

# Application for Enrolment 2026



2015 - 2025

## Acts House of Education

187 Allan Rd, Glen Austin,  
Midrand. 1685

Tel: 010 035 1031

E-mail: [admissions@actshouse.com](mailto:admissions@actshouse.com)

Web: [www.actshouse.com](http://www.actshouse.com)



## Office use only:

(PLEASE DO NOT COMPLETE THIS PAGE)

Full Name and Surname of Student:

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Family Code & Student Email:

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Grade:

RR R 1 2 3 4 5 6 7 8 9 10 11 12

Date of Acceptance:

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Date of Admission:

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Dear Parents/Guardians,

Thank you for expressing your interest in Acts House of Education.

**Please take note:**

Your application to Acts House of Education will only be considered once this document has been fully completed and submitted to the school, all required supporting documents have been received, all pages have been signed where full signatures are needed and initialled by both parents or guardians, and the R 600 registration fee has been paid. Acts House of Education is an independent institution and reserves the right of admission at the discretion of its Internal Leadership and Principals.

**The following is a list of required supporting documents that must be included with your application submission:**

Student/s required supporting documents	Parent/s required supporting documents
<ul style="list-style-type: none"><li>▪ Certified copy of the Student's Birth Certificate</li><li>▪ Copy of Student permit &amp; passport (<b>foreign Students only</b>)</li><li>▪ Copy of the Student's updated immunization card (please note that a 6-year immunization is due for Students in Grade R)</li><li>▪ 1 electronic head and shoulder colour photograph of the Student</li><li>▪ Student's latest school report (from current school, original and stamped)</li><li>▪ Copy of the medical aid card/membership certificate (confirming that the Student is an active dependant on the medical aid)</li><li>▪ Financial Clearance Form (to be completed by the current school)</li><li>▪ Latest Tuition Statement (of current school)</li><li>▪ Acts House of Education Confidential Report (required for all Grade 2 to 11 application; to be completed by the current school)</li></ul> <p><i>Please note that Students entering Grade RR must be 4 turning 5 years and the age for Grade R must be 5 turning 6 years and Students entering Grade 1 must be 6 turning 7 years. No child at the age of 5 will be enrolled into Grade 1.</i></p>	<ul style="list-style-type: none"><li>▪ Copy of both parents' and the liable account holder's ID Document/Card (or passport and permit if applicable)</li><li>▪ Copy of latest payslip &amp; 3 months bank statements for the debtor for the school account or 6 months bank statement if the debtor is a business or a letter of confirmation if the debtor is a trust</li><li>▪ Proof of address for the debtor (latest utility bill with physical or postal address)</li><li>▪ Police affidavit in the absence of a parent or copy of the death certificate if applicable</li><li>▪ Proof of payment for the R 600 non-refundable administration fee (see page 15 of this document for the school's banking details)</li><li>▪ Acts House of Education Religious Declaration form</li></ul> <p><b>The following is applicable to Grade 10 and 11 applications, upon request from the Principal/HOD:</b></p> <ul style="list-style-type: none"><li>▪ Academic Assessment results</li><li>▪ Completed Subject Selection Form</li></ul> <p><i>Please note application for Grade 10 and 11 may be subject to the results of a full academic assessment to ensure that the Student meets all his/her academic requirements and will be able to meet the demands of this phase. The assessment must be conducted by a registered educational psychologist.</i></p> <p><i>Baseline Assessments for English and Mathematics are required for all Students from Grade 3 to 11.</i></p>

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# Section A: Student Information

Present Age and Grade		
Full Name		
Surname		
Date of Birth		
ID/Passport Number		
Nationality		
Religious Denomination		
Gender	<input type="checkbox"/> Male	<input type="checkbox"/> Female
Ethnic Group		
Home Language		
Requested Admission Date		
Requested Admission Grade		
Name & Grade of sibling/s enrolled at Acts House of Education	1	Gr:
	2	Gr:
	3	Gr:
Name of Current School		
Reason for Leaving Current School		
Full Settlement of Current School Fees	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Reminder to include the Latest Tuition Statement & Latest School Report Card from your Child's Current School.

Has your child ever: (tick the applicable YES/NO column)	YES	NO
Been expelled		
Been suspended		
Involved in a Disciplinary Hearing		
Refused admission to a school		
Advised to repeat a year		
<p>If you answered YES to any of the above, please provide full details:</p> <p>(The school reserves the right to request an independent report where necessary)</p>		

Does your child have:	YES	NO
Physical Barriers to Learning		
Attend Occupational Therapy		
Attend Speech Therapy		
Receive Remedial Support		
Receive Emotional / Psychological Support		
<p>If you answered YES to any of the above, please provide full details:</p> <p>(Parents are obligated to inform the school in writing, prior to admission and enrolment, of any special educational needs of your Child known to you, of the kind referred in the table above. The school reserves the right to request an academic assessment / independent report where necessary for any of the above).</p>		

# Section B: Parent/Guardian Information

**\*A POLICE AFFIDAVIT OR DEATH CERTIFICATE IS REQUIRED IN THE ABSENCE OF PARENT/S**

Particulars	Father/Guardian 1	Mother/Guardian 2
Title		
Full Names		
Surname		
Initials		
Preferred Name		
ID Number		
Date of Birth		
Marital Status		
Home Language		
Cell Phone Number		
Home Phone Number		
E-mail (School communication is electronic)		
Residential Address		
Postal Address		
Child living with parents	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Parent Occupation		
Employer		
Work Phone Number		
Employer full Physical Address		
Are you a Christian?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Which church do you attend?		

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## Section C: Medical Information

### Medical Aid

Medical aid name	
Medical aid plan	
Medical aid phone number	
Medical aid member number	
Primary member's full name	

### Family Doctor

Family doctor name:	
Family doctor phone number:	
Family doctor business address:	

### Emergency Contact Person (other than Parents / Guardians)

Name & Surname	
Relation (to the Student)	
Contact Nr	

Does your child have:	YES	NO
A Chronic Illness		
An Allergy		
Use Chronic Medication		
If you answered YES to any of the above, please specify:		

Has your child received the following, whichever is applicable?	YES	NO
6-year vaccine		
12-year vaccine		

Indicate any difficulty with hearing or vision or makes use of hearing aids or glasses:

*(Cross this section out if it's not applicable)*

Indicate any surgical procedures your child has undergone and timeline:

*(Cross this section out if it's not applicable)*

NB: Students should have been vaccinated from birth to 18 months prior to them attending school.  
 Immunisation against POLIOMYELITIS and TUBERCULOSIS (BCG) is legally **COMPULSORY**!  
 Written evidence (completed clinic card) is compulsory when admitting a child to the school.  
 Medical Information: In case of a medical emergency any/or all of the information mentioned in  
 Section C will be shared with a medical health care worker.

#### Declaration of vaccination:

Herewith, I \_\_\_\_\_ (name of parent) declare that my child  
 \_\_\_\_\_ (name of child) **has / has not** received all his/her childhood  
 vaccinations. If you answered has not, please specify which vaccinations are outstanding and please sign:

Signature: \_\_\_\_\_

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# Section D: School Fee Policy

Acts House of Education is a registered NPC (Reg No: 2015/425722/08) that relies on the prompt payment of school fees to uphold all operational functions of the organization.

- 1.1 **A non-refundable registration fee of R600 per Student is payable with a new application.**
- 1.2 **A non-refundable utility fee of R5 000 is payable per Student upon acceptance of a new student.** If, after entering this Contract, the Student does not take up a place at the school (save for by reason of death or long-term hospitalisation) the Parents will not be refunded the utility fee.
- 1.3 An offer of a place for a Student at the school is accepted by the Parents signing this contract. One month's installment of tuition fee (based on the fee option selected) and the utility fee per student is payable upon acceptance.
- 1.4 Students are strictly prohibited to pay school fees at the office on behalf of their parents/guardians. The school does not take responsibility for fees sent to school with a student and will not issue a receipt.
- 1.5 The school will NOT accept any uniform payments. Uniform payments that are made to the school account will not be refunded, but rather used as credit toward tuition fees.
- 1.6 School fees are payable, in advance, **before the 1<sup>st</sup> day of each calendar month.** Fees are payable by debit order, EFT or Credit Card. Acts House of Education does not accept cheques.
- 1.7 A statement will be issued to update you on your current balance and remind you of any outstanding amounts, or interest incurred on overdue accounts.
- 1.8 Accounts not paid within 30 days become subject to prime interest rate.
- 1.9 First notice of payment will be issued after 30 days outstanding. If after 90 days your account is still not settled, it may result in your account being handed over for debt collection. The debtor will be liable for all additional costs incurred related to debt collection.
- 1.10 Any unpaid debit orders will be charged to the account holder to cover any costs incurred by the school.
- 1.11 If the deadline of 31 January has not been met for Plan A payments, the Plan A option will automatically default to the Plan B option of 11 months in advance payments. **For Plan A payments, if the Student is transferred during the year or the contract is terminated, then the discount amount given at the beginning of the year will be removed and the balance of the payment will be refunded considering any other arrear amounts reflecting on the statement.**
- 1.12 **Debit orders are COMPULSORY when choosing Plan B (11-month option).**
- 1.13 The Parent is entitled to elect (at enrolment and/or by 01 November of the previous school year) whether to pay school fees annually, termly, or monthly. The total costs of which will be set out in a fee structure and communicated to you on enrolment and in advance of any increase in school fees. **Ancillary charges e.g., outings, in-visits, robotics/IT levy etc. will be added to your school account as monthly payments, however the parent can choose to pay these items once off or termly. The school office can be contacted to make the necessary changes.**
- 1.14 The Parent has a right to cancel this contract at any time, for any reason, provided that the parent gives the school ONE CALENDAR MONTH'S (from 1<sup>st</sup> to the last day of the month) NOTICE PERIOD IN WRITING, before the withdrawal of the Student from the school. **A Student Exit Form must be completed which will be considered as the official notification for termination of the school contract with Acts House of Education. Without the completed Student Exit Form being returned to school, the school cannot process the termination request.**

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- 1.15 A month's fee is payable to the school in lieu of notice. Such an amount is due and payable on the first day of the month which would be the final month of schooling if the appropriate notice had been given. Should the Parents have elected to pay any additional fees in advance, those fees will be credited in proportion to the months used/remaining, less any amount payable in lieu of the appropriate notice and any other outstanding balance as per the statement. In the case of Plan A once off tuition fee payments then item 1.11 above will be implemented.
- 1.16 The Parent will be responsible for the payment of school fees until the termination date indicated on the Student Exit Form, even if the child leaves before the notice period is up. Any School records will not be forwarded to the new school until payment of all outstanding amounts are paid in full or a payment arrangement has been made with the School's Business Manager.
- 1.17 Subject always to applicable law including without limitation provincial legislation applicable to the School, the School also has the right to cancel this Contract at any time, for any reason, provided that it follows due process and gives the Parents a full term's notice, in writing, of its decision to terminate this Contract. At the end of the term in question, the Parents will be required to withdraw the Student from the School, and the school will refund to the Parents the amount of any fees pre-paid for a period after the end of the term less anything owing to the school by you.
- 1.18 Subject always to applicable law including without limitation provincial legislation applicable to the School, the School may cancel this Contract immediately if the Parents are in Material Breach of any of the Parents' obligations and have not (in the case of a breach which is capable of remedy) remedied the Material Breach within 20 (twenty) business days of a notice from the school requiring the Parents to remedy the breach. The school may, in addition, claim payment of all moneys then owing and damages equal to One Term's Fees (as calculated at the time of cancellation) taking into account the nature of the services, capacity planning and reasonable potential to fill the vacancy, but crediting the amount of any pre-paid fees and refunding to the Parents any excess above such damages.

Please send any school fee inquiries to [accounts@actshouse.com](mailto:accounts@actshouse.com)

# SCHOOL FEE STRUCTURE FOR 2026

## Grade RR to R

NEW ENROLMENT		
Registration Fee	R 600 once off	Non-Refundable. Due with completed application form.
Utility Fee	R 5 000 once off	Non-Refundable.
First Instalment	Minimum of 1 Month's Tuition Fees (based on the payment plan selected).	Due Immediately Upon Acceptance.

PAYMENT PLANS on an Annual amount of R 52 261.61 (Select your preferred payment plan by circling one of the options below)				
Tuition fees must be paid in advance before the 1 <sup>st</sup> day of every calendar month				
<b>PLAN A</b>	<b>Once Off</b> (10% Discount on Annual Amount)	<b>Due:</b> Before 31 January 2026	1 <sup>st</sup> Child (R 5226.16) 2 <sup>nd</sup> Child – 10% discount (R 4703.54) 3 <sup>rd</sup> Child – 15% discount (R 4442.24) 4 <sup>th</sup> Child – 20% discount (R 4180.93)	R 47 035.45 R 42 331.90 R 39 980.13 R 37 628.36
<b>PLAN B</b>	<b>11 Months</b> January - November	<b>Due:</b> 1 <sup>st</sup> of every month	1 <sup>st</sup> Child 2 <sup>nd</sup> Child – 10% discount 3 <sup>rd</sup> Child – 15% discount 4 <sup>th</sup> Child – 20% discount	R 4751.06 R 4275.95 R 4038.40 R 3800.84
<b>PLAN C</b>	<b>Termly Option</b> 4 Payments	<b>Due:</b> 1 January 2026 1 April 2026 1 July 2026 1 October 2026	1 <sup>st</sup> Child 2 <sup>nd</sup> Child – 10% discount 3 <sup>rd</sup> Child – 15% discount 4 <sup>th</sup> Child – 20% discount	R 13 065.40 R 11 758.86 R 11 105.59 R 10 452.32

ANCILLARY CHARGES			
<b>In-visits &amp; School Readiness Assessment for Grade R</b>	<b>Billed termly: -</b> In-visits	<b>Due:</b> Before the event. School readiness assessment will be due as arranged by the HOD.	<b>The cost of these Invisits and the school readiness assessment will be invoiced to your school account.</b>
<b>Aftercare: Please refer to the School Prospectus for Aftercare Policy and Procedures</b>	<b>Billed monthly:</b> Billed at R 65 per day, from 14:30 – 17:30 (a late penalty fee of R 100 applies to every 15 mins for pickup after 17h30)	<b>Billing Period:</b> The aftercare fees will be calculated from the 21st of the last month until the 20th of the next month.	The aftercare cost will depend on attendance during the billing period. This amount will be included on your school account.

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# SCHOOL FEE STRUCTURE 2026

## Primary School - Grade 1 to 6

NEW ENROLMENT		
Registration Fee	R 600 once off	Non-Refundable. Due with completed application form.
Utility Fee	R 5 000 once off	Non-Refundable.
First Instalment	Minimum of 1 Month's Tuition Fees (based on the payment plan selected).	Due Immediately Upon Acceptance.

PAYMENT PLANS on an Annual amount of R 62 314.92 (Select your preferred payment plan by circling one of the options below)				
Tuition fees must be paid in advance before the 1 <sup>st</sup> day of every calendar month				
<b>PLAN A</b>	<b>Once Off</b> (10% Discount on Annual Amount)	<b>Due:</b> Before 31 January 2026	1 <sup>st</sup> Child (R 6231.49) 2 <sup>nd</sup> Child – 10% discount (R 5608.34) 3 <sup>rd</sup> Child – 15% discount (R 5296.77) 4 <sup>th</sup> Child – 20% discount (R 4985.19)	R 56 083.43 R 50 475.09 R 47 670.92 R 44 866.74
<b>PLAN B</b>	<b>11 Months</b> January - November	<b>Due:</b> 1 <sup>st</sup> of every month	1 <sup>st</sup> Child 2 <sup>nd</sup> Child – 10% discount 3 <sup>rd</sup> Child – 15% discount 4 <sup>th</sup> Child – 20% discount	R 5664.99 R 5098.49 R 4815.24 R 4531.99
<b>PLAN C</b>	<b>Termly Option</b> 4 Payments	<b>Due:</b> 1 January 2026 1 April 2026 1 July 2026 1 October 2026	1 <sup>st</sup> Child 2 <sup>nd</sup> Child – 10% discount 3 <sup>rd</sup> Child – 15% discount 4 <sup>th</sup> Child – 20% discount	R 15 578.73 R 14 020.86 R 13 241.92 R 12 462.98

ANCILLARY CHARGES			
<b>Outings / In-visits / Sports Events &amp; Benchmarking exams</b>	<b>Billed termly: -</b> Outings/In-visits/Sports Events	<b>Due:</b> Before the event. Benchmark exams will be due as arranged by the HOD.	<b>The cost of the outings / in-visits &amp; sports events will be invoiced to your school account.</b>
<b>Robotics / IT Levy:-</b> These fees are non-refundable	<b>Billed monthly:</b> Billed from Jan to Nov.	<b>Due:</b> by the 1 <sup>st</sup> of each month. This billing will be added to your school account.	Foundation Phase – IT Levy only (Grade 1 to 3) – <b>R 209 per month</b> Intermediate Phase – Robotics / IT Levy (Gr 4 to 6) – <b>R 244 per month</b>
<b>IEB Levy</b> These fees are non-refundable	<b>Billed monthly:</b> Billed from Jan to Nov.	<b>Due:</b> by the 1 <sup>st</sup> of each month. This billing will be added to your school account.	Grade 1 to 6 – <b>R 180 per month.</b>
<b>Aftercare: Please refer to the School Prospectus for Aftercare Policy and Procedures</b>	<b>Billed monthly:</b> Billed at R 65 per day, from 14:30 – 17:30 (a late penalty fee of R 100 applies to every 15 mins for pickup after 17h30)	<b>Billing Period:</b> The aftercare fees will be calculated from the 21 <sup>st</sup> of the last month until the 20 <sup>th</sup> of the next month.	The aftercare cost will depend on attendance during the billing period. This amount will be included on your school account.

# SCHOOL FEE STRUCTURE 2026

## Primary School - Grade 7

NEW ENROLMENT		
Registration Fee	R 600 once off	Non-Refundable. Due with completed application form.
Utility Fee	R 5 000 once off	Non-Refundable.
First Instalment	Minimum of 1 Month's Tuition Fees (based on the payment plan selected).	Due Immediately Upon Acceptance.

<b>PAYMENT PLANS on an Annual amount of R 64 373.84</b> <b>(Select your preferred payment plan by circling one of the options below)</b>				
<b>Tuition fees must be paid in advance before the 1<sup>st</sup> day of every calendar month</b>				
<b>PLAN A</b>	<b>Once Off</b> (10% Discount on Annual Amount)	<b>Due:</b> Before 31 January 2026	1 <sup>st</sup> Child (R 6437.38) 2 <sup>nd</sup> Child – 10% discount (R 5793.65) 3 <sup>rd</sup> Child – 15% discount (R 5471.78) 4 <sup>th</sup> Child – 20% discount (R 5149.91)	R 57 936.45 R 52 142.81 R 49 245.99 R 46 349.16
<b>PLAN B</b>	<b>11 Months</b> January - November	<b>Due:</b> 1 <sup>st</sup> of every month	1 <sup>st</sup> Child 2 <sup>nd</sup> Child – 10% discount 3 <sup>rd</sup> Child – 15% discount 4 <sup>th</sup> Child – 20% discount	R 5852.17 R 5266.95 R 4974.34 R 4681.73
<b>PLAN C</b>	<b>Termly Option</b> 4 Payments	<b>Due:</b> 1 January 2026 1 April 2026 1 July 2026 1 October 2026	1 <sup>st</sup> Child 2 <sup>nd</sup> Child – 10% discount 3 <sup>rd</sup> Child – 15% discount 4 <sup>th</sup> Child – 20% discount	R 16 093.46 R 14 484.11 R 13 679.44 R 12 874.77

ANCILLARY CHARGES			
<b>Outings / In-visits / Sports Events &amp; Benchmarking exams</b>	<b>Billed termly: -</b> Outings/In-visits/Sports Events	<b>Due:</b> Before the event. Benchmark exams will be due as arranged by the HOD.	The cost of the outings / in-visits & sports events will be invoiced to your school account.
<b>Robotics / IT Levy:</b> These fees are non-refundable	<b>Billed monthly:</b> Billed from Jan to Nov.	<b>Due:</b> by the 1 <sup>st</sup> of each month.	<b>R 335 per month</b> This billing will be added to your school account.
<b>IEB Levy:</b> These fees are non-refundable	<b>Billed monthly:</b> Billed from Jan to Nov.	<b>Due:</b> by the 1 <sup>st</sup> of each month. This billing will be added to your school account.	<b>Grade 7 – R 180 per month</b>
<b>Aftercare:</b> <i>Please refer to the School Prospectus for Aftercare Policy and Procedures</i>	<b>Billed monthly:</b> Billed at R 65 per day, from 14:30 – 17:30 (a late penalty fee of R 100 applies to every 15 mins for pickup after 17h30)	<b>Billing Period:</b> The aftercare fees will be calculated from the 21st of the last month until the 20th of the next month.	The aftercare cost will depend on attendance during the billing period. This amount will be included on your school account.

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# SCHOOL FEE STRUCTURE 2026

## High School - Grade 8 to 12

NEW ENROLMENT		
Registration Fee	R 600 once off	Non-Refundable. Due with completed application form.
Utility Fee	R 5 000 once off	Non-Refundable.
First Instalment	Minimum of 1 Month's Tuition Fees (based on the payment plan selected).	Due Immediately Upon Acceptance.

PAYMENT PLANS on an Annual amount of R 65 511.25 (Select your preferred payment plan by circling one of the options below)				
Tuition fees must be paid in advance before the 1 <sup>st</sup> day of every calendar month				
<b>PLAN A</b>	<b>Once Off</b> (10% Discount on Annual Amount)	<b>Due:</b> Before 31 January 2026	1 <sup>st</sup> Child (R 6551.13) 2 <sup>nd</sup> Child – 10% discount (R 5896.01) 3 <sup>rd</sup> Child – 15% discount (R 5568.46) 4 <sup>th</sup> Child – 20% discount (R 5240.90)	R 58 960.13 R 53 064.11 R 50 116.11 R 47 168.10
<b>PLAN B</b>	<b>11 Months</b> January - November	<b>Due:</b> 1 <sup>st</sup> of every month	1 <sup>st</sup> Child 2 <sup>nd</sup> Child – 10% discount 3 <sup>rd</sup> Child – 15% discount 4 <sup>th</sup> Child – 20% discount	R 5955.57 R 5360.01 R 5062.23 R 4764.45
<b>PLAN C</b>	<b>Termly Option</b> 4 Payments	<b>Due:</b> 1 January 2026 1 April 2026 1 July 2026 1 October 2026	1 <sup>st</sup> Child 2 <sup>nd</sup> Child – 10% discount 3 <sup>rd</sup> Child – 15% discount 4 <sup>th</sup> Child – 20% discount	R 16 377.81 R 14 740.03 R 13 921.14 R 13 102.25

ANCILLARY CHARGES			
<b>Grade Camps / Outings &amp; Invisits / Sports Events (Gr 8 - 11)</b>	<b>Billed termly:</b> Camps/Outings/Invisits/Sports Events	<b>Due:</b> Before the event.	The cost of these items will be invoiced to your school account.
<b>Matric Farewell Grade 12</b>	<b>Billed once a year</b>	<b>Due:</b> Before the event.	The cost of this item will be invoiced to your school account.
<b>Benchmarking Exams &amp; Gr 9 / 12 Career Development Assessment</b>	<b>Billing as arranged by HOD</b>	<b>Due:</b> Before the exam / assessment.	The cost of these items will be invoiced to your school account.
<b>Robotics / IT Levy:</b> These fees are non-refundable	<b>Billed monthly:</b> Billed from Jan to Nov.	<b>Due:</b> by the 1 <sup>st</sup> of each month.	Grade 8 & 9 – Robotics / IT Levy – <b>R 335 per month</b> Grade 10 to 11 – IT Levy only – <b>R 209 per month</b> Grade 12 – IT Levy only – <b>R 123 per month</b> This billing will be added to your school account.
<b>IEB Levy:</b> These fees are non-refundable	<b>Billed monthly:</b> Billed from Jan to Nov.	<b>Due:</b> by the 1 <sup>st</sup> of each month. This billing will be added to your school account.	Grade 8 to 11 only – <b>R 180 per month.</b> <b>The balance of the IEB costs for Gr 11 &amp; 12 in years 2026/2027 will be split over two years.</b>
<b>Aftercare: Please refer to the School Prospectus for Aftercare Policy and Procedures</b>	<b>Billed monthly:</b> Billed at R 65 per day, from 14:30 – 17:30 (a late penalty fee of R 100 applies to every 15 mins for pickup after 17h30)	<b>Billing Period:</b> The aftercare fees will be calculated from the 21 <sup>st</sup> of the last month until the 20 <sup>th</sup> of the next month.	The aftercare cost will depend on attendance during the billing period. This amount will be included on your school account.

**BANKING DETAILS:**

**Account Holder:** Acts House of Education  
**Bank:** ABSA  
**Account Type:** Current Account  
**Account Number:** 4 085 042 398  
**Branch Code:** 632005  
**Reference:** *Student Name, Surname & Family Code*  
*(Example: JohnJones0053)*

Send all Proof of Payment to:

**accounts@actshouse.com**

**PERSON ACCOUNTABLE FOR THE SETTLEMENT OF FEES:**

Title	
Full Name	
Surname	
Initials	
ID Number	
Cell Phone Number	
Alternate Contact Number	
Home Number	
Work Number	
E-mail	
Residential address	
Postal address	

**PERSON ACCOUNTABLE IN CASE OF A COMPANY/TRUST:**

Title	
Name	
Registration Number	
Contact Numbers (cell phone & work number)	
Business Address	
Postal Address	

Acts House of Education strives to maintain a paperless environment where possible.  
Therefore, all accounts and school communication will be managed via e-mail, telephone, or text messaging.

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## DEBIT ORDER INSTRUCTIONS:

(Compulsory when choosing Plan B: 11-month payment plan)

From: (Name and Surname of Debtor as per ID document) \_\_\_\_\_  
(Address) \_\_\_\_\_  
\_\_\_\_\_

### Debtor Bank Account Details:

Bank \_\_\_\_\_ Branch Name: \_\_\_\_\_

Branch Number/Code: \_\_\_\_\_ Account Number: \_\_\_\_\_

Account Type: Cheque ☐ Savings ☐ Transmission ☐

I/We hereby instruct and authorize Acts House of Education to draw against my/our account with the above-mentioned bank (or any other bank or branch to which I/We may transfer my /our account) the amounts specified below on the

**1<sup>st</sup> day of each month commencing on** \_\_\_\_\_ **or the**

**26<sup>th</sup> day of each month commencing on** \_\_\_\_\_ **and continuing (as the case may be).**

All such withdrawals from my/our bank account by Acts House of Education shall be treated as though they had been signed by me/us personally.

**Please debit my account for the following School Payment Plan:**

PLAN B: Monthly Tuition Fees over 11 months

Debit order payments will be deducted from your account for **Monthly Tuition Fees and ALL other Ancillary charges for that month** e.g., Termly Outings / Camps / Invisits / Microbotics kits / IT Levy etc as per the statement, as well as any other ancillary costs that has been communicated by the school in writing. Aftercare fees will be calculated from the 21<sup>st</sup> of the last month until the 20<sup>th</sup> of the next month. The aftercare amount will be included with your debit order.

I/We understand that the withdrawals hereby authorized will be processed by computer through a system known as the STRATCOL via D6 Education, and I also understand that the details of each withdrawal will be printed on my bank statement.

I/We agree to pay any bank charges related to this debit order instruction.

This authority may be cancelled by me/us by giving Acts House of Education thirty days' (30 days) notice in writing. I/we understand that I/we shall not be entitled to any refund of the amount which you have withdrawn while this authority was in force if such amounts were legally owing to you. Receipt of this instruction by you shall be regarded as receipt thereof by my/our bank.

### **Assignment:**

I/We acknowledge that the party hereby authorized to affect the drawing(s) against my/our account may not concede or assign any of its rights to any third party without my/our prior written consent. I/ We may not delegate any of my/our obligations in terms of this contract authority to any third party without prior written consent of the authorized party.

**Note: A stamped bank statement for this account should be attached for bank identification purposes.**

Signed at \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_  
Name of Account Holder

\_\_\_\_\_  
Signature of Account Holder

INITIAL.

INITIAL

## CONSENT & INDEMNITY FOR VERIFICATION: FATHER / GUARDIAN 1 / DEBTOR

Surname: \_\_\_\_\_

Full First Name: \_\_\_\_\_

Date of birth: \_\_\_\_\_

SA ID Number:

Passport Nr: \_\_\_\_\_

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

### Verifications:

- Criminal Record: Have you ever had a previous conviction: YES ☐ NO ☐

If YES, Reason for conviction:

\_\_\_\_\_

- Credit Checks: ☐ Fraud detection and fraud prevention services. Permission is granted to Acts House of Education to facilitate all relevant credit and criminal record checks.

### Indemnity:

I hereby authorize Acts House of Education's duly authorized verification agent, to forward my personal information, including but not limited to my name, surname, identity number and fingerprints, to verification suppliers acting on behalf of the agent (including but not limited to SAPS, the Government of RSA, any educational, training, credit bureau and fraud prevention organisation). I authorize the agent to conduct all verification checks (including but not limited to credit bureau searches, drivers' licenses employment history, employment salary verification and any other relevant checks in the pre- and post – employment vetting process). I authorize the agent's suppliers to furnish personal information regarding my credentials, whether claimed or not, to the agent and The Acts House of Education. I unconditionally indemnify the agent and its verification information suppliers against any liability which results or may result from furnishing information in this regard.

I understand that it is a condition of the South African Police Service and Tertiary Education Institutions, that:

- The information furnished to Acts House of Education and the agent will be disclosed to me for comment before a decision is made on my employment / application; and
- Acts House of Education is responsible for verifying the accuracy in respect of information furnished to the SAPS.

### Consent:

I, \_\_\_\_\_ (full name and surname) hereby consent that, and authorises Acts House of Education to, at all times:

- Contact, request and obtain information from any credit or service provider (or potential credit or service provider) or registered credit bureau relevant to an assessment of the behaviour, profile, payment patterns, debt whereabouts and creditworthiness of the applicant.
- Furnish information concerning the behaviour, profile, payment patterns, debt whereabouts and creditworthiness of myself to any registered credit bureau or to any credit or service provider (or potential credit or service provider) seeking a trade reference regarding my dealings with Acts House of Education.

I duly authorised signatory \_\_\_\_\_ (name & surname) have read and understood all of the above.

Signed at \_\_\_\_\_ (place) on \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ (date)

Authorised signatory signature: \_\_\_\_\_

INITIAL.

INITIAL

## CONSENT & INDEMNITY FOR VERIFICATION: MOTHER / GUARDIAN 2 / DEBTOR

Surname: \_\_\_\_\_

Full First Name: \_\_\_\_\_

Date of birth: \_\_\_\_\_

SA ID Number:

Passport Nr: \_\_\_\_\_

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

### Verifications:

- Criminal Record: Have you ever had a previous conviction: YES ☐ NO ☐

If YES, Reason for conviction: \_\_\_\_\_

- Credit Checks: ☐ Fraud detection and fraud prevention services. Permission is granted to Acts House of Education to facilitate all relevant credit and criminal record checks.

### Indemnity:

I hereby authorize Acts House of Education's duly authorized verification agent, to forward my personal information, including but not limited to my name, surname, identity number and fingerprints, to verification suppliers acting on behalf of the agent (including but not limited to SAPS, the Government of RSA, any educational, training, credit bureau and fraud prevention organisation). I authorize the agent to conduct all verification checks (including but not limited to credit bureau searches, drivers' licenses employment history, employment salary verification and any other relevant checks in the pre- and post – employment vetting process). I authorize the agent's suppliers to furnish personal information regarding my credentials, whether claimed or not, to the agent and The Acts House of Education. I unconditionally indemnify the agent and its verification information suppliers against any liability which results or may result from furnishing information in this regard.

I understand that it is a condition of the South African Police Service and Tertiary Education Institutions, that:

- The information furnished to Acts House of Education and the agent will be disclosed to me for comment before a decision is made on my employment / application; and
- Acts House of Education is responsible for verifying the accuracy in respect of information furnished to the SAPS.

### Consent:

I, \_\_\_\_\_ (full name and surname) hereby consent that, and authorises Acts House of Education to, at all times:

- Contact, request and obtain information from any credit or service provider (or potential credit or service provider) or registered credit bureau relevant to an assessment of the behaviour, profile, payment patterns, debt whereabouts and creditworthiness of the applicant.
- Furnish information concerning the behaviour, profile, payment patterns, debt whereabouts and creditworthiness of myself to any registered credit bureau or to any credit or service provider (or potential credit or service provider) seeking a trade reference regarding my dealings with Acts House of Education.

I duly authorised signatory \_\_\_\_\_ (name & surname) have read and understood all of the above.

Signed at \_\_\_\_\_ (place) on \_\_\_\_/\_\_\_\_/\_\_\_\_ (date)

Authorised signatory signature: \_\_\_\_\_

INITIAL.

INITIAL

## CONSENT & INDEMNITY FOR VERIFICATION: DEBTOR (IF OTHER THAN FATHER OR MOTHER)

Surname: \_\_\_\_\_

Full First Name: \_\_\_\_\_

Date of birth: \_\_\_\_\_

SA ID Number:

Passport Nr: \_\_\_\_\_

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

### Verifications:

- Criminal Record: Have you ever had a previous conviction: YES ☐ NO ☐

If YES, Reason for conviction: \_\_\_\_\_

- Credit Checks: ☐ Fraud detection and fraud prevention services. Permission is granted to Acts House of Education to facilitate all relevant credit and criminal record checks.

### Indemnity:

I hereby authorize Acts House of Education's duly authorized verification agent, to forward my personal information, including but not limited to my name, surname, identity number and fingerprints, to verification suppliers acting on behalf of the agent (including but not limited to SAPS, the Government of RSA, any educational, training, credit bureau and fraud prevention organisation). I authorize the agent to conduct all verification checks (including but not limited to credit bureau searches, drivers' licenses employment history, employment salary verification and any other relevant checks in the pre- and post – employment vetting process). I authorize the agent's suppliers to furnish personal information regarding my credentials, whether claimed or not, to the agent and The Acts House of Education. I unconditionally indemnify the agent and its verification information suppliers against any liability which results or may result from furnishing information in this regard.

I understand that it is a condition of the South African Police Service and Tertiary Education Institutions, that:

- The information furnished to Acts House of Education and the agent will be disclosed to me for comment before a decision is made on my employment / application; and
- Acts House of Education is responsible for verifying the accuracy in respect of information furnished to the SAPS.

### Consent:

I, \_\_\_\_\_ (full name and surname) hereby consent that, and authorises Acts House of Education to, at all times:

- Contact, request and obtain information from any credit or service provider (or potential credit or service provider) or registered credit bureau relevant to an assessment of the behaviour, profile, payment patterns, debt whereabouts and creditworthiness of the applicant;
- Furnish information concerning the behaviour, profile, payment patterns, debt whereabouts and creditworthiness of myself to any registered credit bureau or to any credit or service provider (or potential credit or service provider) seeking a trade reference regarding my dealings with Acts House of Education.

I duly authorised signatory \_\_\_\_\_ (name & surname) have read and understood all of the above.

Signed at \_\_\_\_\_ (place) on \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ (date)

Authorised signatory signature: \_\_\_\_\_

INITIAL.

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# Section E: Contract

**This page is a sample copy of the contract you will sign once the application has been approved.**

I/We the Parent(s)/Legal Guardian(s) of \_\_\_\_\_ (Full Name of Student) agree to the admission of the above student to Acts House of Education in 2026 on the following Terms & Conditions:

1. I/We acknowledge and declare that I/we have read, understood and agree to the terms and conditions contained in this document. By signing this contract, I/we agree to the terms and conditions contained in this document and ensuring that the parent and the Student comply with any terms and conditions contained in the **School Policies and School Prospectus which form part of this contract**. The Prospectus is available from the school office and school website. It is further understood that the aforementioned documentation will be reviewed and updated on an annual basis. If there is any provision in this Contract that you do not fully understand, please ask for an explanation before signing.
2. I/we undertake to comply with all the rules and regulations of the School and acknowledge that it is the Parents' responsibility to make themselves familiar with the policies.
3. By initialling each page, I/we give consent to the information contained on each page and confirm that the information is complete / accurate and not misleading. The rights and obligations contained in this contract are binding on every person who signs this contract and must be carried out in order for the Student to be successfully enrolled and retained at the school.
4. As an account holder at Acts House of Education I/We accept full responsibility for all school fees, aftercare and ancillary charges according to the School Fee Policy and the payment plan I/We have selected.
5. In the event of the Third-Party taking responsibility for the payment of fees, I/we hereby bind myself/ourselves jointly in my/our personal capacity as surety and co-principal debtor with the Third Party for payment to the school of any amounts which are owing and may at any time become owing to the School by the Third Party.
6. I/We agree to give 1(one) calendar months' (**from 1<sup>st</sup> to the last day of the month**) notice in writing as per the **Student Exit Form**, should I/We wish to withdraw our/my child from the school. Failure to give notice will result in me/us being liable for the payment of 1 full month's fees in lieu of such notice. It is my responsibility as parent/guardian to provide the school with timeous notice.
7. I/We have been notified of and agree to the school fees applicable to the service provided by Acts House of Education. I/We further acknowledge and consent to fees paid in advance will be deposited to the school and held in accordance with the provisions of the Consumer Protection Act, No. 68 of 2008.
8. I/We agree that non-payment of fees and/or ancillary charges will be deemed as a material breach of this contract and understand that I/We will be liable to pay interest and all other debtors costs incurred on the outstanding amount.
9. I/We understand that a breach in my/our contract will result in its termination, following of due process according to the disciplinary code and fee policy of the school.
10. I /We agree and understand that the sibling discount on the school tuition fees is only applicable if the siblings are concurrently enrolled.
11. I/We agree that this agreement will come into effect immediately upon signature by me/us and shall apply for the full duration of the Students enrolment at the school or until a new annual agreement supersedes this agreement.
12. I/We have correctly completed and returned the application form to the school and accept responsibility for advising the school in writing of any changes of family/contact details, annual permit renewals, immunizations and any other details of this contract.
13. I/We consent to the school distributing my/our name/s and contact details only to other parents, staff or responsible persons authorised by the school for school related purposes, unless at any time the school is instructed by me/us, in writing not to disclose my information.
14. As an Acts House of Education Parent/Guardian, I/We will strive to act in a supportive role that will promote the reputation of Acts House of Education and will also endeavour to treat all members related to the school (Students, parents and staff) with dignity and respect.
15. I/We will attend regular Parent/Teacher meetings to discuss my child's academic progress.
16. I/We hereby accept admission to AHE and confirm that all particulars that I/we have furnished on this contract or otherwise from time to time are or will be, to the best of our knowledge and belief, full true and accurate.
17. The admission and enrolment of Students to the school is at the sole discretion of the school who may not grant the Student admission to the school and may grant temporary or provisional enrolment to the school subject to such further terms and conditions which the school may impose. The school may, after following due process, cancel enrolment in accordance with the rules.
18. I/We understand that this document is the only and final contract with Acts House of Education, refuting any previous contract.

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