



Mbowa College

Technical & Vocational Education & Training

**RECOMMENDED
REGISTERED | ACCREDITED**

DHET REG No: 2016/FE07/004 EXAM No: 899992837
QCTO ACC No: NATED/2015/0179 UMALUSI ACC No: FET00630PA Mictseta ACC No: 2015/07/0029

ADMISSION FORM | MATRIC RE-WRITE

Number of Subjects applying for:.....

NEW SYLLABUS CAPS	OLD SYLLABUS AMENDED
<input type="checkbox"/> Mathematics	<input type="checkbox"/> Mathematics
<input type="checkbox"/> Maths Literacy	<input type="checkbox"/> Maths Literacy
<input type="checkbox"/> Physical Science	<input type="checkbox"/> Physical Science
<input type="checkbox"/> Business Studies	<input type="checkbox"/> Business Studies
<input type="checkbox"/> Economics	<input type="checkbox"/> Economics
<input type="checkbox"/> CAT (Computer Application Technology)	<input type="checkbox"/> CAT (Computer Application Technology)
<input type="checkbox"/> English	<input type="checkbox"/> English
<input type="checkbox"/> History	<input type="checkbox"/> History
<input type="checkbox"/> Geography	<input type="checkbox"/> Geography
<input type="checkbox"/> Tourism	<input type="checkbox"/> Tourism
<input type="checkbox"/> Life Science	<input type="checkbox"/> Life Science

LEARNER'S DETAILS:				Student No:			
Surname:				Name(s):			
ID/Passport No.				Date of birth:			
Nationality:		Gender (M/F)		Home Language:			
Residential Address							
Postal Address							
Email Address							
Previous grade:		Previous school/college:					
List two sporting activities:							
Date of application:				Signature:			
Tel (Home):							
Cell:							

Please Note:

All monthly fees installments are calculated from January and are due by the 2nd of each month. Failure to do so will result to cancellation of this contract immediately

FEES STRUCTURE:	(Non Refundable)	
	Registration and Admin Fee:	
	Total Tuition Fees:	Exams /Assessment Fees:
Termly Instalments:	Monthly Instalments:	

Objectives:

To empower our community with knowledge, skills and innovation by developing constructive partnership with our community, students, parents/ guardians and related sectors.

Vision:

To be a channel of triumph to this generation and the generations to come.

Thank you for choosing Mbowa college as your center of choice. _____
Campus Manager

FEES PAYMENT FORM

Party Responsible:

Parent Guardian Self Sponsored Others:.....

Title		Surname		Name(s):															
Gender (M/F)			ID/Passport No.																
Nationality:			Tel(Home).						Cell:										
Residential Address																			
Postal Address																			
Email Address																			

Declaration by Parent or Guardian Form

I the undersigned,
The Parent/Gurdian of.....(Learner's Names)

Do hereby declare as follows:

- That the above information is correct and affirm that I will abide by the rules and regulations set by the College as clearly mentioned in the College prospectus & school diary.
- To abide by decision (s) taken by the College authorities against my child for, insubordination, political involvement, unruly behaviour or any other misbehaviour towards any staff or towards fellow learners.
- That in case of any accident or illness, the College authorities may take the child to hospital/nursing home for medical attention depending on the child's condition.
- That I will not hold the College, its staff members or any person acting on its behalf responsible for injuries or death of my child occasioning from events that are accidental in nature.
- That I will not hold the College or any of its staff or Management responsible should my child break bounds and abscond from the college and fall into any danger as a result.
- That the documents submitted with this application form as mentioned in the checklist are authentic originals or true copies of such documents.
- That as a parent/Guardian I undertake to make annual financial contributions during the parents' General meeting at the College as clearly spelt out in the School Education Act 6, 1995.
- That I hereby state and declare that should I or my child fail to comply with any of the above conditions fully or partially or furnished false documents or incorrect information, the College has the right to strike off the name of my child from the college rolls and that will be considered a withdrawal of my child from school by me.
- That I choose and accept English as a medium of instruction for my child.
- That I understand and undertake that I am fully & legally liable for all fees and other charges payable to the College.

Idemnity

I also hereby undertake to indemnify, hold blameless and absolve Mbowa College, its management, staff members and any person instructed to act on its behalf against and from all or any claims whatsoever that may arise from or in connection with any loss or damage to the property or injury arising from such activities, in knowledge that the person(s) concerned nevertheless took all reasonable precautions to ensure the safety and welfare of the students.

Date: -----

(Signature of Parent/Guardian)-----

Please Note:

- Proof should be presented to the college accounts department.
- All monthly fees installments are due by the 2nd of each month.
- All fees payments should be paid in the Mbowa college bank account only.

BANKING DETAILS

Bank:	Standard Bank
Account Name:	Mbowa College
Account No.	001538195
Branch Code:	2305
Reference:	Student Number & Names

FINANCIAL CONTRACT:

- I the undersigned.....(Full Names)
- The Parent/Guardian of.....(Full Names)
- Residing at.....(Address)

Hereby do apply for the enrolment of.....Learner's Names)

Should my child be admitted at Mbowa College, I undertake to pay all my child's school fees as levied by the College as follows;

Please tick to indicate how you intend to pay the school fees

- Annually (in advance on registration) Termly (payable on or before the 2nd of the first month of each term/semester)
 Monthly instalments (payable on or before the second of each month)

- I undertake liability to pay the full term/1month fees upfront if my child leaves without giving prior notice in writing to the school.
 - I accept that should I default on payment of any instalment(s) to Mbowa College as they become due, I shall be liable to pay the entire outstanding amount with the penalty and with immediate effect.
 - Should I default in paying any amount of fees due to Mbowa College, I shall be liable not only for the outstanding amount but also for the costs incurred if any in trying to recover such amount as between the attorney & the College.
- Please note.**
- Unless payments are made by the 2nd of each month, tuition maybe suspended until such payments are brought up to date.
 - The Grace period for fees payment shall be only seven (7) days after the second (2nd) of each month, after which a penalty of R20.00 shall be charged for each day that passes until all outstanding payments are made.
 - Failure to attend classes for whatever reason shall not entitle any student to a fees reduction or other college charges.
 - Failure to use/indicate the learner's correct reference details (student No. & surname) when paying fees, will result to such payments not reflecting on the fees statement and penalty of R 25% shall be charged for such collections.
 - All monthly fees instalments are calculated from January and are due by the 2nd of each month.

CANCELLATION OF ADMISSION AND DE-REGISTRATION POLICY

This means either party do not wish to continue the engagement; it is important that contents are read & understood carefully.

- Mbowa College shall be free from all legal and or other claims that may arise as a result of any activities, misinformation, misunderstood or not informed.
- The College reserves the right to de-register a learner on any grounds that it deems fit following deliberations, learner/parent shall be informed of such a decision, unless the circumstances are such that it becomes costly or impossible to make such communication, but a learner shall be required to stop attending or participating in any school activities.
- Any learner who upon being successfully admitted later decides to cancel his/her admission, must put such request and reasons in writing a letter addressed to the Principal.
- For full timers, a term's notice shall be required before a learner leaves and for part timers, a one month notice and payment shall be required. Failure to give such notice shall not exempt a learner from paying fees.
- A learner intending to cancel his/her admission to Mbowa College must prove that he/she has no outstanding fees or other charges as at the time of the intended cancellation, the College shall not approve any request of cancellation if there is any outstanding fees.

REFUNDS:

- Refunds for whatever payments made to the college shall be done only if a written notice of such a request is submitted to the principal's office within three (3) working days after such payments, beyond that; no refund whatsoever.
- If a request for a refund has been approved by the college, such payments may be done only after seven (7) working days.
- Refunds shall be made only to the parent/guardian or sponsor who completed and signed the financial contract with proof.

I have read and clearly understood the above financial agreement and the terms that come with it and hereby agree and bind myself to abide by such agreement and its terms and conditions.

Signed at.....

Signature

On this.....day of.....20.....

(Parent/Guardian/Sponsor).....

ADMISSION POLICY

- Admission of a learner shall depend on the availability of space in the respective grade, course or programme.
- Admission shall be open to all learners irrespective of ethnicity, race, gender or religion.
- Before a confirmation of admission is approved, the College may subject a learner to an interview to determine whether to admit or not to, depending on the outcome of the assessment.
- Assessments shall be carried throughout the entire academic period; this will include tests, assignments, projects, etc.
- The College reserves the right to fail, pass, promote or recommend a repeat for any learner on the basis of academic performance.

Admission of a student/learner shall be determined on the following criteria:

- (a) Academic competence to cope with the requirements of the respective Grade/Programme.
- (b) Testimonials from the previous school.

All Learners Are Subject To The School Rules And Regulations, Parents And Guardians Undertake To Co-operate In Enforcing Them

- Smoking, selling or consuming alcohol, drugs and other intoxicants in the College or nearby area, is strictly prohibited.
Any Learner found guilty of this conduct shall be suspended or expelled.
- Carrying, usage or possession of any dangerous weapons inside or within the vicinity of the College is strictly forbidden.
Any Learner found guilty of this offence shall be suspended or expelled and handed over to the SA Police.
- Theft or damaging the school properties, staffs or those of fellow learners' 'is a serious offence'.
Anyone found guilty of this behaviour shall be forced to repair or repay plus suspension.
- Violent assaults to learners or staff members with or without the help of outsiders, 'is a serious offence'
Anyone found guilty of such conduct shall be suspended or expelled and handed over to the SA Police.
- Use of abusive, aggressive, or disrespectful language and attitude towards staffs or fellow learners shall not be tolerated.
Learner found guilty of such behaviour shall be suspended or expelled.
- A learner facing a criminal conviction resulting in a sentence shall be suspended until the matter is resolved
All full time students are to report or be within the school premises by 8:00 am until 3:15pm each day of the week
- Late coming to school for more than two times in two weeks shall result to a disciplinary hearing with or without a parent.
Failure to attend, 'for whatever reason' shall result to a disciplinary action against such a learner

Failure to adhere to above rules and regulations shall result to a disciplinary action against any student

(Parent/Guardian's signature and date)

(Learner's signature and date)

FOR OFFICIAL USE:

- Application and Admission form completed
- Registration & Admin fee paid
- 2 copies Passport Photo attached
- For foreign a student, passport copy & study permit copy attached
- Proof of Residence attached
- Previous results attached
- ID Copy submitted

REGISTRAR'S REMARKS

ACCEPTED:

REJECTED:

CONDITIONALLY ACCEPTED:

DATE.....

SIGNATURE (REGISTRAR).....

SIGNATURE (PRINICPAL)