

NEW HORIZON COLLEGE

SECTION 21 * NPO REG. NR-064 -977

P.O. BOX 57
HARRISMITH
9880
Tel: (058) 623 1077
E-mail: admin@nhc.co.za
Web: www.nhc.co.za
REG. 2004/05915/08



P.O. BOX 2424
BETHLEHEM
9700
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Web: www.nhc.co.za
REG. 2013/190672/08

APPLICATION FOR REGISTRATION AND ADMISSION

COMPLETE APPLICATION FORM IN FULL AND IN BLOCK LETTERS
PLEASE NOTE THAT THE FOLLOWING DOCUMENTS MUST BE SUBMITTED

FOR OFFICE USE ONLY		STUDENT NUMBER	Y/N	CHECKED BY	
1	Birth Certificate or Identity Document of the Student			GRADE ADMITTED	
2	Copy of Identity Document of the Parent / Guardian				
3	Copy of Payslip of the Parent / Guardian			DATE ADMITTED	
4	School Report and Transfer Letter				
5	Study Permit for Foreign Students				
6	Admission in the 2nd & 3rd Term - All previous Portfolios				

GRADE APPLYING FOR

PRE-PRIMARY			PRIMARY			SECONDARY									
RRR	RR	R	PRIMARY				SECONDARY								
3-18m	18m-3 Years	3-4 Y	4-5 Y	6 y	Gr 1	Gr 2	Gr 3	Gr 4	Gr 5	Gr 6	Gr 7	Gr 8	Gr 9	Gr 10	Gr 11

LEARNER INFORMATION

SURNAME:				INITIALS:				NICK NAME:							
FIRST NAME:				OTHER NAMES:											
DATE OF BIRTH:	YYYY	MM	DD	GENDER:		M	F								
IDENTIFICATION / PASSPORT															
RACE:				CITIZENSHIP:											
PHYSICAL ADDRESS:				HOME TELEPHONE:											
CITY/ SUBURB				WHO TO CALL IN AN EMERGENCY:											
CODE				EMERGENCY TELEPHONE:											
LEARNER CELL :															
HOME LANGUAGE:				HOSTEL		YES	NO								
LEARNER STAYING WITH ?		PARENT/S		GRAND PARENT/S.		GUARDIAN/S									

PREVIOUS SCHOOL INFORMATION

NAME OF PREVIOUS SCHOOL:
PREVIOUS SCHOOL ADDRESS:
PROVINCE

LEARNER MEDICAL INFORMATION

MEDICAL AID	MEDICAL AID NUMBER
MEDICAL / HEALTH CONDITION:	

PARENT / GUARDIAN INFORMATION -	RELATIONSHIP TO THE LEARNER:
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TITLE:	INITIALS:	SURNAME:										
FIRST NAME:	GENDER:	M F										
HOME LANGUAGE:	RACE											
IDENTIFICATION NR:	<table border="1" style="width:100%; height: 20px;"> <tr> <td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td> </tr> </table>											
PHYSICAL ADDRESS:	OCCUPATION:											
CITY/ SUBURB												
CODE	EMPLOYER:											
TELEPHONE	WORK TELEPHONE											

SPOUSE / GUARDIAN INFORMATION -	RELATIONSHIP TO THE LEARNER:
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TITLE:	INITIALS:	SURNAME:										
FIRST NAME:	GENDER:	M F										
HOME LANGUAGE:	RACE:											
IDENTIFICATION NR:	<table border="1" style="width:100%; height: 20px;"> <tr> <td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td><td style="width:10%;"></td> </tr> </table>											
PHYSICAL ADDRESS:	OCCUPATION:											
CITY/ SUBURB												
CODE	EMPLOYER:											
TELEPHONE:	WORK TELEPHONE:											

BANKING DETAILS OF SCHOOL AND BOARDING			
ACCOUNT NAME:	<i>NEW HORIZON COLLEGE</i>	ACCOUNT NUMBER:	62577834156
BANK:	<i>FIRST NATIONAL BANK</i>	BRANCH :	230533
REFERENCE:	<i>CHILD'S student number (Six Digits)</i>		

Note: School fees	Note: Boarding fees
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- A student who registers with Little New Horizon Preschool and furthers his/her primary education at New Horizon college need not pay the registration fee again.
- Fees for Primary/Secondary students are payable per month, regardless of the date of registration, (considered on merit).
- The media fee includes the use of computers / Wifi, internet, e-mails and all material in the Media Centre.
- Notice of 30 days (calender month) must be given if a student wishes to leave the College - failure to do so will result in an extra month's fee.
- Students from foreign countries, e.g. Lesotho, Botswana, Swaziland and other African countries should submit a valid study permit before they will be allowed to further their studies at the College.
- 5% Discount will be granted for school fees paid in full before 31 January.
- Interest will be charged on accounts that are overdue.
- Should it become necessary, children will be requested to go and collect the outstanding fees. Please ensure all fees are paid up to date to avoid this.
- All additional fees must be paid in full upon registration.
- NO learner is allowed to attend any excursions/tours if the College/ Hostel fees are not paid up to date.
- **Fees must be paid in advance, before the 3rd of each month.**
- **If fees are not paid on or before the 3rd of the month, R100 penalty fee will be charged on a monthly basis until the account is paid in full.**

- Fees for Primary & Secondary Boarding Students are payable per month (Gr1 - 11 4 Terms / Gr12 - 3 Terms).
- No payment is due for December.
- Fees should be paid in advance, before the 3rd day of each month.
- Notice of 30 Days (Calender month) must be given if a student wishes to leave the Boarding Establishment - failure to do so will result in an extra months fee.
- 5% Discount will be granted for fees paid in full before 31 January.
- Boarding fees are applicable to the number of school days. Any extra day will be charged additionally.
- An increase in food prices will result in an increase in hostel fees.
- The laundry is compulsory for the full year. All learners from Term 1 - 4.
- Interest will be charged on accounts that are overdue.
- When making payment, please be advised that any amount paid will first be allocated to boarding fees and then to school fees.
- NO learner is allowed to attend any excursions/tours if the College/Hostel fees are not paid up to date.
- **Fees must be paid in advance before or on the 3rd of the month.**
- **If fees are not paid on or before the 3rd of the month, R100 penalty fee will be charged on a monthly basis until the account is paid in full.**

DECLARATION, UNDERTAKING AND INDEMNITY

I, the undersigned, _____ in my capacity

as Parent / Guardian of _____ hereby declare that:
(Name of Learner)

- 1 The information submitted in this application is the truth.
- 2 I undertake to ensure that my child/ward attends the College classes regularly. Should my child/ward be absent from the College or Hostel for any reason, I will notify the Principal immediately in writing. **I understand that, should my child/ward leave the College premises with or without the necessary permission, the College or Boarding Establishment will accept no responsibility for anything that might happen to my child/ward.**
- 3 I undertake to support the College at home by taking an interest in my child's/ward's homework. I promise to sign all circulars, test books, reports (**Reports only to be collected by parent / guardian**), etc. as required by the teacher from time to time. _____
Sign
- 4 I declare myself willing to support and visit the College on Parents' Day, with parent meetings and other functions as required by NEW HORIZON COLLEGE.
- 5 I understand that the education standard set at NEW HORIZON COLLEGE are high and that pupils are motivated to perform to the best of their ability. A pupil will be allowed to fail a phase once only. Should he/she fail a specific phase a second time, he/she will be requested to leave the College.
- 6 I take note of the fact that the School and Boarding Registration fees are non-refundable. I undertake to promptly pay School and Boarding fees due before each term starts without an account having to be sent to me. I take note of the fact that my account will be debited with any administrative cost the College may incur (i.e telephone, postal, stationery) in the event of having to inform me that my account is in arrears.
- 7 Payment method: - Due to administrative concerns, we would prefer that school fee payments are made via EFT. Please note that a penalty fee of R100 will be charged for any late payments. Primary school fees are calculated and payable over 12 months. Secondary fees are payable over 11 months.
- 8 **I take note of the fact that notice of 30 days (a full calender month) must be given if i wish to take my child/ward out of the School / Boarding or expulsion out of the School / Boarding, if not, I will be responsible for a full calender month's School or Boarding fees.** _____
Sign
- 9 I take note of the fact that an increase in food prices will result in an increase in Boarding fees.
- 10 A statement signed by the Principal of NEW HORIZON COLLEGE, or his nominee, will be prima facie evidence of the amount due to New Horizon College and, if it should become necessary to institute legal action against me as a result of my failure to promptly pay all the aforesaid fees, then and in that instance I agree to pay the legal costs on the scale agreed between attorney and client as well as collection commission. I further consent to judgement as well as to a Garnishee Order and/or and Emoluments Attachment Order in the amount of R750.00 per month immediately when it should become necessary to instute legal action against me as a result of my failure to promptly pay all the aforesaid fees. Should I become in arrears of the aforesaid fees, I hereby grant New Horizon College the full authority to refuse the student, whose fees I am responsible for, from further attendance of classes and/or boarding.

- 11 I hereby grant full authority to the Principal and/or his nominee to act as my representative in cases of emergency.
- 12 I herewith undertake to pay for any damages to or breakage of College and Hostel property that may occur due to my child's/ward's irresponsibility, e.g fire, damage, broken windowpanes, etc.
- 13 **During extra-mural sport & other activities I request that the Principal and/or Senior Staff member act in loco parentis and I understand that these activities are taken at my child's /ward's own risk, and may include the use of school, staff members' and/or private persons' transport, and I hereby on behalf of myself, my executors and my said child/ward, indemnify, hold blameless and absolve the Directors, Principal, Staff of New Horizon College and any other persons who may be assisting in the school's activities aforementioned, against and from any and all claims whatsoever that may arise in connection with any loss of or damage to the said property of person of my child/ward during these activities.**
- _____
Sign
- 14 **Online teaching:** - In cases where children are prevented to attend school (for example Pandemic and unforeseen circumstances), New Horizon College offers ONLINE TEACHING and/or WhatsApp classes to learners. Staff will communicate via the online platform and supply students with lessons, assignments and/or test. IT REMAINS THE RESPONSIBILITY of each student to SUBMIT the work on the agreed platform.
- 15 During times of National Pandemics and or disorders, school rules are amended to fit the purpose. Each learner / parent / guardian should familiarize themselves with the prospectus and specifically the code of conduct with amendments, and all students must adhere to the regulations.
- 16 **I hereby irrevocably indemnify any employee and/or owner of the aforesaid College and Boarding Establishment against any claims which I may now or in future have against the aforesaid employee and/or of the College in respect of any injuries, damages or harm which my child/ward might suffer due to whatever circumstances.**
- _____
Sign
- 17 If a student leaves the Boarding, he/she automatically leaves the College, RCL costs must be paid by student/parent.
- 18 I understand that my child's/ward's enrolment automatically makes me a member of the Parents' Committee and as such I have the privilege to address all matters of concern to the College.
- 19 I Hereby acknowledge receipt of the school / boarding code of conduct. I have read and understood the rules of New Horizon College.
- 20 I Understand that New Horizon College is an independent, non-racial educational institution with Christian values.

NEW HORIZON COLLEGE MISSION & VISION STATEMENT

Our Vision

New Horizon College is an independent non-racial educational institution with Christian values aimed at maintaining high educational standards and to make quality education accessible to all.

It is the mission of this College to:

- * uphold the highest moral values in all our activities *
- * maintain discipline in order to ensure institutional effectiveness *
- * cultivate a culture of learning *
- * ensure excellence in the education we offer *
- * nurture and develop the students in our care *

DATED AT _____ ON THIS _____ DAY OF _____

DIRECTOR / PRINCIPAL

SIGNATURE OF PARENT / GUARDIAN

**Discipline • Respect • Accountability • Passion • Confidence • Success • Moral Values
• Commitment • Perseverance • Strength • Courage**