MASIBAMBANE COLLEGE
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MASIBAMBANE ADMISSIONS AGREEMENT

TERMS AND CONDITIONS OF ADMISSION

1. After receiving an application, prospective learners will be assessed for suitability in enrolment for Masibambane College ("**the College**"). The assessment for suitability and the decision of whether to accept an application for enrolment will be in the sole discretion of the College. Successful applicants will be notified telephonically, which shall be confirmed in writing by the College.

2. Where an application is successful, it is a condition of enrolment that a deposit equal to 25% of the annual school fees must be paid into the College's bank account within 20 (twenty) days of receiving confirmation that the application was successful. The College shall not be required to reserve any places, until such deposit has been received, so it is important that the deposit is paid as soon as possible. The deposit will be refunded (without any interest) when the learner competes their schooling or leaves Masibambane College (subject to what is set out at point 7 below). Outstanding school fees at the time of withdrawal or completion of school, will first be offset against the deposit and any remaining balance on the deposit thereafter will then be refunded

3. Please note that the deposit amount is separate from school fees and will therefore not be used to reduce the annual school fees except for when learner leaves the College. Deposit will be increased annually at the same rate of the percentage of school fee increases as decided by the College school Council from time to time in its sole discretion.

4. In order make an application for a learner to be accepted at the College, the learner's parent/s or guardian/s must complete and sign an Application form, which can be obtained upon request. The following must be presented with the Application form:

    4.1. R200.00 (Two Hundred Rands) non-refundable registration fee. This payment can be made into the College's bank account or can be made at the College. Please provide proof of payment.

    4.2. Copy of learner's birth certificate.

    4.3. Copy of learner's medical record / clinic card.

    4.4. Latest report card.

    4.5. Copy of parent/'s or guardian/'s ID's.

4.6. Certified copy of proof of residence / work permit of parent/s of guardian/s.

4.7. Three (3) months of bank statements for person responsible for payment of fees.

4.8. Three (3) months' payslips for person responsible for payment of fees.

4.9. Financial clearance certificate from previous school (if fee paying school)

4.10. Three (3) months bank statement and Company CK documents (if self employed)

5. An application that is submitted without the required documentation listed above will be automatically declined. It is therefore important to ensure that you provide all the required documentation. If you are unsure about any aspect relating to the documentation that must be submitted, please request assistance from the College.

6. Enrolment will only be confirmed on a receipt of a signed contract and once proof of payment of the deposit into the College's account has been provided. Confirmation of enrolment, subject to receipt of all required documentation and deposits, shall be confirmed in writing.

7. Once a learner has been admitted to Masibambane College, 1 (one) full term's notice must be given in writing of the learner's withdrawal from the school. If 1 (one) full term's notice is not given in writing, the deposit referred to in point 2 will be forfeited.

8. The College shall be entitled to instruct its attorneys to attend to the collection of any overdue fees and the parent/s or guardian/s or payer of fees shall be liable for payment of all costs incurred.

Protection of personal information

9. "Personal information" refers to personal information as defined in the Protection of Personal Information Act 4 of 2013 ("**POPIA**") and includes "special personal information" as defined in POPIA.

10. Likewise, "processing" refers to processing as defined in the POPIA and includes but is not limited to collecting, receiving, recording, organising, collating, storing, updating, retrieving, altering, using, disseminating, distributing, merging, linking, blocking, degrading, erasing or destroying of any personal information.

11. You hereby confirm that you are legally competent to consent to any action or decision being taken in respect of any matter concerning a child and hereby voluntarily, specifically, expressly and unconditionally consent to the College processing any of your personal information and the personal information of any child to whom you are a parent or guardian:

12. You similarly consent to the processing, analysing and assessment of your personal information and the personal information of any child to whom you are a parent or guardian by any other third party duly designated by the College for that purpose, whether based in South Africa or in other jurisdictions. Any of

your personal information will only be used by any such third parties in accordance with the instructions of the College.

13. You further consent to the College transmitting / transferring such personal information to any relevant third party and to the processing, analysing, assessment and/or storage of your personal information and the personal information of any child to whom you are a parent or guardian by any such party.

You warrant that any and all personal information provided by you to the College shall at all times be true and correct, and you undertake to provide the College with your updated details so that the personal information provided by you is at all times current.

Signature: _____

Parent / Guardian / Payer of fees

Name: _____

Date: _____

Place: _____

Signature: _____

Parent / Guardian / Payer of fees

Name: _____

Date: _____

Place: _____

1. 2026 FEE STRUCTURE

1.1. The College's fee structure for 2026 is as follows:

GRADES	ANNUAL FEES	MONTHLY
Grade R-6	**R16,066.00**	**R1,607.00**
Grade 7	**R16,297.00**	**R1,630.00**
Grade 8-9	**R17,827.00**	**R1,783.00**
Grade10-12	**R18,316.00**	**R1,832.00**

1.2. Note that fees for 2027 will only be confirmed during October 2026.

1.3. School banking details: Name of account holder: **Masibambane College**

Name of Bank:	**Standard Bank**
Account number:	**420 463 755**
Branch:	**Vereeniging**
Branch code:	**014637**
Ref no:	**Learner statement account code (e.g. PG0001)**

2. PAYMENT SCHEDULE FOR SCHOOL FEES FOR 2026

2.1. Masibambane College is an independent and partly subsidized school. The operational expenses are covered by two sources, namely:

2.1.1. School fees that are paid by the parents / guardians.

2.1.2. A partial government subsidy which is determined by the GDE from time to time at their discretion.

2.2. Masibambane College has two schedules:

2.2.1. Full payment: A 10% discount is offered if the full school fees are paid before the end of February for the academic year.

2.2.2. Monthly Installment: Monthly installments are paid. A schedule of how payment is made is listed below:

Instalments for 2026	**Payable Months**	**Deadline for payments**
1st Instalment	January 2026	7 February 2026
2st Instalment	February 2026	7 March 2026
3st Instalment	March 2026	7 April 2026
4st Instalment	April 2026	7 May 2026
5st Instalment	May 2026	6 June 2026
6st Instalment	June 2026	7 July 2026
7st Instalment	July 2026	7 August 2026
8st Instalment	August 2026	6 September 2026
9st Instalment	September 2026	7 October 2026
10st Instalment	October 2026	7 November 2026

GENERAL TERMS

Name of learner: _____

Name of parent/s / guardians/s: _____

_____

As a parent or guardian of a learner at Masibambane College ("**the College**"), I accept that the education of the learner is a partnership between myself and the College. I therefore pledge my support in the following areas:

1. Communication

1.1. I shall attempt at all times to keep an open line of communication going between myself and the College.

1.2. I shall Endeavour to read and respond where necessary to all correspondence issued by the College.

1.3. I shall keep the College informed of any changes in my family's situation. Amongst others this includes details concerning the deaths of close relatives, changes of address or contact phone numbers.

1.4. I shall present a telephonic or written explanation if my child is absent from school.

2. Homework

2.1. I understand that my child will receive homework on a daily basis and that it is my responsibility to: Supervise and encourage my child when doing their homework and make sure that it is completed.

2.2. Sign the homework diary every day.

3. Tests

3.1. I understand that the College has a schedule of regular tests and that it is my responsibility to: Supervise and encourage my child when they are preparing for a test.

3.2. To sign marked tests.

4. School Fees

4.1. I acknowledge that I have received payment schedule for school fees document and the school debtor's collection policy. It is my responsibility to:

4.1.1. Keep up with the above-mentioned payment schedule.

4.1.2. Submit to the office proof of any payment made into the College bank account.

4.1.3. Keep the College informed if I am unable to keep up with the schedule of payments.

4.1.4. Keep myself informed about the implications of failure to comply with the school's debtor's collection policy.

5. School Uniform

5.1. I acknowledge that I have received the regulations regarding school uniform from the College. It is my responsibility to:

5.1.1. Ensure that my child has the correct uniform.

5.1.2. Keep the College informed if I am unable to supply all of the correct uniform.

6. English

6.1. I understand that Masibambane College tuition is provided in English and learners will be required to write in English at Home Language level. It is therefore important that all learners are encouraged to speak English at school.

7. Stationery and Textbooks

7.1. I understand that my child must take the relevant stationery and books to school as dictated by the school timetable. It is my responsibility to ensure that my child has the correct books for school.

8. School Rules and Christian ethos

8.1. I understand that Masibambane College is a Christian school and falls under the wings of the Anglican Diocese and consequently the ethos at Masibambane is based on Christian values and principles.

9. Learner code of conduct

9.1. I acknowledge that I have received a copy of the learner code of conduct. I understand that I will ensure that my child to implement the code of conduct.

As a Parent / legal guardian / payer of fees, I attach my signature below to acknowledge the receipt of this contract.

FULL NAME: (Father / Guardian / Payer) _____

SIGNATURE: _____ DATE: ___/___/____

FULL NAME: (Mother / Guardian / Payer)

_____

SIGNATURE: _____ DATE: ___/___/____

As a learner at Masibambane College, I attach my signature below to acknowledge the receipt of the learner code of conduct.

FULL NAME: _____

_____

SIGNATURE: _____ DATE: ___/___/____

MASIBAMBANE COLLEGE PARENTS/GUARDIANS DECLARATION AND CONTRACT OF ENROLMENT

1. I / we am / are the parent / s or legal guardian(s) or the payer of the fees of the learner(s) whose details appear above. I / we have read and understood the policies of the School as published by the School.

POLICIES OF THE SCHOOL

2. I / we agree to abide by these policies (with special reference to the Debtor's Policy, the Terms and conditions of the school as well as the School's Grievance Procedures for Parents) and any other policies or procedures that may be adopted from time by the School.
3. I / we hereby undertake to abide by and comply with all the rules and regulations of the School, and I / we hereby acknowledge that it is incumbent upon me / us to make myself/ourselves familiar with all the rules pertaining to the School.
4. I / we acknowledge that I / we am / are responsible for my / our child / the learner whether on the property of Masibambane College or not after the published finishing times of any school activity/event/function.
5. I / we will ensure that the learner referred to above abides by all policies applicable to him / her.
6. I / we understand that the School reserves its right to give a shorter period of notice of termination of the enrolment contract for any appropriate reason.

DISCLAIMER

7. The School does not take any responsibility for any theft or loss of, or damage or destruction to any property of whatever nature (including school clothing, sporting equipment, books or any other personal possessions) brought onto the school premises by my / our child.

PAYMENTS OF FEES

8. I / we hereby assume absolute responsibility for the payment of any fees as a result of the learner(s), referred to above, attending Masibambane College.
9. I / we acknowledge that school fees are payable in advance and that facilities exist for monthly payments.
10. I / we acknowledge that should any one instalment payable in terms hereof not be paid on due date, then the whole balance outstanding shall immediately become due and payable by me / us and that no indulgence or extension of time by Masibambane College shall be deemed a waiver of its rights hereunder.
11. As a period of payment I / we choose (Please mark with an x next to chosen option):
    11.1 Full year in advance payable before 28TH February ☐
    11.2 Ten monthly instalments (January – October) paid cash into the school's bank account before the last day of the month. ☐
12. I / we choose the residential address set out below as *my / our domicillium citandi et executandi* for the service on me / us by the School of all notices, processes and other communications.
13. I / we hereby agree in terms of section 45 of the Magistrate's Courts Act No 32 of 1944 that the school shall, at its option, be entitled to institute any legal proceedings for the recovery of any monies owing by me / us to the school in any Magistrate Court having jurisdiction in respect of such proceedings in terms of Section 28 of that Act.

GENERAL

14. If school elects for any reason to terminate the enrolment of a learner, including outstanding fee payments, then it may do so on the giving of a full term's notice of its decision to terminate its enrolment contract with the parent(s) at the end of the term in question, at which time the parent shall be required to withdraw the learner.
15. I / we confirm that all the particulars that I / we may furnish or that have been furnished on this form shall, to the best of my / our knowledge and belief, be full, true and accurate.
16. I / we undertake to advise the school in writing of any changes to the details included herein.

17. I / we do hereby declare that the above information is true and correct and that I / we understand the contents thereof.

It is a condition of attendance at Masibambane College that the parent(s), legal guardian(s) of the learner(s), and any payer/s of the school fees whose name and details appear above sign in the space provided below.

The school Council will consider this declaration and contract to be null and void if this document is altered in any way.

Person responsible for payment of school fees:

Signature: _____

Name: _____

Home address: _____

Postal address: _____

Phone number: _____

Alternative contact number: _____

Email address: _____

Date: _____

Place: _____

Parent/s / Guardian/s

Signature: _____

Name: _____

Home address: _____

Postal address: _____

Phone number: _____

Alternative contact number: _____

Email address: _____

Date: _____

Place: _____

Parent/s / Guardian/s

Signature: _____

Name: _____

Home address: _____

Postal address: _____

Phone number: _____

Alternative contact number: _____

Email address: _____

Date: _____

Place: _____