



Edgeview Academy

Centre for Sciences & Commercials

Dept of Education EMIS NUMBER 800035511

Dept of Education CENTRE NUMBER 6283197

UMALUSI ACCREDITATION NUMBER 20 SCH01 00810

28 Murray Street

www.edgeviewhill.com

Tel: 013 752 4343

P.O. BOX 19726

edgeviewacademyschool@gmail.com

Cell: 071 108 6986

Nelspruit, 1218

Fax: 086 562 5421



FOR OFFICE USE ONLY

Student No.

Captured By:

Signature:

Date:

INSERT STUDENT'S

PHOTO HERE

2024 ADMISSION FORM (GRADE 12 CAPS)

All particulars on this form must be correctly completed, using **Block Capitals** and must be accompanied by the required documents.

A Non-Refundable Admin Fee of R1400.00 must be paid on registration.

SECTION A. PARTICULARS OF A STUDENT

YEAR OF ADMISSION	GRADE TO BE ENTERED	DATE OF APPLICATION
Surname :		
Full Names :		
ID / Passport Number :		
Gender :	Male :	Female :
South African Citizen :	Yes :	No :
Name of Previous School :		
Highest Grade Passed :		
Year :		
Residential Address :		
Postal Address :		
Contact Tel No :	Code :	Number:
Cell :		

NB: A CERTIFIED COPY OF YOUR ID / BIRTH CERTIFICATE MUST BE ATTACHED.

Parent/Guardian's Signature.....

Date...../...../2023

SECTION B. PARTICULARS OF PARENT / GUARDIAN & THEIR NEXT OF KIN

(This part must be completed by the person who will be responsible for paying school fees.)

	PARENT/GUARDIAN	PARENT/GUARDIAN'S NEXT OF KIN (SURETY)
Surname		
Full Names		
ID Number		
Relationship		
Residential Address		
Postal Address		
Home Tel Number		
Work Tel Number		
Cell		
E-mail address		
Name of Employer		
Occupation		
Employer's Name & Address		

N.B CERTIFIED COPIES OF PARENT/GUARDIAN AND THEIR NEXT OF KIN'S I.D COPIES MUST BE ATTACHED

This is an application form and should not be taken as acceptance into the school. Please ensure that your contact telephone numbers are correct and notify us of any changes. You will be contacted once your application has been considered and approved.

SECTION C. PARENT/GUARDIAN DECLARATION

I _____ the legal Parent / Guardian of _____
_____ declare that the information contained in the above document is true and correct.

PARENT / GUARDIAN' SIGNATURE

DATE

SECTION D. MEDICAL RECORDS

Details of any allergies (e.g. Penicillin, Bee Sting, Aspirin etc).

Details of any injury or illness which should be brought to our attention which might prevent him or her in taking part in normal school activities or sports.

Does he or she suffer from poor hearing, eye sight or speech? Give details!

MEDICAL AUTHORITY

I hereby give permission to the principal or his or her representatives to transport my child to a doctor for emergency medical treatment [in whatever form as may be deemed necessary by the attending medical doctor and/or paramedics] in the event of any injury at school or during school activities.

PARENT/GUARDIAN'S SIGNATURE _____

DATE _____

SECTION E: SUBJECT CHOICES

SCIENCES		COMMERCIALS		GENERAL	
Life Orientation		Life Orientation		Life Orientation	
English HL/FAL		English HL/FAL		English HL/FAL	
Siswati HL/FAL		Siswati HL/FAL		Siswati HL/FAL	
Afrikaans FAL		Afrikaans FAL		Afrikaans FAL	
Mathematics		Mathematics/Maths Lit		Mathematical Literacy	
Physics		Accounting		Business Studies	
Life Science		Business Studies		Agricultural Science	
Agricultural Science		Economics		Geography/History	
Geography/History		Geography/History		Tourism	
		Tourism			

Language	Home Language	First Additional Language
English		
Afrikaans		
Siswati		

Parent/Guardian's Signature.....

Date...../...../2023

SECTION F. OVERDUE ACCOUNTS

Ensure that all school fees are paid in full every month. Should school fees be in arrears your child will be excluded from class and interest of **22%** will be charged on such overdue accounts. Please pay all fees due to the school on time (**on or before the 7th of each month**).

N.B: SCHOOL FEES BALANCE SHOULD BE CLEARED (PAID IN FULL) BEFORE THE 30TH OF NOVEMBER FOR GRADE 8 – GRADE 11 LEARNERS AND BEFORE THE 31ST OF OCTOBER FOR GRADE 12 LEARNERS.

SECTION G. SCHOOL FEES PAYMENT OPTIONS

Three school fees payment options exist namely Monthly, Termly or Annually. Please tick your preferred method of payment in the table below. If the annual payment option is chosen all the fees should be paid before the **31st of January**. A discount of **5%** is offered if all the fees is paid before the 31st of January.

MONTHLY		TERMLY		ANNUALLY	
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SECTION H. SCHOOL RULES AND REGULATIONS

1. My behaviour will be in accordance with the code of conduct of Edgeview Academy, I will always behave in such a manner that it will be beneficial to a healthy learning environment.
2. English must be spoken all the time at the academy. It should be noted that Edgeview Academy is an **ENGLISH MEDIUM SCHOOL** and all communications, verbal or written, shall be expressed in the English Language.
3. That I will do my homework and complete all tasks and assignments given to me. I further agree that I will complete all my projects and assignments and hand it in the designated time. I will **NOT** copy homework. I understand if I fail to adhere to the above stipulation, and I have been issued with three (3) written warnings - I may be expelled should the disciplinary committee decide as such.
4. I will be responsible for all items I use at school, should I damage or abuse any item, the College has the right to claim the full replacement amount from myself, my parents or my guardian.
5. Any damages to any school property will be divided amongst the students in the said class or school should the guilty person not come forward.
6. I / my parents / guardian accept that I will be charged for on account for all telephone calls and **EXTRA ADMINISTRATION COSTS** should these become necessary.
7. Rudeness and intimidation to teachers will not in any way be tolerated.
8. All books, both note (exercise) books and textbooks, must be covered neatly.
9. School fees have to **BE PAID IN ADVANCE ON OR BEFORE THE 7TH OF EACH MONTH**, should my Parent / guardian be unable to pay school fees before the due date, **22% INTEREST** will be charged on the overdue account and I will be excluded from class until the outstanding amount including interest thereof has been paid in full. Parents / Guardians should make arrangements for outstanding payments and the school reserves the right to request a guarantee in the form of an insurance policy or fixed property. We further understand that no prior arrangement has been made. Please make an appointment with the School Bursar to discuss arrears should they become necessary.
10. School fees shall increase by 10% annually unless stated otherwise.
11. New learners will only be allowed into the school if the **REGISTRATION FEE** has been paid in full.
12. Non payment of school fees for three(3) consecutive months will result in the case being handed over to our **Lawyers** through whom further school fees payments will be made. **22% INTEREST** will be charged on the balance prior to the case being handed over to the Lawyers.
13. School fees can be paid either through cash bank/ATM deposit, EFT or by debit order. No cash payments shall be made at the school. Cheque payments are acceptable but it should be noted that they will attract a **10% ADMIN FEE**. All RD cheques will attract **R300.00 fine**.

Parent/Guardian's Signature.....

Date...../...../2023

14. Debit order forms can be accessed through the school Bursar. Debit orders run from January to November. The school does not take responsibility for incorrectly filled debit orders.
15. The School has the right to change / add to the school rules from time to time, and I agree to abide by these rules.
16. Toilets and the school compound must be used responsibly, that is, they must be kept neat and clean at all times.
17. Correct school uniform as spelt out in our dress regulations shall be worn at all times and no student shall be allowed into the school without the correct school uniform. Any garment that is not part of the school uniform shall be confiscated.
18. Student cards are part of the uniform and no student shall be allowed in the school premises without the student cards. Student cards can be accessed from the school at a cost to be determined by the school. The school has the right to withdraw the student cards should it deem it necessary.
19. The school will not tolerate any form of substance abuse, should the school become aware of such, or the behavior of the learner co-insides with the known effects of substance abuse the school has the right to have the child tested without prior notification to the parents / guardian.
20. No weapons of any kind are allowed at school. This will lead to immediate dismissal.
21. Learners can be questioned or searched by any staff member or official of Edgeview Academy at any time if necessary. Learners found in possession of abusive substances will face expulsion.
22. Acts of affection between learners are not permitted within and without the school premises.
23. **NO CELL PHONES** are allowed in the school premises and if a learner is caught with a cell phone such will be confiscated and may only be redeemed by the parent upon payment of **R350.00** penalty. The school does not take any responsibility for cell phones lost or stolen.
24. If a female student falls pregnant, she will be expelled from school. If the father happens to be a student at Edgeview Academy, he will also be expelled.
25. Any learner found guilty of physically and/or sexually assaulting another learner/member of staff or educator will be suspended [for a period determined by the school's disciplinary committee] and the case handed over to the police should the school deem it necessary.
26. All learners doing Computer Applications Technology shall be required to pay a **Computer fee of R700.00** every term.
27. All telephone calls and sms's sent to a parent due to the learner's misconduct will be charged at **R50.00** per call and **R30.00 per sms** and these shall reflect on your account.
28. Every pupil, by signing the official registration form of the Academy becomes subject to the disciplinary code of Edgeview Academy.

SECTION I. REQUIREMENTS FOR REGISTRATION

1. 2 COLOUR ID PHOTOS OF THE APPLICANT
2. PREVIOUS SCHOOL REPORT OR STATEMENT OF RESULTS FOR REPEATING GRADE 12 LEARNERS.
3. CERTIFIED COPY OF BIRTH CERTIFICATE/I.D/PASSPORT OF THE APPLICANT
4. STUDY PERMIT IS COMPULSORY FOR INTERNATIONAL STUDENTS.
5. CERTIFIED COPY OF PARENT/GUARDIAN'S I.D OR PASSPORT
6. CERTIFIED COPY OF PARENT/GUARDIAN' S NEXT OF KIN'S I.D OR PASSPORT
7. R1400 ADMIN FEE FOR NEW CAPS LEARNERS ONLY.
8. PARENT/GUARDIAN'S CURRENT PAYSIP OR 3 MONTHS BANK STATEMENT.
9. PROOF OF RESIDENCE.

Parent/Guardian's Signature.....

Date...../...../2023

SECTION J. DEED OF SURETYSHIP / AUTHORITY

I _____ I.D No. _____

[Full name(s) and surname] the above person, am the lawful parent / guardian of

[Student name & surname] _____

I.D No _____, do hereby declare that this offer was made with my permission and I hereby bind myself as the surety and principal debtor for the above person, for the fulfillment of the student’s obligations arising out of or in terms of the agreement with Edgeview Academy. As well as the contract signed by the said student, I do hereby state that I have read, understand and subject myself / ourselves to the contract and agreement. We / I hereby consent to the jurisdiction of the Magistrates Court for the settlement of any dispute or action that may arise out of this Deed of Surety ship, should Edgeview Academy in its sole discretion deem it necessary to instruct its attorneys to take legal action against me to exercise its rights in terms of this Deed of Surety Ship. I hereby bind myself to pay all the legal costs of Edgeview Academy based on a scale as between attorney and client which costs include collection commission calculated at the maximum allowed by the current law of the land of all amounts collected to the credit of Edgeview Academy, as well as all tracing fees where applicable. This Deed of Surety Ship shall remain in full force and effect until such time as all financial obligations of the student as set out in the contract are settled in full.

I further consent; **THAT IN THE EVENT OF NON PAYMENT I HEREBY CONSENT TO AN AMULMENTS ORDER AGAINST MY SALARY FOR THE FULL OUTSTANDING BALANCE** and all the legal costs that are involved, and that interest will be charged at Bank Prime plus the maximum allowed by the current law of the land.

Amount for which surety is accepted: R _____ (in words) _____

Signed at _____ on this _____ day of _____ 20 _____

Signature of Surety _____ I.D Number _____

Witness 1 _____ I.D Number _____

Witness 2: _____ I.D Number _____

- I understand that this contract can only be cancelled on a **THREE MONTHS** written notice period. No refunds will be given for money paid.
- All text books and stationery is the responsibility of the parent / guardian, if costs are to be placed on account parent / guardian will be liable for payment.

SECTION K. ADDITIONAL SURETY

[THIS PART IS TO BE FILLED IN BY THE PARENT/GUARDIAN'S NEXT OF KIN AS SPECIFIED IN SECTION B OF THIS DOCUMENT]

I _____ I.D No. _____

[Full name(s) and surname] the above person, am the next of kin of

[Parent/Guardian's name] _____

I.D No _____, do hereby declare that this offer was made with my permission and I hereby bind myself as the surety and co-principal debtor for the above person, for the fulfillment of the student's and the parent/guardian's obligations arising out of or in terms of the agreement with Edgeview Academy. As well as the contract signed by the said student / parent / guardian, I do hereby state **that I have read, understand and subject myself / ourselves to the contract** and agreement. We / I hereby consent to the jurisdiction of the Magistrates Court for the settlement of any dispute or action that may arise out of this Deed of Surety ship, should Edgeview Academy in its sole discretion deem it necessary to instruct its attorneys to take legal action against me to exercise its rights in terms of this Deed of Surety Ship. I hereby bind myself to pay all the legal costs of Edgeview Academy based on a scale as between attorney and client which costs include collection commission calculated at the maximum allowed by the current law of the land of all amounts collected to the credit of Edgeview Academy, as well as all tracing fees where applicable. This Deed of Surety Ship shall remain in full force and effect until such time as all financial obligations of the student as set out in the contract are settled in full.

I further consent; **THAT IN THE EVENT OF NON PAYMENT I HEREBY CONSENT TO AN AMULMENTS ORDER AGAINST MY SALARY FOR THE FULL OUTSTANDING BALANCE** and all the legal costs that are involved, and that interest will be charged at Bank Prime plus the maximum allowed by the current law of the land.

Amount for which surety is accepted: R _____ (in words) _____

Signed at _____ on this _____ day of _____ 20 _____

Signature of Surety _____ I.D Number _____

Witness 1 _____ I.D Number _____

N.B ATTACH CERTIFIED COPY OF SURETY'S I.D DOCUMENT

SECTION L. MEMORANDUM OF AGREEMENT (LEGAL UNDERTAKING)

I _____ I.D No _____ declare that:

1. All particulars given by me in this form are **TRUE** and **CORRECT** and I will inform Edgeview Academy of any changes that may affect the information given on this form within **TWO WEEKS** of such a change.
2. I will acquaint myself with the rules and regulations of Edgeview Academy and will abide by them.
3. I will notify Edgeview Academy **IN WRITING WITHIN 7 DAYS** should I decide to abandon my studies.
4. I accept that Edgeview Academy reserves the right to change the exam centre should they deem it necessary for any academic and/or administrative reason.
5. I accept that Edgeview Academy will not be liable for any mistakes or errors and/or non issuance of **NATIONAL EXAM** papers, exam timetables, result statements or certificates thereof.
6. I accept that, if I abandon or change the studies at any time **WITHOUT NOTIFYING EDGEVIEW ACADEMY, NO CANCELLATION OR REDUCTION OF FEES** will be considered and that I will remain liable for the payment of all fees in full.
7. I undertake to pay the school fees in advance on or before the 7th of each month. Should I fail to pay school fees before the due date interest OF **22% WILL BE CHARGED ON THE OVERDUE ACCOUNT AND I WILL BE EXCLUDED FROM CLASS UNTIL THAT PAYMENT HAS BEEN MADE.**
8. I undertake that I will not hold Edgeview Academy liable nor make any claim against Edgeview Academy for any compensation and/or any expenses incurred or damages suffered as a result of or in respect of any injury to me illness or death, irrespective of whether any such damages, injury or death may have been attributable **TO ANY DEGREE** of negligence on the part of Edgeview Academy, one or more of its employees or other persons whose action it might, but for this undertaking have been responsible.
9. I accept full responsibility for the payment of all Edgeview Academy fees and any other fees determined by Edgeview Academy. **NON-ATTENDANCE OF CLASSES SHALL NOT BE AN EXCUSE FOR NON-PAYMENT OF FEES.**
10. I accept that all fees paid are **NON-REFUNDABLE.**

Signature of Applicant: _____ **Date:** _____
Herein assisted as far as may be possible while the applicant is still under the age of twenty- one years.

Signature of Parent/ Guardian: _____ **Date:** _____

Signature of Parent/Guardian's next of kin (Surety) _____

Parent/ Guardian's I.D Number _____

I _____ the undersigned, in my capacity as (Parent / Guardian) of _____ hereby admit that I am jointly responsible for the payment of fees which the above applicant may at any stage owe Edgeview Academy in terms of the agreement that he / she has concluded with Edgeview Academy, as set out above, including my alteration to such agreement for a period of months paying at least before the 7th of every month totaling for the duration of the studies.

Signature of Parent _____

Signature of Bursar _____ Date _____

IT IS COMPULSORY THAT THIS CONTRACT BE SIGNED BY ALL PARTIES CONCERNED.



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GRADE 12 CAPS

SCHOOL FEES STRUCTURE 2024

REGISTRATION FEE FOR GRADE 12 CAPS

R1400-00 (ONCE OFF)

PLEASE NOTE: Registration is NON- REFUNDABLE

TUITION FEES:

1 – 2 Subjects

R1500/ Month

3 or More Subjects

R1700/ Month

BOND PAPER FEE

R600-00 PER YEAR

Banking Details

Hillside Science Academy [Business Current Account]

Standard Bank Nelspruit

Account Number 061298905

Branch Code 054952 (Or 051001 for electronic payments)

Reference: Student number and Name

E.g. CAPS021/21. Amanda.

Parent/Guardian's Signature.....

Date...../...../2023



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BOARDING FEE STRUCTURE 2024

Boarding Registration Fee - **R1700**
(New Applicants – External)

Hostel Fee per Month - **R5200**

NB: Boarding registration fee is inclusive of registration of learning tuition

PLEASE NOTE: HOSTEL FEES IS SEPARATE FROM TUITION FEES.

Banking Details

Hillside Science Academy [Business Current Account]

Standard Bank Nelspruit

Account Number 061298905

Branch Code 054952 (Or 051001 for electronic payments)

Reference: Student number and Name

E.g. CAPS021/21. Amanda.

Parent/Guardian's Signature.....

Date...../...../2023

School Code of Conduct for All Learners

- The personal appearance and dress of students must fit in with the norms generally accepted by the community served by the school, and as set out in the printed uniform prescriptions.
- Students must attend school for the full academic year. They may not leave the school site without the permission of the Principal.
- If a student is absent, his or her parents must call the Principal with an acceptable reason for the absence.
- Students are required to obey the reasonable instructions of the staff.
- While under the supervision of the school, a student may not damage or endanger the physical welfare of another person.
- No weapons, implements or materials which can cause bodily harm may be in the possession of students at school or while under the supervision of the school.
- Students may not have in their possession, nor use, cigarettes or any tobacco products, other drugs, alcoholic beverages or objectionable printed or recorded matter or objects, when on the school’s premises, when in school uniform or when under the supervision of the school.
- School property, or the property of others, may not be taken, damaged, defaced or polluted.
- Students must participate in the educational programme prescribed by the education department, unless exemption has been granted by the department. Students may not use any facilities or equipment of the school, including those for sport, nor be on the school grounds, outside school hours without the Principal’s permission.
- Students may not discredit to the name of their school in any way.
- Students may not sexually harass, bully, fight with, or tease other students or members of the school community.
- Rudeness and intimidation to teachers will not in any way be tolerated.
- No cell phones are allowed in the school premises.

I do hereby acknowledge that I have read and understood the above.

_____	_____	_____
Name of Learner	Signature	Date
_____	_____	_____
Name of Parent	Signature	Date

Parent /Gaurdians’ Signature Date/...../2023

Parent/Guardian’s Signature..... Date...../...../2023



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CODE OF CONDUCT: COVID-19

The purpose of this code of conduct is to safeguard the health and well-being of our learners, teachers and support staff at the school. The health and safety measures aim to create an environment which is safe and does not pose any risks to workers and learners. The following steps are being taken to eliminate or mitigate any potential hazard.

1. ACCESS CONTROL MEASURES

VISITORS

- No ordinary visitors or walk-ins will be permitted to enter the school premises
- General inquiries will have to be done over the phone
- Visitors allowed entry will be subjected to screening through temperature checks as well as be sanitised before proceeding to the front office.
- Visitors who record a temperature of 37,5°C and above will not be allowed entry and will be advised to contact the Department of health.
- Only visitors wearing masks will be allowed entry
- All visitors are required to sign a register and complete all relevant required details.

LEARNERS

On entry into the school premises,

- Learners are required to queue for temperature checking and hand sanitizing before proceeding to class.
- Similarly, the same will be done upon exit after school.

We strive to conquer

Parent/Guardian's Signature.....

Date...../...../2023

- Learners with high temperatures (37,5°C and above) will be taken to an isolation room pending consultations with relevant parties.
- Learners must observe the social distance as marked on the ground as they queue.
- Observing social distance is a **mandatory requirement**, even when visiting the bathrooms.
- Only those learners with a mask will be allowed entry.
- No stigmatisation or labelling of learners/teachers will be tolerated.
- Do not touch your mask unnecessarily. Rather use the ear string to adjust if there is need to do so.

2. HYGIENIC PRACTICES

- Wash your hands often with soap and water for at least 20 seconds at all times.
- Learners and teachers must wash hands before eating or taking food / meals
- Avoid sharing food and drinks. eg drinking from the same bottle or container
- Bring your own water bottles to use to drink water.
- Use protective gear during preparation and serving of food.
- No food deliveries for learners will be allowed.
- All learners and teachers are required to wear masks at all times except when eating or drinking.
- Teachers are required to put on the shield when delivering a lesson.
- Avoid touching your eyes, nose and mouth with your unwashed hands.
- Sneeze or cough with/into a fixed elbow or into a tissue and then throw the tissue into a bin with a lid
- No spitting of saliva on the floor / ground
- School to regularly clean and disinfect touched objects / surfaces such as door handles, desks, bathrooms etc.
- Stay at home if you are sick and ensure that your parent / guardian contact the school.

We strive to conquer

3. SOCIAL DISTANCING MEASURES

- All teachers and learners are required to uphold protocols on social distance.
- Learners must observe a social distance of 1.5 metres when seated outside the classroom during break-time or queuing.
- Sitting plans and arrangements in the classroom should not be tampered with or altered.
- No clustering of desks in the classroom will be permitted
- Learners are not allowed to share pens/pencils, stationery, books and calculators etc.
- No sporting activities are allowed within the school premises
- Windows should be kept open to allow ventilation in the classroom

If one feels sick with high temperature, headaches and cough, inform your teacher. Our plea is for you to try your very best to stay safe.

We strive to conquer

Parent/Guardian's Signature.....

Date...../...../2023