



# GREENLANE COLLEGE

Experience Your Potential

COMPULSORY

Please paste your  
recent passport size  
photography

011 492 1778 081 262 4572 apply@greenlane.co.za www.greenlane.co.za

32 Commissioner Street Corner Ntemi Piliso, Johannesburg

## APPLICATION FOR ADMISSION TO SCHOOL

The information requested on this form is being collected pursuant to the School Act, No. 84 of 1996.  
Information acquired through this form is kept secure and access is strictly restricted.

**NOTE:** This form must be completed in full. All changes to be initiated or signed by parents / guardian. Completing form does not necessarily mean that the learner has been accepted into the school.

FOR OFFICE USE ONLY

Student Number	GL								
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### SECTION A | STUDENT DETAILS

Surname

First Name

Second Names

Date of Birth 

Y	Y	Y	Y	M	M	D	D
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 Home Language

Gender 

<input type="checkbox"/>	Male
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<input type="checkbox"/>	Female
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 Initials

Identification or Passport Number

Grade

Dexterity of Learner 

<input type="checkbox"/>	Right Handed
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<input type="checkbox"/>	Left Handed
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<input type="checkbox"/>	Ambidextrous
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Race

Religion

Home Telephone

Learner Cell

Learner Email

Physical Address

Postal Code

Name of Previous School

Previous School Address

Mode of Transport to School

## SECTION B | ACADEMIC INFORMATION

### Subjects Applying For

1		2	
3		4	
5		6	
7		8	
9			

### Methods of FEES PAYMENT

Registration Fee	R	Non-refundable	Admission Fee	R	Non-refundable				
Monthly Payment	R		Cash Payment	R					
No. of Months		Debit Order	R		No. of Months				
Reg. Social Grant		Yes		No	Rec. Social Grant		Yes		No

Parent / Guardian Signature .....

## SECTION C | LEARNER MEDICAL INFORMATION

Medical Aid Name			
Medical Aid Number		Medical Aid Main Number	
Doctor Name			
Doctor's Phone Number			
Doctor's Address	..... .....		
Medical Condition or special need requiring counceling	..... .....		

## SECTION D | SIBLINGS

Number of other Children at this school

Please supply full names below

1	Name		Grade	
2	Name		Grade	
3	Name		Grade	

## SECTION E | PARENT / GUARDIAN INFORMATION

Surname									First Name										
Second Name									Contact Number										
ID or Passport Number									Initials										
Account Payer	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No															
Residential Street Address													Postal Code						
Employer									Contact										
Email Address																			
Relationship to Learner						Marital status of parent													
Learner resides with his / her parent(s)		<input type="checkbox"/>	Yes	<input type="checkbox"/>	No														
Deceased Parent	<input type="checkbox"/>	Mother	<input type="checkbox"/>	Father	<input type="checkbox"/>	Both													

## SECTION F | SPOUSE INFORMATION

Surname									First Name									
Spouse's Identification or Passport Number																		
Occupation									Employer									
Contact Number									Work Telephone									
Work Address													Postal Code					

## SECTION G | NEXT OF KIN

Title									First Name									
Contact Number									Email Address									
Residential Street Address													Postal Code					

# SECTION H | ADMISSIONS OFFICE - For office use only

Form Status	<input type="checkbox"/> Accepted	Reason of Rejection							
	<input type="checkbox"/> Rejected								
Documents Received	<input type="checkbox"/> Birth Certificate	<input type="checkbox"/> Two ID Size Photos	<input type="checkbox"/> ID copy of Parents / Guardian						
<input type="checkbox"/> Proof of Address	<input type="checkbox"/> Immunisation Record	<input type="checkbox"/> Progress Report from Previous School	<input type="checkbox"/> Transfer Letter from Previous School						
Date	Y	Y	Y	Y	M	M	D	D	
Name & Surname									STAMP
Signature .....									

## SECTION I | ENROLMENT TERMS AND CONDITIONS

1. All students are required to pay the full registration fee(s) as may be arranged between the Parent/Gaudian and the Principal / representatives. ADMISSION & REGISTRATION FEES ARE NON-REFUNDABLE.
2. The College reserves the right to exclude students from lesson for not complying with the terms and conditions of this form or any rule that Greenlane College may deem necessary.
3. If the school fee is to be paid by way of installments, the full balance will immediately become due and payable without notice in case:
  - I. Any installment is not paid on the due date.
  - II. A cheque is returned RD.
  - III. The student/learner or anyone depositing the money on the student's behalf fraudulently alters a bank deposit slip.
  - IV. NB: Bank charges for cheques will be debited to the student's account.
4. The student/learner will not be permitted to write external examinations or tests unless the entry fees are paid timely and the student has passed the preliminary examinations and his/her account with the college is up to date. External examination fees or school fees or course fees are not transferable or refundable except at the discretion of the principal or company executives.
5. The student will not be permitted to attend classes or lectures if the terms of this agreement are not being adhered to.
6. The College will not be held liable in any inappropriate manner or whatsoever for injury or death of the student/learner nor for loss or damage to personal assets and possessions whilst the student/learner is in the college premises or anywhere else connecting with the course, whether the injury, loss or damage is as result of negligence or otherwise.
7. The College reserves the right to increase school fees prior to the commencement date of the course. A quotation or pro-forma invoice is not binding on the College on a price change.
8. Greenlane College reserves the right to merge certain classes of a similar academic level. Courses will only be run if justified by demand.
9. It is the learner / student's responsibility to register with the relevant professional body, where applicable, and/or enter for examination(s) held externally.
10. Greenlane College does not hold itself responsible for any cash or cheques handed to any member of Greenlane College. Staff members of all ranks are not allowed to receive money from students or parents.
11. Academic Honesty and behavior. Violations of Academic integrity and behavior amongst others: cheating, plagiarism and verbal abuse will result in disciplinary action, a penalty of up to and including expulsion or dismissal from the examination.
12. Students/learner may be excluded from writing examinations on grounds of non-compliance to attendance and assessment requirements. To write examinations, students/learner should have attended at least 80% of their classes and must have completed all assessments.
13. If any legal or other action is taken by Greenlane College to recover any amounts due to the terms of this agreement, the parties to this agreement other than Greenlane College will be liable for all recovery costs of the attorney together with other such costs incurred including, but not restricted to collection commission.
14. All learners and parent applying to study at Greenlane College are obliged to sign this form. Furthermore, by signing this form automatically implies that both the learner and the parent understood the terms and conditions. All learners and parents are obliged to adhere to the code of conduct of the college, which is presented on a separate sheet.

I have read and understood all the conditions written above and if I am accepted by Greenlane College, I agree to follow and abide by them. I the undersigned hereby apply to enroll as full / part time student at Greenlane College. I hereby certify that the details given by me are correct. I fully understand all the terms and conditions of this contract and I accept and agree to be bound by them. I further confirm that I agree with the price(s) of the course and method of payment for the course for which I have enrolled (As detailed in registration form that I have signed) and will be liable for the full fees of the course as and when they fall due for payment.

**SIGN HERE**

**Student**

Signature /  
Thumb Print: ..... Signed At: ..... Date: .....

**SIGN HERE**

**Parent / Legal Guardian / Surety**

First Name(s): ..... Last Name: .....

Signature /  
Thumb Print: ..... Signed At: ..... Date: .....