

# Application for Enrolment 2023



**Acts House of Education**

187 Allan Rd, Glen Austin,

Midrand. 1685

Tel: 010 035 1031

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ATTACH ID  
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**Office use only:**

(PLEASE DO NOT COMPLETE THIS PAGE)

**Full Name and Surname of Learner:**

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**Family Code & Learner Email:**

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**Grade:**

RR R 1 2 3 4 5 6 7 8 9 10 11 12

**Date of Acceptance:**

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**Date of Admission:**

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**Date of Departure:**

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Dear Parents/Guardians,

Thank you for expressing your interest in Acts House of Education. In order to ensure full completion of the application process, please use the following checklist to navigate your way through this application document:

- **SECTION A:**                   **Student Information**
- **SECTION B:**                   **Parent/Guardian Information**
- **SECTION C:**                   **Medical Information**
- **SECTION D:**                   **School Fee Policy & Fee Structure with Debtor Information**
- **SECTION E:**                   **Contract**

**Please take note:**

Your application to Acts House of Education is subject to the full completion of this document and will only be processed once all paperwork has been submitted, the application, signed and initialled by both parents/guardians and the registration fee paid. Acts House of Education is an independent entity that holds the right of admission by discretion of its Internal Leadership and Principal.

**The following documents must be included in your application:**

<p><b>Reception: Grade RR and Grade R</b></p>	<ul style="list-style-type: none"><li>▪ Certified copy of the Learner's Birth Certificate</li><li>▪ Copy of both parents' and liable account holder's ID Document/Card (or passport with permit)</li><li>▪ Copy of Learner permit &amp; passport (foreign Learners only)</li><li>▪ Copy of the Learner's updated immunization card (please note that a 6-year immunization is due for Learners in Grade R)</li><li>▪ 1 Colour passport photograph of the learner</li><li>▪ Learner's latest school report (of current school, original and stamped)</li><li>▪ Latest Tuition Statement (of current school)</li><li>▪ Proof of income (most recent payslip) &amp; 3 months bank statements of the liable account holder</li><li>▪ Proof of address for the debtor (latest utility bill with physical or postal address)</li><li>▪ Copy of medical aid card (pertaining to the Learner)</li><li>▪ Police affidavit or death certificate in the absence of one parent</li><li>▪ R600 non-refundable administration fee</li><li>▪ Religious Declaration</li></ul> <p><b>Please note that learners entering Grade RR must be 4 turning 5 years and the age for Grade R must be 5 turning 6 years and learners entering Grade 1 must be 6 turning 7 years. No child at the age of 5 will be enrolled into Grade 1.</b></p>
<p><b>Primary &amp; High School: Grades 1-9</b></p>	<ul style="list-style-type: none"><li>▪ Certified copy of the Learner's Birth Certificate</li><li>▪ Copy of both parents' and liable account holder's ID Document/Card (or passport with permit)</li><li>▪ Copy of Learner permit &amp; passport (foreign Learners only)</li><li>▪ Copy of the Learner's updated immunization card</li><li>▪ 1 Colour passport photograph of the Learner</li><li>▪ Learner's latest school report (of current school, original and stamped)</li><li>▪ Latest Tuition Statement (of current school)</li></ul>

	<ul style="list-style-type: none"> <li>▪ Proof of income (most recent payslip) &amp; 3 months bank statements of the liable account holder</li> <li>▪ Proof of address for the debtor (latest utility bill with physical or postal address)</li> <li>▪ Copy of medical aid card (pertaining to the Learner)</li> <li>▪ Police affidavit or death certificate in the absence of one parent</li> <li>▪ R600 non-refundable administration fee</li> <li>▪ Confidential Report (Required from grade 2 to 12)</li> <li>▪ Religious Declaration</li> </ul> <p><b>Baseline Assessments for English and Mathematics are required for all learners from grade 3 to 9.</b></p>
<b>FET: Grade 10-12</b>	<ul style="list-style-type: none"> <li>▪ Certified copy of the Learner’s Birth Certificate or ID Card</li> <li>▪ Copy of both parents’ and liable account holder’s ID Document/Card (or passport with permit)</li> <li>▪ Copy of Learner permit &amp; passport (foreign Learners only)</li> <li>▪ Copy of the Learner’s updated immunization card</li> <li>▪ 1 Colour passport photograph of the Learner</li> <li>▪ Learner’s latest school report (of current school, original and stamped)</li> <li>▪ Latest Tuition Statement (of current school)</li> <li>▪ Proof of income (most recent payslip) &amp; 3 months bank statements of the liable account holder</li> <li>▪ Proof of address for the debtor (latest utility bill with physical or postal address)</li> <li>▪ Copy of medical aid card (pertaining to the Learner)</li> <li>▪ Police affidavit or death certificate in the absence of one parent</li> <li>▪ R600 non-refundable administration fee</li> <li>▪ Confidential Report (Required from grade 2 to 12)</li> <li>▪ Religious Declaration</li> <li>▪ Academic Assessment results</li> <li>▪ Completed Subject Selection Form</li> </ul> <p><b>Please note that entry into FET is subject to the results of a full academic assessment to ensure that the learner meets all his/her academic requirements and will be able to meet the demands of this phase. The assessment must be booked with the school’s Educational Psychologist (full details available from the school office).</b></p> <p><b>Baseline Assessments for English and Mathematics are required for all learners from grade 10 to 12.</b></p>

You will be contacted as soon as your application has been processed. Upon consideration of your application, and prior to your child’s admission to the school, you will be required to sign our school contract and pay a R5 000 utility fee and first month’s instalment of school fees. Please contact us at [admissions@actshouse.com](mailto:admissions@actshouse.com) should you require any further information.

We trust that God will grant you the wisdom and provision you require, as you commit to the education of your child at Acts House of Education.

Sincerely

**Acts House of Education**

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# Section A: Student Information

Present Age and Grade	
Full Name	
Surname	
Preferred Name / Nick Name	
Date of Birth	
ID/Passport Number	
Nationality	
Religious Denomination	
Gender	Male:                      Female:
Ethnic Group	
Home Language	
Requested Admission Date	
Requested Admission Grade	
Nr of Years in Admission Grade	
Pre-Primary Education Attended <small>(Circle the applicable option)</small>	Gr 000:                      Gr 00:                      Gr R:
Name & Grade of siblings at AHE	1
	2
	3
Name of Current School	
Reason for Leaving Current School	
Full Settlement of Current School Fees	Yes:                      No:

**Reminder: Include the Latest Tuition Statement & Latest School Report Card from your Child's Current School.**

Has your child ever:	YES	NO
Been expelled		
Been Suspended		
Involved in a Disciplinary Hearing		
Refused admission to a school		
Advised to repeat a year		

If you answered YES to any of the above, please provide full details:

(The school reserves the right to request an independent report where necessary)

Does your child have:	YES	NO
Physical Barriers to Learning		
Attend Occupational Therapy		
Attend Speech Therapy		
Receive Remedial Support		
Receive Emotional / Psychological Support		

If you answered YES to any of the above, please provide full details:

(The parent will inform the school in writing, prior to admission and enrolment, of any special educational needs of your Child known to you; of the kind referred in the table above. The school reserves the right to request an academic assessment / independent report where necessary)

# Section B: Parent/Guardian Information

**\*A POLICE AFFIDAVIT OR DEATH CERTIFICATE IS REQUIRED IN THE ABSENCE OF ONE OF THE PARENTS**

Particulars	Father/Guardian 1	Mother/Guardian 2
Title		
Full Names		
Surname		
Initials		
Preferred Name		
ID Number		
Date of Birth		
Marital Status		
Home Language		
Cell Phone Number		
Home Phone Number		
E-mail <b>(Please note that all school communication is electronic)</b>		
Residential Address		
Postal Address		
Child living with parents	Yes      No	Yes      No
Parent Occupation		
Employer		
Work Phone Number		
Employer Physical Address		
Are you a Christian?	Yes      No	Yes      No
Which church do you attend?		

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# Section C: Medical Information

## Medical Aid

Medical aid name	
Medical aid plan	
Medical aid phone number	
Medical aid member number	
Primary member	

## Family Doctor

Family doctor name:	
Family doctor phone number:	
Family doctor business address:	

## Emergency Contact Person (other than Parents / Guardians)

Name & Surname	
Relation (to learner)	
Contact Nr	

Does your child have:	YES	NO
A Chronic Illness		
An Allergy		
Use Chronic Medication		

If you answered YES to any of the above, please specify:

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Has your child ever had?	YES	NO
Measles		
German Measles		
Mumps		
Chicken Pox		
Pertussis (Whooping Cough)		

Indicate any illness your child currently suffers from (Asthma, Epilepsy etc.)  
*(Cross this section out if it's not applicable)*

Indicate any difficulty with hearing or vision:  
*(Cross this section out if it's not applicable)*

Indicate any surgical procedures your child has undergone:  
*(Cross this section out if it's not applicable)*

Has your child been immunised against?	YES	NO
Measles		
German Measles		
Tuberculosis		
Diphtheria		
Poliomyelitis		
Tetanus		
Pertussis (Whooping Cough)		

**NB: Students should have been immunised against all of the above illnesses before school attendance.  
 Immunisation against POLIOMYELITIS and TUBERCULOSIS (BCG) is legally COMPULSORY.  
 Written evidence (stamped clinic card) is compulsory when admitting a child to the school.  
 Medical Information: In case of a medical emergency any/or all of the information mentioned in  
 Section C will be shared with a medical health care worker.**

**Declaration of vaccination:**

Herewith, I \_\_\_\_\_ declare that my child \_\_\_\_\_  
**has / has not** received all his/her childhood vaccinations. If you answered has not, please specify which vaccinations are  
 outstanding and please sign:

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

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# Section D: School Fee Policy

Acts House of Education is a registered NPC (Reg No: 2015/425722/08) that relies on the prompt payment of school fees to uphold all operational functions of the organization.

- 1.1 **A non-refundable registration fee of R600 per Student is payable with a new application.**
- 1.2 **A non-refundable utility fee of R5 000 is payable per Student upon acceptance of a new student.** If, subsequent to entering into this Contract, the Learner does not take up a place at the school (save for by reason of death or long-term hospitalisation) the Parents will not be refunded the utility fee. The utility fee will be kept by the school as a reasonable cancellation fee for the learner's withdrawal.
- 1.3 An offer of a place for a learner at the school is accepted by the Parents signing this contract. One month's installment of tuition fee (based on the fee option selected) and the utility fee per student is payable upon acceptance.
- 1.4 Students are strictly prohibited to pay school fees at the office on behalf of their parents/guardians. The school does not take responsibility for fees sent to school with a student and will not issue a receipt.
- 1.5 The school will NOT accept any uniform payments. Uniform payments that are made to the school account will not be refunded, but rather used as credit toward tuition fees.
- 1.6 School fees are payable, in advance, **before the 1<sup>st</sup> day of each calendar month**. Fees are payable by debit order, EFT or Credit Card. Acts House of Education does not accept cheques.
- 1.7 A statement will be issued to update you on your current balance and remind you of any outstanding amounts, or interest incurred on overdue accounts.
- 1.8 Accounts not paid within 30 days become subject to prime interest rate.
- 1.9 A first notice of payment will be issued after 30 days outstanding. If after 90 days your account is still not settled, it may result in your account being handed over for debt collection. During the 30–90-day period the debtor will be liable for all additional costs incurred related to debt collection.
- 1.10 Any unpaid debit orders will be charged to the account holder to cover any costs incurred by the school.
- 1.11 If the deadline of 31 January has not been met for Plan A payments, the Plan A option will automatically default to the Plan B option of 11 months in advance payments. **For Plan A payments, if the learner is transferred during the year or the contract is terminated, then the discount amount given at the beginning of the year will be removed and the balance of the payment will be refunded taking into account any other arrear amounts reflecting on the statement.**
- 1.12 **Debit orders are COMPULSORY when choosing Plan B (11-month option).**
- 1.13 The Parent is entitled to elect (at enrolment and/or by 01 November of the previous school year) whether to pay school fees annually, termly or monthly. The total costs of which will be set out in a fee structure and communicated to you on enrolment and in advance of any increase in school fees. **Ancillary charges e.g., outings, in-visits, robotics/IT levy etc. will be added to your school account as monthly payments, however the parent can choose to pay these items once off or termly. The School Bursar can be contacted to make the necessary changes.**
- 1.14 The Parent has a right to cancel this contract at any time, for any reason, provided that the parent gives the school ONE CALENDAR MONTH'S (from 1<sup>st</sup> to the last day of the month) NOTICE PERIOD IN WRITING, before the withdrawal of the learner from the school. **A Student Exit Form must be completed which will be considered as the official notification for termination of the school contract with Acts House of Education. Without the completed Student Exit Form being returned to school, the school cannot process the termination request.**

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- 1.15 A month's fee is payable to the school in lieu of notice. Such an amount is due and payable on the first day of the month which would be the final month of schooling if the appropriate notice had been given. Should the Parents have elected to pay any additional fees in advance, those fees will be credited in proportion to the months used/remaining, less any amount payable in lieu of the appropriate notice and any other outstanding balance as per the statement. In the case of Plan A once off tuition fee payments then item 1.11 above will be implemented.
- 1.16 The Parent will be responsible for the payment of school fees until the termination date indicated on the Student Exit Form, even if the child leaves before the notice period is up. Any School records will not be forwarded to the new school until payment of all outstanding amounts are paid in full or a payment arrangement has been made with the School's Bursar.

**Please send any school fee inquires to the school bursar, Mrs. Serena Reddy Melo, at [accounts@actshouse.com](mailto:accounts@actshouse.com)**

# SCHOOL FEE STRUCTURE FOR 2023

## Grade RR to R

NEW ENROLMENT		
Registration Fee	R 600 once off	Non-Refundable. Due with completed application form.
Utility Fee	R 5 000 once off	Non-Refundable.
First Instalment	Minimum of 1 Month's Tuition Fees (based on the payment plan selected).	Due Immediately Upon Acceptance.

PAYMENT PLANS on an Annual amount of R 42 862.26 (Please circle one option below)				
Tuition fees must be paid in advance before the 1 <sup>st</sup> day of every calendar month				
<b>PLAN A</b>	<b>Once Off</b> (10% Discount on Annual Amount)	<b>Due:</b> Before 31 January 2023	1 <sup>st</sup> Child (R4 286.23) 2 <sup>nd</sup> Child – 10% discount (R3 857.60) 3 <sup>rd</sup> Child – 15% discount (R3 643.29) 4 <sup>th</sup> Child – 20% discount (R3 428.98)	R 38 576.03 R 34 718.43 R 32 789.63 R 30 860.83
<b>PLAN B</b>	<b>11 Months</b> January - November	<b>Due:</b> 1 <sup>st</sup> of every month	1 <sup>st</sup> Child 2 <sup>nd</sup> Child – 10% discount 3 <sup>rd</sup> Child – 15% discount 4 <sup>th</sup> Child – 20% discount	R 3 896.57 R 3 506.91 R 3 312.08 R 3 117.26
<b>PLAN C</b>	<b>Termly Option</b> 4 Payments	<b>Due:</b> 1 January 2023 1 April 2023 1 July 2023 1 October 2023	1 <sup>st</sup> Child 2 <sup>nd</sup> Child – 10% discount 3 <sup>rd</sup> Child – 15% discount 4 <sup>th</sup> Child – 20% discount	R 10 715.57 R 9 644.01 R 9 108.23 R 8 572.45

ANCILLARY CHARGES			
<b>In-visits &amp; School Readiness Assessment for Grade R</b>	<b>Billed termly: -</b> In-visits	<b>Due:</b> Before the event. School readiness assessment will be due as arranged by the HOD.	The cost of these in-visits and the school readiness assessment will be invoiced to your school account.
<b>Aftercare</b>	<b>Billed monthly:</b> Billed at R50 per day, from 14:30 – 17:30 (a late penalty fee of R 100 applies to every 15mins for pickup after 17h30)	<b>Due:</b> The aftercare fees will be calculated from the 21st of the last month until the 20th of the next month.	Amount subject to attendance for the billing period. This billing will be added to your school account.

# SCHOOL FEE STRUCTURE 2023

## Primary School - Grade 1 to 6

NEW ENROLMENT		
Registration Fee	R 600 once off	Non-Refundable. Due with completed application form.
Utility Fee	R 5 000 once off	Non-Refundable.
First Instalment	Minimum of 1 Month's Tuition Fees (based on the payment plan selected).	Due Immediately Upon Acceptance.

### PAYMENT PLANS on an Annual amount of R 51 107.47

(Please circle one option below)

**Tuition fees must be paid in advance before the 1<sup>st</sup> day of every calendar month**

<b>PLAN A</b>	<b>Once Off</b> (10% Discount on Annual Amount)	<b>Due:</b> Before 31 January 2023	1 <sup>st</sup> Child (R5 110.74) 2 <sup>nd</sup> Child – 10% discount (R4 599.67) 3 <sup>rd</sup> Child – 15% discount (R4 344.14) 4 <sup>th</sup> Child – 20% discount (R4 088.59)	R 45 996.73 R 41 397.05 R 39 097.21 R 36 797.39
<b>PLAN B</b>	<b>11 Months</b> January - November	<b>Due:</b> 1 <sup>st</sup> of every month	1 <sup>st</sup> Child 2 <sup>nd</sup> Child – 10% discount 3 <sup>rd</sup> Child – 15% discount 4 <sup>th</sup> Child – 20% discount	R 4 646.13 R 4 181.52 R 3 949.21 R 3 716.91
<b>PLAN C</b>	<b>Termly Option</b> 4 Payments	<b>Due:</b> 1 January 2023 1 April 2023 1 July 2023 1 October 2023	1 <sup>st</sup> Child 2 <sup>nd</sup> Child – 10% discount 3 <sup>rd</sup> Child – 15% discount 4 <sup>th</sup> Child – 20% discount	R 12 776.87 R 11 499.18 R 10 860.34 R 10 221.49

### ANCILLARY CHARGES

<b>Outings / In-visits / Sports Events &amp; Benchmarking exams</b>	<b>Billed termly: -</b> Outings/In-visits/Sports Events	<b>Due:</b> Before the event. Benchmark exams will be due as arranged by the HOD.	<b>The cost of the outings / in-visits &amp; sports events will be invoiced to your school account.</b>
<b>Robotics / IT Levy</b>	<b>Billed monthly:</b> Billed from Jan to Nov.	<b>Due:</b> by the 1 <sup>st</sup> of each month. This billing will be added to your school account.	Foundation Phase – IT Levy only (Grade 1 to 3) – <b>R 170 per month</b> Intermediate Phase – Robotics / IT Levy (Grade 4 to 6) – <b>R 200 per month</b>
<b>Aftercare</b>	<b>Billed monthly:</b> Billed at R50 per day, from 14:30 – 17:30 <b>(a late penalty fee of R 100 applies to every 15mins for pickup after 17h30)</b>	<b>Due:</b> The aftercare fees will be calculated from the 21 <sup>st</sup> of the last month until the 20 <sup>th</sup> of the next month. This billing will be added to your school account.	Amount subject to attendance for the billing period.

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# SCHOOL FEE STRUCTURE 2023

## Primary School - Grade 7

NEW ENROLMENT		
Registration Fee	R 600 once off	Non-Refundable. Due with completed application form.
Utility Fee	R 5 000 once off	Non-Refundable.
First Instalment	Minimum of 1 Month's Tuition Fees (based on the payment plan selected).	Due Immediately Upon Acceptance.

PAYMENT PLANS on an Annual amount of R 52 796.08 (Please circle one option below)
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Tuition fees must be paid in advance before the 1<sup>st</sup> day of every calendar month

<b>PLAN A</b>	<b>Once Off</b> (10% Discount on Annual Amount)	<b>Due:</b> Before 31 January 2023	1 <sup>st</sup> Child (R5 279.61) 2 <sup>nd</sup> Child – 10% discount (R4 751.65) 3 <sup>rd</sup> Child – 15% discount (R4 487.67) 4 <sup>th</sup> Child – 20% discount (R4 223.69)	R 47 516.47 R 42 764.82 R 40 389.00 R 38 013.17
<b>PLAN B</b>	<b>11 Months</b> January - November	<b>Due:</b> 1 <sup>st</sup> of every month	1 <sup>st</sup> Child 2 <sup>nd</sup> Child – 10% discount 3 <sup>rd</sup> Child – 15% discount 4 <sup>th</sup> Child – 20% discount	R 4 799.64 R 4 319.68 R 4 079.70 R 3 839.71
<b>PLAN C</b>	<b>Termly Option</b> 4 Payments	<b>Due:</b> 1 January 2023 1 April 2023 1 July 2023 1 October 2023	1 <sup>st</sup> Child 2 <sup>nd</sup> Child – 10% discount 3 <sup>rd</sup> Child – 15% discount 4 <sup>th</sup> Child – 20% discount	R 13 199.02 R 11 879.12 R 11 219.17 R 10 559.22

ANCILLARY CHARGES			
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Outings / In-visits / Sports Events & Benchmarking exams	<b>Billed termly: -</b> Outings/In-visits/Sports Events	<b>Due:</b> Before the event. Benchmark exams will be due as arranged by the HOD.	The cost of the outings / in-visits & sports events will be invoiced to your school account.
Robotics / IT Levy	<b>Billed monthly:</b> Billed from Jan to Nov.	<b>Due:</b> by the 1 <sup>st</sup> of each month.	<b>R 275 per month</b> This billing will be added to your school account.
Aftercare	<b>Billed monthly:</b> Billed at R50 per day, from 14:30 – 17:30  <span style="color: red;">(a late penalty fee of R 100 applies to every 15mins for pickup after 17h30)</span>	<b>Due:</b> The aftercare fees will be calculated from the 21st of the last month until the 20th of the next month.	Amount subject to attendance for the billing period. This billing will be added to your school account.

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## SCHOOL FEE STRUCTURE 2023

### High School - Grade 8 to 12

NEW ENROLMENT		
Registration Fee	R 600 once off	Non-Refundable. Due with completed application form.
Utility Fee	R 5 000 once off	Non-Refundable.
First Instalment	Minimum of 1 Month's Tuition Fees (based on the payment plan selected).	Due Immediately Upon Acceptance.

<b>PAYMENT PLANS on an Annual amount of R 53 728.93</b> (Please circle one option below)
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**Tuition fees must be paid in advance before the 1<sup>st</sup> day of every calendar month**

PLAN A	Once Off (10% Discount on Annual Amount)	Due: Before 31 January 2023	1 <sup>st</sup> Child (R5 372.89) 2 <sup>nd</sup> Child – 10% discount (R4 835.60) 3 <sup>rd</sup> Child – 15% discount (R4 566.96) 4 <sup>th</sup> Child – 20% discount (R4 298.31)	R 48 356.04 R 43 520.43 R 41 102.63 R 38 684.83
PLAN B	11 Months January - November	Due: 1 <sup>st</sup> of every month	1 <sup>st</sup> Child 2 <sup>nd</sup> Child – 10% discount 3 <sup>rd</sup> Child – 15% discount 4 <sup>th</sup> Child – 20% discount	R 4 884.45 R 4 396.00 R 4 151.78 R 3 907.56
PLAN C	Termly Option 4 Payments	Due: 1 January 2023 1 April 2023 1 July 2023 1 October 2023	1 <sup>st</sup> Child 2 <sup>nd</sup> Child – 10% discount 3 <sup>rd</sup> Child – 15% discount 4 <sup>th</sup> Child – 20% discount	R 13 432.23 R 12 089.01 R 11 417.40 R 10 745.79

ANCILLARY CHARGES			
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Grade Camps / Outings & Invisits / Sports Events (Gr 8-11)	Billed termly: Camps/Outings/In-visits/Sports Events	Due: Before the event.	The cost of these items will be invoiced to your school account.
Matric Farewell Grade 12	Billed once a year	Due: Before the event.	The cost of this item will be invoiced to your school account.
Benchmarking Exams & Grade 9 Career Development Assessment	Billing as arranged by HOD	Due: Before the exam / assessment.	The cost of these items will be invoiced to your school account.
Robotics / IT Levy:	Billed monthly: Billed from Jan to Nov.	Due: by the 1 <sup>st</sup> of each month.	Grade 8 & 9 – Robotics / IT Levy – <b>R 275 per month</b> Grade 10 to 11 – IT Levy only – <b>R 170 per month</b> Grade 12 – IT Levy only – <b>R 100 per month</b> This billing will be added to your school account.
Aftercare	Billed monthly: Billed at R50 per day, from 14:30 – 17:30 <span style="color: red;">(a late penalty fee of R 100 applies to every 15mins for pickup after 17h30)</span>	Due: The aftercare fees will be calculated from the 21 <sup>st</sup> of the last month until the 20 <sup>th</sup> of the next month.	Amount subject to attendance for the billing period. This billing will be added to your school account.

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**BANKING DETAILS:**

**Account Holder:** Acts House of Education  
**Bank:** ABSA  
**Account Type:** Current Account  
**Account Number:** 4 085 042 398  
**Branch Code:** 632005

**Reference:** Student Name, Surname & Family Code  
 (Example: JohnJones0053)

**Send all Proof of Payment to:**  
**accounts@actshouse.com**

**PERSON ACCOUNTABLE FOR THE SETTLEMENT OF FEES:**

Title	
Full Name	
Surname	
Initials	
Preferred Name	
ID Number	
Home Language	
Cell Phone Number	
Home Number	
Work Number	
E-mail	
Residential address	
Postal address	

**PERSON ACCOUNTABLE IN CASE OF A COMPANY/TRUST:**

Title	
Name	
Registration Number	
Contact Number	
Business Address	
Postal Address	
Postal Code	

Acts House of Education strives to maintain a paperless environment where possible.  
 Therefore, all accounts and school communication will be managed via e-mail, telephone or text messaging.

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## DEBIT ORDER INSTRUCTIONS:

**(Compulsory when choosing Plan B: 11-month payment plan)**

From: (Name and Surname of Debtor as per ID document) \_\_\_\_\_

(Address) \_\_\_\_\_

\_\_\_\_\_

### Debtor Bank Account Details:

Bank \_\_\_\_\_ Branch Name: \_\_\_\_\_

Branch Number/Code: \_\_\_\_\_ Account Number: \_\_\_\_\_

Account Type: Cheque  Savings  Transmission

I/We hereby instruct and authorize Acts House of Education to draw against my/our account with the above-mentioned bank (or any other bank or branch to which I/We may transfer my /our account) the amounts specified below on the

**1<sup>st</sup> day of each month commencing on** \_\_\_\_\_ **or the**

**26<sup>th</sup> day of each month commencing on** \_\_\_\_\_ **and continuing (as the case may be).**

All such withdrawals from my/our bank account by Acts House of Education shall be treated as though they had been signed by me/us personally.

**Please debit my account for the following School Payment Plan:**

PLAN B: Monthly Tuition Fees over 11 months

**Debit order payments will be deducted from your account for Monthly Tuition Fees and ALL other Ancillary charges for that month e.g., Termly Outings / Camps / Invisits / Microbotics kits / IT Levy etc as per the statement, as well as any other ancillary costs that has been communicated by the school in writing. Aftercare fees will be calculated from the 21<sup>st</sup> of the last month until the 20<sup>th</sup> of the next month. The aftercare amount will be included with your debit order.**

I/We understand that the withdrawals hereby authorized will be processed by computer through a system known as the STRATCOL via D6 Education, and I also understand that the details of each withdrawal will be printed on my bank statement.

I/We agree to pay any bank charges related to this debit order instruction.

This authority may be cancelled by me/us by giving Acts House of Education thirty days' (30 days) notice in writing. I/we understand that I/we shall not be entitled to any refund of the amount which you have withdrawn while this authority was in force if such amounts were legally owing to you. Receipt of this instruction by you shall be regarded as receipt thereof by my/our bank.

### **Assignment:**

I/We acknowledge that the party hereby authorized to affect the drawing(s) against my/our account may not concede or assign any of its rights to any third party without my/our prior written consent. I/ We may not delegate any of my/our obligations in terms of this contract authority to any third party without prior written consent of the authorized party.

**Note: A stamped bank statement for this account should be attached for bank identification purposes.**

Signed at \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_  
Name of Account Holder

\_\_\_\_\_  
Signature of Account Holder

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# CONSENT & INDEMNITY FOR VERIFICATION: FATHER/GUARDIAN 1

Surname: \_\_\_\_\_

Full First Name: \_\_\_\_\_

Date of birth: \_\_\_\_\_

SA ID Number:

Passport Nr: \_\_\_\_\_

Physical Address: \_\_\_\_\_

## Verifications:

- Criminal Record: Have you ever had a previous conviction: YES  NO

If YES, Reason for conviction:

\_\_\_\_\_

- Credit Checks:  Fraud detection and fraud prevention services. Permission is granted to Acts House of Education to facilitate all relevant credit and criminal record checks.

## Indemnity:

I hereby authorize Acts House of Education's duly authorized verification agent, to forward my personal information, including but not limited to my name, surname, identity number and fingerprints, to verification suppliers acting on behalf of the agent (including but not limited to SAPS, the Government of RSA, any educational, training, credit bureau and fraud prevention organisation). I authorize the agent to conduct all verification checks (including but not limited to credit bureau searches, drivers' licenses employment history, employment salary verification and any other relevant checks in the pre- and post – employment vetting process). I authorize the agent's suppliers to furnish personal information regarding my credentials, whether claimed or not, to the agent and The Acts House of Education. I unconditionally indemnify the agent and its verification information suppliers against any liability which results or may result from furnishing information in this regard.

I understand that it is a condition of the South African Police Service and Tertiary Education Institutions, that:

- The information furnished to Acts House of Education and the agent will be disclosed to me for comment before a decision is made on my employment / application; and
- Acts House of Education is responsible for verifying the accuracy in respect of information furnished to the SAPS.

## Consent:

I, \_\_\_\_\_ (full name and surname) hereby consent that, and authorises Acts House of Education to, at all times:

- Contact, request and obtain information from any credit or service provider (or potential credit or service provider) or registered credit bureau relevant to an assessment of the behaviour, profile, payment patterns, debt whereabouts and creditworthiness of the applicant;
- Furnish information concerning the behaviour, profile, payment patterns, debt whereabouts and creditworthiness of myself to any registered credit bureau or to any credit or service provider (or potential credit or service provider) seeking a trade reference regarding my dealings with Acts House of Education.

I duly authorised signatory \_\_\_\_\_ (name & surname) have read and understood all of the above.

Signed at \_\_\_\_\_ (place) on \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ (date)

Authorised signatory signature: \_\_\_\_\_

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## CONSENT & INDEMNITY FOR VERIFICATION: MOTHER/GUARDIAN 2

Surname: \_\_\_\_\_

Full First Name: \_\_\_\_\_

Date of birth: \_\_\_\_\_

SA ID Number:

Passport Nr: \_\_\_\_\_

Physical Address: \_\_\_\_\_

### Verifications:

- Criminal Record: Have you ever had a previous conviction: YES  NO

If YES, Reason for conviction:

\_\_\_\_\_

- Credit Checks:  Fraud detection and fraud prevention services. Permission is granted to Acts House of Education to facilitate all relevant credit and criminal record checks.

### Indemnity:

I hereby authorize Acts House of Education's duly authorized verification agent, to forward my personal information, including but not limited to my name, surname, identity number and fingerprints, to verification suppliers acting on behalf of the agent (including but not limited to SAPS, the Government of RSA, any educational, training, credit bureau and fraud prevention organisation). I authorize the agent to conduct all verification checks (including but not limited to credit bureau searches, drivers' licenses employment history, employment salary verification and any other relevant checks in the pre- and post – employment vetting process). I authorize the agent's suppliers to furnish personal information regarding my credentials, whether claimed or not, to the agent and The Acts House of Education. I unconditionally indemnify the agent and its verification information suppliers against any liability which results or may result from furnishing information in this regard.

I understand that it is a condition of the South African Police Service and Tertiary Education Institutions, that:

- The information furnished to Acts House of Education and the agent will be disclosed to me for comment before a decision is made on my employment / application; and
- Acts House of Education is responsible for verifying the accuracy in respect of information furnished to the SAPS.

### Consent:

I, \_\_\_\_\_ (full name and surname) hereby consent that, and authorises Acts House of Education to, at all times:

- Contact, request and obtain information from any credit or service provider (or potential credit or service provider) or registered credit bureau relevant to an assessment of the behaviour, profile, payment patterns, debt whereabouts and creditworthiness of the applicant;
- Furnish information concerning the behaviour, profile, payment patterns, debt whereabouts and creditworthiness of myself to any registered credit bureau or to any credit or service provider (or potential credit or service provider) seeking a trade reference regarding my dealings with Acts House of Education.

I duly authorised signatory \_\_\_\_\_ (name & surname) have read and understood all of the above.

Signed at \_\_\_\_\_ (place) on \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ (date)

Authorised signatory signature: \_\_\_\_\_

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## CONSENT & INDEMNITY FOR VERIFICATION: DEBTOR (COMPULSORY)

Surname: \_\_\_\_\_

Full First Name: \_\_\_\_\_

Date of birth: \_\_\_\_\_

SA ID Number:

Passport Nr: \_\_\_\_\_

Physical Address: \_\_\_\_\_

### Verifications:

- Criminal Record: Have you ever had a previous conviction: YES  NO

If YES, Reason for conviction:

\_\_\_\_\_

- Credit Checks:  Fraud detection and fraud prevention services. Permission is granted to Acts House of Education to facilitate all relevant credit and criminal record checks.

### Indemnity:

I hereby authorize Acts House of Education's duly authorized verification agent, to forward my personal information, including but not limited to my name, surname, identity number and fingerprints, to verification suppliers acting on behalf of the agent (including but not limited to SAPS, the Government of RSA, any educational, training, credit bureau and fraud prevention organisation). I authorize the agent to conduct all verification checks (including but not limited to credit bureau searches, drivers' licenses employment history, employment salary verification and any other relevant checks in the pre- and post – employment vetting process). I authorize the agent's suppliers to furnish personal information regarding my credentials, whether claimed or not, to the agent and The Acts House of Education. I unconditionally indemnify the agent and its verification information suppliers against any liability which results or may result from furnishing information in this regard.

I understand that it is a condition of the South African Police Service and Tertiary Education Institutions, that:

- The information furnished to Acts House of Education and the agent will be disclosed to me for comment before a decision is made on my employment / application; and
- Acts House of Education is responsible for verifying the accuracy in respect of information furnished to the SAPS.

### Consent:

I, \_\_\_\_\_ (full name and surname) hereby consent that, and authorises Acts House of Education to, at all times:

- Contact, request and obtain information from any credit or service provider (or potential credit or service provider) or registered credit bureau relevant to an assessment of the behaviour, profile, payment patterns, debt whereabouts and creditworthiness of the applicant;
- Furnish information concerning the behaviour, profile, payment patterns, debt whereabouts and creditworthiness of myself to any registered credit bureau or to any credit or service provider (or potential credit or service provider) seeking a trade reference regarding my dealings with Acts House of Education.

I duly authorised signatory \_\_\_\_\_ (name & surname) have read and understood all of the above.

Signed at \_\_\_\_\_ (place) on \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ (date)

Authorised signatory signature: \_\_\_\_\_

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# Section E: Contract

**This page is a sample copy of the contract you will sign once the application has been approved.**

I/We the Parent(s)/Legal Guardian(s) of \_\_\_\_\_ (Full Name of Student) agree to the admission of the above student to Acts House of Education in 2023 on the following Terms & Conditions:

1. I/We acknowledge and declare that I/we have read, understood and agree to the terms and conditions contained in this document. By signing this contract, I/we agree to the terms and conditions contained in this document, and ensuring that the parent and the learner comply with any terms and conditions contained in the **School Policies and School Prospectus which form part of this contract**. The Prospectus is available from the school office and school website. It is further understood that the aforementioned documentation will be reviewed and updated on an annual basis. If there is any provision in this Contract that you do not fully understand, please ask for an explanation before signing.
2. **I/we undertake to comply with all the rules and regulations of the School and acknowledge that it is the Parents' responsibility to make themselves familiar with the policies.**
3. By initialling each page, I/we give consent to the information contained on each page and confirm that the information is complete / accurate and not misleading. The rights and obligations contained in this contract are binding on every person who signs this contract and must be carried out in order for the learner to be successfully enrolled and retained at the school.
4. As an account holder at Acts House of Education I/We accept full responsibility for all school fees, aftercare and ancillary charges according to the School Fee Policy and the payment plan I/We have selected.
5. In the event of the Third-Party taking responsibility for the payment of fees, I/we hereby bind myself/ourselves jointly in my/our personal capacity as surety and co-principal debtor with the Third Party for payment to the school of any amounts which are owing and may at any time become owing to the School by the Third Party.
6. I/We agree to give 1(one) calendar months' **(from 1<sup>st</sup> to the last day of the month)** notice in writing as per the **Student Exit Form**, should I/We wish to withdraw our/my child from the school. Failure to give notice will result in me/us being liable for the payment of 1 full month's fees in lieu of such notice. It is my responsibility as parent/guardian to provide the school with timeous notice.
7. I/We have been notified of and agree to the school fees applicable to the service provided by Acts House of Education. I/We further acknowledge and consent to fees paid in advance will be deposited to the school and held in accordance with the provisions of the Consumer Protection Act, No. 68 of 2008.
8. I/We agree that non-payment of fees and/or ancillary charges will be deemed as a material breach of this contract and understand that I/We will be liable to pay interest and all other debtors costs incurred on the outstanding amount.
9. I/We understand that a breach in my/our contract will result in its termination, following of due process according to the disciplinary code and fee policy of the school.
10. I /We agree and understand that the sibling discount on the school tuition fees is only applicable if the siblings are concurrently enrolled.
11. I/We agree that this agreement will come into effect immediately upon signature by me/us and shall apply for the full duration of the Learners enrolment at the school or until a new annual agreement supersedes this agreement.
12. I/We have correctly completed and returned the application form to the school and accept responsibility for advising the school in writing of any changes of family/contact details, annual permit renewals, immunizations and any other details of this contract.
13. I/We consent to the school distributing my/our name/s and contact details only to other parents, staff or responsible persons authorised by the school for school related purposes, unless at any time the school is instructed by me/us, in writing not to disclose my information.
14. As an Acts House of Education Parent/Guardian, I/We will strive to act in a supportive role that will promote the reputation of Acts House of Education and will also endeavour to treat all members related to the school (learners, parents and staff) with dignity and respect.
15. I/We will attend regular Parent/Teacher meetings to discuss my child's academic progress.
16. I/We hereby accept admission to AHE and confirm that all particulars that I/we have furnished on this contract or otherwise from time to time are or will be, to the best of our knowledge and belief, full true and accurate.
17. The admission and enrolment of learners to the school is at the sole discretion of the school who may not grant the Learner admission to the school and may grant temporary or provisional enrolment to the school subject to such further terms and conditions which the school may impose. The school may, after following due process, cancel enrolment in accordance with the rules.
18. I/We understand that this document is the only and final contract with Acts House of Education, refuting any previous contract.

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