

Please note: School fees must be paid by the 2nd of every month and deposit slips must be brought to school for capturing otherwise the payment will not be recorded.



ST AQUINAS COLLEGE PRETORIA
 (SUMMAT INSTITUTE PRETORIA)
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APPLICATION FOR ADMISSION TO SCHOOL FOR MATRIC UPGRADE 2020

Surname		First name(s)	
Gender		Race	
ID/Passport no		D.O.B	
Permit no / asylum number (non- South Africans)			
Previous sch: 1		Province	Year
Previous sch: 2		Province	Year
Previous sch: 3		Province	Year
How did you know of Summat? Eg friend, flyers, street posters etc			
Physical address:			
Cell phone no		Emergency no	
Learner email		Home language	
Parent or guardian or sponsor's information		Relationship	
Full Names		Cell number:	
Subjects being registered for: (see back of form for subjects offered at Summat)			
(indicate yes or no for sba)		SBA	(indicate yes or no for sba)
1		4	
2		5	
3		6	
Please note: All those registering for new subjects and all those who wrote matric before 2017 have to attend full-time and do School Based Assessments (SBA). Failure to do SBA will result in the learner having an absent against that subject in the final mark even if the learner sits for examinations.			
No of subjects registered for:		Full time or exam only	

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School fees information (to be filled by person responsible for fees payment)			
Person paying fees		Relationship to learner	
Cell number		Work number	
Payment method eg monthly deposit or once off or monthly debit order			
Amount every month or once off or debit order			R
I (full name)_____ ID number:_____			
Undertake to pay the school fees for (learner's name)_____			
On or before the (date)_____ of every month for a period of _____ months.			
Signed (place) _____			
At (place) _____			
on (date) _____			

Subjects offered – School offers classes for the following subjects

1	English home	8	Accounting
2	English first additional language	9	Physical sciences
3	Sepedi home language	10	Life sciences
4	Afrikaans first additional language	11	Geography
5	IsiZulu home language	12	Life orientation
6	Mathematics	13	Economics
7	Mathematical literacy	14	Business studies

Following subjects can only be registered for exam only and only if you wrote them in 2017 Or 2018 Or 2019

1	History , Agricultural sciences, Tourism
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Fees structure (for learners attending classes)

1. Monthly debit order fees payments (This fees structure is for parents who allow the school to do a debit order on their bank accounts). The parents must submit a bank statement and fill-in a consent form for debit order.

The debit order will be initiated second month after registration, therefore the registration fees and 1st month payment should be deposited into our school account. The debit order shall be for 9 months only.

No of subjs	Reg fees	Monthly fees	No of month	Yearly fees excl reg fees	Yearly fees incl reg fees
1	400	350	10	3 500	3 900
2	400	540	10	5 400	5 800
3 - 4	400	630	10	6 300	6 700
5 - 6	400	720	10	7 200	7 600
EXAM MATERIAL FEES			R150 per year payable on registration in cash		

2. Monthly deposits through ATM and EFT fees payment structure.

(This fees structure is for parents who choose to do monthly deposits through ATMs, bank tellers and EFT). No debit order chosen.

No of subjs	Reg fees	Monthly fees	No of month	Yearly fees excl reg fees	Yearly fees incl reg fees
1	400	400	10	4 000	4 400
2	400	600	10	6 000	6 400
3 - 4	400	700	10	7 000	7 400
5 - 6	400	800	10	8 000	8 400
EXAM MATERIAL FEES			R150 per year payable on registration in cash		

3. School fees paid in full on registration or month after registration

(This fees structure is for parents who choose to pay all the yearly fees on registration or month after registration).

No of subjs	Reg fees	Monthly fees	No of month	Once - off fees excl reg fees	Once -off fees incl reg fees
1	400	n/a	n/a	3 000	3 400
2	400	n/a	n/a	4 900	5 300
3 - 4	400	n/a	n/a	5 800	6 200
5 - 6	400	n/a	n/a	6 700	7 100
EXAM MATERIAL FEES			R150 per year payable on registration in cash		

Fees structure (for candidates wishing to write exam only)

Number of subjects	Registration and exam fee
1 – 6	R 400 reg + R1 500 once - off

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Terms & Conditions

(Please read the terms and conditions below carefully)

1. Applicants will only be considered for admission on correct completion of this application form and payment of the registration fees and 1st month instalment.
2. The registration fee is **non-refundable**, therefore, it is very important to enquire on the eligibility of the application before paying the registration fees.
3. Debit order payment will be cancelled if it is unsuccessful for 2 consecutive months and the fees structure will be reverted to monthly deposit fee structure.
4. School fees is payable in advance on or before the **2nd of every month**, that is, the fees for February should be paid on or before the 2nd of February etc.
5. Our fees are yearly fees, however, broken down into monthly fees for easy payment. It is on the discretion of the school to reduce the yearly fees.
6. Repayment of overpaid fees shall only be done by the head office after supporting evidence has been supplied and a **20% deduction** is applicable.
7. Learners with outstanding fees may or shall be denied entry into the school premises, therefore it is prudent to ensure that fees is paid in time.
8. **Payment of Fees by a third party:** An agreement with a third party to pay the Fees or any other sum due to the School does not release Parents from any liability under these Terms and Conditions or affect the operation of these terms and conditions unless an express release has been given in writing signed by the Principal. The School reserves the right to refuse a payment from a third party. All such payments received are accepted in good faith.
9. Summat College has the right to decline your application should any information given be incomplete or dishonest to the best of our knowledge
10. Should you (payee) fail to honour your part of contract, an interest of **prime + 2%** will be charged
11. I will provide my child with all the required learning materials such as Exercise books, textbooks, 2 X 500 sheets A4 bond paper and any other items required.
12. I agree that my child will observe the College Code of conduct/Policies and will not interfere with normal learning process or disturb the smooth running of the college.
13. I agree to be liable for all expenses incurred directly or indirectly as a result of my breach of contract or conduct of my learner.
14. I will ensure that my child reports for lessons every day and on time.
15. Over payment of school fees is refundable under strict conditions. Check the correct amount before you pay.
16. I shall attend College activities for Parents/Guardians and where I am unable to attend I shall send written apology of send a representative on my behalf.
17. This contract will not be withdrawn from the School until the end of the academic year unless based on merit.
18. Summat College will hand over any outstanding debts to the debt collectors. **The costs of such collection and legal costs will be paid by the Parent/ Guardian/ Sponsor.**

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REQUIREMENTS

PLEASE NOTE:

The registration form must be submitted with the following documents

1. Two certified copies of the learner's Identity document
2. Two certified copies of results statement (not certificate)
3. Two reams of bond papers 500 sheets each
4. Proof of payment of registration fees
5. 1st month instalment
6. Parent or guardian ID copy – 2 certified
7. Exam material fee of R150

	Document	Tick if submitted
1	2 copies of learner ID	
2	2 copies or results statement (Not matric certificate)	
3	2 copies of parent/guardian ID	
4	2 reams of bond paper (500 sheets each)	
5	Registration fees	
6	1 st month instalment	
7	Exam material fee of R150	
	Is parent or guardian choosing debit order (yes or no)	
	If debit order chosen	Tick if submitted
8	3 month bank statement not older than 3 months	
9	Completed debit order mandate form and submitted back	

Undertaking by parent or guardian or sponsor

I (Parent)_____ the undersigned Parent or Guardian of
 (Learner)_____ Grade : Upgrade, acknowledges that I am
 indebted to Summat College for the payment of fees. I have read and understood
 the terms and conditions therein and shall be bound by them.

Signed at (place)

On (date)

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 Parent/Guardian/Sponsor Signature