Plot 146
Kromdraai
Emalahleni

Witbank Combined Christian School
Email: enquiries@witbankcombinedchristianschool.co.za
Website: www.witbankcombinedchristianschool.co.za
Telephone: 013 650 1020 **Mobile:** 072 792 5556
EMIS Registration number: 800035704

FOR OFFICE USE ONLY

Student No:

Captured By:

Signature:

Date:

INSERT STUDENT'S

PHOTO HERE

ADMISSION FORM (GRADE RR - 12)

All particulars on this form must be correctly completed, using Block Capitals and must be accompanied by the required documents. A Non- Refundable Administration Fee of R1550.00 must be paid on registration.

SECTION A: PARTICULARS OF STUDENT

YEAR OF ADMISSION		**GRADE TO BE ENTERED**		**DATE OF APPLICATION**	
Surname:					
Full Names:					
ID/Passport Number:					
Gender:	Male:		Female:		
South African Citizen:	Yes:		No:		
Name of Previous School:					
Highest Grade Passed:					
Year:					
Residential Address:					
Postal address:					
Contact Tel No:	Code:		Number:		
Cell:					

NB: A CERTIFIED COPY OF YOUR ID/BIRTH CERTIFICATE MUST BE ATTACHED

SECTION B: PARTICULARS OF PARENT/GUARDIAN & THEIR NEXT OF KIN

(This part must be completed by the person who will be responsible for paying school fees)

	PARENT/GUARDIAN	PARENT/GUARDIAN'S NEXT OF KIN (SURETY)
Surname		
Full Names		
ID Number		
Relationship		
Residential Address		
Postal Address		
Home Tel Number		
Work Tel Number		
Cell		
E-mail address		
Name of Employer		
Occupation		
Employer's Name & Address		

N.B CERTIFIED COPIES OF PARENT/GUARDIAN AND THEIR NEXT OF KIN'S I.Ds MUST BE ATTACHED

This is an application form and should not be taken as acceptance into the school. Please ensure that your contact Telephone numbers is correct and notify us of any changes. You will be contacted once your application has been considered and approved.

SECTION C.: PARENT/GUARDIAN'S DECLARATION

I _____the legal Parent/Guardian of _____hereby declare that the information contained in the above document is true and correct.

_____ _____

PARENT/GUARDIAN'S SIGNATURE DATE

SECTION D: MEDICAL RECORDS

Parents/Guardian must provide details of allergies (e.g. Penicillin, Bee Sting, Aspirin etc.)

_____

_____

Parents/Guardian must provide details of any injury or illness which should be brought to the school's attention which might prevent him/her from taking part in normal school activities or sports.

_____

_____

Does he or she suffer from poor hearing, eye sight or speech? Give details.

_____

_____

MEDICAL AUTHORISATION:

I, the Parent/Guardian hereby give permission to the Principal or his/her representatives to transport my child to a doctor for emergency medical treatment in whatever form as may be deemed necessary by the attending medical doctor and/or paramedics in the event of any injury at school or during school activities.

Signature:_____

SECTION E: SUBJECTS OFFERED GRADE R-9

GRADE R – 3	**GRADE 4-9**
Numeracy	Social Sciences
Afrikaans First Additional Language	Creative Arts
Life Skills	Mathematics
English Home Language	Life Orientation
	Technology
	Natural Sciences
	EMS
	English Home Language
	Afrikaans First Additional Language/IsiZulu FAL

SECTION F: SUBJECTS OFFERED GRADE 10-12

PACKAGE A	**PACKAGE B**
Life Orientation	Life Orientation
English Home Language	English Home Language
IsiZulu First Additional Language/Afrikaans First Additional Language	IsiZulu First Additional Language/Afrikaans First Additional Language
Mathematics	Mathematics/Math Literacy
Physics	Business Studies
Life Science	Tourism
Geography	History
Tourism (compulsory)	

1. **Learners must choose at least seven subjects in the given streams.**

2. **Learners should choose either Afrikaans first additional or IsiZulu first additional**
(Tick where appropriate)

SECTION G: SCHOOL FEES:

Ensure that all school fees are paid in full every month. Should school fees be in arrears your child will be excluded from class, interest of **22%** will be charged on such overdue account. Please pay all fees due to the school on time

SCHOOL FEES MUST BE PAID BEFORE OR ON THE 3rd DAY OF THE MONTH IN ADVANCE. FEES ARE PAYABLE IN 11 EQUAL INSTALLMENTS (JANUARY TO NOVEMBER)

OR TERMLY (TERMS IS CALCULATED IN 3 MONTH PERIODS FROM JANUARY (EXAMPLE – TERM 1 - JANUARY, FEBRUARY AND MARCH and A LAST TERM OF TWO MONTHS)

Tariffs for Year 2026

Annual payment option: a discount of 5% is offered for the payment of yearly fees that are paid before the 12th of January.

Sibling discount: R100.00 for a 2nd child, R200.00 for a 3rd child and R250 for every child more than three children.

BANK ACCOUNT DETAILS FOR:

Account Name : Witbank Combined Christian School
Account Number : 63118495737
Account Type : Business Current Account (cheque)
Bank : FNB Bank
Branch : 255355 **Reference : Student's Name & Grade**

SCHOOL FEES PAYMENT OPTIONS:

GRADE	MONTHLY	TERMLY	Last Term	ANNUALLY
RR	R 2 000.00	R 6 000.00	R 4 000.00	R22 000.00
R	R 2 000.00	R 6 000.00	R 4 000.00	R 22 000.00
1	R 2 000.00	R 6 000.00	R 4 000.00	R 22 000.00
2	R 2 000.00	R 6 000.00	R 4 000.00	R 22 000.00
3	R 2 500.00	R 7 500.00	R 5 000.00	R 27 500.00
4	R 2 500.00	R 7 500.00	R 5 000.00	R 27 500.00
5	R 2 500.00	R 7 500.00	R 5 000.00	R 27 500.00
6	R 2 500.00	R 8 400.00	R 5 000.00	R 27 500.00
7	R 2 800.00	R 8 400.00	R 5 600.00	R 30 800.00
8	R 2 800.00	R 8 400.00	R 5 600.00	R 30 800.00
9	R 2 800.00	R 8 400.00	R 5 600.00	R 30 800.00
10	R 3 000.00	R 9 000.00	R 6 000.00	R 33 000.00
11	R 3 000.00	R 9 000.00	R 6 000.00	R 33 000.00
12	R 3 700.00	R 11 100.00	R 7 400.00	R 40 700.00

Terms Table	Months
1st Term – January, February, March	**3**
2nd Term – April, May, June	**3**
3rd Term – July, August, September	**3**
4th Term – October, November	**2**

THE TOTAL CONTRACT AMOUNT TO BE PAID: R_____(In Words)_____

_____

Signature_____
Parent/Guardian responsible for the account

1. Witness 1. _____

2. Witness 2. _____

SECTION H: DEED OF SURETYSHIP/AUTHORITY

I_____I.D. No._____

Full name(s) and surname the above person, am the lawful parent/guardian of

(Student name and surname)_____
I.D No_____do hereby declare that this offer was made with my permission and I hereby bind myself as the surety and principal debtor for the above person, for the fulfilment of the student's obligations arising out of or in terms of the agreement with Witbank Combined Christian School. As well as the contract signed by the said student, I do hereby state that I have read, understand and subject myself/ourselves to the contract and agreement. We/I hereby consent to the jurisdiction of the Magistrates Court for the settlement of any dispute or action that may arise out of this Deed of Surety ship, should Witbank Combined Christian School in its sole discretion deem it necessary to instruct its attorneys to take legal action against me to exercise its rights in terms of this Deed of Surety Ship. I hereby bind myself to pay all the legal costs of Witbank Combined Christian School based on a scale as between attorney and client which costs include collection commission calculated at the maximum allowed by the current law of the land of all amounts collected to the credit of Witbank Combined Christian School, as well as all tracing fees where applicable. This Deed of Surety Ship shall remain in full force and effect until such time as all financial obligations of the student as set out in the contract are settled in full.

IN THE EVENT OF NON PAYMENT I HEREBY CONSENT TO AN AMULMENTS ORDER AGAINST MY SALARY FOR THE FULL OUTSTANDING BALANCE and all the legal costs that are involved, and that interest will be charged at Bank Prime plus the maximum allowed by the current law of the land.
Amount for which surety is accepted: R_____(in words) _____

_____

Signed at _____on this_____day of_____20_____

Signature of Surety _____I.D. Number _____

Witness 1_____I.D. Number_____

Witness 2 _____I.D. Number _____

- **I understand that this contract can only be cancelled on a THREE MONTHS written notice period. No refunds will be given for money paid.**
- **All text books and stationery is the responsibility of the parent/guardian, if costs are to be placed on account parent/guardian will be liable for payment**

Parent/Guardian's Signature……. Date……/……. /20…….

SECTION I: MEMORANDUM OF AGREEMENT (LEGAL UNDERTAKING)

I _____I.D. No_____declare that:

1. All particulars given by me in this form are **TRUE** and **CORRECT** and I will inform Witbank Combined Christian School of any changes that may affect the information given on this form within **TWO WEEKS** of such a change.

2. I will acquaint myself with the rules and regulations of Witbank Combined Christian School and will abide by them.
3. I will notify Witbank Combined Christian School **IN WRITING WITHIN 7 DAYS** should I decide to abandon my studies.
4. I accept that Witbank Combined Christian School reserves the right to change the exam center, should they deem it necessary for any academic and/or administrative reason.
5. I accept that Witbank Combined Christian School will not be liable for any mistakes or errors and/or non-issuance of **NATIONAL EXAM** papers, exam timetables, result statements or certificates thereof.
6. I accept that, if I abandon or change the studies at any time **WITHOUT NOTIFYING WITBANK COMBINED CHRISTIAN SCHOOL, NO CANCELLATION OR REDUCTION OF FEES** will be considered and that I will remain liable for the payment of all fees in full.
7. I undertake to pay the school fees in advance **on or before the 3rd day of each month in advance**. Should I fail to pay school fees before the due date, interest of **22% WILL BE CHARGED ON THE OVERDUE ACCOUNT AND I WILL BE EXCLUDED FROM CLASS UNTIL THAT PAYMENT HAS BEEN MADE.**
8. I undertake that I will not hold Witbank Combined Christian School liable nor make any claim against Witbank Combined Christian School for any compensation and/or any expenses incurred or damages suffered as a result of or in respect of any injury to me, illness or death, irrespective of whether any such damages, injury or death may have been attributable **TO ANY DEGREE** of negligence on the part of Witbank Combined Christian School, one or more of its employees or other persons whose action it might, but for this undertaking have been responsible.
9. I accept full responsibility for the payment of all Witbank Combined Christian School fees and any other fees determined by Witbank Combined Christian School. **NON-ATTENDANCE OF CLASSES SHALL NOT BE AN EXCUSE FOR NON-PAYMENT OF FEES.**
10. I accept that all fees paid are **NON-REFUNDABLE**.

Signature of Applicant: _____Date:_____

Herein assisted as far as may be possible while the applicant is still under the age of twenty-one years.

Signature of Parent/Guardian: _____Date: _____

Parent/Guardian's I.D. Number _____

1_____the undersigned, in my capacity as (Parent/

Guardian) of _____hereby admit that I am jointly responsible for the payment of fees which the above applicant may at any stage owe Witbank Combined Christian School in terms of the agreement.

SECTION J: LEARNER CODE OF CONDUCT

The learners of Witbank Combined Christian School are required to abide by the following rules and regulations. To show their allegiance to the school and its ethics and vision, each learner will sign this code of conduct on enrolment in the school. Once this Code of Conduct has been signed, the learners and parents are bound by this document.
To be signed by Parents/Guardian for his/her learner enrolled at Witbank Combined Christian School.

I,..... do solemnly undertake to keep this Code of Conduct and to observe the following:

1. **DRESS CODE**
   a. **To adhere to the school's dress code as below:**
   b. Uniform: Always wear proper school uniform and wear it with dignity and pride. Full uniform is fully described in the school prospectus. Do not assume. Acquire correct colours and texture to avoid inconveniences.
   c. Hair: Boys' hair must be neat, short and always combed. No writings on the scalp, any styling gel or colouring allowed.

d. Girls' hair must be neatly combed or plaited. Hair must not be longer than shoulders. No styling gel or coloring and no dreadlocks.

e. Jewelry: No jewelry will be allowed except watches and plain ear studs (only for girls). Boys are not allowed to wear any jewelry except watches.

f. Tattoos and make-up: Witbank Combined Christian School learners are not allowed to have tattoos or wear make-up.

g. School Skirts: Girls' skirts must not be shorter than four fingers above the knees.

2. SERIOUS OFFENCES – CATEGORY 'A'

a. I will not participate in the use of drugs or alcohol on school premises.

b. I will not come to school under the influence of drugs or alcohol.

c. I will not be seen taking drugs or alcohol in my school uniform or any clothing that may identify me as a learner of Witbank Combined Christian School.

d. I will not have any dangerous weapons in my possession while I am at school, with my friends outside the school premises or at any function that I attend as a learner of Witbank Combined Christian School.

e. I understand dangerous weapons to include the following:

- **i.** Any firearm, whether factory made or handmade;
- **ii.** Any sharp pointed objects;
- **iii.** Knives, (whether pocket, kitchen, chefs or homemade).
- **iv.** Any object that may be sharpened or honed like a knife included.
- **v.** Any firearm that shoots pellets instead of bullets.

f. I will not have in my possession any explosive, fireworks, homemade crackers or bomb devices or similar devices used by the military.

g. I will not indulge in any indecent sexual behavior, whether alone or with any other person.

h. I will not have pornographic material in my possession. I will not look at any pornographic material in the possession of any other learner.

i. I hereby undertake to immediately notify the prefects, teachers or are Principal should I become aware that a learner or learners are in possession of pornographic materials.

j. I hereby undertake not to take anything that belongs to another person, whether another learner, a teacher or anything that might belong to the school or a visitor to the school.

k. I realize that theft is a serious offence.

l. I also realize that other people's property sacrosanct and that I have no right to touch it without that person's express permission.

m. I undertake not to commit any act that may be punishable by law. I realize that any illegal omission on my part is punishable by law and I hereby accept that the school will not be responsible for any such behaviour.

n. I undertake not to vandalize any school property on the premises, belonging to anyone, whether visiting or resident on the property.

o. Furthermore, I will not write or draw graffiti on any school buildings or any property belonging to the school or any other person (that is the other learners).

p. I will not bunk school. I hereby realize that I must have a letter from my parents or guardian whenever I am absent during a school day.

q. I will not leave the school premises after school has started until it is time for me to depart with the other learners.

r. I will not fight with or intimidate other learners. I will not use physical force of any nature against any other learner, especially those that are smaller than me.

s. I realize that all learners must be respected and that I may not hurt or intimidate them.

t. I must not make any racial comments to anyone, keeping in mind that this country's Constitution does not allow any form of racism and that such comments can become an illicit complaint and punishable by law.

u. I undertake not to smoke or have cigarettes, pipe tobacco, cigars or any other type of tobacco in my possession while at the school, whether outside or inside the school yard. I will not smoke any other substance that may not be tobacco.

v. I understand that dishonesty during tests or examinations is a very serious offence. I am further aware that my punishment can be severe as cheating during tests and examinations can be considered in the same category as theft. I also understand that dishonesty can also mean the spreading of stories about someone, stories that may have serious consequences for the person concerned.

w. I undertake not to forge the signatures of the Director, Principal or any teacher, whether their signatures are attached to a document, letter, schoolwork, marks or any other document.

3. SERIOUS OFFENCES – CATEGORY 'B'

a. Coming late for school
b. Not doing all the homework
c. Leaving books at home
d. Disrupting classes
e. Littering outside or inside the classrooms
f. Eating or chewing gum in class
g. Bringing and using cell phones, iPods, games in class or any expensive toys or gadgets at school
h. Defying educators' orders/instructions (e.g. refusing to be sent on errands/picking papers)
i. Not wearing correct school uniform as spelt out in the dress code at all times. **(No student shall be allowed into the school without the correct school uniform. Any garment that is not part of the school uniform shall be confiscated)**
j. Involvement in affection between learners within the school premises.
k. Refusing to be questioned or searched by any staff member or security of Witbank Combined Christian School at any time if necessary.
l. Learners staying in the hostels will not be allowed to wash any clothes in the hostel or any other area on the property.
m. Washing arrangements must be made in time.

NOTE:
Educators and management will give discretionary warning prior to punishment.
Every Parent/Guardian, by signing the official registration form of the School becomes subject on behalves of the learner(s) they enrolled, to the disciplinary code of Witbank Combined Christian School.

I REALIZE THAT THE ABOVE MATTERS ARE SERIOUS AND SHOULD I BE FOUND GUILTY OF ANY OF THE AFORESAID OFFENCES, THE SCHOOL WILL NOTIFY MY PARENTS/GUARDIANS IMMEDIATELY.

NAME OF LEARNER_____SIGNATURE _____DATE: _____

NAME OF PARENT/GUARDIAN_____SIGNATURE_____DATE_____

NAME OF WCCS
OFFICIAL_____DESIGNATION_____SIGNATURE_____DATE_____

Section K: Indemnity

I/We.....Parent(s) / Legal guardian

Of..... (full name of pupil).

Residential Address: ……. ……

1. Hereby give consent for my child to take part in all of the camp and extramural activities of the school including but not exclusively: games, athletics, soccer, cricket, netball, tennis, swimming, choir, drama, educational tours, leadership courses, excursions and visits to places of interest.

2. Specific excursion: _____I fully understand and accept that all activities, tours and excursions shall be undertaken at my child's risk.

3. I undertake on behalf of myself, my executors, my spouse and my child to indemnify the owners of the school, the Principals and Staff against and from any and all claims whatsoever that may arise in connection with any loss or damage to property, or injury to the person of my child.

4. I hereby give permission that Witbank Combined Christian School that any photos taken of my child of such event may publish on social media or any other media platform.

5. I accept that all reasonable precautions will be taken to ensure the safety and welfare of my child and that I shall be held responsible for the payment of medical and / or hospital accounts, where applicable, should any injury be sustained. I cede my powers as parent / guardian to the principal of the school or his / her representative should medical treatment / surgery be deemed necessary for my child.

6. In the event of an emergency and I / we am / are unable to be contacted, I authorize the school to have my child treated at my expense by a doctor nominated by the school.

7. As far as I know he / she is in good health. However, the persons responsible should please note the following: (Please state aspects that the teaching staff should be aware of e.g. allergies, tendency towards abnormal bleeding, epilepsy, etc.)
   ……
   ……

8. Signature of Parent / Guardian _____

   DATE: _____

   Parent 1:_____ Parent 2: _____

   Id Number – Parent / Guardian_____

SECTION L: REQUIREMENTS FOR REGISTRATION

1. 2 COLOUR ID PHOTOS OF THE APPLICANT
2. PREVIOUS SCHOOL REPORT - WHERE APPLICABLE
3. CERTIFIED COPY OF BIRTH CERTIFICATE / ID / PASSPORT OF THE APPLICANT
4. BEHAVIOURAL REPORT - WHERE APPLICABLE
5. FINANCIAL STATEMENT FROM PREVIOUS SCHOOL - WHERE APPLICABLE
6. STUDY PERMIT IS COMPULSORY FOR INTERNATIONAL STUDENTS
7. TRANSFER LETTER - WHERE APPLICABLE
8. CERTIFIED COPY OF PARENT/GUARDIAN'S I.D OR PASSPORT
9. PARENT/GUARDIAN'S PAYSLIP OR 3 MONTHS BANK STATEMENT
10. COMPULSORY UNIFORM ITEMS (**REFER TO UNIFORM PACKAGE LIST**)

IT IS COMPULSORY THAT THIS CONTRACT BE SIGNED BY ALL PARTIES CONCERNED