



35 Diamant Street, Klerksoord, Rosslyn
Akasia, 0200, Pretoria
012 542 6279 / 083 537 9584
info@landmarkacademy.co.za

LANDMARK ACADEMY APPLICATION FOR ADMISSION 2026

Date Application Received	FOR
Grade Applying For	OFFICE
Account (NEW / EXISTING)	USE
Grade of Sibling (NEW / EXISTING)	ONLY
Documents Outstanding	YES / NO
After-Care Application Submitted	YES / NO

ADMISSION CANNOT BE CONSIDERED WITHOUT ALL OF THE FOLLOWING CERTIFIED DOCUMENTS:

Child's clinic card, child's birth certificate, child's most recent report if applying for Grade Rrr – 7, both parents' ID documents, parents' proof of residence (recent utility account).

(PLEASE NOTE WE WILL NOT ACCEPT ANY APPLICATION THAT DOES NOT HAVE THE ABOVE MENTION DOCUMENTS.)

APPLICATION IS HEREBY MADE FOR:

GR-Rrr	GR-Rr	GR-R	GR 1	GR 2	GR 3	GR 4	GR 5	GR 6	GR 7	&	After-Care until 17:45 (GrRrr– Gr7)	FROM	MM / YYYY
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PLEASE COMPLETE A SEPARATE APPLICATION FORM FOR AFTER-CARE

PARTICULARS OF LEARNER:

CURRENT GRADE CURRENT SCHOOL & PROVINCE

SURNAME NAME/S

GENDER MALE FEMALE IDENTITY NUMBER

HOME LANGUAGE ENG OTHER: COUNTRY OF BIRTH

RESIDENTIAL ADDRESS

MEDICAL CONDITIONS THAT THE SCHOOL SHOULD BE AWARE OF

MEDICATION USED BY LEARNER

PARTICULARS OF PARENTS / LEGAL GUARDIANS:

The information submitted herewith should therefore be given in respect of each parent/legal guardian, including parents who are divorced. In the case of legal guardianship, documented proof must be attached. Correspondence will be addressed to the parent with whom the learner resides.

MOTHER / PARENT 1 / LEGAL GUARDIAN 1:

TITLE INITIALS SURNAME ID NO.

CONTACT NOS. Work Cell Home

EMAIL ADDRESS

OCCUPATION EMPLOYER

RESIDENTIAL ADDRESS

NEXT OF KIN CONTACT NO:

FATHER / PARENT 2 / LEGAL GUARDIAN 2:

TITLE INITIALS SURNAME ID NO.

CONTACT NOS. Work Cell Home

EMAIL ADDRESS

OCCUPATION EMPLOYER

RESIDENTIAL ADDRESS

NEXT OF KIN CONTACT NO:

FAMILY DOCTOR NAME: CONTACT DETAILS:

ADDRESS:

1. HEALTH BACKGROUND

ALLERGIES OF THE CHILD	yes	no	specify	Treatment/medication
ABNORMALITIES OF SKIN ie,eczema/acne				
PROBLEMS IN JOINTS,SKELETON OR MUSCLES ie arthritis				
SENSRORY ORGANS iesight,hearing,speech				
RESPIRATORY SYSTEM ie asthma				
DIGESTIVE SYSTEM ie stomach ulcer				
URINARY SYSTEM ie kidney problems(infections,failure) ,bladder problems				
ANY MEDICATION OR TREATMENT THE CHILD IS ON THAT IS NOT SPECIFIED ABOVE				

EDUCATIONAL BACKGROUND

PREVIOUS GRADE: _____

PREVIOUS SCHOOL: _____

CONTACT OF PREVIOUS SCHOOL: _____

ADDRESS OF PREVIOUS SCHOOL: _____

PREVIOUS ACADEMIC PERFORMANCE: _____

ANY IDENTIFIED ACADEMIC CHALLENGES: _____

WHAT INTERVENTION CONDUCTED TO ASSISTANCE THE CHILD? _____

IS THE CHILD REPEATING THE GRADE APPLYING FOR? _____

CHILD'S BEHAVIOUR

DESCRIBE YOUR CHILD'S BEHAVIOUR? _____

HOW IS THE CHILD HANDLING TANTRUMS? _____

IS THE CHILD A GOOD/AVERAGE/BAD FOLLOWER? _____

IS THE CHILD PASSIVE/ACTIVE/AVERAGE? _____

USING OBSERVATION, TICK ANY APPLICABLE BEHAVIOUR OF YOUR CHILD:

SOCIAL PROBLEMS ☐ ANXIETY ☐ WITHDRAWL PROBLEMS ☐ RULE BREAKING BEHAVIOUR ☐ CRIES LOT ☐ TOO DEPENDENT ☐
 DISOBEDIENT ☐ EASILY JEALOUS ☐ EASILY FRUSTRATED ☐ RESTLESS ☐ FEELINGS ARE EASILY HURT ☐ ACCIDENT PRONE ☐
 REFUSES TO EAT ☐ LOOKS UNHAPPY WITHOUT GOOD REASON ☐ GETS INTO FIGHTS ☐ GETS INTO EVERYTHING ☐ ARTSY ☐
 DAY DREAMS ALOT ☐ ALOOF ☐ POOR CONCENTRATION ☐ RESIST INSTRUCTIONS ☐

LANDMARK ACADEMY
PAYMENT UNDERTAKING FOR TUITION FEES

I, the undersigned, undertake to adhere to the School Policy and Code of Conduct; to recognize the authority and responsibility of the school to maintain discipline (legally teachers are *in loco parentis*) and accept that on occasion it may be necessary to include disciplinary measures; to allow my child to use school transport as and when needed and indemnify the school and staff against liability in this regard;

I accept that my child will take part in extra-mural activities and sport of this school; I accept that in the case of an emergency the school will endeavor to contact the parents/legal guardians, failing which the school will contact the closest hospital. Any medical costs will be covered by the parents/legal guardians. I furthermore declare that the information submitted on this application form is correct. **I do acknowledge that**

NAME & SURNAME: _____ SIGNATURE: _____ DATE: _____

Submission of an application form does not mean that my child has been accepted.

I, We _____ (name and surname), the undersigned
and residing at _____ (address),
the parent(s) / legal guardian(s) of:

	LEARNERS SURNAME	LEARNERS NAME	LEARNERS GRADE APPLYING FOR
1	_____	_____	_____
2	_____	_____	_____

I/We undertake to make this payment:

A Annually – Payment will be made in full by 6th February.
(Early settlement discount applicable for School Fees only).

☐

B Monthly cash payment / Electronic Fund Transfer - This is to be remitted
on the first working day of each month and no later than the 6th of the month.
(1 January to 1 December inclusive i.e. twelve equal payments)

☐

UNDERTAKING (Financial)

1. SCHOOL FEES (Landmark Academy) [TICK/CHOOSE THE FOLLOWING PAYMENTS DATES]

2. School fees made on the 1st of each month have a grace period until the 6th of each month (refer above) ☐
School fees made on the 15th of each month have a grace period until the 20th of each month ☐
School fees made on the 25th should be made to the fore of next month e.g (payment made on the 25th of Jan will be paying February school fees so on and so forth.) ☐

1.1 I undertake to pay the compulsory school fees as determined by the Governing Body from time to time in 12 (twelve) equal
monthly installments by means of depositing/EFT against my account.

1.2 I/We jointly and severally undertake to pay school fees and I/we understand the following:

1.2.2 School fees are payable in advance and are due on the 6th of each December. Fees paid in advance will be deposited to the school account
and held in accordance with the Consumer Protection Act, to accrue to the school as income.

1.2.3 Our terms are as follows:

a) Fees can be paid in full (b) Fees can be paid off in 12 equal monthly installments

1.2.4 In terms of family law, parents are jointly and severally liable for the payment of the school fees irrespective of their marital status.

1.2.5 In the event of non-payment of school fees the school will sue both parents irrespective of maintenance and court orders, which may
Exist between the parties.

- 1.2.6 In terms of Section 39 of the South African Schools Act, the parties to this form are liable to pay compulsory school fees.
- 1.2.7 In terms of Section 40 and 41 of the South African Schools Act, the school may enforce the payment of these compulsory fees.
- 1.2.8 The parties to this application undertake to pay all legal costs, including attorney / client fees and collection costs incurred by the school in the event of the school having to take legal action for the recovery of school fees.
- 1.2.9 If parents are in arrears with one installment then the FULL amount becomes due and payable immediately.
- 1.2.10 If full payment of a scholar's monthly or Termly installment is not received by Landmark Academy by the close of business on the 6th of each preceding month, an **R150 late fee** will be levied immediately, and an additional **R5 late fee** levied for each business day that passes until payment is received in full by Landmark Academy.
- 1.2.11 The school may hold and process by computer or otherwise any information obtained about the parents as a result of their liability for school fees.
- 1.2.12 When depositing school fees or any other fee – there is an extra **R50.00** ATM charge to be made.
- 1.2.13 When swiping at the school's payment machine, there is an extra fee charge of **R50.00**.
- 1.2.14 When making school fees or any other fee with an incorrect reference, there is an immediate fee charge of **R100.00**.
- 1.2.15 The school may conduct an enquiry and/or information search about the parents with an information bureau or persons acting as their agents.
- 1.2.16 We consent to the school disseminating our names and contact details only to other parents, staff or responsible persons engaged or authorized by the school for school related purposes, unless at any time we instruct the school in writing to the contrary.
- 1.2.17 If parents fail to meet their school fee obligations the school may record the parents' non-performance with a bureau. Any information conveyed to a credit information bureau will be available to other credit grantors and used in making credit risk management related decisions.
- 1.2.18 Should there be a dispute on your statement of account, please notify the School Principal in writing.
- 1.2.19 Agreements are available in the following languages: English
- 1.3 The first installment shall be payable upon acceptance of the year preceding the year that the LEARNER attends the School and the School fees for January becomes due, and thereafter by the 6th working day of February and each and every succeeding month with the last installment on the 6th day of December of that year.
- 1.4 The Governing Body shall be entitled to vary the amounts and the period over which payments are to be made, provided that I will be notified thereof in writing.

2. GENERAL (Financial)

- 2.1 In the event of an increase in the fees referred to in paragraphs 1 and 2 above, I hereby authorize the School to adjust my debit order accordingly on condition that I shall be informed by the School in writing of their intention to do so.
- 2.2 Should I fail to pay any one installment pertaining to the fees referred to in paragraphs 1 and 2 above on the due date
- 2.2.1 the full amount outstanding in respect of those activities participated in by the LEARNER shall become due and payable forthwith
- 2.2.3 a penalty fee for any unpaid deposit/card facility as determined by the Governing Body from year to year, will be charged to my account.
- 2.3 I further agree that for the purpose of any legal proceedings against me in respect of my obligations in terms of this agreement, a certificate by a representative of the Governing Body, duly authorized to do so, shall be sufficient and satisfactory proof of the amount outstanding for the purpose of summary judgment.
- 2.4 For the purpose of this undertaking, any notice or legal action to be instituted against me and all process to be served on me, I hereby elect as my place of summons and execution to my address as stated in the preamble of this undertaking.
- 2.5 I accept liability for payment of the School's legal costs, including collection commission on a scale as between attorney and own client, should the School take any legal action against me in terms of this undertaking.

NAME & SIGNATURE OF PARENT 1 / LEGAL GUARDIAN 1

NAME & SIGNATURE OF PARENT 2 / LEGAL GUARDIAN 2