

LEARNER INFORMATION
Please complete with a black pen.

Submit the following documentation with your application:

- Copies of applicant's 3 most recent reports
- A current passport sized photograph
- Copy of applicant's ID and Passport
- Copies of both Parents / Guardian's ID's
- A non-refundable application fee of R2000
- Proof of Address
- Completed Direct Debit Form
- Completed Indemnity Form
- Completed Medical Form
- Reference from Previous School



Current Date of Application Day / Month / Year _____ / _____ / _____	Date of 1st Enrolment at TBA Day / Month / Year _____ / _____ / _____	Student Number <i>(office use)</i> Class Enrolled for 2019 <i>(office use)</i>
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2019 Cambridge Course		
<input type="checkbox"/> A Level <input type="checkbox"/> AS	<input type="checkbox"/> IGCSE 2 <input type="checkbox"/> IGCSE 1	<input type="checkbox"/> Checkpoint 3 <input type="checkbox"/> Checkpoint 2 <input type="checkbox"/> Checkpoint 1

LEARNER

Full Names

Surname	Preferred Name	Age
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Date of birth	ID/Passport No	Study Permit Number <i>(if applicable)</i>
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Nationality <input type="checkbox"/> RSA <input type="checkbox"/> Other	Home Language <input type="checkbox"/> English <input type="checkbox"/> Afrikaans <input type="checkbox"/> Other
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Gender	<input type="checkbox"/> Male	<input type="checkbox"/> Female
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Ethnic Group	Religious Affiliation
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Learner Language Preference	<input type="checkbox"/> English <input type="checkbox"/> Afrikaans	<input type="checkbox"/> Other: _____
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Learner Home Tel	Learner Cell No	Learner Email
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Learner Current Address

Nr	Street	Suburb
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City	Province	Postal Code
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TBA Boarder?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
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Method of Transport

<input type="checkbox"/> Private	<input type="checkbox"/> Taxi	<input type="checkbox"/> Bus
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Taxi/Bus Registration Number	Driver Name	Contact Number
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Additional Notes:

FAMILY INFORMATION		
<input type="checkbox"/> Family Status	<input type="checkbox"/> Both Parents	<input type="checkbox"/> Single Parent - Unmarried
<input type="checkbox"/> Foster Care	<input type="checkbox"/> Children's Home	<input type="checkbox"/> Single Parent - Divorced
<input type="checkbox"/> Other	<input type="checkbox"/> Re-composed	<input type="checkbox"/> Widow/Widower
<input type="checkbox"/> Parents Deceased <input type="checkbox"/> Mother	<input type="checkbox"/> Father	<input type="checkbox"/> None
Next of Kin Information	Name	Mobile Number
LEARNER HEALTH INFORMATION		
Chronic Diseases		
Allergies		
Medication		
Any disabilities that we need to be aware of?		
Medical Aid Information		
Name		
Telephone Number		
Member Number		
Primary Member		
Family Doctor Information		
Name		
Telephone Number		
Business Address		
INFORMATION OF PREVIOUS SCHOOL		
First registration of learner in Gauteng?		
Learner attended school last year? If yes, which province / country?		
Previous School		
Telephone Number		
Address		
Province		
Highest Grade in Previous School		
Reason for leaving school		
SIBLING INFORMATION		
Do you have any learners currently/previously at TBA?		
Name	School	Grade
Name	School	Grade
Name	School	Grade

PARENT/GUARDIAN 1 INFORMATION		
Personal Details		
Full Names	Surname	Title
Initials	Preferred Name	
ID Number:	Passport No:	Date of birth:
Nationality: <input type="checkbox"/> RSA <input type="checkbox"/> Other	Home Language <input type="checkbox"/> English <input type="checkbox"/> Afrikaans <input type="checkbox"/> Other	
Married/Divorced/Other:	Relationship to Applicant:	
Home Tel:	Email:	Cell No:
Occupation Status		
<input type="checkbox"/> Own Employer Non-professional	<input type="checkbox"/> House Wife	<input type="checkbox"/> Student
<input type="checkbox"/> Own Employer Professional	<input type="checkbox"/> Contract Worker	<input type="checkbox"/> Full Time
<input type="checkbox"/> Part Time	<input type="checkbox"/> Temporary	
<input type="checkbox"/> Pensioner	<input type="checkbox"/> Unemployed	
Employer:	Occupation:	
Business Tel:	Business Email:	Business Cell Nr:
Current address: (if different from Learner Address)		
Is the learner living with this parent?		
No	Street	Suburb
City	Province	Post Code
Banking Details		
Bank Name	Branch	Branch Code
Account No	Account Type: <input type="checkbox"/> Current <input type="checkbox"/> Transmission <input type="checkbox"/> Savings	



PARENT/GUARDIAN 2 INFORMATION

Personal Details

Full Names	Surname	Title
Initials	Preferred Name	
ID Number:	Passport No:	Date of birth:
Nationality: <input type="checkbox"/> RSA <input type="checkbox"/> Other	Home Language <input type="checkbox"/> English <input type="checkbox"/> Afrikaans <input type="checkbox"/> Other	
Married/Divorced/Other:	Relationship to Applicant:	
Home Tel:	Email:	Cell No:

Occupation Status

<input type="checkbox"/> Own Employer Non-professional	<input type="checkbox"/> House Wife	<input type="checkbox"/> Student
<input type="checkbox"/> Own Employer Professional	<input type="checkbox"/> Contract Worker	<input type="checkbox"/> Full Time
<input type="checkbox"/> Part Time	<input type="checkbox"/> Temporary	
<input type="checkbox"/> Pensioner	<input type="checkbox"/> Unemployed	
Employer:	Occupation:	
Business Tel:	Business Email:	Business Cell Nr:

Current address: (if different from Learner Address)

Is the learner living with this parent?		
No	Street	Suburb
City	Province	Post Code

Banking Details

Account No	Account Type: <input type="checkbox"/> Current <input type="checkbox"/> Transmission <input type="checkbox"/> Savings
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BRITISH ACADEMY CONTRACT WITH REGARDS TO PAYMENT OF TUITION FEES

Agreement between The British Academy (Pty) Ltd (2009/005247/07) and

(ID Nr _____)(Full Name & ID of Responsible Party)

with regards to the payment of school fees.

- I/ We the Parents / Legal Guardians of the Applicant hereby apply for his / her admission to The British Academy (TBA).
- I/We confirm that the information contained in this application is complete and accurate.
- I/We confirm that we have read, understand and agree with the terms and conditions in Anex A below.
- Accept responsibility for the payment of fees for above child before or on the seventh (7th) day of each month.
- I will inform the Bursar in writing if I am unable to pay the fees.
- I understand that the school will take the necessary legal steps to recover any outstanding fees and that I will be responsible for the legal fees.
- I understand that the annual enrolment fee is non-refundable.
- I agree to give a full terms notice (3 months) should my child no longer attend school irrespective of the reason.
- I understand that annual fees paid in advance is refundable pro-rata (the period January to October, 10 months, apply) minus a three month school term notice period, minus any discounts that may have been applied and minus any other amounts owed to The British Academy. Said refunds are payable at the end of the academic year.

Signature of Learner:	Date:
Signature of Parent1 /Guardian1:	Date:
Signature of Parent2 /Guardian2:	Date:

OFFICE USE

PAYMENT SCHEDULE

Plan to take EXAMS in?
Pls note TBA prepare learners mainly for the Oct/Nov exam sessions

ACADEMIC YEAR

Annual Enrolment Fee: R10000 Annual Tuition Fee:	Practical Fees: Discount Applied:	Balance Due: Payment over 10 or 12 months:
Jan.	Feb.	Mar.
Apr.	May.	Jun.
Jul.	Aug.	Sept.
Oct.	Nov.	Dec.

<u>Special Instructions:</u>		Mark with <input checked="" type="checkbox"/>
<input type="checkbox"/> Application Fee Received	R2000	
<input type="checkbox"/> Enrolment Fee Received	R10000	
<input type="checkbox"/> Full Year Payment Received:	R	
<input type="checkbox"/> Practical Fees Received:	R	
<input type="checkbox"/> Bursar Signature		
<input type="checkbox"/> Registrar Signature		
<input type="checkbox"/> Principal Signature		

ANNEX A- STANDARD TERMS & CONDITIONS

1. A student's enrolment is subject to the full Terms and Conditions stated hereunder and as per The British Academy (hereafter "TBA") Code of Conduct.
2. The enrolment of any student shall be subject to the sole discretion of TBA.
3. The conditions of enrolment may be amended upon one term's notice to the parents/guardians of the student.
4. No indulgence or extensions of time granted by TBA shall constitute a waiver of its rights to enforce any condition herein.
5. If a prospective learner is offered a place at TBA the following fees become payable according to the fee structure above:
 - a. NOTE that payments via Direct Debit are compulsory.
 - b. Upon submission of an application form, a non-refundable application fee of R2000 per learner is payable which includes a Baseline Assessment Test, Academic Feedback and administration fees.
 - c. Upon submission of an application form non-refundable Practical Fees apply to all subjects that have a practical component.
 - d. An Enrolment Fee of R10 000 is payable annually in advance before studies can commence for the new academic year.
 - i. Within two (2) weeks of acceptance of a student and before the student's admission to TBA this annual enrolment fee is due.
 - ii. The Enrolment Fee is non-refundable.
 - e. Subject changes will incur a R500 fee after the second month at TBA. After the second month no subject changes will be allowed. After this date, even if a student do not attend a subject class anymore, the full fee for said subject will still be payable to TBA.
6. Payments, Invoices and Statements
 - a. Invoices will be raised in accordance to the Payment Schedule above.
 - b. Account Statements will be issued monthly showing the outstanding amount and the applicable fees due.
 - c. All fees are payable in advance on or before the 7th day of each applicable month.
 - d. Late payments will incur a penalty fee of 5% per month on the outstanding amount. This penalty will be charged to your account for every 30 days for which we do not receive full payment.
 - e. Parents/Guardians/Applicant are responsible to pay the School Fees in a timely fashion and according to the agreed Payment Schedule. Failure to do so may result in:
 - i. De-registration of Applicant/s.
 - ii. Legal action to recover the outstanding fees, blacklisting with credit agencies etc
 - iii. Incurring additional costs, for recovery of fees, charged to the account. In such a case all legal fees will be for the account of the parties responsible for payment of the school fees.
 - iv. Withholding of academic results and progress reports.
7. Discounts:
 - a. Full Year Payments qualify for a discount of 5%.
 - b. Sibling Discounts are given at the discretion of the directors.
 - c. Where accounts go into arrears all discounts that were given will be reversed and relevant amount added to the account.
8. Termination of enrolment:
 - a. The once off Application Fee, the annual Enrolment Fee and annual Practical Fees are non-refundable
 - b. TBA will be given a full terms (three months) notice.
 - c. After 1st of September of the applicable year no pro-rata refunds will be given.
 - d. Students who have forfeited their place at TBA due to breach of The Code of Conduct, and whose enrolment is therefore terminated in writing, will still be liable for all tuition fees as per this contract, INCLUDING a 3-month notice period. In case of students whose tuition fees were paid in advance NO refunds will be made.
9. This contract covers Annual Enrolment, Tuition and Practical Fees ONLY. Any other fees, including Exam fees, travel costs to exam location, text books, notes, photocopies, stationary, costs of outings or day trips are not included in the tuition fees.
10. Should a teacher be unavailable due to sickness or resignation students and parents should acknowledge that supervision will be offered is such subjects until a substitute teacher is procured. No refunds or discounts will be offered during such unforeseen periods.
11. The parents or guardians (persons signing the application form) hereby indemnify and agree to hold harmless The British Academy, the Directors, Staff, or the authorized agents or representatives of the aforementioned, against any and all claims, howsoever arising, including but not limited to injury, death, loss, damage, cost or expense, including legal costs, suffered by the pupil or a third party as a result of or during the enrolment of the student at The British Academy.
12. The parents or guardians (persons signing the application form) hereby agree that they will abide with TBA's conflict resolution policy and settle any and all disputes as part of that process without recourse to legal counsel, lawyers and advocates. No such persons will be allowed on site as part of this process.
13. The parents or guardians (persons signing the application form) hereby agree that TBA may perform a credit check as part of this application.
14. The parents or guardians (persons signing the application form) hereby agree that TBA may de-register a student if payment of tuition fees are not made in according with the agreed payment schedule.
15. The parents or guardians (persons signing the application form) hereby gives consent to TBA for the applicant to take part in all organized Academic, Sport and Culture activities:
 - a. I, parent / guardian of the applicant hereby give permission that he / she may participate in all
 - i. academic, sport and culture activities presented by the school in an organised manner.
 - ii. To participate in tests conducted by the school support team with the object of improvement in school work and to identify other problems.
 - iii. To see the school councillor if the need has been identified by the Principal.
 - b. I grant permission that my child may be transported by a public bus company approved by the school management. If there is only a small group of learners that needs to be transported, parents / teachers with valid drivers licences may be asked to transport them.
 - c. I accept that all reasonable precautions will be taken for the safety and wellbeing of my child and that I will be held responsible for the payment of the medical and / or hospital fees if enforced upon, in case of an injury which cannot be ascribed to the responsible personnel's coarse negligence.
 - d. I hereby delegate my powers as parent / guardian to the Principal of the school or representative if medical or surgical treatment may be needed for my child. As far as I know, he / she is physically able to participate in any organised activities and he / she resides in good health.
 - e. I confirm that all medical information supplied in the Learner Information section of this form is accurate and complete. This information may be used in case of an emergency.
 - f. I undertake to inform the school if any of the above information may change.
 - g. I undertake to support my child to obey the Code of Conduct and the disciplinary system of The British Academy as included in the Policy of the school.
 - h. I hereby confirm that the school is allowed to use imagery of my child in any publication, in any format.

Bank Account Details:
THE BRITISH ACADEMY
ACCOUNT TYPE: STANDARD BANK BUSINESS CURRENT ACCOUNT
ACCOUNT NUMBER: 24 203 536 1
BRANCH: BROOKLYN
BRANCH CODE: 01 12 45