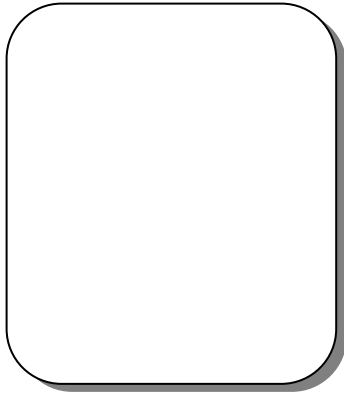


NAME: \_\_\_\_\_

ADMIT TO GRADE: \_\_\_\_\_

YEAR: \_\_\_\_\_

Photograph of child



*For office use only:*

Application Fee: \_\_\_\_\_

Deposit: \_\_\_\_\_

Financial Clearance: \_\_\_\_\_

Date of Placement Test: \_\_\_\_\_

Date of Interview: \_\_\_\_\_

Interviewer: \_\_\_\_\_

Accepted for Grade \_\_\_\_\_ in \_\_\_\_\_

Signed: \_\_\_\_\_

# APPLICATION FOR ADMISSION

**HERITAGE ACADEMY**  
*Independent Christian School*

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8 STOTT ROAD PRESTBURY PIETERMARITZBURG 3201  
P.O. BOX 21664 MAYORS WALK 3208  
PHONE: 033 – 3441862 FAX: 033 – 3442852  
E-MAIL: [admin@heritageacademy.co.za](mailto:admin@heritageacademy.co.za)





# HERITAGE ACADEMY

## SCHEDULE OF FEES : 2018

### INITIAL COSTS:

1. **APPLICATION FEE**  
Grade R – 11                      **R 650-00**
  
2. On Acceptance, the following fee is payable in addition to the first month's fees:  
**REGISTRATION FEE**  
Grade R – 11                      **R 650-00**

	<b>ANNUAL TUITION FEE 2018</b>	<b>MONTHLY TUITION FEE 2017</b> (If paid by EFT over 11 months) 1 January 2018 – 1 November 2018
<b>Grade R</b>	R 15 675-00	R1 425-00
<b>Grade 1</b>	R 22 825-00	R 2 075-00
<b>Grade 2</b>	R 22 825-00	R 2 075-00
<b>Grade 3</b>	R 24 255-00	R 2 205-00
<b>Grade 4</b>	R 24 255-00	R 2 205-00
<b>Grade 5</b>	R 25 685-00	R 2 335-00
<b>Grade 6</b>	R 25 685-00	R 2 335-00
<b>Grade 7</b>	R 25 685-00	R 2 335-00
<b>Grade 8</b>	R 31 405-00	R 2 855-00
<b>Grade 9</b>	R 31 405-00	R 2 855-00
<b>Grade 10</b>	R 34 210-00	R 3 110-00
<b>Grade 11</b>	R 36 520-00	R 3 320-00
<b>Grade 12</b>	R 37 600-00	R 3 760-00(10 Months)
<b>2018 BOARDING FEE (EXCLUDING TUITION FEE)</b>		
<b>Boarding</b> (does not include Tuition Fee)	<b>R 4 590 x 12 months</b> <b>(R 55 080-00 per annum)</b>	<b>Deposit of R4 590-00 to be paid before entrance to Boarding in addition to each month's fees to be paid in advance by 1<sup>st</sup> of each month.</b>

**NOTE:** The following **compulsory charges** apply in addition to the Tuition Fees:

- ✓ Annual Scholar's Insurance
- ✓ Annual ACSI fees
- ✓ Excursions & Extra-mural activities
- ✓ Workbooks
- ✓ Transport for Sports, Excursions and Extra-Mural Activities
- ✓ Medical expenses (where applicable)

**A 2% discount on tuition fee will be offered on upfront payments paid by the latest 28 February 2018**

Please note that the above fees are for 2018 only and will change at the beginning of each year.

**Please take note of the following:**

1. The medium of instruction of all children attending Heritage Academy will be English.
2. An application will only be processed once all the following have been received:
  - a. Application fee
  - b. a certified copy of the child's birth certificate
  - c. a certified copy of the parents' (or guardians') identity documents
  - d. the completed Confidential Questionnaire form from the previous school
  - e. latest salary advice (or bank statement if self-employed) and 3 months bank statement
  - f. proof of residential address
  - g. a certified copy of the child's most recent report
  - h. Grade R – 3 applicants: a certified copy of the Immunisation Card
  - i. Copy of Medical Aid card (if on Medical Aid)
  - j. A passport size photograph
  - k. Fully completed Application Form
3. Your child may be required to write a Placement Test.
4. Payment of the Application Fee does NOT guarantee a place in Heritage Academy and is non refundable.
6. Once ALL the documentation **fully completed** has been received, the application will be processed. An interview will then be arranged to confirm whether your child has been accepted at our school.
7. On acceptance a non-refundable deposit equivalent to 2 months fees will be required and should be paid by the stipulated due date before the child starts school to secure your child's place at Heritage Academy.

APPLICATION FOR ADMISSION

Proposed Date of Admission: \_\_\_\_\_ Admit to Grade: \_\_\_\_\_

**PERSONAL DETAILS OF CHILD**

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

First Names: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Sex: \_\_\_\_\_

Nationality: \_\_\_\_\_

Identity No: \_\_\_\_\_

Home Language: \_\_\_\_\_ Child's Cell Phone No.: \_\_\_\_\_

Church Denomination: \_\_\_\_\_

Home Postal Address: \_\_\_\_\_

Name and Address of Previous Schools attended:

YEAR	GRADE	NAME OF SCHOOL

In which province is the school your child last attended? \_\_\_\_\_

In which province does your child reside? \_\_\_\_\_

Are you applying for Boarding at our School? \_\_\_\_\_

**FAMILY DETAILS**

With whom does the child reside? Mother / Father / Aunt / Uncle / Grandmother / Grandfather /

Other (please specify) : \_\_\_\_\_

Is either of the child's parents deceased? \_\_\_\_\_ please specify: Mother / Father / Both

With whom should the school communicate? Mother / Father / Other (specify) \_\_\_\_\_

**PERSONAL DETAILS OF PARENTS OR GUARDIANS**

	FATHER / GUARDIAN	MOTHER / GUARDIAN
Full Name & Surname		
Identity Number		
Marital Status		
Residential Address ( <u>NOT</u> Box no.)		
Occupation:		
Name of Place of Employment		
Business Address		
Telephone Numbers:		
Home	_____ H	_____ H
Cell	_____ C	_____ C
Work	_____ W	_____ W
E-mail address:		

**Communication**

Who will your child be living with during the school term?

Name: \_\_\_\_\_

Physical Address: (NOT Box Number) \_\_\_\_\_

\_\_\_\_\_

Telephone Number: Home \_\_\_\_\_ Work \_\_\_\_\_

Place of Employment: \_\_\_\_\_

**Details of Brothers and Sisters**

Name	Date of Birth	Present School
------	---------------	----------------

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Any other Connection to Heritage Academy?**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ Phone No: Home \_\_\_\_\_

Work: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

How did you come to hear / know about Heritage Academy?

\_\_\_\_\_

\_\_\_\_\_

**Scholastic Information**

*Please Note: We require this information so that we can encourage your child to build on his/her strengths and recognise and improve his/her ability. If your child is not an "achiever" in the usual sense of the word, please be assured that we do not regard such a child as being in any way of less value. Each child is unique and special in our eyes and in the eyes of God.*

Has your child ever been refused admission to any other school or asked to leave any other school? \_\_\_\_\_

If yes, please give details : \_\_\_\_\_

\_\_\_\_\_

Has your child attended any other school (including pre-school)? \_\_\_\_\_ If yes, please give details:

\_\_\_\_\_

\_\_\_\_\_

Has your child ever repeated any grades? \_\_\_\_\_ if yes, please specify the year and grade. \_\_\_\_\_

Has your child ever been assessed by : (If yes, please give details below)

Psychologist? \_\_\_\_\_ Occupational Therapist? \_\_\_\_\_

Speech Therapist? \_\_\_\_\_ Other? \_\_\_\_\_

Any other information which may be relevant? \_\_\_\_\_

\_\_\_\_\_



**MEDICAL PARTICULARS OF THE CHILD**

It is important for us to have this information. In case of an emergency, we would like to take proper care of your child.

Has your child had any of the following? (Indicate with an "x" alongside)

Diphtheria	Whooping Cough	Tetanus
Mumps	Tuberculosis	Typhoid
Measles	Poliomyelitis	Rubella
Smallpox	Chicken Pox	German Measles
Asthma	Dysentery	Impetigo
Epilepsy	Malaria	Bilharzia
Heart Disease	Febrile Convulsions	

Has your child any sight, hearing or speech problems, other disability or ALLERGY?

\_\_\_\_\_

\_\_\_\_\_

Is there any other physical development, emotional or medical problem which may affect him/her?

\_\_\_\_\_

\_\_\_\_\_

Is your child registered for a Social Grant? \_\_\_\_\_ If yes, please give details.

\_\_\_\_\_

**MEDICAL AID**

Do you belong to a Medical Aid Scheme? \_\_\_\_\_

**\*\*Kindly attach a copy of the Medical Aid card\*\***

Name of Medical Aid: \_\_\_\_\_ Number: \_\_\_\_\_

Full Name of Principal Member : \_\_\_\_\_

**EMERGENCY**

In the event of an Emergency, who shall be contacted?

Name \_\_\_\_\_

Telephone Number Home \_\_\_\_\_ Work \_\_\_\_\_

Cell Phone \_\_\_\_\_

Name Of Doctor \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Phone \_\_\_\_\_

**DECLARATION AND CONSENT**

1. I declare that all the particulars on the enclosed forms are to the best of my knowledge correct, and that I have read and understood the notes thereon. Should any of the information given be found to be incorrect or misleading in any way, I understand that my child may face being de-registered from the school.
2. I understand that a refund of fees paid will only be made if there is a credit balance on my child's account at the end of the period of registration at Heritage Academy, after all relevant fees and charges have been settled.
3. I understand that I will only be able to apply for financial assistance with regard to fees if my child has been at the school for one (1) year and if I can furnish proof of a change in my financial status since admitting my child to the school. I also understand that financial assistance is not guaranteed.
4. I understand that should the school for some reason be unable to continue, at least one term's notice will be given to me in writing. The school undertakes to inform the KZN Basic Education Department of such a situation in order that the Department of Basic Education may facilitate placement of the learners.
5. I understand that Heritage Academy is an Independent School and therefore has the right to set minimum requirements for promotion which may be more rigorous than and exceed those of Public Schools.
6. By signing this Declaration I give permission to Heritage Academy to use any photo/image or media clip of my child for Marketing and Advertising of the school. I further understand that I will have no claim for compensation as a result of this.

**I UNDERTAKE:**

- a. to furnish proof of the correctness of this child's age.
- b. to inform the school in writing of any change of address and/or contact number.
- c. to inform the school in writing of any case of infectious illness in my household.
- d. to ensure that my child attends school regularly and that he/she complies with the rules and regulations of the school, of which I am aware.
- e. to ensure that my child is correctly and neatly dressed in the full and correct school uniform.
- f. that I will pay all school fees and any other charges levied in respect of my said child/children.
- g. that I will comply with the terms of the Financial Policy attached and will ensure that I give the appropriate full quarter's notice in terms of withdrawing my child from the school.
- h. to be bound by the terms of the contract for the duration of the period my child is registered as a learner at Heritage Academy.

I, the undersigned parent/guardian, am aware that if I fail to fulfil or perform my obligations under this contract, legal action will be taken against me.

Signature of Parent/Guardian: \_\_\_\_\_

Date : \_\_\_\_\_



# FINANCIAL CONTRACT

## WITH THE BOARD OF HERITAGE ACADEMY

I / We, \_\_\_\_\_ (Father / Guardian) and

\_\_\_\_\_ (Mother / Guardian) of

\_\_\_\_\_ (Child's Name) hereby declare that we will honour our financial commitment with the Board of Heritage Academy "**THE BOARD**" as set out in this Financial Contract. We further agree to honour any changes which the Board may regard as essential. We acknowledge that the person signing this contract is liable for the fees and that no child will be admitted into the class until the contract is signed.

We understand and agree to the following:

1. The Fees are inclusive of the services as described below. Any extra services may be charged at an additional fee.
  - a. Tuition Fees – tuition in class groups in the standard subjects offered by the school during school hours.
  - b. Boarding Fees – accommodation, standard meals and standard boarding services during the school terms (excluding compulsory mid-term breaks).
2. Parents will be billed on the 20<sup>th</sup> of each month in respect of Tuition and Boarding fees due in advance for the following month, and any costs which have been incurred in that month. This financial obligation must be met **IN FULL** on or before the first (1<sup>st</sup>) of each month. Should there be a shortfall; payments will be credited to the account in the following order: First, any outstanding amounts, then current extra costs, e.g. transport or sport costs, then current Boarding Fees and then Tuition Fees.
3. Should it be necessary to contact the person responsible for the payment of fees with regard to outstanding payments, an Administration fee of R20-00 will be charged in each instance.
4. Should we be unable to make any payment in advance, we shall notify the Principal immediately, in writing. We understand the right of the Board of Heritage Academy to charge interest at 2% per month on all overdue accounts, and to request that we remove our child from the school / boarding establishment should we be in arrears. Should this request be made, we understand we are nonetheless liable for the full payment of any overdue charges.
5. Should we wish to remove our child from the school / boarding establishment, we agree to give the school / boarding establishment one full quarter's notice, in writing, of our intention, or to pay one quarter's fees in advance instead of notice. We understand that this is applicable to the last quarter of the year as well, and for the duration of the period our child is at the school.
6. If the person responsible for payment of the fees resides outside South Africa, we understand and agree that the full term's fees are payable in advance before the child is admitted to a class each term.
7. In the event of an attorney being instructed to collect any amount owing, then costs shall be on the scale as between attorney and client including collection charges and VAT. Notice sent to the postal address as given on the Financial Contract (or any change of address given to the school in writing) will serve as Notice of Handing Over.

We undertake to meet our financial commitment in the following way:

**WE AGREE:**

1. To pay the non-refundable **REGISTRATION FEE** and deposit on acceptance in order to secure a place for the child.
2. To pay **FEES** monthly in advance.
3. To pay all extra costs that are incurred on presentation of account.
4. To be responsible for the purchase of full regulation school uniform in cash.
5. That if the child is accepted as a Boarder at Heritage Academy, to pay **BOARDING FEES** monthly in advance in twelve instalments from January to December (in addition to **TUITION FEES**), and an advance deposit equal to one full month's boarding fee on acceptance, which will be deducted from the last month's payment.
6. That if this financial contract with the school is not kept, the school is entitled to withdraw tuition and, where applicable, boarding services from the child.

I have been given a copy of the schedule of fees for the current year, and understand that the details of amounts and due dates specified are a reminder for me for this year, and that these details will change for following years. I agree that the conditions of the financial contract, including any amendments as authorised by the Board of Heritage Academy and notified to the parents in advance by means of a circular, will apply for following years as well. I understand that by enrolling my child at this school at the beginning of each year I am indicating my acceptance of the fee structure for that year.

Signed at \_\_\_\_\_ (Place) on \_\_\_\_\_ (date)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name in Full



# HERITAGE ACADEMY

## FINANCIAL CONTRACT

Name of Learner: \_\_\_\_\_ Grade: \_\_\_\_\_ Year: \_\_\_\_\_

<b><u>DETAILS OF PERSON RESPONSIBLE FOR PAYMENT OF FEES</u></b> <b><u>IMININGWANE YALOWO ONESIBOPHO SOKUKHOKHWA KWEZIMALI</u></b>	
Title :	Surname / Isibongo:
First names in full / Amagama ngokugcwele:	
I.D. No. / Inombolo KaMazisi:	Date of birth / Usuku LokuZalwa:
Postal Address / Ikheli LokuPosa:	Residential Address / Ikheli Lendawo YokuHlala:
Tel no. / INombolo yoCingo work/emsebenzini (      )	Tel no. / INombolo yoCingo : home/ekhaya (      )
Cell no. / INombolo kamakhalekhukhwini:	Cell no. / INombolo kamakhalekhukhwini:
Email Address:	
<b>EMPLOYER'S NAME / IGAMA LOMQASHI:</b>	
Employer's Address / Ikheli lomQashi:	Occupation / UmSebenzi Owenzayo:
	Department / UmNyango
	Salary Reference No./ INombolo yokuHola:
<b>SPOUSE or PARTNER'S FIRST NAMES / AMAGAMA OMYENI / KANKOSIKAZI:</b>	
Spouse's Employer / Igama lomQashi wakhe:	Tel No. / Inombolo yoCingo:
	Cell No. / Inombolo kaMakhelekhukhwini:
Occupation / UmSebenzi Awenzayo:	Department / UmNyango:

<b><u>NAME &amp; ADDRESS OF RELATIVES / FRIENDS LIVING AT A DIFFERENT ADDRESS</u></b> <b><u>IGAMA NEKHELI LOMNGANI / ISIHLOBO ENINGAHLALI NAYE</u></b>	
1.	2.
Tel work / INombolo yoCingo (emsebenzini) : ( )	Tel work / INombolo yoCingo (emsebenzini) : ( )
Tel home / INombolo yoCingo (ekhaya) : ( )	Tel home / INombolo yoCingo (ekhaya) : ( )
Cell No./ INombolo kaMakhalekhukhwini	Cell No./ INombolo kaMakhalekhukhwini

<b><u>NAME OF LAST SCHOOL ATTENDED / IGAMA LESIKOLE INGANE EGCINE KUSONA</u></b>	
Address / Ikheli:	Years attended / Iminyaka ayekhona ngayo:
	From / Kusukela ngo-:
	To / Kuya ku-:
	Principal's Name / Igama Lika Thishanhloko:
Tel No. / INombolo yo Cingo: ( )	
<b><u>NAME OF ONE PLACE YOU HAVE AN ACCOUNT / YISHO INDAWO EYODWA OTHENGA KUYO NGESIKWELETU</u></b>	
Address / Ikheli:	
Tel No./ INombolo yo Cingo : ( )	A/c No. / INombolo ye-Akhawunti:

.....  
Signature / Ukusayina

.....  
Date / Usuku

PAYMENTS are to be made to HERITAGE ACADEMY by depositing fees into:

**Nedbank**  
**Pietermaritzburg Branch**  
**Branch Code: 198765**  
**Account Number: 1010 382 144**  
**Reference: Learner's name or account number**

Please send in or fax deposit slips with learner's name or account number on as proof of deposit.  
(Fax number 033 - 3442852)

**\*\*\*\*FOR OFFICE USE:**

All Documentation received: YES / NO by: \_\_\_\_\_

Result of Application: \_\_\_\_\_

Has learner repeated a grade in this phase? \_\_\_\_\_

If Yes, which year/s and grade/s \_\_\_\_\_

<b>Subject Choice for Grade 10, 11 &amp; 12</b>	<b>For learners entering Grade 11 or repeating Grade 10: Subjects offered in Grade 10 and/or 11 at previous school:</b>
1. English Home Language	1. HL
2. FAL	2. FAL
3. Life Orientation	3. Life Orientation
4. Mathematics / Mathematical Literacy	4. Mathematics / Mathematical Literacy
5.	5.
6.	6.
7.	7.

**Grade 4 – 9: Choice of FAL:** \_\_\_\_\_

Additional Information: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Is the learner an Immigrant? Yes / No

If Yes – Study Permit attached? Yes / No

Date of expiry of Study Permit: \_\_\_\_\_

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

**Documents to be signed before Interview:**

	<u>Attached to Application?</u>
1. Code of Conduct	Yes / No
2. Statement of Faith	Yes / No
3. Acceptance of Christian Doctrine	Yes / No
4. Pregnancy Policy	Yes / No
5. Indemnity Form	Yes / No
6. Uniform Policy	Yes / No
7. Financial Agreement	Yes / No

*By signing the above attachments you and your child agree to abide by the conditions set out by Heritage Academy in each of the documents. The School Board reserves the right to amend these documents as and when necessary and you are bound to any changes as long as your child is enrolled at the school.*

**To be completed on the day of the Interview:**

I acknowledge receipt of the following documents:

1. Subject Package List	Yes / No
2. Uniform Policy	Yes / No
3. Stationery Requirements for the Grade applied for	Yes / No
4. Text Book Requirements for the Grade applied for	Yes / No
5. School Rules	Yes / No
6. Hair Styles for Girls	Yes / No
7. Term Dates	Yes / No

Signed: \_\_\_\_\_

Date: \_\_\_\_\_





# HERITAGE ACADEMY

8 STOTT ROAD, PRESTBURY, PIETERMARITZBURG, 3201

## CONFIDENTIAL QUESTIONNAIRE

### **SECTION A: - TO BE COMPLETED BY PARENT**

1. Learner's Surname ..... Learner's First Names .....
2. Address.....  
..... Postal Code .....
3. Current School: ..... Grade: .....
4. Achievement:
  - 4.1 Sport: .....
  - 4.2 Cultural: .....

### **SECTION B: - TO BE COMPLETED BY THE PRINCIPAL / GRADE HEAD OF THE CURRENT SCHOOL**

5. Has the learner ever been involved in, or accused of smoking / use of drugs or alcohol at school? **Yes/No**  
If YES, please comment .....
6. Has the learner ever been involved in, or accused of bad behavior/disciplinary transgression? **Yes/No**  
If YES, please comment.....
7. Has the learner been referred to an Educational psychologist or had remedial problems? **Yes/No**  
If YES, please comment.....
8. Has the learner repeated any grades? **Yes/No**, if yes please specify which grades.....
9. Are school fees paid regularly? **Yes/No**  
If NO, please comment .....  
..... Annual School fees for current year: .....  
Fees paid to date:..... Current Balance: .....
10. Any other information you feel should be taken into account .....

Criteria	Poor	Acceptable	Good	Excellent
Application to work				
School Attendance				
School Involvement				

**NO CONSIDERATION WILL BE GIVEN TO A LEARNER WHOSE FORM IS INCOMPLETE OR NOT RETURNED**

Principal's Signature ..... Date.....

**Please return directly to:**

E-mail: [admissions@heritageacademy.co.za](mailto:admissions@heritageacademy.co.za)

Fax: 0866 275 237 / 033 3442852

Phone: 033 3441862

SCHOOL STAMP
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