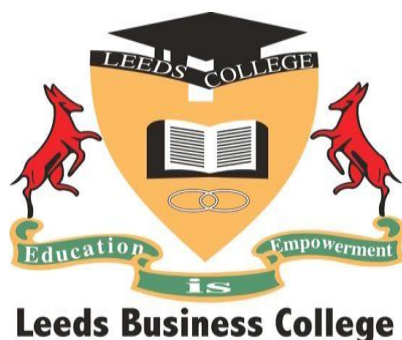


FOR OFFICE USE ONLY:

REG. NO.		FAMILY NAME.		INITIALS.		GRADE.	
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UMALUSI ACCREDITATION: 20SCH0100811  
GDE REG: 400167

## 2026 REGISTRATION FORM

**Education is empowerment**

*“If you think education is expensive, Try ignorance “*

**Operation Pass all 100% Bachelor.**

101 JUTA STREET, BRAAMFONTEIN, JOHANNESBURG 2017  
TELEPHONE: 0105954385 – WHATSAPP:: 0609297612 – WHATSAPP: 0827537128  
EMAIL: leeds.admimi@gmail.com

## **WHERE DID YOU HEAR ABOUT LEEDS BUSINESS COLLEGE?**

Friend		Rep		Poster		Newspaper		Flyer		Internet		Other	
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### **STUDENT'S PARTICULARS**

**SUBMISSION OF FRAUDULENT INFORMATION WILL RESULT IN CANCELLATION OF REGISTRATION.**

<b>SURNAME OF STUDENT</b>							
<b>FIRST NAMES</b>							
<b>I.D. NO.</b>						<b>DATE OF BIRTH</b>	
<b>MALE/FEMALEE</b>						<b>HOME LANGUAGE</b>	
<b>RESIDENTIAL ADDRESS</b>							
<b>PREVIOUS SCHOOL</b>							
<b>SCHOOL TEL NO.</b>							
<b>YEARS ATTENDED</b>							
<b>GRADE PASSED</b>				<b>DATE PASSED</b>			
<b>SCHOOL PREFECT</b>				<b>CLASS MONITOR</b>			
<b>ACADEMIC AWARDS</b>				<b>OTHER AWARDS</b>			
<b>FAMILY DOCTOR</b>				<b>TEL NO.</b>			
<b>MEDICAL AID</b>				<b>MED AID NO.</b>			
<b>PERSON TO BE CONTACTED IN AN EMERGENCY</b>				<b>NAME</b>			
				<b>TEL NO.</b>			
<b>ANY STUDENT HEALTH PROBLEMS?</b>							
<b>DEXTERITY</b>		<b>RH</b>		<b>LH</b>		<b>Ambidextrous</b>	
<b>DOES THE STUDENT HAVE A CRIMINAL RECORD?</b>						<b>YES</b>	<b>NO</b>
<b>DETAILS!</b>							
<b>STUDENT RESIDES WITH</b>							
<b>HAS STUDENT BEEN EXPELLED FROM A PREVIOUS SCHOOL?</b>						<b>YES</b>	<b>NO</b>
<b>DETAILS</b>							

### **PARENT'S/GUARDIAN'S PARTICULARS**

	<b>FATHER/GUARDIAN</b>	<b>MOTHER/GUARDIAN</b>
<b>TITLE &amp; SURNAME</b>		
<b>FIRST NAMES</b>		
<b>ID NO.</b>		
<b>CELL NO.</b>		
<b>HOME TEL NO.</b>		
<b>EMAIL ADDRESS</b>		
<b>HOME ADDRESS</b>		
<b>EMPLOYER</b>		
<b>OCCUPATION</b>		
<b>WORK TEL NO.</b>		
<b>WORK ADDRESS</b>		
<b>RACE</b>		
<b>HOME LANGUAGE</b>		

**PERSON RESPONSIBLE FOR ACCOUNT – PERSONAL INFORMATION**

(This section must be completed in full)

SURNAME								
FIRST NAMES								
ID NO.								
MARITAL STATUS	Single		Married		Separated		Divorced	
SPOUSE'S FIRST NAME								
SPOUSE'S ID NO.								
HOME ADDRESS								
NO. OF YEARS								
HOME IS	Owned				Rented			
IF OWNED	Value				Bond			
TEL NO.	Home				Cell			
YOUR BANK								
YOUR BRANCH								
ACCOUNT NO.								

**WORK INFORMATION**

YOUR OCCUPATION	
NAME OF EMPLOYER	
NO. OF YEARS	
MONTHLY SALARY	
WORK ADDRESS	
TEL NO. WORK	
SPOUSE'S OCCUPATION	
SPOUSE'S EMPLOYER	
NO. OF YEARS	
MONTHLY SALARY	
SPOUSE'S WORK ADDRESS	
TEL NO. WORK	

**A COPY OF THE FOLLOWING MUST BE ATTACHED.**

Submission of fraudulent information will result in the cancellation of the registration.

**FOR OFFICE USE**

ADMIN	SIGN	ADMIN	SIGN
CERTIFIED BIRTH CERTIFICATE		CERTIFIED ID DOC OF PARENT	
STUDENT ID/PASSPORT/ASYLUM		COMMENTS ON LEARNER FROM PREV SCHOOL	
TRANSFER CARD		LEARNER ATTENDANCE FPS	
LAST SCHOOL REPORT		LEARNER'S PROFILE FROM PREV SCHOOL	

FINANCE	COMMENTS	SIGN
BANK STATEMENT (3M)		
PAY SLIP (1)		
WATER & LIGHTS ACCOUNT		
CREDIT REFERENCE #1		
CREDIT REFERENCE #2		
LAST STATEMENT PREV SCHOOL		
CREDIT REF FROM PREV SCHOOL	PERSON	TEL#

## **ACADEMIC**

The medium of instruction is ENGLISH.

The subjects offered for Grade 0 – 9 are according to the requirement of the GDE.

**Subjects required for Grade 10 and 11 are as follows:**

### **Compulsory Subjects**

- 1 Home Language
- 2 First Additional Language
- 3 Life Orientation
- 4 Mathematical Literacy
- 5 Tourism

### **Choice Subjects**

- |                 |                     |
|-----------------|---------------------|
| 6 History       | or Economics        |
| 7 Geography     | or Business Studies |
| 8 Life Sciences |                     |

### **LEEDS BUSINESS COLLEGE requirements for Grade 10 and 11 Promotion.**

Home Language	40%
Life Orientation	40%
Two other subjects	40%
Two other Subjects	30%
Satisfactory class attendance	

No disciplinary problems that place the education of the cohort at risk.

Should you achieve the GDE promotion requirements but not the Leeds Business College promotion requirements, you are free to take promotion at another school or, with permission, to repeat the year at Leeds Business College.

### **PAYMENT REQUIREMENTS**

The payment requirements for registration are as follows:

1. A once off registration fee for new Learners of R500.
2. non-refundable down payment as detailed on the Fee Structure to be paid before the start of the school year.

## LEEDS BUSINESS COLLEGE CONTRACT OF ENROLMENT

1. I, the undersigned, hereby agree that my home physical address set out in the relevant section of this contract shall serve as my residential (domicile) address for the purpose of this contract. All notices posted by pre-paid registered post to my residential address shall be deemed to have been received by me within seven days of posting.
2. This contract is for the current academic year and must be renewed annually. The College reserves the right to re-enroll students into the following academic year who have abided by the rules of the College and it is the parent's obligation to ensure that the parent signs a new contract each year when the student is re-enrolled. Should the parent fail/refuse and or neglect to sign the new contract, the College reserves the right not to re-enroll the student.
3. I agree to supply all the information required by the rules of the College regarding the student, the parent and/or fee payer and should any of the information supplied be inaccurate, the College reserves the right to cancel this contract.
4. This contract may be terminated with effect from the end of any month by giving one month's notice in writing by either party. All fees owed to the College in respect of the service rendered until the end of the notice period are owed to the College and must be paid in full.
5. No learner will be admitted to class at the beginning of the year unless the downpayment is made and stationery has been purchased.
6. If a parent ignores requests to come to school to discuss financial or disciplinary matters, a final warning will be issued and the College will not be obligated to render any further services to the learner until the matter has been resolved.
7. Fees are payable monthly in advance (on or before the 3<sup>rd</sup> of each month) and are detailed on the latest 'Fees Structure' in force in that relevant academic year. The annual fee increase will normally be implemented as from 1<sup>st</sup> of December each year. However, the College reserves the right to increase the fees at any given period upon giving 2 months' notice.
8. Should the fees be in arrears, the College reserves its right to suspend the student from attending classes and/or writing examinations and/or with holding report cards and/or refuse admittance to trips and social activities.
9. With regard to arrear fees, parents will be sent an SMS by the 7th of each month and parents must either pay the outstanding amount or come to the College to make payment arrangement. Only one payment arrangement will be allowed. If the full debt has not been settled by the end of the following month, the school reserves the right to issue the learner with a transfer card to another school.
10. Any failure of the student to attend classes for any reason including non-payment of fees will not reduce the liability of the parent/guardian to pay the full amount owing.
11. I, the undersigned, agree that should I default on the payment according to this agreement, my account will be handed over to a debt collection bureau for collection. Should this bureau be unsuccessful in collecting the outstanding debt, I agree that I will be handed over to I.T.C., a credit bureau which will have me blacklisted. I understand that this information would be available to other parties like banks and shops which will make it impossible for me to open accounts or obtain further credit from banks until the full amount, including outstanding fees plus recovery costs have been collected. I further agree that should I.T.C. not be successful in obtaining the outstanding fees, the College reserves the right to repossess my movable assets by means of a court order.
12. The College shall be entitled to recover all legal costs incurred by the College in order to enforce its rights under this contract including but not by the way of limitation, attorney own client fees, collection and all tracing charges.
13. Parent/guardian undertakes to attend any/all consultations arranged by the school.
14. Leeds College reserves the right to set higher grade promotion standards than the public schools.
15. The student shall be bound by the rules of the College and is liable to disciplinary measures as detailed in the Leeds College Disciplinary Code as amended by the school from time to time.
16. The parent's signature on this contract confirms that the dress code required, financial requirements and the disciplinary requirements have been fully understood and accepted by the parent.
17. Parents will be held financially responsible for any acts of malicious damage to school property by their child. Where a student has been absent for a cumulative period of 20 days during an academic year without valid reasons, the school reserves the right to cancel the contract and issue the student a transfer card.
18. Cancellation of this contract by the College shall be deemed binding. In the event of cancellation by the College, all fees owed for services rendered shall immediately fall due.
19. The parent indemnifies the School and its staff against any and all loss, damage or injury, which may be sustained by any person at the College, on route to/from College, or during any extra-mural activity or outing which the College may arrange.
20. I, the undersigned, hereby give my consent for the College to arrange emergency medical assistance for my child where the College sees fit and I undertake to pay all costs arising therefrom. The College does not accept responsibility or blame should such assistance not be arranged or not be forthcoming.
21. Notwithstanding all the foregoing, the College reserves the right to refuse admission to any student for any valid reason.
22. I agree and accept that the School Rules, Dress Uniform Code, Disciplinary Code, Code of Conduct and all the other School rules and codes as amended from time to time are binding on the parent and the student and further agree and accept that it is my responsibility as the parent to obtain updated rules and codes from the School.
23. I acknowledge that I have read and understood this contract, that my signature is binding and that I shall be personally liable for the payment of all fees in accordance with this contract.

This contract signed at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 2025

\_\_\_\_\_  
Fee Payer's Full Name

\_\_\_\_\_  
Fee Payer's Signature

\_\_\_\_\_  
For Leeds Business College

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Witness

## **INDEMNITY FORM**

I/We ..... being the parent / guardian of ..... hereby indemnify and hold harmless Leeds Business College itself and its staff (hereinafter referred to as “the indemnified”) against any and all loss, damage or injury which may be sustained by any person at the College, on route to/from College, during any extra-mural activity or outing which the College may arrange.

In the event of this indemnity being by more than one party then each indemnifier’s liability hereto will be joint and several.

In the event of any claim made against the indemnified, the indemnified shall immediately advise the indemnifier/s of the same and assist the indemnifier/s in every respect with the defence of such claim.

The indemnifier/s choose as its/their domicilium citandi et executandi for all purposes hereof of the following address/addresses:

.....  
.....  
.....

The indemnifier/s hereby consent to the jurisdiction of the magistrate’s Court having jurisdiction over his/her/their person/s in connection with all legal proceedings arising herefrom.

Dated at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 2026

AS WITNESSES:

1. \_\_\_\_\_  
2. \_\_\_\_\_

\_\_\_\_\_  
Indemnified (Parent/s/Guardian)

AS WITNESSES:

1. \_\_\_\_\_  
2. \_\_\_\_\_

\_\_\_\_\_  
Indemnified (Leeds Business College and Staff)

## **LEEDS BUSINESS COLLEGE SCHOOL RULES**

1. These rules should be read in conjunction with the contract of enrolment, the disciplinary code of conduct as well as any subsequent circulars or amendments.
2. Students must arrive at school by 07h45 am every day for the start of classes at 08h00.
3. Students arriving between 08:15 and 08:40 will be allowed to attend classes but will have to go to detention.
4. Any student arriving after 08h40 without a good reason may be refused entry to the school and sent home.
5. The office must be notified before 09h00 should any student be absent and a written explanation from the parent/ doctor is required as to their absenteeism.
6. No learner will be admitted to class at the beginning of the academic year unless the down-payment and the first month's tuition fees have been paid.
7. If a parent continues to ignore requests to come to the school to discuss financial or disciplinary matters, a final warning will be issued and if still ignored then the school will not be obligated to render any further services to the learner until the matter has been resolved.
8. The College reserves the right to search anybody entering, leaving or on the property. Students are required to show their monthly entrance cards on entering the school premises.
9. Students without a valid entrance card may be excluded from entering the school.
10. On arrival, Primary school students are to wait in a designated area supervised by a teacher. They will be fetched by their class teacher at commencement of classes.
11. Homework is compulsory. Parents must sign the student's homework books/diaries every day.
12. Parents wishing to contact their children or the teachers, must report to reception who will make the necessary arrangements.
13. Students may not leave the premises during school hours without a pass out signed by the principal or his designated representative.
14. It is compulsory for students to be in full uniform at all times including traveling to and from school.
15. Gambling of any sort is not permitted.
16. No chewing of gum is permitted.
17. No bad language is permitted.
18. No selling of Food, Clothing, or other commodities of any nature by students, parents or other outsiders are permitted in or around the school premises.
19. No running, pushing, shouting, or other forms of bad behaviour are permitted in or around the school premises.
20. No using of or selling of DRUGS by students, parents or other outsiders are permitted in or around the school premises.
21. No bullying or threatening behaviour towards staff or students is permitted.
22. No littering is permitted. All rubbish must be placed in the bins provided.
23. Cell phones, Tablets, Walkman players, Cd players, Radios and Earphones are not allowed on the premises under any circumstances and will be confiscated and released to parents on payment of a R200 fine. All expropriated items are to be kept by the head of security who will be accountable for any losses.
24. Parents will pay for damages to school property if vandalized by their children.
25. No weapons are permitted on the school premises at any time.
26. No person may endanger his life or the life of another.
27. Fighting will be regarded as common assault which is a criminal offence.
28. Learners are not permitted to smoke, drink alcohol, take drugs or influence others to partake.
29. No stealing is permitted.
30. Sexual behaviour of any kind on the school premises is strictly forbidden.
31. The College reserves the right to carry out any necessary tests for intake of drugs or alcohol.
32. The College reserves the right to do polygraph testing to establish the facts in any situation.

## **LEEDS BUSINESS COLLEGE DRESS CODES AND UNIFORM CODE**

### **GIRLS**

- NO WILD HAIR STYLES ARE PERMITTED.
- HAIR IS TO BE KEPT NEAT AND TIDY AT ALL TIMES.
- BRAIDS ARE PERMITTED, PROVIDED THAT THEY ARE KEPT OUT OF THE FACE AND EYES.
- DREADLOCKS ARE NOT PERMITTED.
- HAIR BANDS, CLIPS, AND ALICE BANDS ARE TO BE KEPT TO REGULATION SCHOOL COLOURS IE; BLACK / RED / WHITE / GOLD / GRASS GREEN.
- NAILS ARE TO BE KEPT SHORT AND CLEAN.
- NO NAIL POLISH IS PERMITTED.
- NO MAKE UP IS PERMITTED.
- ONLY SMALL GOLD /SILVER STUD EARRINGS ARE PERMITTED.
- NO BANGLES, BRACELETS, ANKLETS, CHAINS, NECKLACES ARE PERMITTED.
- NO BODY RINGS / STUDS ARE PERMITTED.
- NO CAPS / HATS / BEANIES / SUNGLASSES WILL BE TOLERATED AT ANY TIME.

### **BOYS**

- NO WILD HAIR STYLES ARE PERMITTED.
- HAIR MUST BE SHORT AND SMART.
- BRAIDS ARE NOT PERMITTED.
- DREADLOCKS ARE NOT PERMITTED.
- HAIR BANDS, CLIPS, AND ALICE BANDS ARE NOT PERMITTED.
- HAIR MAY NOT BE DYED.
- NAILS ARE TO BE KEPT SHORT AND CLEAN.
- NO NAIL POLISH IS PERMITTED.
- NO EARRINGS ARE PERMITTED.
- NO BANGLES, BRACELETS, ANKLETS, CHAINS, NECKLACES ARE PERMITTED.
- NO BODY RINGS / STUDS ARE PERMITTED. NO CAPS / HATS / BEANIES / SUNGLASSES WILL BE TOLERATED AT ANY TIME.

## **UNIFORM**

### **BOYS**

#### **PRIMARY SCHOOL**

#### **HIGH SCHOOL**

### **GIRLS**

#### **PRIMARY SCHOOL**

#### **HIGH SCHOOL**

GOLD SHIRT WITH BADGE	GOLD SHIRT WITH BADGE	GOLD SHIRT WITH BADGE	GOLD SHIRT WITH BADGE
LONG/SHORT BLACK TROUSER	LONG BLACK TROUSER	LONG BLACK TROUSER	LONG BLACK TROUSER
		TUNIC	TUN
BLACK / WHITE SOCKS	BLACK / WHITE SOCKS	BLACK / WHITE SOCKS	BLACK / WHITE SOCKS
BLACK SCHOOL SHOES	BLACK SCHOOL SHOES	BLACK SCHOOL SHOES	BLACK SCHOOL SHOES
Green and Gold Stripped Tie	Green and Gold Stripped Tie	Green and Gold Stripped Tie	Green and Gold Stripped Tie
V-neck black Jersey with school Badge	V-neck black Jersey with school Badge	V-neck black Jersey with school Badge	V-neck black Jersey with school Badge
Green Blazer with a Badge (Compulsory)	Green Blazer with a Badge (Compulsory)	Green Blazer with a Badge (Compulsory)	Green Blazer with a Badge (Compulsory)
GREEN T-SHIRT with a Logo	WHITE T-SHIRT with a Logo	GREEN T-SHIRT with a Logo	WHITE T-SHIRT with a Logo
TRACK SUIT	TRACK SUIT	TRACK SUIT	TRACK SUIT