



# Application For Registration

**High Academic Standard / Christian Ethos / Positive Discipline / Creative Thinking / Moral Courage**

Welcome

Ed-U-College Qwa Qwa Independent Combined School

Photo Frame

Affordable Private Education

Balanced Academics, Sport and Culture

## Registration Process

Step 1 - Download the registration form, school fees agreement and indemnity.

Step 2 - Bring the following documents to school or fax to 058 713 2525 or send to PO Box 1932, Bethlehem, 9700

- Registration form
- School fees agreement
- Indemnity form
- Latest school report
- Testimonial from the principal
- Learner ID document
- Parent ID document

Remember to complete and sign all documents thoroughly.

**Do Not deposit any money yet.**

Step 3 - The school will contact you to bring your child for an interview.

Step 4 - Deposit the registration fee and first month's school fee into our bank account. The School will give you a reference number.

(Do not deposit any Stationery or Uniform money into our account. This has to be paid in cash at school.)

# APPLICATION FOR REGISTRATION

## ED-U-COLLEGE QWA QWA

2013

### SCHOOL FEES - 2013

<b>REGISTRATION</b>	Grades 1-12	R500-00 <b>Non Refundable.</b> <b>(Bank Deposit Please)</b>
<b>STATIONERY</b>	Grades 1-7 Grades 8-12	R480-00 (Cash Please) Order from Catalogue
<b>SCHOOL FEES</b>	Grades 1-7 Grades 8-9 Grades 10-11 Grade 12	R620-00 per month (12 Months) R7440-00 per annum R640-00 per month (12 Months) R7680-00 per annum R715-00 per month (12 months) R8580-00 per annum R870-00 per month (10 months) R8700-00 per annum

**COMPUTER APPLICATIONS TECHNOLOGY GR10-12** R70-00 per month over 10 months.

**PHYSICAL SCIENCE GR10-12** R150-00 Once off payment before 31 January.

**ACCOUNTING GR 8 and 9** R100-00 Once off payment before 31 January.

**PAYMENT BY DIRECT DEPOSIT:** Payment by Bank Deposits, Electronic Transfers and Debit Orders.

**BANKING DETAILS** Our banking details will be given as soon as your child has been accepted.

**Note:** January fee payable before 7 January 2013.

School fees must be paid before the 7<sup>th</sup> day of every month and are payable in advance.

### TEXT BOOKS

Text books are included in the registration fee. Should a learner lose a book, the following amount will have to be paid to replace the book.

<b>LOST BOOKS</b>	Grades 1-7	R120-00 per book	Grades 8-9	R140-00 per book
			Grades 10-12	R160-00 per book

### STATIONERY AND EXERCISE BOOKS

Stationery and exercise books are included in the stationery fee. The stationery package must be bought at school. Please pay cash at the office. Please do not deposit this into our account.

## UNIFORM

All uniforms are available and may be ordered at school. (Order form/Price list attached)  
Please order before 31 October 2012. Please pay cash at the office. Please do not deposit this into our account.

<b>BASIC</b>	-	<b>BOYS</b>	<b>GIRLS</b>
		Grey Trousers	School Tunic Gr 1-3 (check)
		Air Force Blue Shirt	School Skirt Gr 4-11 (check)
		School Tie	Air Force Blue Shirt
		Grey School Socks	School Tie
		Black School Shoes	Grey School Socks
		School Jersey/Pull Over	Black School Shoes
			School Jersey/Pull Over
<b>OPTIONAL</b>			
<b>SUMMER</b>	-	School Cap	School Cap
		Golf Shirt	Golf Shirt
		School Track Suit	School Track Suit
<b>OPTIONAL</b>			
<b>WINTER</b>	-	School Jersey	School Jersey
		School Beanie (Katiba)	School Beanie (Katiba)
		School Scarf	School Scarf
		School Track Suit	School Track Suit
		School "Dri Mac"	School "Dri Mac"

Tracksuits may only be worn on Tuesdays and Thursdays.

## REQUIREMENTS

In order to register your child, we require the following: (Registration will not be finalized until all documentation and fees have been received.)

Registration Form	
Registration Fee	At Registration
Stationery Fee	Before 31 October 2012
January Fee	Before 7 January 2013
Copy of the child's Birth Certificate / ID Document	
Copy of the child's latest school report	
Clinic Card	
Copy of both parent's ID documents	
Copy of the account payer's ID document	

## CONTACT DETAILS

ED-U-COLLEGE QWA QWA  
LEFIKA, QWA QWA  
PO BOX 1932  
BETHLEHEM  
9700

TEL/FAX: 058 713 2525 / 0776  
Website: [www.educollegeqwaqwa.co.za](http://www.educollegeqwaqwa.co.za)  
E-MAIL: [edupeet@intekom.co.za](mailto:edupeet@intekom.co.za)

**ED-U-COLLEGE QWA QWA  
SCHOOL RULES**

Learners are ambassadors of the school and should always act in a manner as to promote the image of the school.

The following is expected of a learner attending Ed-U-College:

**Punctuality**

Learners must always be on time for school and classes.

**Obedience**

Learners are expected to obey educators and student representative council members.

**Honesty**

Dishonesty is totally unacceptable and will not be tolerated.

Any learner who lies or cheats will be disciplined.

**Self-Discipline**

Our learners must control themselves and never get involved in fights.

**Commitment**

Learners must be committed towards duty.

Our learners must do their work in class, complete assignments and catch up on work missed.

**Respect**

Learners must respect one another's privacy and property.

Learners must show respect towards any adult, educator and fellow learner.

**Good Attendance**

Learners are not allowed to stay away from school.

If a learner is absent, his/her parent must inform the class teacher accordingly.

Learners may not bunk classes.

Learners may not leave the school premises without permission from the Principal or Head of Department.

**Care of School Property**

Learners must look after and carefully use all facilities and equipment.

Parents will be held liable for replacing damaged or stolen property.

**Neatness**

Our learners must be correctly dressed at all times.

Tracksuits may only be worn on Tuesdays and Thursdays.

Only the official uniform will be allowed.

Hair must always be neat and clean.

Girls who wear hair extensions must ensure that they are the same colour as her natural hair.

Extensions and braids must be neat and tied back.

Boys are not allowed to wear extensions, braids, beards or a moustache.

Dreadlocks and coloured hair are not allowed.

Boys' hair must be combed or brushed and be a reasonable length.

Plaiting for boys will not be allowed.

**Out of Bounds Areas**

Learners may not enter a Class, Staffroom, Offices or the School Hall unless accompanied by a teacher.

Learners may not enter the teacher's bathrooms.

**Cell phones**

Teachers will not be responsible for cell phones.

Cell phones must be switched off during school hours.

**Discipline**

The following will not be allowed and will lead to suspension or expulsion:

- Conduct, which endangers the safety and violates the rights of others.
- Possession, threat or use of a dangerous weapon.
- Possession, use, transmission or visible evidence of narcotic or unauthorized drugs, alcohol or intoxicants of any kind.
- Fighting, assault or battering.
- Immoral behaviour.
- Graffiti.
- Sexism.
- Gambling.
- Hate speech.
- Racism.
- Theft or the possession of stolen property.
- Vandalism.
- Disrespect and verbal abuse directed at others.
- Repeated violations of school rules or the Code of Conduct.
- Criminal behaviour.
- Victimization, bullying and intimidation of others.
- Infringement of examination rules.
- Littering

Signature: \_\_\_\_\_  
Parent/Guardian

Signature: \_\_\_\_\_  
Learner

## Indemnity and Conditions of Acceptance

### Dipehelo tsa kamohelo ya ngwana

I, the undersigned..... (Full names of Parent/ Guardian) being the parent/legal guardian of the child indicated on the registration form (“the minor”) hereby agree and undertake that:

1. I authorize Ed-U-College to act in *loco parentis* in respect of the minor for the duration of him/her attending the school and, in event of any unforeseen circumstances arising until such time as I may again take over responsibility for the minor.  
Ke fa Ed-U-College matla a ho nka bohato hodima ngwana nakong eo a ntseng a kene sekolo ka mabaka/diketsahalo tse ka hlahang sekolong ho fihlela ke tseba mme ke na boikarabele hodima ngwana.
2. I authorize Ed-U-College, at its discretion, to take any decision that, in its opinion, a reasonable parent would have taken or would have to take in relation to the safety and well being of the minor and accept personal liability for all expenses and costs arising out of such actions, including medical expenses and the cost of medicines.  
Kefa Ed-U-College matla a ho nka qeto eo motswadi ya nang le boikarabelo a ka e nkang mabapi le tshireletso ya gwana, mmoho le dithoko kapa ditjeo mmoho le tsa meriana ya ngwana.
3. I indemnify Ed-U-College against any and all losses, damages and injury including all consequential losses and damages, to and in respect of the minor or any other parties and to in respect of any property of the minor or any other parties or in the possession of the minor or any other parties arising out of the actions of Ed-U-College during and in any way related to the school and accept full liability in the place and stead of Ed-U-College, for any and such loss, damage and injury and consequential losses and damages.  
Ed-U-College ha e nke boikarabelo ba ho patala ha ho kaba le ntho efe kapa efe e lahlehang ha, ndwana a ka tswa kotsi kapa ho senyeha ha diphahlo tsa hae.
4. I indemnify Ed-U-College against any claim whatsoever either by myself or by the minor or on behalf of the minor arising out of any injury suffered by the minor anywhere during any school activity or any activity related to or organized by the school. This indemnity extends also to any stage or activity or place when the minor is transported either by the school itself or by an independent contractor for sport, recreation, education or any other purpose.  
Ed-U-College ha e nke boikarabelo ha ngwana a ka tswa kotsi ka nako ya dipapadi tsa sekolo leha a ka hlalhelwa ke kotsi nakong eo a ntseng a le ka hara sepalangwang, e kaba se batluweng ke sekolo kapa se sa batlwang ke sekolo be keng la dipapadi, boithabiso, thuto le ha e kaba mofuta ofe kapa ofe wa dipapadi tsa sekolo.
5. This indemnity extends to all members and employees of Ed-U-College and all contractors employed by Ed-U-College in the same manner as that in which it extends to Ed-U-College.  
Ho senke boikarabelo bona bo akaretsa batho bohle le ba hirilweng ke Ed-U-College ka mokgwa o le mong o seng o hlahositswe ka hodimo.
6. I will be responsible for the safety and general well being of the minor after school hours and outside the schoolyard.  
Nna motswadi ke tla nka boikarabelo polokong ya ngwana ha sekolo setswile le ha ngwana a se a le ka ntle ho jarete ya sekolo.
7. By agreed contract between the parent and the school, fees may be paid monthly, quarterly, half-yearly or annually in advance. School fees are subject to change should the need arise.  
Ka konteraka eo re dumellaneng ka yona re le sekolo le batswadi, ditfello tsa sekolo di tlameha ho patalwa ka nako, e kaba ka kgwedi ka korata, ka halofo ya selemo kapa selemo ka ofele. Ditfello tsa sekolo dikanna tsa fetoha ha ho hloka hlahala.
8. All fees are payable in advance and must be paid within seven days of the due date.  
Ditfello tsa sekolo di tlameha holefella ka nako pele ho la supa kweding enngwe le e nngwe.
9. All dates for fees must be strictly adhered to. Any failure to observe this condition for payment will be a breach of contract. In the event of such a breach of contract, the minor’s registration with the school will be immediately terminated and the minor must be withdrawn from school immediately.  
Ditfello tsa sekolo ditlameha ho ba ka nako, ha motswadi a hloleha ho etsa jwalo re tla tlameha ho hlakola ngwana.
10. The parent/guardian shall be required to give two calendar month’s notice in writing before withdrawing the minor from the school. If the parents/guardian fails to give such notice, he/she shall nonetheless be liable for payment in full of fees for the month in question. Whether the minor attends or not.  
Ha o ntsha sekolong otlameha ho tsebisa sekolo ka lengolo kgwedi tse pedi pele o montsha. Ha motswadi a sa fana ka lengolo le ntshang ngwana o tla tlameha ho lefella kgwedi eo re ntseng re mmeile dibukeng tsa rona le ha a se a sa kene kekolong sa rona.
11. The parent shall not be entitled to any rebate of fees, if the minor is absent for any portion of any term owing to any cause whatsoever.  
Ha moithuti a lofile nako e telele matsatsi ao a ya le fellwa ha fela entse ele moithutwana wa sekolo sena sa Ed-U-College.
12. The school reserves the right to charge interest on overdue accounts at a prime overdraft rate per month.  
Sekolo sena le tikelo ya ho o lefisa tjelete e nngwe ka hodimo eo epatalang ka kgwedi ha o sa patala ka nako e beuweng.
13. The school shall be entitled to instruct its attorneys to attend to the collection of any overdue accounts, and the parent shall be liable for payment of all costs so incurred on the scale as between the attorney and client.  
Sekolo sena le tokelo ya ho o romela maqwetheng ho batla tjelete e salletseng morao, mme motswadi o tla lefella ditjeo tsa leqwetha.
14. The parent/guardian shall accept the decision of the school in all matters relating to school organization and discipline and such decisions will be final.  
Motswadi/Mohlakomedi wa ngwana o tla amohela diqeto tsa sekolo ntlheng tsohle tse mabapi le sekolo le ho kgalengwa ha bana.

Signed at..... on this.....Day of.....year.....Parent/Guardian Signature..... Witness.....

## Policy for the Management of Non-Payment of School Fees

Parents / Guardians are requested to sign and return this document together with the application form.

### Definition

Non-Payment occurs when a parent fails to pay school fees according to the written agreement/contract between the school and the parent.

### Guiding Principles

Learners may not suffer any prejudice as a consequence of his/her parents' non-payment of school fees.

A learner will not be sent home to go and fetch school fees.

Parents will be allowed enough time to find another school for their child should they not be able to pay school fees.

### Procedure

Parents receive a statement of his/her school fees account on a regular/monthly basis.

Should non payment occur the following steps will be taken:

1. Parents are informed in writing (on the statement) and asked to settle immediately. (Month 1)
2. Parents are phoned/letter sent and requested to pay arrear fees or, if their financial situation does not allow them to keep their child at our school, to please find another school for the child. (This letter may even be set up by the school's attorney.) Learners are asked by the principal to motivate their parents to pay arrear fees. This is done individually and not in front of other earners and educators. (Month 2)
3. Parents are now informed in writing to find another school for the child. (Month 3). Should the learner return to school without paying arrears, parents will be contacted to come and fetch the child.
4. Parents are informed that the learner will be de-registered from the school and legal action will be taken against the parents.
5. The learner will only be allowed to return, once the account has been settled in full.

I.....ID No.....

parent / guardian of.....  
take note of and accept the conditions set out above.

Signed at..... this ..... day of .....

Signature.....

Parent / Guardian

Witness.....

Dear Principal,

This learner has applied for admission at our school. Will you please complete this report and seal it in an envelope.

Thank you

**PRINCIPAL'S CONFIDENTIAL REPORT**

**LEARNER INFORMATION**

**SURNAME:** \_\_\_\_\_

**FIRST NAME:** \_\_\_\_\_

**DATE OF BIRTH:** \_\_\_\_\_

**PRESENT SCHOOL:** \_\_\_\_\_

**PRESENT GRADE:** \_\_\_\_\_

***SECTION ONE – ACADEMIC***

ENGLISH                      VERY GOOD    GOOD    AVERAGE    BELOW AVERAGE

MATHEMATICS              VERY GOOD    GOOD    AVERAGE    BELOW AVERAGE

OVERALL ABILITY          VERY GOOD    GOOD    AVERAGE    BELOW AVERAGE

LIST ANY SPECIAL ACHIEVEMENTS IN THE ACADEMIC SPHERE.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PREVIOUS YEAR'S DECEMBER AGGREGATE \_\_\_\_\_%

POSITION IN GRADE \_\_\_\_\_

LEARNING PROBLEMS, IF ANY.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

School Stamp:

***SECTION TWO – SOCIAL ADJUSTMENT***

HOW WELL DOES HE/SHE GET ON WITH OTHERS AND PEERS?

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DISCIPLINE: HOW DOES HE/SHE RESPOND?

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LEADERSHIP POTENTIAL:   VERY GOOD   GOOD   AVERAGE   BELOW AVERAGE

FURTHER COMMENTS:

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***SECTION FIVE – HEALTH AND HOME BACKGROUND***

COMMENTS:

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HOME BACKGROUND: (Parental attitude, understanding and co-operation.)

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School Stamp:



**SECTION SIX – OTHER INFORMATION**

ONLY CHILD?	YES	NO
WILL HIS/HER PARENTS BE ABLE TO AFFORD PRIVATE EDUCATION?	YES	NO
ANY PROBLEMS OVER PAYMENT OF FEES?	YES	NO

OVERALL CHARACTER SKETCH OF APPLICANT:

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DO YOU (THE PRINCIPAL) RECOMMEND THIS PUPIL TO BE A FUTURE PUPIL OF ED-U-COLLEGE QWA QWA?      **YES / NO**

SIGNED: \_\_\_\_\_

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_

SCHOOL STAMP:
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