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Application for Admission

Student Name(s):

Surname:

Date of Birth: Gender:

Details of Father / Gaurdian

Name(s):

Surname:

Email:

Contact Number:

Details of Mother / Gaurdian

Name(s):

Surname:

Email:

Contact Number:

Other Contact Person: Contact Number:

Application for: Grade: Term: Year:

DOCUMENTATION REQUIRED BY EMPRO:

- ☐ Transfer Document
- ☐ Certified Copy of Birth Certificate or ID Document
- ☐ Copy of Learner's Residence Permit
- ☐ Study Permit (Foreign Learners)
- ☐ Copy of Latest Academic Progress Report
- ☐ Subject Choice Form (FET Phase)
- ☐ If relevant, Copy of Therapist Report
- ☐ Signed Financial T&C
- ☐ Signed General Indemnity
- ☐ Copy of Parents' or Gaurdians' ID Documents
- ☐ Copy of Vaccination Records
- ☐ Proof of Residence i.e. Utility Bill (copy not older than 3 months)
- ☐ If Divorced, copy of Court Order
- ☐ Copy of Medical Aid Card

FOR OFFICE USE ONLY:

- ☐ Credit Check
- ☐ Assessment
- ☐ Approved
- ☐ Welcome e-mail
- ☐ Learner Number
- ☐ Placement fee received
- ☐ D6 (SASAMS)
- ☐ WhatsApp groups

ACCOUNT NUMBER: SASAMS

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Parent Contract

I/We, _____

the Parent(s)/Legal Guardian(s) of _____

hereby certify that the information given by us on this application is complete and accurate. We also agree to the conditions as set out herein.

1. I/We have read, understood and agree to the conditions contained in the school's policy and procedure documents, which include the CODE OF CONDUCT and DRESS CODE found on Empro Academy's website (www.empro.co.za) or in the Empro learner diary. It is further understood that the aforementioned documentation may be reviewed and amended from time to time.
2. I/We accept that the school is based on Christian principles and undertake not to undermine this position.
3. I/We agree that the prescribed number of learners per class may be exceeded through the placing of a current learner that has to repeat the grade.
4. The learner's application will be reconsidered in the case where relevant, important information, which should be brought to Empro Academy's attention, is withheld during the interview / application process.
5. I / We have been notified of and agree to the school fees applicable to the grade of the aforementioned learner and any ancillary costs (for instance, camps, aftercare, and ad hoc stationery) which may be charged from time to time.
6. I/We further acknowledge and consent that fees paid in advance will be deposited to the school and held in accordance with the provisions of the Consumer Protection Act 2008, with interest or income thereof to accrue to the school as income.
7. I/We accept the Financial Terms and Conditions of which a copy has been kept.
8. I/We take the responsibility to inform the school should any information change or need to be updated.
9. I/ We acknowledge that Empro Academy:
   - is a private school;
   - was established in terms of section 29(8) of the Constitution of the Republic of South Africa ("the Constitution");
   - is regulated by the Private Schools Act 104 of 1986.
10. I / we further acknowledge that in order to attend Empro Academy, parents will on behalf of their children, conclude an agreement with Empro Academy and that Empro Academy is contracted to provide a service in exchange for fees and is not obligated to continue providing such service when payment is not received and may terminate the agreement on notice.
11. NB: The signatures of both parents and / or guardians are required.

Father / Guardian Signature _____ Date: _____

Mother / Guardian Signature _____ Date: _____

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Financial Terms & Conditions

IMPORTANT NOTICE:

By signing or initialling or otherwise entering into this agreement you agree to the terms and conditions contained in this document for example, paying fees on time and ensuring that you and your Child comply with any terms and conditions contained herein and in the School Policy. You are encouraged not only to read these clauses carefully because they are important but also to seek advice if you do not understand their meaning and effect.

I/We, _____

the Parent(s)/Legal Guardian(s) of _____

agree to the admission of the above pupil to Empro Academy on the following terms and conditions:

1. ACCEPTANCE OF LIABILITY:

The parent/guardian responsible for the account as set out in the standard Empro Academy Application for Admission ("the Application Form") herewith assumes the liability for the account, alternatively binds himself/herself as co-debtor and surety for payment of all school fees to Empro Academy ("the School").

2. TERMS OF PAYMENT:

- It is recorded that school fees are determined at the beginning of the year and the parent/guardian is informed of the result in writing.
- The parent/guardian shall immediately inform the School if he / she has not received an invoice at the start of the academic year.
- School fees for 12 (twelve) months are payable monthly in advance by DEBIT ORDER depending on the date option exercised on the mandate or yearly in advance by 31 January, depending on the fee payment option exercised by the parent/guardian in the Application Form.
- Placement fees are not refundable should the learner leave the School.
- The School reserves the right to charge bank penalties relating to the debit order instruction.
- In the event where an existing account is / has not been managed in the proper manner, no further applications will be considered.
- All accounts that are 60 days in arrears will be handed over to our legal department.

3. TERMINATION AND NOTICE REQUIREMENTS:

- The account holder/parent/guardian undertakes to give 3 CALENDAR MONTHS written notice of termination of the enrolment of a learner, failing which the liability be incurred for the full amount of the following term's fees.
- This is without prejudice to the School's other remedies: the School may terminate this agreement immediately and has no obligation to return any fees to you if you are in material breach of any of your obligations and have not (in the case of a breach which is capable of remedy) remedied the material breach within twenty (20) business days of a notice from the School requiring you to remedy the breach.
- For purposes of this agreement, a material breach is considered to exist where you or your Child (as the case may be) –
  - fail to uphold the Policies and/or Rules of the School;
  - fail to pay any Fees when due;

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IMPORTANT NOTICE:

By signing or initialling or otherwise entering into this agreement you agree to the terms and conditions contained in this document for example, paying fees on time and ensuring that you and your Child comply with any terms and conditions contained herein and in the School Policy. You are encouraged not only to read these clauses carefully because they are important but also to seek advice if you do not understand their meaning and effect.

- fail to fulfil all legal requirements necessary for your Child to attend school in South Africa, if any of these legal requirements apply to your Child, for example, failure to obtain a valid study permit for your Child if he/she is a foreign citizen; or
- act in such a way that you or the Child become seriously and unreasonably uncooperative with the School and in the opinion of the Head, your or your Child's behaviour negatively affects your Child's or other children's progress at the School, the well-being of School staff, or brings the School into disrepute.

3 For the avoidance of doubt, the termination of this Agreement, for whatever reason, will mean that your Child will no longer be enrolled with the School from the date of termination and will consequently not be entitled to attend the School after such date.

4. GENERAL:

4 This Agreement constitutes the whole Agreement between the parties relating to the subject matter hereof.

4 No amendment or consensual cancellation of this Agreement or any provision or term thereof or of any Agreement, bill of exchange, or other documents issued or executed pursuant to or in terms of this Agreement and no settlement of any disputes arising under this Agreement, bill of exchange, or other document issued pursuant to or in terms 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 or given.

4 The agreement between you and the School is governed by South African law. You agree that the School, at its option but without being so obliged, will be entitled to institute any legal proceedings for the recovery of any monies owing by you as a liquidated debt or debts to the School in any magistrate's court having jurisdiction, in terms of sections 45 and 28 of the Magistrates' Courts Act.

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

4 The parties choose as their domicilia citandi et executandi the addresses set out in the Application Form.

5 DECLARATION:

I/we, the undersigned, do hereby declare that I/we have read and understood this Contract, including the Policies of the School.

Father / Guardian Signature _____ Date: _____

Mother / Guardian Signature _____ Date: _____

For and on behalf of Empro _____ Date: _____

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ceebee
to the point debt recovery

Telephone: 011 913 2447
E-mail: info@ceebee.co.za
Website: www.ceebee.co.za
Docex: Dx 26 - Boksburg
Address: P.O. Box 9180
Cinda Park
1463

CONSUMER PROFILE

I, _____,

ID | | | | | | | | | | | | | |

of *(physical address)* _____

_____

consent and allow Ceebee Managment Services to access my full consumer profile on the database held by any credit bureau.

_____ _____

Signature **Date**

Confidentiality Note: **This page and any accompanying documents contain confidential information intended for a specific individual and purpose. This telecopied information is private and protected by law. If you are not the intended recipient, you are hereby notified that any disclosure, copying or distribution, or the taking of any action based on the contents of this information is strictly prohibited.**

CEEBEE DEBT MANAGEMENT SERVICES (PTY) LTD

Reg No: 2000/023720/07 | Vat Registration No: 4530202250
Council for Debt Collectors Registration Number: 0002067/03 | Member of The Association of Debt Recovery Agents (ADRA)
Directors: D.R. Brake, C. Brake, A. Barnett, S. Porter

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Details of Pupil

Name(s):

Surname:

Preferred Name: Date of Birth:

ID/Passport No.: Gender: Male Female

Home Language: Nationality:

For foreign pupils only:

Passport No.: Date of immigration:

Country of Origin:

The following two fields are required for statistical purposes by the Education Department

Religion: Race Classification:

Previous Schools/Institution	From date	To date

Areas of Participation

Details of Siblings:

Name	School	Grade

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Medical Information

Medical Aid
Scheme: Membership number:

Main Member: Plan / Option:

Family Practitioner
Name: Tel No.:

Previous Illnesses of pupil (Please indicate with an X)

Allergy	Scarlet Fever	Tickbite Fever	Whooping Cough	Malaria
Asthma	Chicken Pox	Diabetes	Diphtheria	Whooping Cough
Enteric Fever	German Measles	Hepatitis	Rheumatic Fever	Drug Sensitivity
Measles	Mumps	Poliomyelitis	Heart Disease	Typhoid Fever

Has the learner ever suffered from, or do they currently have, any other illnesses or disabilities?
If yes, please give details:

Is the learner receiving medical treatment for any condition? If yes, please give details.

Has the learner suffered from or been treated for any pshycological or emotional upset?
If yes, please give details and attach report.

Has the learner had any operations? If yes, please give details.

Please specify any other relevant medical data.

Details of alternative contact(s) in case of emergency
In case of emergency, please list two alternate names and numbers. (NOT parents' numbers)

Name:

Relationship to pupil: Tel. number:

Consent:
In a critical situation, please bear in mind that there may not be time to refer to your child's records. The School therefore reserves the right to utilise the quickest medical service available. By signing below, you agree that the appointed Empro Academy practitioner may carry out emergency treatment as may be necessary.

Father / Guardian Signature _____ Date:

Mother / Guardian Signature _____ Date:

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Details of Parents/Gaurdians

Details of Father/Guardian

Name(s):

Title: Surname:

Marital status:

If Divorced: Is the child living with you? Yes No

Are you the legal guardian? Yes No

Relationship to pupil:

Date of Birth:

ID/Passport No.:

Nationality:

Residential Address:

Postal Address:

Occupation:

Business Name:

Work Address:

Home Tel:

Business Tel:

Cell.

E-mail (Home):

E-mail (Work):

Details of Mother/Guardian

Name(s):

Title: Surname:

Marital status:

If Divorced: Is the child living with you? Yes No

Are you the legal guardian? Yes No

Relationship to pupil:

Date of Birth:

ID/Passport No.:

Nationality:

Residential Address:

Postal Address:

Occupation:

Business Name:

Work Address:

Home Tel:

Business Tel:

Cell.

E-mail (Home):

E-mail (Work):

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Details of Parents/Gaurdians

Details of Father/Guardian

Any legal documentation will be sent to? (Indicate with an X)

Residential address ☐ Postal address ☐

Details of Mother/Guardian

Any legal documentation will be sent to? (Indicate with an X)

Residential address ☐ Postal address ☐

Please be advised that it is the responsibility of the parents/guardians to notify the school if there are any changes in the information above.

I / We the Parent(s) / Guardian(s) of _____

hereby apply for his / her admission to Empro Academy. I / We confirm that the information contained in this document is complete and accurate. I / We understand that this document is the only and final contract with Empro Academy.

Father / Guardian Signature _____ Date: _____

Mother / Guardian Signature _____ Date: _____

For and on behalf of Empro _____ Date: _____

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Indemnity Declaration

EMPRO ACADEMY GENERAL INDEMNITY

The School undertakes to implement reasonable and generally acceptable measures with regard to the safety and well-being of the learners, educators and visitors of the School.
Due to the nature of the matter, the School can, however, not accept any responsibility for accidents that may take place in the class, on Each parent is therefore requested to complete this form as proof that you accept the position of the School and the Managing Members as set out above as well as the risks involved herewith.

I, the undersigned,

Father / Guardian Signature _____ Date:

Mother / Guardian Signature _____ Date:

Name/s of Learner/s

Indemnifies Empro Academy for the time being of Empro Academy for any loss or damages in general, however it may occur, that I as parent or gaurdian of the above learner/s may suffer as a result of any occurence whereby the child might be involved, wheter as the causing or suffering party, whilst participating in any school activity.

In particular, I authorise that my aforesaid child/children may be involved in all excursions undertaken by his/her group or class during school days as part of his/her learning experience and, where applicable, I agree that he/she may utilise the transport arranged by the School for such excursions. I also indemnify the School and the Managing Members for any damages or classes I as parent or guardian of the above learner/s may suffer under such circumstances and voluntarily accept the risks associated therewith.

In the event of the aforesaid child/children making use of a bus service to and from the School, I acknowledge that I am aware that such service is operated by an independent contractor and that neither the School nor the Managing Members accept any responsibility therefore.

Social media and media consent
Empro Academy uses social media to promote our students and their learning activities. Learner's images and/ or work are often published to recognise excellence or effort and may appear in newspapers, our website or newsletters.

☐ Yes, I/we give consent that my child's image may be used in social media and media contents.

☐ No, I/we do not give consent.

Signed at _____ on this _____ day of _____ 20 _____

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School Fee Structure 2027

TUITION FEES

	Annual Fee 2027	Monthly over 12 Months
GRADE R	R57 840	R4 820
GRADE 1 – 3	R60 600	R5 050
GRADE 4 – 7	R65 520	R5 460
GRADE 8 – 9	R69 600	R5 800
GRADE 10 – 12	R73 200	R6 100

AFTERCARE

Aftercare is R 1380 per month.
Available from Grade R - Grade 7.

Please sign up in advance if you require aftercare services.
(Available 13:30 – 17:30 weekdays)

Parents who collect their children after 17:30 will be charged R150-00 for every 15 minutes late.

T's and C's apply.

ADDITIONAL COSTS

Uniforms
Text Books
Stationery
Camps and Excursions
School Photos
Special Events

INITIAL REGISTRATION

Single Learner Enrollment: A non-refundable placement fee of R3 500 per child is payable once your child is accepted.

Family Enrollment:
A non-refundable family fee of R5 000 applies when siblings enroll together.

Application Fee: R300

There is an 8% discount on school fees for the second and/or third child.

There is an 8% discount on total fees if the total amount is paid before 31 January 2027.

Please note a term's notice must be given if any student leaves Empro.

BANKING DETAILS

Empro Academy (Pty) Ltd
FNB 62267079434

Student reference: Account number or surname

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EST. 2010
EMPRO ACADEMY
16 YEARS

Terms and Conditions Apply
Information correct at time of print.

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