



# JHB CHRISTIAN ACADEMY

*Aim High, Dream Big*

GDE Reg: 700134031

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21 Hulbert Pallstate House  
New Centre, Marshall Town  
Johannesburg, 2001

TEL: 063 843 4746

## **ENROLMENT FORM FOR PRIMARY AND HIGH SCHOOL**

### **1. LEARNERS PARTICULARS**

Surname .....

First Name(s).....

Female/Male .....

Date of Birth .....

Home Address .....

Contact No .....

Telephone ..... Cell .....

Home Language .....

Grade Being Applied for.....

Previous School.....

Learners Applicant' Present Grade.....

Physical Handicaps / Special Disabilities.....

Is the learner applicant in Good Healthy? Yes  No

If not (give information) .....

Dexterity of Learner Right Handed  Left Handed

### **2. Parental Particulars**

**(Please indicate if any of the parents is deceased)**

#### **Father**

Full Name (s) of Father.....

ID No.....

Marital Status (please tick applicable) Married, Single, Divorced and Widowed

Home Language.....

Home Address.....

Work place .....  
Occupation .....  
Cell No.....  
E-mail.....  
Tel (work) ..... Tel (home).....

**Mother**

**Full Name(s) of Mother**

ID No.....  
Marital Status (please tick applicable) Married, Single, Divorced and Widowed  
Home Language.....  
Home Address.....  
Work Place.....  
Occupation.....  
Cell No.....  
E-mail.....  
Tel (work)..... (Tel home) .....

**WHO IS RESPONSIBLE FOR PAYING SCHOOL FEES?**

Name..... ID NO \_\_\_\_\_  
Home Address.....  
Work address.....  
Occupation.....  
Tel (Work)..... Tel (home).....  
Cell No.....

**EMERGENCY CONTACT NUMBERS**

Name..... contact number.....  
What is e relation with the learner applicant.....  
Name of Friend/ Relative.....  
Address.....

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

**FOR OFFICIAL USE ONLY**

ID Copy of Parent / Guardian

Transfer Letter

Previous School Report

Birth certificate (copy)

Administrative fees

Fees Deposit

Proof of Residence

Two latest ID Photos of the child Applicant

Clinic card for grade R

**Registered By:**

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Name

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Signature

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Date Registration Processed

**TERMS AND CONDITIONS OF THE SCHOOL ENROLEMENT**

This contract of school enrolment is for **JHB CHRISTIAN ACADEMY, 21 Hulbert Pallstate House, New Centre**, herein referred to as **JHBCA** and is entered between **JHBCA** and

.....

This contract form should be accompanied by a Non – Refundable Fee of **R500.00** on registration. The school will regulate and provide for a termination of contract in case of breach of this contract, its rules and regulations.

1. **JHBCA** chooses domicillium citandi et executandi for all including correspondence arising at **21 Hulbert\_Pallstate House, New Centre**.
2. **JHBCA** undertakes to provide tuition to learners who comply with **JHBCA** rules and regulations.
3. Each registered student is to pay Non – Refundable registration fee of **R500.00**.
4. Without derogating from generality of the contract, missed lectures, tests and examination cannot be made up.
5. School fees and courses are not **transferrable and / or refundable**, and are calculated for the full year.
6. This contract may only be cancelled with **THREE** (3) months written notice or full payment of the learners 's fees.
7. School fees are calculated for the full year. Should a learner drop out of school without the said notice, he/ she will be liable for the whole year fees.
8. **Fees are paid in full (advance) at the beginning of each and every month/ quarter/ semester as determined by the school, not later than seven (7) days. Fees shall be paid into the school Account and Deposit slip shall be sent for official school receipts. Non – Payments of fees may lead to suspension or expulsion of the learner after due process is done.**
9. If any other action is taken by **JHBCA** to recover any amount due to them in terms of this contract, the parties to the contact other than **JHBCA** will liable for all costs of the attorneys, client scale equivalent with other such learners incurred by **JHBCA** to recover the amount due to them in terms of this contract including but not restricted to the collecting commission and interests.
10. **JHBCA** reserves the right to exclude the students from lectures/ classes for not complying with the terms of this contract and other rules of WTC may make from time to time.

11. **Late payments will be handed over to Debt Collectors and Legal Advisors with interest and commission at extra costs, and shall be incurred by the payee.**
12. In the event of payment terms being exceeded or not being adhered to, the school has the right to terminate this contract.
13. **JHBCA** will not held responsible for any cash or cheque not officially received at the office.
14. All payment has to be done through the Bank.
15. Overdue amount shall be subject to interest at **twenty percent (20%)** per annum calculated from the date the amount is overdue until the date of payment.
16. Cheques must be made payable to **JHB CHRISTIAN ACADEMY** and crossed out. All unpaid cheque will be subject to **R100.00** Penalty fee.
17. **JHBCA** will not be laid in any whatsoever for the death of a student, or for loss or damage because of negligence or otherwise by the learner.
18. No relaxation of any of these terms by **JHBCA** for any reason whatsoever shall be or waiver of these terms or constitute a notation.
19. Management reserves the right to revise and adjust the school fees from this time and shall inform parents and guardians of such changes in good time.
20. The learner is obligated to start a course on the agreed starting date.
21. **STUDENTS WHO ARE NOT Permanent Residents of South Africa must obtain Study Permit or Resident Permit before enrolling with JHBCA.**
22. In the rare event problem the school be closed at the discretion of the management.
23. In the event of natural or political or industrial unrest that may course the temporary cessation of the tuition the school shall use its best endeavours to ensure the students recommence their studies at the school or at appointed school as soon as possible and as such students shall not be entitled to refund in the respect of total costs of the period.
24. Students who will found breaking school rules and code of conduct will be subject to Disciplinary action which may lead to suspension and dismissal from the school and no refund will be given to the parents.

## **DECLARATION**

I have read the current online and understand the contents thereof I am conversant with rules and wish my child be enrolled at the school and that he/she will take part in all activities at the school.

I acknowledge and accept that **JHBCA** shall be entitled at any time without assigning any reason thereof to verify the course syllabus and fees.

I acknowledge that I am aware that I have complied with requirements of the performance as laid down including the school code of conduct.

I, the undersigned hereby apply to be enrolled as a payer at **JHBCA** and hereby accept the terms and conditions of this contract and accept to be bound by them.

I undertake to contribute to the development of the school and support any other extramural activities that may need my input.

\_\_\_\_\_  
Full Name of Legal Guardian/ Payer

\_\_\_\_\_  
Signature of Payer

ID Number \_\_\_\_\_