



LEARNER ENROLMENT FORM

IMPORTANT – PLEASE READ

Harmony Heights Christian Academy relies on the accuracy of the information provided in this application. Incomplete or incorrect information may affect the enrolment process and could result in the application being declined or enrolment being withdrawn.

PLEASE FOLLOW THE STEPS BELOW:

1. Complete the official Enrolment Form
2. Upon completion of the Enrolment Form, pay the nonrefundable enrolment fee of R2 500.
3. Please attach the learner's most recent school report as well as a Transfer Certificate (if applicable).
4. Submit two (2) ID-size photographs of the learner (Grades 7–12 only).
5. Provide a copy of the learner's Road to Health Certificate (Grade 7 only).
6. An interview will be scheduled, subject to the availability of space.
7. January 2026 school fees must be paid by Monday, 5 January 2026.

PARENT / GUARDIAN INFORMATION:

Father / Guardian 1

Full Name(s): _____

Surname: _____

ID Number: _____

Occupation: _____

Employer & Address: _____

Work Telephone: _____

Cell Number: _____

Email Address: _____

Nationality: _____

Marital Status: _____

Race: _____

Mother / Guardian 2

Full Name(s): _____

Surname: _____

ID Number: _____

Occupation: _____

Employer & Address: _____

Work Telephone: _____

Cell Number: _____

Email Address: _____

Nationality: _____

Marital Status: _____

Race: _____



IMPORTANT – PLEASE NOTE

All changes to contact details or addresses must be communicated to the school immediately.

LEARNER INFORMATION

Full Name(s): _____

Nationality: _____

Surname: _____

Year of Entry: _____

Date of Birth: ____/____/____

Race: _____

Age: _____

Grade Applying For: _____

Gender: Male Female

Home Language: _____

RESIDENTIAL & POSTAL ADDRESS

Residential Address: _____

Postal Address (if different): _____

Home Telephone/ Contact No.: _____

CHURCH INFORMATION (IF APPLICABLE)

Church Attended: _____

Pastor / Reverend / Priest: _____

Contact Number(s): _____

Family Involvement in Church: _____

Letter of recommendation from Pastor / Minister attached (if applicable)

CURRENT / PREVIOUS SCHOOL INFORMATION

Name of Current School: _____

Current Grade: _____

School Contact Number: _____

Principal's Name: _____

Reason for leaving current School: _____



PREVIOUS APPLICATIONS OR ATTENDANCE

Have you ever applied to this school before?

Yes No

If yes, when: _____

Have you ever attended this school before?

Yes No

If yes, when: _____

ADDITIONAL INFORMATION

Reasons for applying to Harmony Heights Christian Academy: _____

DECLARATION AND AGREEMENT

We, the undersigned parent(s)/legal guardian(s), hereby declare that all information provided in this enrolment application is true, correct, and complete.

1. We confirm that we are the legal parent(s)/guardian(s) of the above-mentioned learner.
2. We undertake to notify the school immediately, and in writing, of any changes to our contact details or residential address.
3. We understand that submission of this application does not guarantee acceptance and that the school may require an entry or diagnostic assessment.
4. We undertake to comply with all responsibilities and requirements as stipulated in the application form, school policies, and procedures.
5. We acknowledge that school fees are payable monthly, in advance, on or before the 1st day of each month.
6. We undertake to provide one (1) full calendar month's written notice should we wish to withdraw our child from the school. Failure to do so will result in liability for one full month's fees. No refunds will be considered where sufficient notice is not given.
7. We acknowledge that the school has the right to review, verify, and analyse all information and documentation submitted with this application.
8. Should any information or documentation be found to be false, misleading, or fraudulent, the school reserves the right to take appropriate legal action and/or withdraw the learner's enrolment.



9. We acknowledge receipt of the School's Code of Conduct and confirm that we have read, understood, and accept it as binding.
10. We confirm our commitment to honour all financial obligations to the school and to ensure that school fees are paid on or before the due date.
11. We confirm our commitment to this agreement from the date of application until the date of lawful termination of enrolment.
12. We grant permission for our child to participate in all school-related activities, including extramural activities, academic visits, excursions, and field trips.
13. In the event of an emergency where we cannot be contacted, we authorise the designated emergency contact person to act in the best interests of our child, in accordance with parental responsibilities.
Their Name: _____ Contact No. _____

Photography and Media Consent

14. We acknowledge that learners may be photographed or recorded for use on school platforms, including the school website, social media pages, and printed promotional material. By enrolling our child at **Harmony Heights Christian Academy**, we consent to the use of our child's image for these purposes only.

Indemnity

15. While the school takes reasonable precautions to ensure learner safety, we acknowledge that participation in school activities is undertaken at our own risk. The school, its management, and staff shall not be held liable for loss or injury, except where required by law.

POPIA: Protection of Personal Information Act Consent

17. We acknowledge that Harmony Heights Christian Academy collects, stores, and processes personal information for lawful educational, administrative, and operational purposes only.
18. We consent to the processing of personal information relating to the learner and parent(s)/guardian(s) in accordance with the Protection of Personal Information Act (POPIA).
19. We understand that personal information will not be shared with third parties except where required by law or where necessary for the learner's education and well-being.
20. We acknowledge our right to request access to, correction of, or deletion of personal information held by the school, subject to legal and operational requirements.



PARENT CONTRACT AND SCHOOL FEES AGREEMENT

1. Agreement with School and Account Payer

- 1.1 The account payer(s), as identified in the application form, hereby accepts full responsibility and liability for all fees and charges payable to **Harmony Heights Christian Academy**.
- 1.2 Payment of the non-refundable enrolment fee of **R2,500** is required for the application to be considered successful.

2. Terms of Payment

- 2.1 School fees are reviewed annually, and parents will be notified in writing of any changes.
- 2.2 Accounts are invoiced monthly, in advance.
- 2.3 School fees are payable on the 1st day of each month for a period of twelve (12) months.
- 2.4 Upon acceptance of the learner, payment of the R2,500 enrolment fee and the first month's school fees is required before enrolment is confirmed.
- 2.5 Enrolment fees are strictly non-refundable.

3. Late, Short, or Non-Payment of Fees

- 3.1 Fees not paid by the due date will be regarded as overdue and may attract interest.
- 3.2 As an independent school, the school reserves the right to refuse learner access to the school premises, examinations, and academic reports in the event of overdue accounts, subject to applicable laws.
- 3.3 Accounts outstanding for more than sixty (60) days may be handed over for legal collection, and all associated legal costs will be for the account of the parent(s)/guardian(s).

4. Cancellation of Enrolment

- 4.1 One (1) full calendar month's written notice is required for termination of enrolment and/or aftercare services.
- 4.2 Failure to provide the required notice will result in liability for one month's fees, including fees payable for December where applicable.

ACCOUNT HOLDER DETAILS

Name: _____ Surname: _____

Mobile Number: _____ Work Number: _____

Home Address: _____

I/We hereby confirm that we have read, understood, and accept the Financial Terms and Conditions of Harmony Heights Christian Academy, and commit to the punctual payment of all fees due.

Date: _____ Signature: _____



PROTECTION OF PERSONAL INFORMATION (POPIA)

Harmony Heights Christian Academy undertakes to process all personal information provided in this form in accordance with the Protection of Personal Information Act (POPIA). Special Information will be used solely for administrative, educational, and legal purposes.

BANK INFORMATION

R2500 enrolment fee to be paid into:

HARMONY HEIGHTS CHRISTIAN ACADEMY

CAPITEC BANK - ACCOUNT NO: 10540403120

BRANCH CODE: 450105

Please email proof of payment to info@hhchristianacademy.co.za

For Attention - Ophelia Coko (Admissions) Use the learner Name and Surname as a reference.

The R2500 per child does guarantee a space, and it is non-refundable if the learner doesn't report for teaching and learning on the 7th January 2026.

FOR OFFICE USE ONLY

Enrolment Fee R2500

Date Paid	
Amount Paid	
Receipt No	