



## DISTANCE EDUCATION APPLICATION FORM 2018

**Specialists in Full time, Distance & Adult Education**

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### A. APPLICATION PROCESS & REQUIREMENTS

1. Complete all the required information fields.
2. Attach the following documentation to this Application Form as stipulated:
  - 2.1 A certified copy of applicants Identification Document/ Birth Certificate.
  - 2.2 A certified copy of applicants' parent/s/Guardian Identification document.
  - 2.3 1x Full colour ID photos of the applicant. *(To be attached when original application is handed/posted to the office)*
  - 2.4 Copy of the applicants' medical aid card.
  - 2.5 Most recent school report (First time enrolments).
  - 2.5 A non-refundable application fee of R 700.00 (Please attach proof of payment to this application form).

**\*\* No applications will be processed without proof of payment.**

#### HOW DID YOU HEAR ABOUT EXCELSIOR ACADEMIC COLLEGE?

- WEBSITE   
  SOCIAL MEDIA   
  WORD OF MOUTH   
  CAMBRIDGE WEBSITE   
  OTHER

*If Other, Please Specify:* \_\_\_\_\_



Cambridge International School

*If Social Media, Please Specify:* \_\_\_\_\_

**B. AGREEMENT**

This agreement, including all the sections from section "A" through to section "Q", is

ENTERED INTO BETWEEN:

**EXCELSIOR ACADEMIC COLLEGE (hereinafter referred to as EAC)**

*Registration number: 2008/000456/23*

And the following parties

\_\_\_\_\_  
Print Full Name & Surname of applicant/Participant/Student:  
*(Hereinafter referred to as "applicant")*

\_\_\_\_\_  
Identification Number:

\_\_\_\_\_  
Print Full Name & Surname of Parent 1 and/or Legal Guardian 1:

\_\_\_\_\_  
Identification Number:

\_\_\_\_\_  
Print Full Name & Surname of Parent 2 and/or Legal Guardian 2:

\_\_\_\_\_  
Identification Number:

**Residing at the following physical address:**

Street Address: \_\_\_\_\_

Area: \_\_\_\_\_

Suburb: \_\_\_\_\_

Area code: \_\_\_\_\_

\_\_\_\_\_  
Name & Surname of Applicant:

\_\_\_\_\_  
Signature:

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

\_\_\_\_\_  
Name & Surname of Parent 1/ Legal Guardian 1:

\_\_\_\_\_  
Signature:

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

\_\_\_\_\_  
Name & Surname of Parent 2/ Legal Guardian 2:

\_\_\_\_\_  
Signature:

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

\_\_\_\_\_  
Print Full Name and Surname of Witness:

\_\_\_\_\_  
Signature:

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

**FOR OFFICE USE ONLY:**

\_\_\_\_\_  
Date application received:

\_\_\_\_\_  
Date Proof of payment received:

\_\_\_\_\_  
Student number:

\_\_\_\_\_  
Signature on behalf of EAC:

\_\_\_\_\_  
Position in Organisation:

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

## C. INTRODUCTION

### 1. FOREWORD (About Cambridge & Excelsior Academic College)

- 1.1 Excelsior Academic College is a Co-Educational English Private School offering Grade 8-12, Post Matric programs as well as Home Schooling and Distance education programs.
- 1.2 Situated in the heart of the East Rand only 17km drive from OR Tambo International airport and 27km from Johannesburg.
- 1.3 The College embraces the principle of high standard education.
- 1.4 Equipping students to take responsibility for their studies and providing them with the resources and tools to do so.
- 1.5 Teaching them communication skills, outside the box thinking and encouraging their ideas.
- 1.6 EAC is a registered Cambridge Assessment International Education Centre – Centre Number: ZA267, offering Checkpoint, IGCSE, AS and A level qualifications.
- 1.7 Cambridge Assessment International Education is the world’s largest provider of International qualifications.
- 1.8 Cambridge Assessment International Education courses are offered by over 10 000 institutions in over 160 countries worldwide.
- 1.9 Candidate ages range from 5-70.
- 1.10 We offer a broad range of internationally recognised qualifications which have been designed to develop successful students worldwide.
- 1.11 EAC offers practical workshops for our students, to help them prepare for their examinations (more information about our workshops in our 2018 Education Prospectus).
- 1.12 EAC will supply you with the appropriate study materials for your chosen subjects.
- 1.13 EAC offers tutor support and help, to get you through the course materials.
- 1.14 Cambridge Assessment International Education’s qualifications are widely recognised by the world’s best universities and employers, giving students better options in their education career.
- 1.15 Cambridge Assessment International Education prepares school students for life, helping them develop an informed curiosity and lasting passion for learning.
- 1.16 Cambridge Assessment International Education programmes and qualifications to help learners reach their potential and become confident, responsible, reflective, innovative and engaged.
- 1.17 Cambridge Assessment International Education is the only provider of international qualifications that is wholly owned by a world-leading university – The University of Cambridge.
- 1.18 Cambridge runs around 1000 training events every year, supporting teachers around the world to develop the skills and knowledge they need to help their students succeed.
- 1.19 The Cambridge programmes and qualifications reflect the latest educational research, and are well supported with teaching and learning resources to help learners progress from one stage to the next.
- 1.20 Cambridge programmes set a global standard for international education. They are created by subject experts, rooted in academic rigour and provide a strong platform for progression.
- 1.21 Cambridge programmes challenge students to reach their full potential. Students can choose the subjects they love, and study them in depth – so they develop the understanding and skills they need for success at school, university and work.
- 1.22 Cambridge programmes develop not only deep understanding of content but also higher order thinking skills, preparing students for the next stage of education and world of work.
- 1.23 We believe excellent education is based on excellent teaching. We encourage a culture of lifelong learning, providing professional development to help our teachers improve their performance and practice.

### 2. COMMENCEMENT

- 2.1 EAC offers a 12 Month or 18 Month distance program.
- 2.2 This contract will commence in January or June of a given year – please specify on this application form when you want to start with your course.
- 2.3 If the applicant enrolls late, it up to him/her to make sure he/she catches up all the work.
- 2.4 EAC offers high school equivalent education.
- 2.5 EAC has 3 phases during high school – still during 5 years as per the normal high school duration.
- 2.6 It is divided into the following phases:
  - Grade 8 – Foundation Phase
  - Grade 9 – IGCSE
  - Grade 10 – IGCSE
  - Grade 11 – AS
  - Grade 12 – AS
- 2.7 If the applicant enrolls late, it up to him/her to make sure he/she catches up all the work.

### 3. ASSIGNMENTS AND RESOURCES

When your application is approved and proof of your first payment is received your course material will be dispatched, which includes the following a "WELCOME PACK" which includes, a year planner, textbooks, weekly programmes to keep you on track. There are also loads of useful online resources which include, Tutorial videos, past papers, revision tips. Study checklists and so much more... Please visit the website for more information on the resources [www.cambridgestudents.org.uk](http://www.cambridgestudents.org.uk). (Please note that is the only website we recommend).

### 4. PAYMENT

- 4.1 The applicant or his/her parent/legal guardian shall pay the programme fees in the amount and accordance with the payment plan fully hereto, as set out in section "K".
- 4.2 The applicant agrees to furnish EAC with their banking details and furthermore agrees that their account be debited on the agreed upon date.

### 5. PREMATURE WITHDRAWAL

Should the applicant voluntarily withdraw before the end of the programme he/she will remain liable for the payment of the fees as stipulated under section "K".

### 6. EXPULSION/ TERMINATION OF PROGRAMME

Should EAC decide to expel you or terminate your contract with cause, you will remain liable for the payment of the fees as stipulated under section "K".

### 7. DAMAGES

Should the applicant cause damage to any of EAC property due to wrongful or unlawful conduct, he/she or his/her parents/legal guardian will be liable to EAC for full payment of those damage/loss and payment will have to be made on demand.

### 8. INDEMNITY

Whilst every effort will be made to ensure the safety and wellbeing of the applicant and their possessions, his/her parent/legal guardian will indemnify EAC, all personnel and students should any prejudice, loss of property, damages, illness, injury or death occur to the participant during any activity example, games, sporting, cultural, educational trips, tours, camps and excursions as well as during the day on the school grounds from whatsoever cause arising. This indemnity includes cost from damage, loss of property and/or any medical conditions or hospitalization, unless such loss is caused by the negligence, willfulness or deliberate act of the school or one or more of its employees.

### 9. WORKSHOPS

Excelsior Academic College offers practical workshops during the year to help prepare you for your examinations. We offer the following subjects, Biology, Chemistry, Physics and Mathematics. Any additional subjects are offered upon request and is subject to demand.

### 10. SCHOOL EXCURSIONS AND CAMPS

EAC offers optional excursions, educational tours and camps and fun outings for their students every year. These encourage teambuilding and socializing with other students. Distance students are welcome to join any camp and/or tour we offer.

### 11. LEVELS

#### Foundation level (Grade 8) – Checkpoint

- Designed to give students a background and firm foundation about Cambridge. Compulsory subjects include, English, Afrikaans, Mathematics, Sciences (This is a combination of Physics, Chemistry and Biology), Optional subjects include Business Study subjects, Economics, ICT and additional languages.
- At this level we recommend the student takes as many subjects as possible in order to ensure a foundation for your future study and to establish your strongest subjects for your IGCSE level.
- See 2018 Education Prospectus for a full explanation and information on this course.

#### IGCSE level (Equivalent to Grade 9 & 10)

- Cambridge IGCSE is the world's most popular international qualification.
- The International General Certificate in Secondary Education is a recognised qualification by Universities and Employers worldwide. This qualification meets the minimum requirement needed by Universities. This course is also preparation for your AS level.
- See 2018 Education Prospectus for a full explanation and information on this course.

#### AS level (Equivalent to Grade 11 & 12)

- The Advanced Subsidiary Level is equivalent to year 12 of South African School. This qualification is recognised by Universities and Employers worldwide.
- See 2018 Education Prospectus for a full explanation and information on this course.

## A Levels

- have been accepted as proof of academic ability for entry to universities and institutes of higher education.
- See 2018 Education Prospectus for a full explanation and information on this course.

## 12. VIDEO AND PHOTOGRAPHIC MATERIAL

The applicant and his/her parent/legal guardian/s hereby consent to the use by EAC for promotional purposes of sound recordings, video and photographic material of the applicant. No claims can be made towards EAC or any of its employees arising from the use of such material.

All signatures below testify and acknowledges that the applicant and his/her parents/legal guardian/s has read all the terms and Information above, - as set out in section "C", clause 1-12, of this application form – understand ll the terms above and accepts all the terms and information above.

\_\_\_\_\_  
Signature of Parent 1/ Legal Guardian 1:

\_\_\_\_\_  
Signature of Applicant:

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

\_\_\_\_\_  
Signature of Parent 2/ Legal Guardian 2:

\_\_\_\_\_  
Signature of Applicant:

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

\_\_\_\_\_  
Print Full Name and Surname of Witness:

\_\_\_\_\_  
Signature:

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

## D. DETAILS OF APPLICANT

SURNAME: \_\_\_\_\_ INITIAL: \_\_\_\_\_

FIRST NAMES: \_\_\_\_\_ TITLE: \_\_\_\_\_

PREFERED NAME: \_\_\_\_\_ SEX: \_\_\_\_\_

ID NUMBER: \_\_\_\_\_

HOME LANGUAGE: \_\_\_\_\_

(Please note that all course material will be provided in English)

NATIONALITY: \_\_\_\_\_

COUNTRY OF CITIZENSHIP: \_\_\_\_\_

If you are a Non-South African, please provide the following documentation with your application form:

STUDY PERMIT     RESIDENT PERMIT     OTHER (Please specify) \_\_\_\_\_

PERMIT/STUDY/PASSPORT/OTHER (Please specify) NUMBER \_\_\_\_\_

PHYSICAL ADDRESS: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ AREA CODE: \_\_\_\_\_

POSTAL ADDRESS: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_ POSTAL CODE: \_\_\_\_\_

CELL NUMBER: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

(Students Cell number, not a parent)

**E. MEDICAL AID DETAILS OF APPLICANT**

DO YOU HAVE ANY ILLNESS/ ALLERGIES THAT WE SHOULD BE AWARE OF?  YES (Please attach detail)  NO

MEDICAL AID NAME: \_\_\_\_\_

TYPE OF SCHEME: \_\_\_\_\_ MEDICAL AID NR: \_\_\_\_\_

NAME AND SURNAME OF MAIN MEMBER: \_\_\_\_\_

NAME AND SURNAME OF APPLICANT: \_\_\_\_\_  
(AS ON MEDICAL AID CARD)

DEPENDANT NUMBER OF APPLICANT: \_\_\_\_\_

MEDICAL AID CONTACT NUMBER: \_\_\_\_\_

FAMILY DOCTOR CONTACT NUMBER: \_\_\_\_\_

**F. EDUCATION HISTORY OF APPLICANT**

NAME OF PREVIOUS SCHOOL: \_\_\_\_\_

ADDRESS OF PREVIOUS SCHOOL: \_\_\_\_\_

\_\_\_\_\_ AREA CODE: \_\_\_\_\_

CONTACT NUMBER OF SCHOOL: \_\_\_\_\_ CENTRE NUMBER: \_\_\_\_\_

EMAIL ADDRESS OF SCHOOL: \_\_\_\_\_

PREVIOUS GRADE ATTAINED: \_\_\_\_\_

SUBJECTS TAKEN IN PREVIOUS SCHOOL:

SUBJECT:	CODE: (IF APPLICABLE)	LEVEL: (IF APPLICABLE)	LAST GRADE:

**G. DETAILS OF PARENT 1 / LEGAL GUARDIAN 1 (Compulsory)**

RELATIONSHIP TO APPLICANT

FATHER

MOTHER

LEGAL GUARDIAN

TITLE:

MR

MRS

OTHER: \_\_\_\_\_

SURNAME: \_\_\_\_\_ INITIAL: \_\_\_\_\_

FIRST NAMES: \_\_\_\_\_ TITLE: \_\_\_\_\_

RELATIONSHIP WITH APPLICANT: \_\_\_\_\_

ID NUMBER: \_\_\_\_\_

NATIONALITY: \_\_\_\_\_

COUNTRY OF CITIZENSHIP: \_\_\_\_\_

PHYSICAL ADDRESS: \_\_\_\_\_

\_\_\_\_\_ AREA CODE: \_\_\_\_\_

POSTAL ADDRESS: \_\_\_\_\_

\_\_\_\_\_ POSTAL CODE: \_\_\_\_\_

CELL NUMBER: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

HOME NUMBER: \_\_\_\_\_ WORK TELL NUMBER: \_\_\_\_\_

EMPLOYER: \_\_\_\_\_  
*(If self-employed – please specify details of what you do)*

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_ POSTAL CODE: \_\_\_\_\_

POSITION HELD/  
OCCUPATION: \_\_\_\_\_ TELL NUMBER: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_ ALTERNATIVE CONTACT NR: \_\_\_\_\_

## H. DETAILS OF PARENT 2 / LEGAL GUARDIAN 2 (Compulsory)

RELATIONSHIP TO APPLICANT

FATHER

MOTHER

LEGAL GUARDIAN

TITLE:

MR

MRS

OTHER: \_\_\_\_\_

SURNAME: \_\_\_\_\_ INITIAL: \_\_\_\_\_

FIRST NAMES: \_\_\_\_\_ TITLE: \_\_\_\_\_

RELATIONSHIP WITH APPLICANT: \_\_\_\_\_

ID NUMBER: \_\_\_\_\_

NATIONALITY: \_\_\_\_\_

COUNTRY OF CITIZENSHIP: \_\_\_\_\_

PHYSICAL ADDRESS: \_\_\_\_\_

\_\_\_\_\_ AREA CODE: \_\_\_\_\_

POSTAL ADDRESS: \_\_\_\_\_

\_\_\_\_\_ POSTAL CODE: \_\_\_\_\_

CELL NUMBER: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

HOME NUMBER: \_\_\_\_\_ WORK TELL NUMBER: \_\_\_\_\_

EMPLOYER: \_\_\_\_\_  
*(If self-employed – please specify details of what you do)*

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_ POSTAL CODE: \_\_\_\_\_

POSITION HELD/  
OCCUPATION: \_\_\_\_\_ TELL NUMBER: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_ ALTERNATIVE CONTACT NR: \_\_\_\_\_



**I. CONTACT DETAILS OF RELATIVE/FRIEND/NEXT OF KIN**

SURNAME: \_\_\_\_\_ INITIAL: \_\_\_\_\_  
FIRST NAMES: \_\_\_\_\_ TITLE: \_\_\_\_\_  
RELATIONSHIP WITH APPLICANT: \_\_\_\_\_  
ID NUMBER: \_\_\_\_\_  
PHYSICAL ADDRESS: \_\_\_\_\_  
\_\_\_\_\_ AREA CODE: \_\_\_\_\_  
CELL NUMBER: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_  
HOME NUMBER: \_\_\_\_\_ WORK TELL NUMBER: \_\_\_\_\_

**J. DETAILS OF PERSON PAYING FEES (Compulsory)**

RELATIONSHIP TO APPLICANT

FATHER  MOTHER  LEGAL GUARDIAN

TITLE:

MR  MRS  OTHER: \_\_\_\_\_

SURNAME: \_\_\_\_\_ INITIAL: \_\_\_\_\_  
FIRST NAMES: \_\_\_\_\_ TITLE: \_\_\_\_\_  
RELATIONSHIP WITH APPLICANT: \_\_\_\_\_  
ID NUMBER: \_\_\_\_\_  
NATIONALITY: \_\_\_\_\_  
COUNTRY OF CITIZENSHIP: \_\_\_\_\_  
PHYSICAL ADDRESS: \_\_\_\_\_  
\_\_\_\_\_ AREA CODE: \_\_\_\_\_  
POSTAL ADDRESS: \_\_\_\_\_  
\_\_\_\_\_ POSTAL CODE: \_\_\_\_\_  
CELL NUMBER: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_  
HOME NUMBER: \_\_\_\_\_ WORK TELL NUMBER: \_\_\_\_\_

EMPLOYER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

POSTAL CODE: \_\_\_\_\_

POSITION HELD/  
OCCUPATION: \_\_\_\_\_ TELL NUMBER: \_\_\_\_\_  
(If self-employed – please specify details of what you do)

EMAIL ADDRESS: \_\_\_\_\_ ALTERNATIVE CONTACT NR: \_\_\_\_\_

## K. TERMS AND CONDITIONS & FEES AND PAYMENT AGREEMENT

1. Payments are to be made strictly as stipulated and agreed upon below.
  2. Any deviation of payment without prior arrangement or notice may result in cancellation of the Applicants' programme and will be liable to a notice period and/or full balance of account up until end period of the contract agreed to.
  3. If at any period from date of commencement to the end of the contact period the applicant decides to quit, is expelled or cannot continue as a student for whatsoever reason, a 3 Months' notice period will be payable. – A notice letter must be typed, signed and sent to the College.
  4. Interest will be charged at Prime rate if outstanding fees are carried over into the following year.
  5. Payments not made and overdue will result in the applicant being suspended.
  6. Payments may be made in advance.
  7. WE OFFER 3 PAYMENT OPTIONS:
    - 7.1 **OPTION 1** - FULL PAYMENT as per our standard 2018 fees list -excluding applicable/authorised discounts- UPFRONT – An additional 5% discount will be given off your total cost of course AND is payable before or on **31 January 2018**.
    - 7.2 **OPTION 2** – 40% of total fees payable (as per our standard 2018 fees list), -excluding applicable/authorised discounts-, as per fees and fee calculator stipulated in section "M & N", UPFRONT remainder fees thereafter payable over SEVEN (7) Months in equal instalments. Instalments are payable from January 2018 (For January enrollments) and/or June (For June enrollments) 2018 in equal instalments. First instalment (*Deposit + First month Annual Fees*) payable before or on 31 January 2018.)
    - 7.3 **OPTION 3** – 25% of total fees payable (as per our standard 2018 fees list), -excluding applicable/authorised discounts-, as per fees and fee calculator stipulated in section "M & N", UPFRONT remainder fees thereafter payable over SIX (6) Months in equal instalments. Instalments are payable from January 2018 (For January enrollments) and/or June (For June enrollments) 2018 in equal instalments. First instalment (*Deposit + First month Annual Fees*) payable before or on 31 January 2018.)
  8. No interest is charged during the payment period.
  9. Examination, photostatting, lab and workshop fees are not included in the annual fees.
  10. Examination fees are subject to exchange rate.
  11. A fee of R120.00 will be charged extra for courier of any course material.
  12. Course material will only be dispatched on receipt of proof of first payment
  13. NO CASH and/or CASH DEPOSITS ACCEPTED.
  14. NO CHEQUE OR CHEQUE DEPOSITS ACCEPTED.
  15. Bank charges applicable when making cash deposits.
  16. Annual fees and examination fees are Non-Transferable, Non-Refundable and cannot be exchanged.
  17. Payments are ONLY to be made into the following account:

<b>BANK:</b>	<b>ABSA</b>
<b>BRANCH CODE:</b>	<b>632 005</b>
<b>BRANCH:</b>	<b>DUNSWART</b>
<b>ACCOUNT NUMBER:</b>	<b>407 028 326 6</b>
<b>TYPE OF ACCOUNT:</b>	<b>CHEQUE</b>
<b>NAME OF ACCOUNT:</b>	<b>EXCELSIOR ACADEMIC COLLEGE / H.A. DERRETT</b>
<b>REFERENCE:</b>	<b>ACCOUNT NUMBER/STUDENT NUMBER &amp; What you are paying for, ex. (1625 – School Tour), (1625 – Annual Fees), (1625 – Textbooks), (1625 – Exams) etc.</b>
- \*\*\*Please set the College up on your banking that we receive an email automatically with a Proof of Payment every time you make a payment to the College. The Colleges' accountant is not on site and the administration office will not know to allocate a payment and/or if your payments are up to date if they do not receive a proof of payment directly from the person responsible for paying fees. If payment notifications are not received before or on the payment deadline to the office, we will assume that it is a late payment, and proceed with the late payment steps. Please be sure to email all payment information to [finance@excelsiorac.co.za](mailto:finance@excelsiorac.co.za).
18. Your payment reference should ALWAYS be the applicant's account/student number, in order for us to correctly allocate payments. See above for details.
  19. Monthly payments must be made before or on the 5<sup>th</sup> of every calendar month.
  20. Late payment will result in immediate suspension of student.
  21. No exams are allowed to be written if school fees are not up to date – candidates will not be registered. Fees will be deducted for school fees first.
  22. No assessments, coursework or correspondence will be sent if the account is not up to date.

23. **DISCOUNTS:** Discounts will be given based on the following terms: (All discounts have to be authorised by the Management of Excelsior Academic College)
- 23.1 No discount will be given to the first child enrolled at EAC.
  - 23.2 The second child will receive a 5% discount on their annual fees.
  - 23.3 The third/and additional children after will receive a 10% discount on their annual fees.
  - 23.4 Promotional discounts may be applicable and is subject to approval.
24. It is school policy that no pupil is permitted to go on any school tour (sport or cultural) or be considered for local or international exchange, unless the fee account is current or paid in full.
25. The school reserves the right to:
- 25.1 Do a credit check on the parent and/or person responsible for the payment of fees.
  - 25.2 Not allow any additional charges such as exam fees or other school services to be charged to the account for a new term if tuition fees are in arrears.
  - 25.3 Deduct tuition fees before any exam and/or any other additional fees off the students' account.
  - 25.4 Withhold any and all correspondence ie. School reports, results etc. from the student if tuition fees are not paid up to date.
  - 25.5 Refuse entry to the student and/or require him/her to leave the school.
26. The parent / guardian / person responsible for paying fees agrees that any notice sent to the parent / guardian / person responsible for paying fees by prepaid registered post at the chosen postal address shall be deemed to have reached the parent / guardian / person responsible for paying fees within seven days after the date of dispatch, unless the contrary is proved.
27. The parent / guardian / person responsible for paying fees agrees that no variation of these terms and conditions shall be of any effect unless reduced to writing and signed by the parent / legal guardian / personal responsible for paying fees as well as the Principal and Management staff of EAC.
28. The parties hereby choose as their domicilim citandi et executandi for delivery of notices and processes arising out of this agreement, for the parent, the addresses set out on the face of this agreement, and for the school, 168 Trichardt Road, Parkrand, Boksburg, 1459.
29. The signatory to this agreement, regardless of any divorce agreements to which the school is not a party accepts full responsibility for all fees and charges due under this agreement.
30. Please inform the office should you qualify for a promotional discount!

**L. SUBJECT CHOICES AND FEES & TOTAL COST OF COURSE**

PLEASE CHOOSE ONE OF THE FOLLOWING OPTIONS:

- 1 YEAR DISTANCE PROGRAM
- 18 MONTH DISTANCE PROGRAM
- 24 MONTH DISTANCE PROGRAM

PLEASE CHOOSE ONE OF THE FOLLOWING OPTIONS:

- JANUARY
- JUNE 2017

START DATE AT EAC: \_\_\_\_\_  
(DD/MM/YYYY)

START GRADE AT EAC: \_\_\_\_\_  
(Grade 8-12 / Level)

**THE FOLLOWING SUBJECTS WILL BE TAKEN AT EAC:**

SUBJECT:	LEVEL:	CODE:

**Grade 8: Foundation/Checkpoint Phase**

Subject	Textbooks	1 Year programme
English (First Language)	2 Books	R 3000.00
Afrikaans (Second Language)	2 Books	R 3000.00
French (Second Language)	2 Books	R 3000.00
Mathematics	2 Books	R 3275.00
Science (Biology, Physics, Chemistry)	2 Books	R 4900.00
ICT	3 Books	R 3500.00

**Grade 9 & 10: IGCSE Level**

Subject	Subject code	Exam papers	1 Year programme	18 Month programme
English (First language)	0500	Core: Paper 1 & 3	R 4700.00	R 6000.00
		Extended: Paper 2 & 3		
Afrikaans (Second language)	0548	Paper 1 & 2	R 4440.00	R 5700.00
French (Second language)	0501	Paper 1 & 2	R 4700.00	R 6000.00
Mathematics	0580	Core: Paper 1 & 3	R 4440.00	R 5550.00
		Extended: Paper 2 & 4		
Biology	0610	Core: Paper 1, 3 & 6	R 5000.00	R 6000.00
		Extended: Paper 2, 4 & 6		
Physics	0625	Core: Paper 1, 3 & 6	R 5000.00	R 6000.00
		Extended: Paper 2, 4 & 6		
Chemistry	0620	Core: Paper 1, 3 & 6	R 5000.00	R 6000.00
		Extended: Paper 2, 4 & 6		
Economics	0455	Paper 1 & 2	R 4440.00	R 5750.00
Business Studies	0450	Paper 1 & 2	R 4200.00	R 5700.00
Accounting	0452	Paper 1 & 2	R 4700.00	R 5575.00
Computer Science	0478	Paper 1 & 2	R 4500.00	R 5700.00
Art and Design	0400	Component 1 & 2	R 5000.00	R 6000.00
History	0470	Paper 1, 2 & 4	R 4500.00	R 5800.00

**Grade 11 & 12: AS Level**

Subject	Subject code	Exam papers	1 Year programme	18 Month programme
English (First language)	9093	Paper 1 & 2	R 4025.00	R 5215.00
Afrikaans (Second language)	8679	Component 2 & 3	R 4000.00	R 5100.00
French (Second language)	8682	Component 1, 2 & 3	R 4350.00	R 5550.00
Mathematics	9709	Paper 1 & 4 or 6	R 4350.00	R 5550.00
Biology	9700	Paper 1,2 & 3	R 4925.00	R 6250.00
Physics	9702	Paper 1, 2 & 3	R 4925.00	R 6250.00
Chemistry	9701	Paper 1, 2 & 3	R 4925.00	R 6250.00
Economics	9708	Paper 1 & 2	R 4150.00	R 5275.00
Business Studies	9609	Paper 1 & 2	R 4150.00	R 5275.00
Accounting	9706	Paper 1 & 2	R 4150.00	R 5275.00
Computer Science	9608	Paper 1 & 2	R 4200.00	R 5340.00
History	9389	Component 1 & 2	R 4150.00	R 5250.00

## Post Matric: A Level

Subject	Subject code	18 Month programme
English (First language)	9093	R 8050.00
Afrikaans (Second language)	8679	R 8000.00
French (Second language)	8682	R 8700.00
Mathematics	9709	R 8700.00
Biology	9700	R 9800.00
Physics	9702	R 9800.00
Chemistry	9701	R 9800.00
Economics	9708	R 8300.00
Business Studies	9609	R 8250.00
Accounting	9706	R 8325.00
Computer Science	9608	R 8400.00
History	9389	R 8220.00

### Once off annual fees: (Payable before or on 31 January 2018)

Application fee..... R 700.00  
 Tuition for NBT's..... R 2 800.00

President's Award .....R (tbc)  
 Exam registration & fees..... See info booklet  
 2018 March/August Workshops..... See info booklet

### Fees include and is based on the following terms and conditions:

- Fees do not include examinations, examination registration workshops and/or camps and excursions.
- Fees are subject to change without prior notice.
- Fees include:
  - Textbooks
  - Enrichment material
  - Assessments
  - Subject year planner
  - Online resources
  - Exam preparation

\*\*Not all subjects can be written as a private candidate. (Enquire upon application at the beginning of the academic year and NOT upon exam registration – your registration will not be accepted.)

\*\*If an applicant chooses a coursework subject as a distance subject – all other subjects that the applicant wishes to write (that EAC offers) at the College must be done through the College as a distance student.

\*\*Should you choose to be registered as an EAC exam candidate – all subjects that the applicant wants to write (that EAC offers) must be done through the College. Alternatively, the candidate will be registered as a private candidate and we will not submit forecast grades to Cambridge.

## N. FEE CALCULATOR

PLEASE CHOOSE ONE OF THE FOLLOWING PAYMENT OPTIONS:

- |                          |                  |  |
|--------------------------|------------------|--|
| <input type="checkbox"/> | <b>OPTION 1:</b> | FULL PAYMENT ONCE OFF – 5% DISCOUNT ON TOTAL COST OF COURSE        |
| <input type="checkbox"/> | <b>OPTION 2:</b> | 40% UPFRONT – REMAINDER PAYABLE OVER 7 MONTHS IN EQUAL INSTALMENTS |
| <input type="checkbox"/> | <b>OPTION 3:</b> | 25% UPFRONT – REMAINDER PAYABLE OVER 6 MONTHS IN EQUAL INSTALMENTS |

### PAYMENT OPTION 1:

TOTAL COST OF COURSE: \_\_\_\_\_  
 (Excluding application fee)

- 5% discount \_\_\_\_\_

Other discount: (if applicable) \_\_\_\_\_

= TOTAL PAYABLE: \_\_\_\_\_

DATE PAYABLE: **Before or on 31**

January	June
---------	------

 '18

*Same as chosen start date.*

I, \_\_\_\_\_ PARENT/LEGAL GUARDIAN hereby agree to pay the  
 amount of R \_\_\_\_\_ on (date) \_\_\_\_\_ in full.

\_\_\_\_\_  
**Signature**

**PAYMENT OPTION 2:**

TOTAL COST OF COURSE: \_\_\_\_\_  
(Excluding application fee)

- Discount: (if applicable) \_\_\_\_\_

= TOTAL COST REMAINING: \_\_\_\_\_

40% of total cost remaining: \_\_\_\_\_

+ 1<sup>st</sup> Instalment Annual Fees: \_\_\_\_\_  
(Cost remaining – 40% Deposit / 7)

= TOTAL PAYABLE: \_\_\_\_\_

Remainder fees: \_\_\_\_\_

= \_\_\_\_\_

I, \_\_\_\_\_

DATE PAYABLE: **Before or on 31**

January	June
---------	------

**'18**  
*Same as chosen start date.*

/ 6

= Monthly Instalment (Month after chosen starting date + 5)  
*Example: February to July if applicant chose January.*

PARENT/LEGAL GUARDIAN hereby agree to pay the

Total amounts agreed upon in the above calculations, furthermore I agree to pay all fees as per the dates on this agreement.

\_\_\_\_\_  
**Signature**

**PAYMENT OPTION 3:**

TOTAL COST OF COURSE: \_\_\_\_\_  
(Excluding application fee)

- Discount: (if applicable) \_\_\_\_\_

= TOTAL COST REMAINING: \_\_\_\_\_

25% of total cost remaining: \_\_\_\_\_

+ 1<sup>st</sup> Instalment Annual Fees: \_\_\_\_\_  
(Cost remaining – 25% Deposit / 6)

= TOTAL PAYABLE: \_\_\_\_\_

Remainder fees: \_\_\_\_\_

= \_\_\_\_\_

I, \_\_\_\_\_

DATE PAYABLE: **Before or on 31**

January	June
---------	------

**'18**  
*Same as chosen start date.*

/ 5

= Monthly Instalment (Month after chosen starting date + 4)  
*Example: February to June if applicant chose January.*

PARENT/LEGAL GUARDIAN hereby agree to pay the

Total amounts agreed upon in the above calculations, furthermore I agree to pay all fees as per the dates on this agreement.

\_\_\_\_\_  
**Signature**

I, person responsible for paying fees \_\_\_\_\_ ID number: \_\_\_\_\_  
\_\_\_\_\_ hereby agrees that although I am entering the dates and amounts above, I will adhere to the payment options and payment structures of EAC.

\_\_\_\_\_  
**Signature**

**Please choose one of the following:**

Collection

Courier (Please note there is an extra R 150.00 applicable)

If courier, please provide us with the delivery address: **(Delivery address has to be the nearest Post Net Office to you)**

DELIVERY ADDRESS: \_\_\_\_\_

POSTAL CODE: \_\_\_\_\_

**\*\*PLEASE NOTE THE FOLLOWING:**

- Course material will only be dispatched on receipt of proof of your first payment.
- No cash accepted.
- No cheques and cheque deposits are accepted.
- Bank charges applicable when making cash deposits.
- Course material and fees are Non-transferable, Non-refundable and cannot be exchanged.

**O. EXAMINATION PROCESS**

1. General Information

- 1.1 Afrikaans examinations are only offered by Cambridge in the October/November sitting.
- 1.2 Registration for the May/June examinations are the end of January. Closing date will be confirmed.
- 1.3 Registration for the October/November examinations are the end of June. Closing date will be confirmed.
- 1.4 Any late registration may result in penalties.
- 1.5 Refer to clause "K" for examination payment/fee information.
- 1.6 All practical's and orals must be done at EAC.

2. Examination Registration

- 2.1 Examination entries and registrations can only be done when we have received a completed and signed booking form as well as proof of payment.
- 2.2 Examination registration fees cannot be refunded or transferred to a different sitting.
- 2.3 Examination dates are set by Cambridge and cannot be changed.

3. Internal Examinations

- 3.1 Internal examinations will be written up until applicant is registered to write Cambridge External Examinations.
- 3.2 Internal examination results will be assessed to allow applicant to write external examinations as well as move to the next phase.
- 3.3 Internal work/examinations results will be scanned and emailed to the parent of applicant to be reviewed.
- 3.4 A report card will be issued at the end of every term in order for parent to monitor applicants' progress.

4. External Examinations

- 4.1 Applicants that are in the 2-year IGCSE and/or AS level will write their external examinations split into 2 sittings of their last year of the particular phase.

5. Examination fees Terms & Conditions

- 5.1 Parents / legal guardian / person responsible for paying fees agrees to pay any and all registration fees for examinations.
- 5.2 Parents / legal guardian / person responsible for paying fees agrees that till EAC has received the final examination invoice from The University of Cambridge, that we can only give you an estimate of what the registration fees for the exams are and you will be liable for any shortfall with regards to, but is not limited to, registration, late registration, enquiries about results etc. (See 2018 CIE Booklet for more information and fee policies).
- 5.3 These invoices from The University of Cambridge can be received, before, during and/or after the examination series.
- 5.4 Parent / legal guardian / person responsible for paying fees will be notified immediately after receipt of invoice should there be an additional cost.

**P. DECLARATION BY PARENT/LEGAL GUARDIAN/ APPLICANT (IF OVER 18 AND RESPONSIBLE FOR ACCOUNT)**

1. I the undersigned, declare that I, the Applicant (my son / my daughter) have filled in this form and that all the details are correct.
2. I, the undersigned, declare that I will be liable for prompt payment of fees to EXCELSIOR ACADEMIC COLLEGE as determined by EXCELSIOR ACADEMIC COLLEGE in the payment clause.
3. I, the undersigned understand that EXCELSIOR ACADEMIC COLLEGE has the right to cancel my registration at any time should it emerge that the information in this application form I have supplied is incorrect and false.
4. I, the undersigned, agree to pay any costs with regards to legal fees and attorneys should EXCELSIOR ACADEMIC COLLEGE have to enter into legal proceedings, if I fail to make payment on or before stipulated dates as per the payment structure.

5. I, the undersigned, grant EXCELSIOR ACADEMIC COLLEGE permission to claim outstanding amounts from my employer by way of salary deduction, should I fail to adhere to the payment structure and terms.
6. I, the undersigned, acknowledge that I have read and understand all the terms and conditions as well as the information as set throughout this application form. I furthermore agree that I will adhere to all the terms and conditions of this application form.
7. All provisions and the various clauses of this agreement are, notwithstanding the manner in which they have been grouped together or linked grammatically, severable from each other. Any provision or clause of this agreement which is or becomes unenforceable in any jurisdiction, whether due to voidness, invalidity, illegality, unlawfulness or for any other reason whatever, shall, in such jurisdiction only and only to the extent that it is so unenforceable, be treated as pro non scripto and the remaining provisions and clauses of this agreement shall remain of full force and effect. The parties declare that it is their intention that this agreement would be executed without such unenforceable provision if they were aware of such unenforceable provision if they were aware of such unenforceability at the time of execution hereof.
8. The parties to this agreement agree that this agreement may be signed in counterparts which, when signed, will be put together and read as one document.
9. INDEMNITY: The parties hereby indemnify Excelsior Academic College and holds Excelsior Academic College harmless from all claims by third parties in connection with loss of life, bodily or personal injury or property damage arising from or out of any occurrence in, upon, at or from the occupancy or use by the student of the said Premises or any part thereof or occasioned wholly or in part by any act or omission of Excelsior Academic College, its employees or agents. The parties shall not have any right, remedy or claim of any nature whatsoever and howsoever arising against Excelsior Academic College for any loss, damage (whether general, special or consequential) expenses or injury of any nature whatsoever or howsoever arising which may be suffered by the student, directly or indirectly, irrespective of whether or not such loss, damage, expense or injury shall have been caused through or as a result of the negligence (gross or otherwise) of Excelsior Academic College or any person for whose acts or omissions Excelsior Academic College is vicariously liable in law.
10. A certificate signed by a director, secretary, manager or accountant of Excelsior Academic College or Excelsior Academic College's agent shall be prima facie proof of the amount of any indebtedness owing by the parties to Excelsior Academic College at any time and also the fact that payments of the whole, or, as the case may be, any portion of that amount is due and payable to Excelsior Academic College.
11. By signing this contract, the applicant / parent and/or legal guardian agrees that they will adhere to the terms and conditions in the schools' policies and code of conduct. (The policies and code of conduct can be viewed during school hours upon request and or upon request of a copy).

Name & Surname of Applicant:	Identification Number/Passport Number, etc.:	Signature
Date signed:		

Name & Surname of Parent 1/ Legal Guardian 1:	Identification Number/Passport Number, etc.:	Signature
Date signed:		

Name & Surname of Parent 2/ Legal Guardian 2:	Identification Number/Passport Number, etc.:	Signature
Date signed:		

Print Full Name and Surname of Witness:	Signature:	Date signed:
Date signed:		



**CORRESPONDENCE FORM**To Whom Should All **Finance** Correspondence be sent: (Please tick X)

Applicant	Parent / Legal Guardian 1	Parent / Legal Guardian 2	Person responsible for paying fees
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Email: \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

To Whom Should All **Exam, test etc. result** Correspondence be sent: (Please tick X)

Applicant	Parent / Legal Guardian 1	Parent / Legal Guardian 2	Person responsible for paying fees
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Email: \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

To Whom Should All **School trips and Excursions Information** Correspondence be sent: (Please tick X)

Applicant	Parent / Legal Guardian 1	Parent / Legal Guardian 2	Person responsible for paying fees
-----------	---------------------------	---------------------------	------------------------------------

Email: \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

To Whom Should All **General Notifications & Information** Correspondence be sent: (Please tick X)

Applicant	Parent / Legal Guardian 1	Parent / Legal Guardian 2	Person responsible for paying fees
-----------	---------------------------	---------------------------	------------------------------------

Email: \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

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**End of Distance Application Form 2018**