



GLOBAL ACADEMY OF EDUCATION

Application Form

Welcome to Global Academy of Education NPC

Where we help learners grow, develop and mature into who
God created them to be

Psalm 119:73 You made me; you created me. Now give me the sense to follow your commands

YEAR APPLIED FOR: _____

GRADE APPLIED FOR:

1	2	3	4	5	6	7	8	9	
---	---	---	---	---	---	---	---	---	--

CURRENT GRADE: _____ LAST GRADE PASSED _____ GRADE/S REPEATED _____

FOR OFFICE USE

Date when registration form was
received

All documentation received

Approved _____

Date _____

Commencement Date

Grade: _____



GLOBAL ACADEMY OF EDUCATION

Application Form

Attach
a
photo

NECESSARY SUPPORTING DOCUMENTS

Tick ✓ that you have completed and/or included the following with your application:	✓
Application Form: Every aspect of the form has been completed and all information is accurate, true, and relevant	
Commitment Signatures: Both parents have signed the Parent Agreement on the Application Form.	
Memorandum of agreement: School Fees The Payment Plan and other related documents have been completed and signed.	
Birth Certificate: A certified copy of the applicant's birth certificate is attached, and the name on the birth certificate is the exact name as stated on the Enrollment Form.	
ID Documents: Certified copies of both parents' identity documents, even if divorced or separated, are attached.	
Proof of Residency: A recent Utility Bill is attached.	
Academic History: A copy of the applicants most recent school report is attached.	
Clinic Card: I have attached a certified copy of the applicant's clinic card.	
Proof of Income: I have attached a copy of my most recent salary advice / income advice	
Permissions, Acknowledgements and Consent Forms: Forms have been read and signed by the parents / guardians.	
Language of teaching and learning: I understand that English is the LOTL and that I have read the LOTL document	



GLOBAL ACADEMY OF EDUCATION

Application Form

SECTION 1: LEARNER PARTICULARS

Surname of Learner: (as stated on the Birth Certificate)		First Names: (as stated on the Birth Certificate)			
Preferred name:					
Boy	Girl	Home Language:		Immigrant:	Nationality:
Date of Birth:		I.D. Number: <small>A copy of birth certificate must accompany this Enrolment</small>			
Position in Family	Only or first child	Second child	Third child	Fourth child	Fifth or more
Are there any other children at Global Academy? If yes, please, state names					
Name:		Grade:			
Name:		Grade:			
Residence of learner		Parents		Guardians	
Transport to/from school		Motor Vehicle	Bus	Taxi	Walk

SECTION 2: LEARNER'S MEDICAL DETAILS

Has the learner received all the necessary immunisations?		Yes	No
If No, state reason			
	Condition	Medication	
Allergies: (peanuts, bee stings, etc.)			
Chronic Illnesses: (diabetes, epilepsy, etc.)			
Medical Conditions: (pulmonary stenosis, muscular dystrophy, cerebral palsy, etc.)			
Disabilities: (hard of hearing, partially sighted, autistic spectrum disorder, ADHD, etc.)			
Has the learner had any operations?			



GLOBAL ACADEMY OF EDUCATION

Application Form

SECTION 3: PREVIOUS SCHOLASTIC INFORMATION

Please list names of the schools the learner has attended.

A Transfer Form from the previous school MUST be handed in on entry to Global Academy of Education

	Name of School	Country / Province	Contact Number	Reason for Leaving
Pre-School/ Nursery/Day Care				
Pre-Primary / Grade R				
Foundation Phase Grade 1 - 3				
Inter Phase - Grade 4 - 6				
Senior Phase - Grade 7 - 9				

EXTRA-MURAL INFORMATION

Sport and Cultural

Is the learner currently involved in an extra-mural activity? Have they received Provincial or National Colours?

Sport	At school	Privately	School and privately	Provincial / National Colours

SECTION 4: DETAILS OF ANOTHER CONTACT IN THE CASE OF AN EMERGENCY

SURNAME:		NAMES:	
TEL H:	TEL W:	CELL:	
EMIAL ADDRESS (please write legibly)			
Relationship:			



GLOBAL ACADEMY OF EDUCATION

Application Form

SECTION 5: PARENT INFORMATION

All communication (school SMS messages, phone calls, letters) will be directed to the First Care Giver

	First Care Giver	Second Care Giver
Parental status: Mother / Father / Legal Guardian		
Title:		
Surname:		
First Name: (as on ID document)		
I.D. No.: A Certified copy of both ID documents must accompany this Enrollment Form		
Physical Address: Proof of resi- dency (rates, telephone account, etc.) must accompany this Enrollment Form. <i>Domicilium citandi et executandi</i>		
Postal Address: <i>Please include postal code</i>		
Home Telephone Number:		
Cell Phone Number:		
Occupation:		
Employer / Company Name:		
Work Telephone:		
E-mail Address: Please write legibly		



GLOBAL ACADEMY OF EDUCATION

Application Form

SECTION 6: DECLARATION OF PARENTS / LEGAL GUARDIANS

We, the undersigned, _____, hereby certify that the information given by us in this Application for Admission is complete and accurate. We also agree to the conditions as set out herein.

This Application for Admission will be reconsidered in the case where important relevant information, which is brought to the school's attention, is withheld.

I have read the Code of Conduct (see attached) and Dress Code (last page) and will accept an offer of placement for our child/dren at the School in accordance with the term and conditions set out herein.

NB Signature of both parents / or legal guardians are required where applicable

Signature of first care giver

Date

Signature of second care giver

Date



GLOBAL ACADEMY OF EDUCATION

Application Form

SECTION 7: DETAILS OF SCHOOL FEE ACCOUNT HOLDER

Title:		
Surname:		Full names as indicated in the ID document:
ID Number:		
Relationships		Marital status:
Occupation:		
Employer:		
Residential Address:		
Work Address:		
Postal Address:		
Tel H:	Tel W:	Cell:
Email address: (please write legible)		

SECTION 8: DECLARATION OF ACCOUNT HOLDER

We/I, the undersigned, _____, hereby certify that the information given by the Account Holder in this application for Admission is complete and accurate.

We accept joint and several liability to Global Academy of Education NPC for the due and punctual payment of the once - off non-refundable registration fee, school fees, book & educational fees, and any other amounts which may become due and payable to the School in respect of participation in or attendance of any extracurricular activity.

WE accept the Financial / School Fee Terms and Conditions of which a copy is attached.

NB The signature of the Account Holder and that of a 2nd parent / or legal guardian are required where applicable.

Signature of Account Holder

Date



GLOBAL ACADEMY OF EDUCATION

Application Form

Signature of 2nd parent / legal guardian

Date

Signature of authorized school representative

Date

SECTION 9: FINANCIAL /SCHOOL FEE TERMS AND CONDITIONS

1. ACCEPTANCE OF LIABILITY

- 1.1 The person responsible for the account (hereafter the Account Holder) as set out in the standard Application for Admission (hereafter the Application) herewith assumes liability for the account, alternatively bind him/herself as co-debtor and surety for payment of all fees to Global Academy of Education NPC (hereafter GAE).
- 1.2 The legal guardian, as described in the Application, bind him/herself as surety and co-debtor for the payment of all legal fees by the Account Holder of any other payment that may arise from this Agreement.

2. TERM OF PAYMENT

- 2.1 It is recorded that fees are determined during the 4th term and that the Account Holder is informed of the results via a general financial parents meeting.
- 2.2 The Account Holder shall be informed via WhatsApp of their outstanding account balances at the end of every month.
- 2.3 All fees are payable **monthly in advance** by means of direct deposit or EFT, on or before the 7th of each calendar month or termly by the second week of the term or annually in advance by 28 February.
- 2.4 **GAE reserves the right to charge 5% on all accounts that are in arrears by 30 days longer.**
- 2.5 In the event where existing account is / has not been managed in the proper manner, no further applications will be considered for the follow year.

3. BREACH OF CONTRACT

In the event where the undersigned surety, Account Holder or legal guardian commits a breach of contract of any of the terms of this Agreement, GAE may in its sole discretion:

3.1 Refuse the learner entry to the School's premises until the breach has been remedied; or

3.2 Claim damages from the Account Holder and / or the surety and legal guardian; or

3.3 Take whatever legal steps may be necessary.

4. General

This Agreement constitutes the whole Agreement between the parties to the subject matter hereof. No amendments of consensual cancellation of this Agreement or any provision of terms thereof or any Agreement, bill of exchange or other documents issued or executed pursuant to or in terms of the Agreement and no settlement of any disputes arising under this Agreement and no extension of time, waiver or relaxation or suspension of any of the above provisions or terms of this Agreement or any Agreement, bill of exchange or other documents issued pursuant to or in term of this Agreement shall be binding unless recorded in a written document signed by the parties. Any such extension, waiver or relaxation or suspension which is so given or made shall be strictly construed as relating strictly to the matter in respect whereof it was made of given.

5. Jurisdiction

This Agreement is subject to South African law.



GLOBAL ACADEMY OF EDUCATION

Application Form

6. Credit Information

The Account Holder, surety or legal guardian hereby consents to the disclosure and exchange of personal financial information to a credit bureau or financial institution in accordance with the national Credit Act.

7. Domicilium

The parties choose as their domicilium citandi et executandi the addresses set out in the Application.

8. Legal Fees

In the event where GAE takes legal action against the Account Holder, he/she will be liable for all legal fees on an attorney client scale, collection costs and commission, interest and tracing fees.

9. Cancellation

9.1 The Account Holder undertakes to give 30 (thirty) calendar days written notice of termination of the enrolment of a learner, failing which the liability for the full amount of the following term's fees shall be owing.

9.2 GAE shall be entitled to terminate enrolment of any learner under the following circumstances:

9.2.1 Summarily, and with immediate effect, if the learner is guilty of any offence which, in the sole opinion of the School, renders his/her continued enrolment at the School impossible, in which the event the Account Holder, after deduction of all amount otherwise owing to the School, will be refunded a pro-rata proportion of any fees already paid in advance in respect of such learner.

Signature of Account Holder

Date

SECTION 10: PERMISSION TO USE PHOTOGRAPHS

I understand and acknowledge that, from time to time, informal photographs are taken of GAE's learners, but that, insofar as these photographs are placed in the possession or control of the School and its staff as well as the School SMT and Directors, these photographs might be used by the School and its staff as well as the SMT and Directors in the electronic and /or printed media, newspaper advertisements, magazines advertisements, brochures, flyers, posters, banners, flippers and signage on buildings and vehicles, which use will solely for purposes of marketing the School. As all marketing material of the School portrays excellence, the School will at all times, insofar as the use and publication of photographs are placed in the control of the School ensure that these photographs are used in good taste.

Signed at _____ on this _____ day of _____ 20____

Signature of legal guardian / parent

Witness signature



GLOBAL ACADEMY OF EDUCATION

Application Form

MEMORANDUM OF AGREEMENT: SCHOOL FEES

entered by and between

Mr./Mrs./Miss: _____ (full names & surname)

Physical address: _____

Parent / Guardian of: _____ Grade _____

and

The Directors of Global Academy of Education NPC, Mossel Bay

Tel. 044 – 693 0972 / Cell 083 393 7414

23 Ysterhout Crescent

Private Bag X2 nr 5 Heiderand 6506

office@globaled.co.za

As parent / guardian of the above learner/s at Global Academy of Education NPC, I/we undertake to ensure that the school fees are paid in terms of the conditions stated herein. I/we agree to the jurisdiction of the Magistrate Court, and further consent to pay costs on the scale of the attorney's own client for any legal action that might arise out of this agreement. I/we choose the above address as my/our domicilium citandi et executandi for any execution or delivery of any notice or legal process that may arise out of this agreement.

School fees are payable in advance monthly. Arrangements can be made to pay arrears monthly. Should such payments not be up to date, the full arrears amount becomes due and payable immediately. We advise that interest at current rates may be charged on overdue accounts. This agreement is binding for the full period and after, your child/ren attend/s Global Academy of Education NPC.

I/We have elected to pay as follows: (please tick only one block)

Cash deposit / EFT / Stop Order

Yearly in advance	Monthly in Advance	Date of payment			
		1st	15th	25th	31st

Occupation of payer: _____ Employer: _____

Postal Address of Payer: _____ Code: _____

Tel of payer: Work _____ Cell: _____

Email Address of payer: _____

ID Number of Account Payer: _____

Signature of Account Payer: _____ Date: _____



GLOBAL ACADEMY OF EDUCATION

Application Form

DRESS CODE INFORMATION

SUMMER

GIRLS

White Short sleeve school shirt with School Logo
(*school logo available at the office*)
Black school jersey / pull over

Red school skirt

Short white socks & black school shoes.

WINTER

White long-sleeve school shirt with school logo
(*school logo available at the office*)
Black school jersey/pull over
Red tie (Gr 4 – 6) / Striped tie (Gr 7 up)
Red blazer (Gr 4 up)
Red school skirt

Black tights / knee-high grey socks & black school shoes

School Rain Jacket

SPORT UNIFORM

Red school golf shirt
Black skort

White socks & black /white takkies

School Tracksuit: On sports day

Beanies & Scarves: Solid Black, Grey or Red – **no other colours permissible**

Hair Accessories

Only black, grey, white or red is allowed

No other forms of clothing will be allowed. Learners may not wear any other jackets or T-shirts as part of their school uniform.

All clothing must be clearly marked

SUMMER

BOYS

White short-sleeve school shirt with School Logo
(*school logo available at the office*)
Black school jersey / pull over

Grey shorts (Gr 1 – 6) / Long pants (Gr 7 up)

Long grey socks & Black school shoes.

WINTER

White long-sleeve school shirt with school logo
(*school logo available at the office*)
Black school jersey/pull over
Red tie (gr 4 – 6) / Striped tie (Gr 7 up)
Red blazer (Gr 4 up)
Long grey pants

Grey socks & black school shoes

School Rain Jacket

SPORT UNIFORM

Red school golf shirt
Black shorts

Grey socks & black /white takkies

Tracksuit: On sports day

Beanies & Scarves: Solid Black, Grey or Red – **no other colours permissible**