

HEBRON CHRISTIAN ACADEMY**PARENT/GUARDIAN CHECKLIST FOR THE ADMISSION'S PROCEDURE**

- Download all Admission documents from our website (*hffca.yolasite.com*)
- Submit all the required documents at the Admissions meeting (during May 2016) or at the school's administration office by the 15th June at the latest
- A reference number for your application will be only be given once all the required documents have been submitted, correctly completed and accepted by the school management team
- A school fee payment history check is then done and provided that the check is in order, an appointment for the School readiness or diagnostic testing is set up for your child
- The testing fee of R500 is payable on the day of the appointment
- You will be advised telephonically about the results of the testing
- You will be advised in writing as to whether or not your child has been accepted by the School Management Team
- If your application is successful, you will be invited to attend an Orientation interview. The Contract for Tuition (form AP05), Child's details list (form AP15) and the Contract for Aftercare (form AP54 if required), must be downloaded from our website, completed and signed and submitted at this interview. Both parents are required to attend this meeting (this is compulsory)
- School fees for 2017 are R15600 per annum, divided into twelve equal instalments of R1300 per month, payable in advance by the 1st of every month without demand.
- The Registration fee of R1000 together with the first instalment of school fees of R1300 is payable at the Orientation meeting (R2300 in total) during November 2016
- Aftercare fees for 2017 are R7800 per annum, divided into twelve equal instalments of R650 per month, payable in advance by the 1st of every month without demand
- Should aftercare be required, the first instalment of R650 will also be payable at the Orientation meeting
- Details regarding the school uniform and stationery will be discussed at the Orientation meeting
- Report at the school Administration office by 07H15 on the first day of school to orientate your child. Daily school commences at 07H45 sharp
- Bring the transfer certificate from your child's previous school on the first day. No learner will be admitted to class without this document
- For further details contact Gonda Viljoen at the Administration office on 0219066980

School Management Team
Hebron Christian Academy