



ADMISSION APPLICATION

Application Procedure:

1. **Submission of Application Forms:**

The Application will only be considered once all the documentation has been submitted. Complete this application form and submit it together with the following documents:

Learner documents:

- A copy of the birth certificate.
- A copy of immunisations.
- Two recent ID photos.
- Most recent school progress report from the learner's previous School.
- Transfer card/letter from the previous School.
- A copy of any reports that will assist the school in understanding the educational needs of the learner (reports from a speech therapist, occupational therapist, psychologist, etc.).

Parent/Legal Guardian documents:

- Certified copies of the ID documents of both parents & person responsible for fees
- Copy of both sides of the Medical Aid card, if applicable.
- A recent salary slip or last three months' bank statements of the person responsible for payment.
- A reference letter from a Christian Church/pastor stating that the parents are members or involved at the church (*if at all possible*).
- Parents need to subscribe to: The Vision and Mission Statement, the Statement of Faith, the Discipline Procedure and the Code of Conduct (See Prospectus & Parent Handbook).
- Agreement of Tuition (See Schedule of Fees and Terms).

Foreign learners:

- A temporary / permanent residence permit from the Department of Home Affairs.
- Proof of a study permit.

2. **Placement Test and Interview:**

A test for grade placement and/or school readiness may be requested. An interview with the Principal will be arranged after the test to discuss the results.

3. **Confirmation of Application:**

You will be notified in writing about the success of the application.

4. **Payment of Registration Fee:**

Successful applicants will be required to pay a non-refundable registration fee which includes the cost of textbooks in order to secure the applicant's place in the school. All fees must be paid before the learner may attend any classes. Should the registration fee not be paid within *fourteen days* after confirmation of acceptance, the school reserves the right to withdraw the application and give the space to another applicant.



Jabulane Christian Academy

School Fees & Terms for 2023



New Learners

The following fees are applicable for Grade R – 7:

- School Fees: R 2 200 / month** for 11 months (January – November)
Incentive: If the year's fees are paid in full by the end of February, a 5% discount (R 1 210) will be credited to your school fee account.
- New Learner Registration Fee:**
The registration fee should be paid immediately after notification of acceptance. Please note that your child's space in the school is only confirmed upon receipt of the registration fee. If the school does not receive your registration fee **within 14 days**, the school reserves the right to accept a learner on the waiting list in your child's space. No learner will be accepted without the registration fee paid in full.

Standard new registration fee: **R 2 200**

The registration fee includes all learner textbooks.
- Placement Test:** All new applicants for Grades 1 - 7 are required to write a placement test, at a cost of R100.
- Stationery:** Parents must provide for and pay for all stationery and learner supplies (i.e. glue, pencils, crayons, etc.) A list of stationery requirements is available from the JCA office.
- Travel Expenses and Outings:** Transport arrangements to sporting events and field trips are organised by the Teacher accompanying the learners. Costs will differ according to the event and will be payable by cash only, prior to the trip.

Statements

The monthly Invoice/Statement is distributed by the 26th of each month. The statement will summarise the payments received and monies due.

Payment of Fees

Fees are due by the first working day of each month (January to November) and any payments made after the 10th of the month will attract a R100 late payment penalty fee. Please use your child's unique account number that will be assigned to you by SMS and it can also be found on the school fee statement.

- Direct Deposit: Parents are strongly urged to pay the monthly fees directly into the school's bank account by means of Internet banking (EFT). Payments can also be made at the bank.
- Speed point: Card facilities are available at the Bethesda Administration office.
- Cash: Parents/Guardians must please hand deliver the cash to the Bethesda Administration office.

Banking Details:

Bank: Standard Bank
Branch: Brooklyn (011245)
Account Name: Temba Bethesda Outreach
Account Number: 011818743



Reference for payments:

Your child's full name + surname; or
Your child's unique account number that will be assigned to you on your 1st statement (e.g. JEF006).

A. LEARNER DETAILS

Required for statistical and operational purposes, and will be made available to the Dept of Education.

1. Surname (as on Birth Certificate) _____
2. First names in full _____
3. Learner's preferred name at school _____
4. Date of application _____
5. Date of Birth

Y	Y	Y	Y	M	M	D	D
---	---	---	---	---	---	---	---
6. Nationality _____ 7. ID number _____
8. Gender

Male	Female
------	--------
9. Study Permit number: _____ Expiry date: _____ (Foreign learners only)
10. Ethnic Background

African	Colored	Indian/Asian	White	Other
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11. Home Language

Afrikaans	English	IsiNdebele	SiSwati	IsiXhosa	Sesotho	SePedi	SeTswana	TshiVenda	XiTsonga	Zulu
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12. Does the applicant currently have a brother or sister in the school? _____
If yes, name and grade of sibling _____
13. Dexterity

Right	Left	Ambidextrous
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14. Where did you hear about the school (website / flyer / Facebook advertisement/ word of mouth, etc.)?

B. SCHOOLING DETAILS

Required for statistical and operational purposes, and will be made available to the Dept. of Education.

1. Present grade of applicant

R	1	2	3	4	5	6	7
---	---	---	---	---	---	---	---
2. Grade for which you are applying

R	1	2	3	4	5	6	7
---	---	---	---	---	---	---	---

 (submit most recent school report)
3. Has the applicant repeated any grades?

Yes	No
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 4. Reason: _____
5. Pre-primary education attended:

Formal	Non-formal	Not attended
--------	------------	--------------
6. Previous schools attended:

Name of School:	Province/Country:	Period:	Grades:

7. Has the applicant ever been expelled, suspended or refused admission to another school?
If so, please specify. _____
8. Has the learner ever had any disciplinary difficulties? _____

C. LEARNER'S MEDICAL DETAILS & HISTORY

Required for medical emergencies, especially when the school cannot reach a parent/legal guardian and need to take life or health saving action to ensure the physical health of the child. The information will also help the school to have a better holistic understanding of the child and their needs.

1. In the event of a **medical emergency**, do you agree to allow Jabulane Christian Academy to take life or health-saving action to ensure the physical health of your child?

Yes	No
-----	----
2. Emergency Contact (If we cannot reach parents) Name: _____
Contact number: _____ Relationship: _____
3. Allergies (if any): _____ 4. Medication: _____
5. Chronic illnesses (if any): _____ 6. Medication: _____
7. Name and phone number of Doctor _____
8. Medical aid Scheme name (if any) _____
9. Main Member: _____ 10. Medical Aid Number: _____
11. Has the learner received all the recommended childhood vaccines? (Please submit proof)

Yes	No
-----	----
12. Has the learner ever been tested for any educational disabilities or disorders?

Yes	No
-----	----

(i.e. Dyslexia, ADHD, autism, etc.) Please specify _____
13. Has the learner needed any occupational, speech, or remedial therapy?

Yes	No
-----	----

If yes, please specify & submit copies of reports _____
14. Have the learner's eyes been tested?

Yes	No
-----	----

 15. Must learner wear glasses?

Yes	No
-----	----

D. PARENT DETAILS (Legal Guardians or Parents)

Required for statistical, operational and legitimate business purposes. Will be made available to the Dept of Education.

PARENT / LEGAL GUARDIAN 1 (Main Contact)

1. Please select relation to learner

Father	Step father	Mother	Step mother	Foster parent	Other
--------	-------------	--------	-------------	---------------	-------
2. If other, please specify _____ 3. Lives with learner

Yes	No
-----	----
4. Title _____ 5. Full names (according to ID) _____
6. Preferred name _____
7. Surname (according to ID) _____
8. Marital status

Single	Married	Widowed	Divorced	Separated
--------	---------	---------	----------	-----------
9. Nationality _____ 10. ID number _____
11. Passport number (if not a South African citizen) _____
12. Ethnic group

African	Colored	Indian/Asian	White	Other
---------	---------	--------------	-------	-------
13. Home language

Afrikaans	English	IsiNdebele	SiSwati	IsiXhosa	Sesotho	SePedi	SeTswana	TshiVenda	XiTsonga	Zulu
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14. Mobile number _____ 15. Home number _____
16. Email address (Please Print) _____
17. Residential address _____
18. Postal address _____
19. Occupation _____
20. Employer _____
21. **If Self-employed, please state:** Name of Company _____
 Nature of Business _____

PARENT / LEGAL GUARDIAN 2 (Second Contact)

1. Please select relation to learner

Father	Step father	Mother	Step mother	Foster parent	Other
--------	-------------	--------	-------------	---------------	-------
2. If other, please specify _____ 3. Lives with learner

Yes	No
-----	----
4. Must this parent receive communication from the school?
 (Access to school communication app, learner details, etc.)

Yes	No
-----	----
5. Title _____
6. Full names (according to ID) _____
7. Preferred name _____
8. Surname (according to ID) _____
9. Marital status

Single	Married	Widowed	Divorced	Separated
--------	---------	---------	----------	-----------
10. Nationality _____ 11. ID number _____
12. Passport number (if not a South African citizen) _____
13. Ethnic group

African	Colored	Indian/Asian	White	Other
---------	---------	--------------	-------	-------
14. Home language

Afrikaans	English	IsiNdebele	SiSwati	IsiXhosa	Sesotho	SePedi	SeTswana	TshiVenda	XiTsonga	Zulu
-----------	---------	------------	---------	----------	---------	--------	----------	-----------	----------	------
15. Mobile number _____ 16. Home number _____
17. Email address (Please Print) _____
18. Residential address _____
19. Postal address _____
20. Occupation _____
21. Employer _____
22. **If Self-employed, please state:** Name of Company _____
 Nature of Business _____

PERSON RESPONSIBLE FOR PAYING SCHOOL FEES (COMPULSORY)

1. Please select relationship to learner

Father	Step father	Mother	Step mother	Foster parent	Other
--------	-------------	--------	-------------	---------------	-------
- If other, please specify _____
2. Title _____
3. Full names & Surname (according to ID) _____
4. ID Number: _____ (Please submit a copy of ID)
6. Mobile number _____ 7. Home number _____
8. Email Address: _____
9. Occupation _____
10. Employer _____
11. **If Self-employed, please state:** Name of Company _____
Nature of Business _____
12. Monthly Salary Date: _____
13. **Credit Check**
From time to time, the School may wish to do a credit check on the Person responsible for payment of school fees, either during the registration process to confirm affordability or when the school fee account has fallen into arrears. In the event that the school opts to do a credit check for whatever reason, I hereby voluntarily provide consent for such a credit check to be carried out.
- | | |
|-----|----|
| Yes | No |
|-----|----|

E. CHRISTIAN BELIEFS

It is important for Parents/Legal guardians to understand Statement of Faith of Jabulane Christian Academy and Bethesda Outreach. By applying at Jabulane Christian Academy, the parent/guardian agrees to the school teaching your child from a Biblical worldview according to our Statement of Faith. By providing information about your religious background, the school to have a better understanding of your family's background and beliefs.

1. Do you agree to us teaching your child according to the JCA Statement of Faith?

Yes	No
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2. Do you disagree with any of the 10 statements in the JCA Statement of Faith?

Yes	No
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3. If yes, state which, and state alternative belief: _____

4. Do either you or your spouse profess to be a born-again Christian?

Yes	No
-----	----
5. If yes, describe how you became a Christian: _____

6. Are you or your spouse a member in good standing with a local church? (Optional)

Yes	No
-----	----
- 6.1 If yes, state the church name: _____
- 6.2 If yes, denomination: _____
- 6.3 Phone number of church: _____

F. PARENT UNDERTAKING:

I/We, the parent(s) / legal guardian(s) and account payer of _____
(name of learner) undertake to fulfill the following requirements:

1. School Fees:

- I agree to pay the annual school fees by the first day of each month, for 11 months of the year (January – November).
- I agree to the process for collection of outstanding fees as set out in Section H.
- I agree that no learner will be permitted to begin any new year and/or term if there are any outstanding fees.
- I understand that no progress reports will be released if there are outstanding fees.
- I agree to pay a **non-refundable** registration fee which includes a textbook amount, per learner, upon acceptance at the school, and thereafter to pay an annual non-refundable re-registration fee.
- I agree to the conditions of payment as set out in the Parent Learner Handbook and the School Fees and Terms.
- I agree that any delays in sending out statements or the non-receipt of statements may not be relied on as a reason for non-payment of fees.

2. Discipline:

- I will make every effort to discipline my child at home and to support the teacher and Principal in their efforts to train and educate my child in the manner outlined in the Parent Learner Handbook.
- I will adhere to the school rules/Code of Conduct and teach my child to adhere to these rules.

3. Tuition of Learners:

I agree to support the school and its staff in their task of teaching and training my child(ren), both academically and spiritually as set out in the Handbook and the Statement of Faith.

4. School Prospectus

I have read the School Prospectus and agree to support the school in its philosophies and applications as set out in this document.

5. Contact Details

I undertake to notify the school office in writing should any of the details listed in this application (phone numbers, email addresses, etc.) change.

G. PROCESS FOR COLLECTING OUTSTANDING FEES

- 1.1. In the event that the fees have not been received by the due date, correspondence will be sent to the persons for whom we have contact details on record.
- 1.2. All correspondence related to late fees will be sent to the contact details on record. The School will send this either via email, d6 app message, WhatsApp or SMS, depending on the details available.
- 1.3. In the event that payment has not been received 10 days after the due date, a R 100 late payment penalty will be charged.
- 1.4. In the event of the account payer failing to pay and the account being 30 days in arrears, a Final Reminder will be sent to the contact details on record.
- 1.5. In the event of the account payer failing to pay despite the reminders as set out in 1.1 and 1.4, and the account falling 60 (sixty) days in arrears, the account will be handed over to a debt collection agency, and a Final Demand will be sent by the agency.
- 1.6. The account payer will have 10 days from the date of communication in 1.5 to pay the arrear amount.
- 1.7. Should the account remain in arrears and no suitable payment arrangement made, the account payer will be adversely listed at the Credit Bureau.
- 1.8. In addition to 1.7, should the account be in arrears at the start of the new school year or at the start of a new school term, the Learner will be temporarily suspended from attending school, outings and school extra murals, until such time as payment is made and the full outstanding amount reflects in the School bank account.

- 1.9. In the event of the account payer still failing to pay or come to a suitable arrangement, School Management reserves the right to terminate the agreement between the Parent, Account Payer and the School. Notice will be sent via email / d6 app message / WhatsApp / SMS and the Parent will be responsible to enrol the child in a different school.
- 1.10. Once the contract between the Parent and School has been terminated, the School will inform the district Department of Education.
- 1.11. Please note that Learner records handed over to the Parent or other school will reflect any outstanding fees and payment history.
- 1.12. In the event of this Agreement resulting in termination, further legal action will become necessary to procure payment if the account payer defaults on the payment plan.
- 1.13. All debt collection fees (late payment penalties, Final Demands, adverse listings, credit checks, legal fees, etc.) will be the responsibility of the account payer and thus debited to the relevant learner's school fee account.
- 1.14. By signing this application form, the account payer hereby acknowledges that in addition to any interest that the School will be entitled to recover from them, should they fail to make payment of any amount on or before the due date, default administration costs and collection costs, as contemplated in the National Credit Act (NCA), including legal costs on the attorney and client scale, and collection commission to the extent permitted by the NCA.
- 1.15. By signing this application form, the Parent and account payer acknowledge that, in the event of default, nothing herein shall in any manner limit or detract from the power of the School to terminate the education services to the Learner, nor shall the termination of such educational services in any manner limit, detract from or prejudice the right of the School to recover all amounts owing to the School, together with interest, default administration costs, collection and other costs as aforesaid.
- 1.16. By signing this application form, the Parent and account payer acknowledges that no failure or delay on the part of the School in exercising any right, power or privilege contemplated in this clause or elsewhere will operate as a waiver, nor will any single or partial exercise by the School of any right, power or privilege preclude any other or further exercise thereof or the exercise of any other right, power or privilege.
- 1.17. By signing this application form, the account payer hereby agrees in terms of Section 45 of the Magistrates' Courts Act No 32 of 1944 that the School shall, at its option, be entitled to institute any legal proceedings for the recovery of any monies owing by them to the School in any Magistrate's Court having jurisdiction in respect of such proceedings in terms of Section 28 of that Act.

H. PARENT INVOLVEMENT

We believe that the education of children is primarily the parent's God-given responsibility. We as a school exist to assist parents in this task. We therefore encourage our parents to be involved in whatever way possible. With this in mind, please list any particular area in which you would like to be involved:

I. INDEMNITIES

The parent/legal guardian undertakes to:

1. Indemnify the school, its employees and officials, against any injury, harm, or other loss caused to any learner of the school.
2. Exempt the school, its employees and officials, from liabilities incurred on account of injuries to or illness of the learner, and consents that the school or any of its teachers may consent to any operation or medical treatment of the learner should such consent be required urgently, and should it not be possible for the parent of the learner to be contacted immediately.

3. Exempt the school from any liability for loss or damage suffered due to the loss or damage of articles brought onto the school property.
4. Indemnify the school, its employees and officials, against any injury, harm or other loss caused to any learner of the school whilst on school outings and trips, provided the school endeavors to take adequate steps within its power to provide for the safety of the learners.

J. SCHOOL UNDERTAKING

1. The school shall provide the learners with tuition in accordance with the core curriculum and core syllabus, evaluating learners according to their particular educational phase. It is intended that the prescribed curriculum will enable learners to write a recognized Grade 12 examination in order to qualify for local tertiary institutions.
2. The school shall make every effort to fulfill its mission policy as stated here: "By God's grace and for His glory, Jabulane Christian Academy exists to guide learners in the discovery of God's Truth.

K. STATEMENT OF DECLARATION

I/We hereby declare that all of the information given in this document is true and correct.

Parents / Legal guardians:

Full name (Contact 1): _____ Full name (Contact 2): _____

Signature (Contact 1): _____ Signature (Contact 2): _____

Person Responsible for account (Account Payer):

Full name & Surname : _____ Signature: _____

Date: _____



JABULANE CHRISTIAN ACADEMY



PARENT/LEGAL GUARDIAN CONSENT FORM

GENERAL

"Personal Information" (PI) shall mean the race, gender, sex, pregnancy, marital status, national or ethnic origin, colour, sexual orientation, age, physical or mental health, disability, religion, conscience, belief, culture, language and birth of a person (whether a learner, or parent): information relating to the education or the medical, financial, criminal or employment history of the person; any identifying number, symbol, email address, physical address, telephone number, location information, online identifier or other particular assignment to the person; the biometric information of the person; the personal opinions, views or preferences of the person; correspondence sent by the person that is implicitly or explicitly of a private or confidential nature or further correspondence that would reveal the contents of the original correspondence; the views or opinions of another individual about the person whether the information is recorded electronically or otherwise.

Should a parent/legal guardian wish to revoke consent for any of the optional items below, a letter is to be delivered to the school office or emailed to accounts@boi.org.

Should a parent/legal guardian be of the opinion that any of their rights under the Protection of Personal Information Act (POPIA) have been infringed upon, they are to contact Bethesda Outreach and the organisation will address all complaints in accordance with proper procedure. Where the complainant is not satisfied with the solutions to the complaint, the complainant has the right to lay a complaint with the Information Regulator.

SECTION 1 – COMPULSORY

I, the Parent(s)/Legal Guardian(s) of _____ (Name of learner) hereby consent to the following:

1.1 CONSENT FOR USE OF PERSONAL INFORMATION

I authorise Jabulane Christian Academy (a Ministry of Bethesda Outreach) to use Personal Information of the **learner** and **parent** inside or outside of the Republic of South Africa for any **legitimate business and/or educational purpose** of the Organisation. The Organisation undertakes not to transfer or disclose Personal Information unless it is required for its legitimate business and/or educational requirements and shall comply strictly with legislative stipulations in this regard.

1.2 ELECTRONIC COMMUNICATION CONSENT

Parent-Teacher partnerships are key to successful learning. The school relies on effective parent communication, and more especially when Remote Learning has to be implemented. Currently we use three main methods of electronic communication for distribution of general communication, important notices, newsletters, calendars, etc. 1) D6 App 2) Email and 3) Instant Messaging (WhatsApp, SMS, etc.)

When the learner has been accepted, I hereby give consent for Jabulane Christian Academy (JCA) to send communication regarding my child via the **D6 App** (when downloaded on my phone) and/or per **email** using my designated email address. I further consent for the JCA office to send communication via **WhatsApp** and/or **SMS** when necessary.

1.3 CCTV SECURITY CAMERAS CONSENT

Jabulane Christian Academy and Bethesda Outreach uses CCTV cameras to monitor the welfare, and safety of all learners, staff and visitors. Cameras will be utilised in a way that respects the privacy of every affected person as far as possible. Footage will not be published online and will only be used should the school need to investigate an allegation made against a learner or staff member.

I consent to my child's movements being filmed at school.

Initial Here: _____
(Parent Consent Pg. 1 of 3)
Pg 10 of 12

I/We hereby give consent to the use of personal information (1.1), electronic communication (1.2) and the use of CCTV cameras (1.3) -

Signed: Parent / Legal Guardian (1st Contact):	
Full Name	
Signature	
Date	
Signed: Parent / Legal Guardian (2nd Contact):	
Full Name	
Signature	
Date	

SECTION 2 - OPTIONAL

2.1 ELECTRONIC COMMUNICATION

From time to time, the school or a teacher may make use of a WhatsApp group to circulate information. Typically, only the group admins may send messages. However, as the cell phone number appears under the group information, it is not compulsory to be part of a school, class and/or grade WhatsApp group. Please signify your preference below:

<i>The JCA Parent WhatsApp group provides one-way communication where the School office sends out important information.</i>	
	Choose with X
Yes , I consent to being added to the JCA Parents group; OR	
No , I do not consent to being added to the JCA Parents group.	
<i>The Register Class / Grade WhatsApp group provides one-way communication where the Register Teacher / Subject Teacher sends out important information.</i>	
	Choose with X
Yes , I consent to being added to the Register Class/Grade group; OR	
No , I do not consent to being added to the Register Class/Grade group	
Signed: Parent / Legal Guardian (1st Contact):	
Full Name	
Signature	
Date	

<i>The JCA Parent WhatsApp group provides one-way communication where the School office sends out important information.</i>	
	Choose with X
Yes , I consent to being added to the JCA Parents group; OR	
No , I do not consent to being added to the JCA Parents group.	
<i>The Register Class / Grade WhatsApp group provides one-way communication where the Register Teacher / Subject Teacher sends out important information.</i>	
	Choose with X
Yes , I consent to being added to the Register Class/Grade group; OR	
No , I do not consent to being added to the Register Class/Grade group.	
Signed: Parent / Legal Guardian (2nd Contact):	
Full Name	
Signature	
Date	

2.2 PHOTO/VIDEO CONSENT

As we are all aware, there are potential dangers associated with the posting of personally identifiable information on a website or other electronic media since global access to the Internet does not allow us to control who may access such information. These dangers have always existed; however, we, as your school, do want to be able to celebrate your child and his/her work or participation in events.

We therefore ask your permission to use your child's picture/image/video on our website, newsletters, video presentations or any other publication associated with Bethesda Outreach Ministries and/or Jabulane Christian Academy.

Please select one of the following:

- I grant permission for a photo/image/video that includes my child/children to be posted to any website or included in any publication associated with Bethesda Outreach Ministries or Jabulane Christian Academy.
- I do **not** grant permission for a photo/image/video to be used in any website or publication associated with Bethesda Outreach Ministries or Jabulane Christian Academy.

Signed: Parent / Legal Guardian (1st Contact):	
Full Name	
Signature	
Date	
Signed: Parent / Legal Guardian (2nd Contact):	
Full Name	
Signature	
Date	