

## Excelsior Learning Centre



Excelsior Learning Centre  
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### ENROLMENTS – 2018 ACADEMIC YEAR

#### PROCEDURE FOR EXCELSIOR LEARNING CENTRE ENROLMENT - 2018:

Dear Parents

You will receive the following documents for your information, perusal and signature.

1. General Information Document x 2
2. Enrolment Application Form and Fee Agreement x 1
3. Code of Conduct x 2
4. School Uniform Policy x 2

Should you wish for your child/ren to be considered for enrolment, please fully complete, familiarize yourself with and sign the Enrolment Application, General Information Document, School uniform policy and Code of Conduct form and **return one copy of each document** to the school. Please retain a copy for your own records. Please use a black pen.

Enrolment is on a “first come, first served” basis and maybe subject to an Academic assessment or an Entrance exam as well as an interview with the parent/guardian, pupil and Head of Centre.

If and when your child/ren is/are accepted the following monies are immediately due and payable in order to secure your child/s place – no exceptions will be made – all payments must be made before the student’s attendance commences.

Registration Fee R2000.00 per child, the Annual fee of R700.00 per child, as well as the applicable Text book fee as shown below, must be paid by the 30 November 2017. The first month’s applicable grade school fee must also be paid by the 30 November 2017.

### Text Book Fee

Grade	No of subjects	Fee	After 30 Oct 2017	Grade	No of subjects	Fee	After 30 Oct 2017
R	1	R250	R300	7	9	R1300	R1350
1	4	R300	R350	8	9	R1600	R1650
2	4	R350	R400	9	9	R1800	R1850
3	4	R400	R450	10	7	R1900	R1950
4	6	R900	R950	11	7	R2000	R2050
5	6	R900	R950	12	7	R2000	R2050
6	6	R900	R950				

Closing date for enrolment and payment for 2018

**NB: Should you withdraw your application after the 30 November 2017 or should your child/ren not attend school, the Registration and Annual fees are non-refundable.**

Please include the following with your application:

A transfer form/reference and proof of paid-up school fees from the previous educational institution;  
The current scholastic report;

Proof of employment (current pay slip may be requested) of the person/s responsible for the payment of school fees;

Proof of address and ID of the person/s responsible for the payment of school fees.

Student's ID and/or Birth Certificate

Clinic cards for Grade R and 1 students.

We thank you for your interest and look forward to your child/ren's enrolment.

Yours faithfully

John Kent

Head of Centre

**Excelsior Learning Centre**