

Please note: School fees must be paid by the 2nd of every month and deposit slips must be brought to school for capturing. Learners owing fees shall be denied entry into the premises)



ST AQUINAS COLLEGE PRETORIA

(SUMMAT INSTITUTE PRETORIA)

277 Pretorius Street ,Pretoria Central, Pretoria 0001 &

41 Bureau Lane, Pretoria Central, Pretoria 0001

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APPLICATION FOR ADMISSION TO SCHOOL FOR MATRIC UPGRADE YEAR: 2023
(FOR LEARNERS WHO WROTE MATRIC FROM 2008 TO 2022)

PERSONAL INFORMATION									
Surname			First names			Gender		Race	
Date of birth			ID number / passport number			Permit / Asylum number (non SA)			
Previous school(s)			Centre number		Exam number		Province		Year completed
1									
2									
How did hear or know of Summat?									
Email address			Cell number		WhatsApp no		Physical address		
Parent or guardian's information									
Surname and name			Tel & cell number			Parent or guardian's email address			
Subjects being registered for: (see page 2 of form for subjects offered at Summat)									
NB: No Life Orientation offered for upgrade. Only a maximum of 2 new subjects allowed									
1			SBA		4			SBA	
2			SBA		5			SBA	
3			SBA		6			SBA	
No of registered subjects					Exam registration only or full time				
<p>Please note: All those registering for new subjects must 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.</p> <p>The following subjects are not offered as new subjects; History, Agric Science, isiZulu FAL, Sepedi FAL, Tourism etc. Please consult the admin or 0610170805 if unsure.</p>									

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School fees information (to be filled by person responsible for fees payment)			
Surname and name	Relationship	Cell number	Work number
Email address (school can help to create one if you do not have)			
Payment method eg monthly deposit or debit order or once off			
If monthly or debit order, number of months			
Amount per payment method chosen			R
<p>I (full name)_____ ID number:_____</p> <p>undertake to pay the school fees for (learner's name) _____</p> <p>on or before the (date)_____ of every month for a period of _____ months.</p> <p>Signed _____ at _____ on _____</p>			

Subjects offered – School offers classes for the following subjects					
English Home Language		Accounting	Geography	Mathematical Literacy	
English First Additional Lang		Physical Sciences	Life Orientation	Mathematics	
Sepedi Home Language		Life Sciences	Economics	IsiZulu Home Language	
Afrikaans First Additional Lang		Business studies	Change of subjects is allowed eg Math to Mlit		
Subjects available for exam only – school does not offer classes for the following subjects					
1	History	2	Tourism	3	Agricultural Sciences

SUMMAT INSTITUTE TSHWANE CAMPUS UPGRADE SCHOOL FEES PAYMENT STRUCTURE									
Options		Monthly deposit through ATM				Debit order / Once – Off / Multiple learners/ Returning learners (10% discount)			
No of subjects	Reg fees	No of months	Fees per month	Yearly fees excl reg	Total fees incl reg	No of months	Fees per month	Total fees excl reg	Total fees incl reg
1	R600	10	R400	R4 000	R4 600	10	R360	R3 600	R4 200
2	R600	10	R700	R7 000	R7 600	10	R630	R6 300	R6 900
3- 4	R600	10	R800	R8 000	R8 600	10	R720	R7 200	R7 800
5 - 6	R600	10	R900	R9 000	R9 600	10	R810	8 100	R8 700
On registration, all learners registering for sciences subject must pay extra (for practicals)									R300
EXAM ONLY FEES (PLEASE NO SBA OR NEW SUBJECT FOR EXAM ONLY)									
Number of subjects		Registration				Once – off fees per subject			
1 - 6		R 600				R500			
NB: If you register for a new subject, you will have to do School Based Assessments (SBA) and therefore cannot register for exam only.									

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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.
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	School fees is payable in advance on or before the 2nd of every month , that is, the fees for January should be paid on or before the first of January etc.
4	Our fees are yearly fees, however, broke down into monthly fees for easy payment. It is on the discretion of the school to reduce the yearly fees.
5	Repayment of overpaid fees shall only be done by the head office after supporting evidence has been supplied and a 20% deduction is applicable.
6	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.
7	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.
8	Summat College has the right to decline your application should any information given be incomplete or dishonest to the best of our knowledge.
9	Should you (payee) fail to honour your part of contract, an interest of prime + 2% will be charged.
10	As a parent or guardian, you promise to provide your child with all the required learning materials such as Exercise books, textbooks, 2 X 500 sheets A4 bond paper and any other items required.
11	You agree to your child being subjected to the school Code of conduct/Policies and will not interfere with normal learning process or disturb the smooth running of the school.
12	You agree to be liable for all expenses incurred directly or indirectly as a result of my breach of contract or conduct of my learner.
13	You will ensure that your child reports for lessons or classes every day and on time and if for any reason, he or she will not attend, you promise to notify the school on time.
14	Over- payment of school fees is refundable under strict conditions. Check the correct amount before you pay. An amount equivalent to 20% shall be deducted as admin fees before refund.
15	You shall attend College activities for Parents/Guardians and if you are unable to attend you shall send written apology or send a representative on your behalf.
16	This contract will not be withdrawn from the School until the end of the academic year unless based on merit.
17	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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Undertaking

I (Parent)_____ the undersigned Parent or Guardian of
(Learner)_____ Grade: 12 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 On the Of 20.....

.....
Parent/Guardian/Sponsor

.....
Signature

.....
Date

REQUIREMENTS

PLEASE NOTE:

The registration form must be submitted with the following documents

		Parent/ learner checklist (please tick)	Admin checklist (please tick)
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	Proof of payment of 1 st fees instalment		
6	Parent or guardian ID copy – 2 certified		
7	Fully completed application form		
8	Fully signed application form		
9	Full completed examination form		

Person admitting	Full name	Signature	Date