



# **APPLICATION BOOKLET**

**SENIOR AND FET PHASE**



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# STUDENT APPLICATION 2027

## CHECKLIST

We are so happy that you have decided to send your child to Future Education Centre and we cannot wait to begin this educational journey with both you and your child. Please see the list below of documents that we require along with your application.

	<b>Office Checked</b>
Student/Parents/Guardian Information - completed	
Medical Information - completed and signed	
Account Payer Information - completed	
Code of Conduct - signed by student and parents/guardians	
Declaration - signed by student and parents/guardians	
Department of Education Registration form	
Proof of 1st payment tuition/curriculum/sundries	
Copy of ID for both parents/guardian and account payer	
Copy of student's ID/Birth certificate	
One ID picture of Student	
Copy of Medical Aid card	
Latest report card from previous school/Centre	
Transfer card from previous school/Centre	
Educational Psychologist/Speech/Occupational Therapy Report/s	
3 Months bank statements or 3 months salary slips	



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# STUDENT APPLICATION 2027

STARTING DATE

## STUDENT INFORMATION

Full Name :   
(PLEASE USE CAPITAL LETTERS)

Date of Birth : \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Gender :  Male  Female

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

Phone Number : \_\_\_\_\_ E-Mail : \_\_\_\_\_

ID Number : \_\_\_\_\_ Grade : \_\_\_\_\_

Race : \_\_\_\_\_ Nationality : \_\_\_\_\_

## PARENT / GUARDIAN INFORMATION #1

Full Name :   
(PLEASE USE CAPITAL LETTERS)

Date of Birth : \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Gender :  Male  Female

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

Phone Number : \_\_\_\_\_ E-Mail : \_\_\_\_\_

ID Number : \_\_\_\_\_ Relationship to student : \_\_\_\_\_

Occupation : \_\_\_\_\_ Employer : \_\_\_\_\_

Employer Contact Details : \_\_\_\_\_

## PARENT / GUARDIAN INFORMATION #2

Full Name :   
(PLEASE USE CAPITAL LETTERS)

Date of Birth : \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Gender :  Male  Female

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

Phone Number : \_\_\_\_\_ E-Mail : \_\_\_\_\_

ID Number : \_\_\_\_\_ Relationship to student : \_\_\_\_\_

Occupation : \_\_\_\_\_ Employer : \_\_\_\_\_

Employer Contact Details : \_\_\_\_\_



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# STUDENT APPLICATION 2027

## Medical information & Indemnity Declaration

### STUDENT INFORMATION

Please note that the following information is confidential

Medical Aid : \_\_\_\_\_

Scheme : \_\_\_\_\_

Principle Member : \_\_\_\_\_

Membership No : \_\_\_\_\_

Family Doctor : \_\_\_\_\_

Telephone Number : \_\_\_\_\_

Blood Type : \_\_\_\_\_

Please insert date of last tetanus immunisation : \_\_\_\_\_

Does or has he/she suffer(ed) from any serious illness or disability, including emotional instability? If so please expand :

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Please state any current treatment he/she is receiving :

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Please state any allergies, this includes any drugs :

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If he/she is on any maintenance therapy, please ensure an emergency supply is brought to Future Education Centre and/or for outings. Please make sure the medication is clearly marked with dosage/instructions. Please describe :

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Any additional information :

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# STUDENT APPLICATION 2027

## Medical information & Indemnity Declaration

### DECLARATION

**Please read through the declaration carefully. If there is anything you do not understand, please feel free to contact us.**

1. Delegate the Principal or his/her representative, the power to authorise whatever medical treatment he/she in their sole discretion deems necessary for the learner, and in doing so agree the Principal or his/her representative should act as loco parentis.
2. Indemnify and hold Future Education Centre and/or their staff, employees harmless in respect of all damage, whether to person or to personal property of both student and parent/guardian from any cause howsoever arising, whilst on Future Education Centre property or under the control of Future Education Centre during any Centre excursion, activity or outing.
3. Agree that this indemnity shall commence on the date of signature hereof and shall remain in force and be of effect for the duration of the learner's enrolment at Future Education Centre.

**Parent 1 / Guardian :** \_\_\_\_\_ **Signature :** \_\_\_\_\_

**Parent 2 / Guardian :** \_\_\_\_\_ **Signature :** \_\_\_\_\_

**Signed at :** \_\_\_\_\_

**this** \_\_\_\_\_ **day of** \_\_\_\_\_ **20** \_\_\_\_\_



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# STUDENT APPLICATION 2027

## FUTURE EDUCATION CENTRE TUITION

It is important that parents are aware that the development levy is charged once a year every year and is due latest by the first day of school.

We set a standard rate for all of our grades. The fees are as follows

ON CAMPUS  
GRADE 8 - 12

R4 910.00 x 11  
**Development Levy**  
R4 000.00 per  
annum

ONLINE  
GRADE 8 - 12

R2 455.00 x 11  
**Development Levy**  
R2 000.00 per  
annum

Future Education Centre uses Think Digital as our curriculum. All fees for the curriculum are paid directly to Think Digital and Future Education Centre will not be held responsible if any curriculum payments are missed and services are discontinued.

Please note that a non-refundable registration fee of R250.00 must accompany all returned applications to Future Education Centre. The development levy is payable each year in full by the latest when the Centre opens for Term 1 of that year. It is important to note that this fee is non-refundable.



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# STUDENT APPLICATION 2027

## ACCOUNT HOLDER INFORMATION

Full Name :

Date of Birth : \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Gender :  Male  Female

Billing address : \_\_\_\_\_

Phone Number : \_\_\_\_\_ E-Mail : \_\_\_\_\_

ID Number : \_\_\_\_\_ Relationship to student : \_\_\_\_\_

## TERMS AND CONDITIONS

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**Please make sure you read the following terms and conditions carefully. If there is anything you do not understand, please do not hesitate to give us a call.**

1. All invoices are due by the 1st of every month and all accounts are required to be paid in full and in advance in order to keep a positive balance with the school.
2. If the account payer is unable to make payment, they are required to contact the accounts department on [accounts@futureeducationcentre.co.za](mailto:accounts@futureeducationcentre.co.za)
3. Failing this and ignoring any contact in relation to outstanding debit, your account will be handed over to a debt collection agency.
4. Clients for whom a full and final payment has not been made by December 1st, may find the learner's place has been forfeited for the following year, and progress reports will not be issued by Future Education Centre.
5. Future Education Centre reserves the right to suspend tutoring for any student if the account is in arrears and arrangements have not been made. Future Education Centre is primarily a business and the suspension of tuition does not in any form reflect the withholding of education from a student.
6. Future Education Centre may withhold documentation, such as transfer information, examination results, and any other property deemed to be that of Future Education Centre, until all amounts owing have been paid.
7. Future Education Centre reserves the right to get the account payer to sign a letter recognising the debt owing and the terms for its repayment.
8. Permission given to Future Education Centre to conduct a Credit Enquiry from a bureau on the account payer for the purpose of setting a limit to services provided. This information may be shared with other credit providers. Permission is also given to advise the bureau of default in payments.



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# STUDENT APPLICATION 2027

## CODE OF CONDUCT

**Please make sure you read the following code of conduct carefully. If there is anything you do not understand, please do not hesitate to give us a call.**

1. The student is required to arrive on time for their on campus study.
2. Students are required to appear neat and tidy at all times.
3. The student is required to have all necessary study material ready with them for the session, this includes a fully charged laptop.
4. The student agrees to treat all fellow Future Education Centre tutors and students with respect during their on campus tutoring sessions.
5. The student agrees to not misuse any email addresses or cellphone numbers of any tutors or fellow students of Future Education Centre.
6. The student agrees to not use any form of hate speech either in any WhatsApp groups they may belong to or during their online or on campus tutor session.
7. Cell phones may not be used during class time. The Register tutor reserves the right to take away any student's cell phone if caught being used. If taken away, the student will get their cell phone back at the end of the school day. If any student wishes to contact their parents, their are required to go to the office and have the office contact their parents.
8. Students are responsible for their personal belongs and valuables.
9. All students participating in a cultural activity, whether at Future Education Centre or not, are all ambassadors of Future Education Centre and are bound by the provisions of the Code of Conduct.
10. Students may not leave Future Education Centre at any time without proper authorization.

I, \_\_\_\_\_ being the parent of \_\_\_\_\_ confirm that both myself and my child have read, understood and accepted the terms and conditions of the Code of Conduct issued by Future Education Centre.

Signed at \_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_  
Parent No.1

Signed at \_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_  
Parent No.2





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# STUDENT APPLICATION 2027

## DECLARATION BY APPLICANT

**Please make sure you read through the following declaration carefully before signing**

I/ We hereby declare that the information supplied by us in this document to be true and accurate.

I/ We understand and agree to the Terms and Conditions and Fee structure.

I/ We understand and agree to the payment terms stated by Future Education Center

I/ We understand that all fees in relation to Future Education Center is to be paid directly into the bank account given on the invoice.

I/ We understand that a 1 month notice is require when wanting to remove the student from the school.

I/We understand that it is our responsibility to keep the Centre up to date with any changes in email address' or cell phone numbers.

I/We understand that it is our responsibility to read both invoices and statements that are sent to us.

I/We understand that as the account payer/s we are responsible for any owing amounts to the Centre.

This agreement shall take effect immediately upon signature hereof and shall continue for the enrolment of the student at Future Education Center.

**Account Payer Name**

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**Account Payer Signature**

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**Student Name**

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**Student Signature**

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**For More Information :**

066 233 6999  
admin@futureeducationcentre.co.za

**THANK YOU**

**Carmen**

*CvdWeathuizer*

**For More Information About Our Campus :**

082 566 2476  
chas@futureeducationcentre.co.za

**THANK YOU**

**Chas**

*CBrand*