

Applicant Name:			
Grade applying for:			
Year applying for grade:			
I am applying for:			
Distant learning base	Distant learner own tutor Tutor details must be supplied	Online school	Online tutor 1on1
Total Fees amount :		Amount Paid:	

<u>Documents required</u>	
<u>Parent id</u>	
<u>Learner birth certificate</u>	
<u>Last report</u>	
<u>Transfer card</u>	

APPLICATION FORM - GRADES 10-12

1. Learner's Personal Information

Last Name:	
Full First Names:	
Gender:	
ID/Passport Number:	
Date of Birth:	
Home Language:	
Email Address:	
Student's Cell Phone Number: Whatsapp	

2. First Parent Information

ID Number:	
Last Name:	
First Full Names:	
Occupation:	
Employer:	
Work Telephone Number:	
Home Telephone Number:	
Cell Number:	
Receive whatsapp notifications:	
Email Address:	
Residential Address:	
Postal Address:	

3. Second Parent Information

ID Number:	
Last Name:	
First Full Names:	
Occupation:	
Employer:	
Work Telephone Number:	
Home Telephone Number:	
Cell Number:	
Receive whatsapp notifications:	
Email Address:	
Residential Address:	
Postal Address:	

AGREEMENT BETWEEN HABTECH AND PARENT/S OR GUARDIAN

IMPORTANT NOTICE

By signing this Agreement, the parties agree to the terms and conditions contained in this document.

SECTION 1 - PARENT / GUARDIAN DECLARATION AND CONTRACT OF ENROLMENT

GENERAL INDEMNITY.

Full Name - First Parent / Guardian/ Sponsor: _____

Full Name - Second Parent / Guardian / Sponsor: _____

Full Name – Learner: _____

I / We declare that the above is/are the parent/s or legal guardian/s or Sponsor/s of the Learner (hereafter referred to as the **parent/s**) and are the persons who are signing responsibility for this Agreement. The rights and obligations contained in this Agreement are binding on every person who signs this Agreement and must be carried out for the Learner to be successfully enrolled at HABTECH.

1. We will monitor the learner's progress and produce regular written reports. We will advise the parent/s of any concerns that we may have about the learner's progress, but we do not undertake to diagnose any learning disability, or any other conditions.

PARENT'S GENERAL OBLIGATIONS

2. To inform in writing, prior to enrolment, of any special educational needs of the learner that are known.
3. To encourage the learner in his/her studies and provide the appropriate support at home. The parent/s need/s to keep Habtech informed of matters which are affecting the learner.
4. To maintain a courteous and constructive relationship with the Habtech staff, attend meetings, and keep in touch with the admin where the learner's interests and well-being require you to do so.

INDEPENDENTLY HOMESCHOOLED LEARNERS

- 5.1 Grade 10 – 12 – A facilitator with CAPS based knowledge is compulsory.
- 5.2 Laptop or Desktop computer and pr smart phone is compulsory
- 5.3. A Google drive account is needed to scan and upload all documents such as assessments and exams.
- 5.4. Facilitator must be responsible to invigilate during examinations to avoid any misdemeanor.

PAYMENT OF FEES

- 6.1 Fees are payable – annual amount as per fee structure.
- 6.2 Non-payment of fees will result in de-registration of learner.
- 6.3 In the event of a Third-Party taking responsibility for the payment of fees, the parent/s signature here to binds him/her jointly and severally in their personal capacity as surety and co-Principal debtor, with the Third Party for payment to Habtech of ay amounts which are owing and may at any time become owing to HC by the Third party.
- 6.4 The parent/s acknowledge that if any instalment of a fee which is payable, not being paid on the due date, the whole balance of the fee outstanding will immediately become due and payable by the parent/s. No indulgence or grant of time by Habtech will constitute a waiver of its rights under this contract or otherwise

TERMINATION AND CANCELLATION

- 7.1 The parent/s have the right to cancel this contract at any time, for any reason, provided a full term's notice in writing of the intention is submitted, before the withdrawal of the student from HABTECH, no course content refund will be applicable, if any course content amount is outstanding after the term – the full amount becomes due
- 7.2 Habtech has the right to cancel this contract at any time, for any reason, provided that a full term's notice is given in writing of the decision to terminate this contract. At the end of the term in question, the student will be required to be withdrawn from Habtech.
- 7.3 Habtech may cancel this contract immediately and has no obligation to return any prepaid fees, if the parent/s are in material breach of any of their obligations, and have not (in the case of a breach which is capable of remedy) remedied the material breach within 20 (twenty) business days or a notice from Habtech requiring the parent/s to remedy the breach, and in addition it may claim payment of all monies then owing and damagesequal to one term's fees (as calculated at the time of cancellation), taking into account the nature of the services, capacity planning and reasonable potential to fill the vacancy.

DECLARATION

I/We, the parents of
do hereby declare that I/We have read and understood this Contract, including the course content

Signed: Father /

Signed: Mother /

Father - Street

Mother - Street

Date

Date:

On behalf of
HABTECH:

<u>GRADE 10</u>	Annual	Instalments
curriculum fees:	R13 250.00	X 3 (January, February & March)
<u>GRADE 11</u>	Annual	Instalments
curriculum Fees:	R13 645.00	X 3 (January, February & March)
With concessions	R450.00	
<u>GRADE 12</u>	Annual	Instalments
curriculum Fees:	R23 500.00	X 4 (January, February, March & April)

ALL PAYMENTS SHOULD BE PAID TO:

Account name: HABTECH EDUCATION
Bank: Nedbank
Branch: Overport City
Account Number: 1142113973
Branch Code: 198765
Type of account: **CHEQUE**
Reference: Student Name and Surname or Customer Reference

Please send proof of payment to: hteducationsa@gmail.com

CURRICULUM FEE POLICY

Amounts payable

1. Course content fees - payable in advance annually
- 2. Grade 10-12 Consumer Studies, Drama, hospitality and Visual Art and Design fee for cost of practical lessons and art supplies are separate.**

Overdue fees

If any fee is not paid on the due date, the whole balance of the outstanding fee will immediately become due and payable.

The process for overdue fees is as follows:

1. Parents/Guardians whose fees are not paid within 7 days of the due date will receive a minimum of two notifications by SMS, email, phone call or direct conversation to remind them about payment/s.
2. When fees are not settled within one month of due date, parents/guardians will be contacted advising that a confidential letter addressed to the parents/guardian will be sent home with the student. The letter will state that the student may not return to school until the account is paid in full.
3. A letter may be sent to parents at the end of a school term, stating that the student will not be permitted to return to school the following term until the outstanding account is paid in full.

Special Financial Circumstances

Before fees become overdue, parents with special financial circumstances may notify the office in writing and must provide the following:

- 1 A detailed explanation of the circumstances.
- 2 A detailed plan of action to remedy the situation and maintain payment of the current fees.
- 3 Copies of the last three month's bank statement of BOTH parents.

Only then will this be considered by the financial committee and a decision will be conveyed to the parents in writing by the Principal.

Maintenance or other legal agreements between parents are a private matter. Habtech requires the signature of both parents/guardians acknowledging that parents/ guardians are jointly and severally liable for fees.

I have read and understood the curriculum Fee Policy and acknowledge that I am jointly and severally liable for payment.

Name: Father/ Guardian:

Signature:

Date:

Name: Mother/Guardian:

Signature:

Date:

LEARNER SUBJECTS

GRADE 10 – 12: WITH HABTECH EDUCATION S.A

Compulsory Subjects

- ✓ English Home Language
- ✓ Afrikaans **OR** Zulu 1st Additional Language
- ✓ Life Orientation
- ✓ Mathematics **OR** Mathematical literacy

ADD ON ANY 3 of the subjects below:

- ✓ Accounting
- ✓ Business Studies
- ✓ Economics
- ✓ Consumer Studies
- ✓ Computer Application Technology
- ✓ Engineering, Graphics and Design
- ✓ History
- ✓ Life Science
- ✓ Physical Science
- ✓ Tourism
- ✓ Geography









