. Forms not signed by parent/guardian or sponsor will be disqualified**
- H. Parents/Guardians/Sponsors and Learners may under certain conditions be interviewed before admission and after the learner has taken an entry test.
- I. Learners may not register for a subject which is not offered by the school. Foreign nationals should seek advice from the principal before they choose their subjects.
- J. Learners may be tested for aptitude before admission is finalised
- K. Summat College has the right to decline my application should any information given be incomplete or dishonest to the best of our knowledge.
- L. **Payment of Fees by a third party:** An agreement with a third party to pay the Fees or any other sum due to the School does not release Parents/Guardians from any liability under these Terms and Conditions or affect the operation of these terms and conditions unless an express release has been given in writing signed by the Principal. The School reserves the right to refuse a payment from a third party. All such payments received are accepted in good faith.

PARENT/GUARDIAN'S COMMITMENT

1. I agree that Summat College or any agent the College appoints on its behalf is authorised to conduct a credit check on me as per my Identification Document/Passport.
2. **I AGREE TO PAY FEES ON A MONTHLY BASIS BY THE 1ST (FIRST) OF EVERY MONTH. IF I FAIL TO DO SO, I WILL NOTIFY THE COLLEGE OF MY FAILURE IN PERSON.**
3. **SHOULD I FAIL TO HONOUR MY PART OF THE CONTRACT, I AGREE THAT AN INTEREST OF PRIME + 2% WILL BE CHARGED.**
4. **IF THE ABOVE PAYMENT DETAILS ARE NOT, ADHERED TO, SUMMAT COLLEGE SHALL HAVE THE RIGHT TO SUSPEND THE LEARNER FROM ATTENDING CLASSES.**
5. I will provide my child/ward with all the required learning materials such as Exercise books, textbooks, 2 X 500 sheets A4 bond paper and any other items required.
6. I will ensure that my learner wears the prescribed College uniform at all times.
7. I agree that my child/ward will observe the College Code of conduct/Policies and will not interfere with normal learning process or disturb the smooth running of the college.
8. I agree to be liable for all expenses incurred directly or indirectly as a result of my breach of contract or conduct of my learner.
9. I will ensure that my child/ward reports for lessons every day and on time.
10. I note that overpayment of school fees is refundable under strict conditions. I will check the correct amount before I pay.
11. I shall attend College activities for Parents/Guardians and where I am unable to attend I shall send written apology, or send a representative on my behalf.
12. This contract is valid until the end of the academic year.
13. **EITHER PARTY IS ENTITLED TO CANCEL THE AGREEMENT BY GIVING THE PARTY, 1 WEEK WRITTEN NOTICE OF THE INTENTION TO CANCEL THE AGREEMENT.**
14. **I AGREE THAT SUMMAT COLLEGE WILL HAND OVER MU OUTSTANDING DEBTS TO THE DEBT COLLECTORS: JBT COLLECTION SERVICES. THE COSTS OF SUCH COLLECTION AND LEGAL COSTS WILL BE CHARGED BY THE PARENT/GUARDIAN/SPONSOR.**

The Admissions committee will confirm admission within 10 days of receipt of the completed application form. Please feel free to ask for assistance where you need it. Thank you

I declare that I have read and understood the above terms and conditions & commitment. (Please tick)

I declare that the information I have provided in this document is true. (Please tick)

Parent/ Guardian Signature: _____

Date: _____

Place: _____

Summat Officer's Signature: _____

Date: _____

Place: _____

NOTE: Signatory must initial all pages

INDEMNITY FORM & CODE OF CONDUCT

Consent from Parents/Guardians allowing their child to participate in sporting and extra-curricular activities, extraordinary events relating to fundraising, to go on educational tours or camps.

1. I _____ (full name & surname), the parent/guardian of _____ hereby grant permission for him/her,
 - To participate in the extra-curricular activities of the school, and to go on tours excursions that are necessary in the course of such activities:
 - To go on educational or sports tours or camps organized by the school.
 - Extraordinary events relating to fundraising e.g. go-cart rally.
2. I accept that all reasonable precautions will be taken to ensure that safety and welfare of my child and that I shall be held responsible for the payment for medical and/or hospital accounts, where applicable should any injury be sustained which cannot be ascribed to negligence on the part of the staff responsible neither the Principal, staff nor the GDE may in any way be held responsible for any injuries/ problems that occur not ascribed to negligence.
3. I cede my powers as parent/guardian to the Principal of the school or his representative should medical treatment/ surgery deemed necessary for my child. As far as I know he/she is physically capable of participating in the above activities and he/she in good health.
4. The persons should please not the following state aspects that the teaching staff should be aware of e.g. allergies, tendency towards abnormal bleeding, epilepsy any past major operation, etc.
5. I understand that if my child does not behave according to the standard of Summat College, he/she will be sent home at my expense.
6. Please refer to the attached copy of the code of conduct for learners.
I have read and understood the above and acknowledge to have acquainted myself with the code of conduct.

Signature of parent/Guardian _____.