



SPECIAL CONDITIONS:

- (1) Failure by a Learner to attend School/Classes for any reason whatsoever will not reduce liability for the total cost of the full year and the Learner shall be entitled to no credit or reduction as a result of the Learner failure to attend Classes and accept that the fees are to be paid before the first (1) day of each month (beginning from January to (1) December regardless the school holidays).
- (2) **NO REFUNDS WILL BE MADE ON ANY MONIES PAID TO THE COLLEGE IN RESPECT OF REGISTRATION FEES, STUDENT CARDS, SPORTS FEES OR TOTAL YEAR FEES. REFUND SCENARIOS ONLY**
No cancellations will be done after the School opens for the First term. Refunds are processed only in two Scenarios, if the school doesn't offer the subjects a learner has registered for or when want to be transferred to another school before the start of First Term in January. In Case of Refund of the two Scenarios above applications must be submitted timeously to avoid delays in pay-outs. The process takes a period of 2 to 4 weeks.
- (3) A 50% cancellations fees will be charged if cancellations, which are made writing are received in less than 3 (three) working days before the Term one commencement date. The full fees will become payable if no cancellation notice is supplied to Leeds Business College before the scheduled First Term date.
- (4) Overdue amount shall be subject to interest at a rate of 8.5% per month, calculated from date the amount is overdue until of payment.
- (5) If any legal or other action is taken by Leeds Business College to recover any amount due in terms of this agreement, the applicant /Parents shall be liable for any costs including but not limited to collections commission, attorney/client costs, tracing costs, etc.
- (6) Malicious damage to property and /or equipment of the Leeds business college will be regarded in the most severe light and may result in claims for damage and /or expulsion of the student (S) responsible from the college. Interest will be charged at the rate of 2% per month should any amount in respect of any damages claims not be settled within 30 days of such claims. Any such expulsion will not absolve the Learner /parent from paying the relevant fees in terms of our contract.
- (7) It is clearly understood that no unruly or disruptive behavior by Learner of the college will be tolerated, and the college reserves the right, at its discretion:
 - (a) To suspend tuition to offenders for a specified period or
 - (b) To expel offenders without resource.
 Again, in the case of (a) and (b) above, any action on the part of college will not absolve the Learner /parent from paying the relevant fees in terms of our contract
- (8) Where every effort will be made to provide a safe and secure environment, it is specifically recorded that the college cannot be held liable for accidents, injuries or total disability caused to student while in transit to or from the college. Leeds Business College not liable for any loss or damage to Learner property while on the premises or elsewhere.
- (9) Should Leeds Business College not be paid as stipulated and continues to allow the right of access to Learners in arrears to continue their studies such discretion will in no way prevent the college from exercising any of its rights in respect of this contract.
- (10) Should fees be overdue for more than seven days from the due date of payment, Leeds Business College reserves the right to call up for immediate payment the full outstanding balance due in terms of the contract.
- (11) A pass mark of at least 50% is required of each Subject, should a Learner not achieve this level.
- (12) Missing examinations. Should a student miss examinations without any reasonable excuse, he /she will only be allowed to write after paying a fee of R200.00 per Subject missed.
- (13) Should Leeds Business College be forced to close either because of a natural disaster or a major cause, no claim for refund of monies will be considered
- (14) The physical address of applicant /student as set out in the registration form shall serve as domicilium citandi and executandi for all purposes in terms of this agreement.
- (15) In entering this contract, no terms, condition or representation contained herein have been relied upon.
- (16) This contract comprises the entire agreement between the parties. No amendment, variation or alleged cancellation shall be of force or effect unless contained in writing and signed by both.

THIS DONE AND SIGNED AT _____ THIS _____ DAY OF _____ 2017/18
 PARENTS NAMES: _____ Signature: _____
 LEARNERS NAMES: _____ Signature: _____



ADMISSION APPLICATION FORM For the Year 2017/18

PLEASE COMPLETE THIS ADMISSION FORM NEATLY AND RETURN IT TO SCHOOL TOGETHER WITH ITS ANNEXURES AND DOCUMENTS THAT ARE LISTED BELOW (see Note 3)

Please Note:

1. This form serves as application for admission for 2017 at Leeds Business College. Completion of this form does not in any form or implication constitute acceptance into Leeds Business College
2. Admission Application Form has three annexures (Annexure A – Learner Admission Contract; Annexure B – Brochure that includes school fees; Annexure C – Learner Code of Conduct)
3. Please attach the documents listed in the table below to the Admission Application Form

1. Child's birth certificate	6.. Latest school report Grade 2 & up
2. ID, Passport, Permit or Asylum copies of person responsible for fees	7.. Transfer card
3. Current proof of Residence of person responsible for fees	8.. Child's inoculation certificate (Grade 1's only)
4. Foreign Nationals Work/ Study/ Quota permit or Asylum	9.. First payment (See table for fees)
5. Proof of income e.g payslip of person responsible for fees or copy of Bank statement if self employed	

LEARNER'S DETAILS

Surname: _____ Name(s) in Full: _____ Gender: Male Female
 Preferred Name: _____ Religion: _____ Home Language: _____
 Date of Birth: _____ Identity No. (or No. on Birth Cert) _____
 Age by next 30th June: _____ Grade Applying for: _____

LEARNER'S SCHOOL HISTORY

Name of school / Crèche	Telephone no.	From date	To date	From grade	To grade
1.					
2.					

DETAILS OF OTHER CHILDREN ATTENDING AT LEEDS BUSINESS COLLEGE ETC

Name	Grade	School	Name	Grade	School
1.			3.		
2.			4.		

EMERGENCY CONTACT NUMBERS

Contact name	Contact no	Relationship with the learner
1.		
2.		

FATHER'S / GUARDIANS DETAILS	MOTHER'S / GUARDIANS DETAIL
Surname: _____	Surname: _____
Name(s): _____	Name(s): _____
ID No: _____	ID No: _____
Occupation: _____	Occupation: _____
Employer name: _____	Employer name: _____
Employer Address: _____	Employer Address: _____
Residential Address: _____	Residential Address: _____
Code _____	Code _____
Nationality: _____	Nationality: _____
Home/ Work No: _____	Home/ Work No: _____
Mobile: _____	Mobile: _____
Email: _____	Email: _____





Total Fees per year	Declaration by Applicant
Deposit / Registration fee	I
Monthly Instalments	(The above named learner)
No of Modules per year	And I
Educational record	(parent / guardian of the above named learner)
School name	Hereby agree to be jointly and severally liable for the total fee. I /we further agree that failure to attend lectures will not reduce my /our liability for the fees for the full course. THIS ENROLMENT ACCEPTED ON THE CLEAR UNDERSTANDING THAT IT CANNOT BE CANCELLED AND ARREAR INSTALLMENTS WILL INCUR INTEREST AT 8.5% PER MONTH. I/We acknowledge that I/ We read and understand the contents of this contract as well as the special conditions listed overleaf and that I/We agree to be bound by them.
	Signature: _____ (student)
	Signature: _____ (parent)
	Date: _____
	For Leeds Business College
For Office Use Only	
Student not allocated	

DETAILS OF A PERSON RESPONSIBLE FOR FEES	
Surname:	Name(s):
ID no:	Postal address:
Occupation:	Residential address:
Company name:	Code:
Work address:	Cell no:
Code:	Home no:
Work phone:	

INDICATE THE JOINT INCOME FOR THE FAMILY PER MONTH (Including funds from pension funds)		
Less than R5000	Between R5000 & R15000	More than R20 000
Between R10 000 & R15 000	Between R15 000 & R20 000	

ADDRESS OF A RELATIVE NOT LIVING WITH THE LEARNER	
Surname:	Name:
Residential address:	Relationship with Learner:
	Contact No. 1
Code:	Contact No. 2

Please indicate any health condition that may impede or not allow the learner to participate in any physical activity:

Please indicate any learning condition (psychological/mental/ or remedial) that the school should know

Where did you learn about Leeds Business College?

Friend/ relative	Leeds Officer	Poster	Newspaper	Flyer	Internet	Other
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Declaration by parent / guardian:

I Mr/ Mrs/ Dr _____ declare that the information supplied in this application is true and correct, and that complete details have been furnished.

Signature of parent/guardian _____ Date _____



For Office use only (Do not fill this page) (Key: Y = Affirmative N = Negative C = Conditional)

1. Financial Check with current / Previous school		Officer receiving the form:	
Final acceptance:	Y N C	Name:	
Comments:		Date:	
Signature:		Signature:	
Date:		Date:	

2. Assessment / Testing (Grade R -12) / Interview with the parents(Nursery School):	Not applicable
Date of Entrance Assessment / Interview:/...../.....	
Name of assessor / Interviewer:	

ID Inspected	Y	N	Report Inspected	Y	N
Comments:					
Comment on phone call to previous school.....					

ACADEMIC PERFORMANCE

Has the applicant previously Repeated a Grade?	YES	NO	If Yes, Indicate Grade and year	Grade Repeated	Year of Repetition
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Admitted: Y N C

Reason if N/C

Principal's (or Deputy's) Approval: Y N

Learner to start attending School on:

Principal's (or Deputy's) signature: Date:

3. Discussion of Contract and Interview with parent(s) / Guardian:

Fees contract Explained to parents	Fees contract signed	Initial Fees Paid	Amount Paid	Date Paid	Receipt No.
Y N	Y N	Y N	R	/ /	

Comment on Parent/Guardian response on the contract:

Name of Officer: Date:/...../..... Signature:

4. Edupac and class lists:	Family Code Allowed:
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