

REGISTRATION FORM 2023



APPLICATION GUIDE

- ❖ Please read instructions carefully.
- ❖ Completed application form together with the required documentation must be eMailed to registrations@latitudehomeschooling.co.za
- ❖ All applications must be FULLY completed. Incomplete applications will NOT be accepted.
- ❖ Applications submitted without the required documentation will NOT be accepted.

IMPORTANT INFORMATION

- ❖ Proof of payment for Registration Fee must be submitted with the application form.
- ❖ Invoicing will be done within 7 days after receiving the completed registration form and required documents.
- ❖ SBA's will be provided in January of the academic year or at the time of registration for late registrations.
- ❖ No refund on books or SBA or Registration Fee.
- ❖ Assessments and Memos will be couriered to clients.
- ❖ Pro-Rata fees applicable for learners who join late during a term in the year.
- ❖ Separate fees apply for Coding, Robotics and Computers.
- ❖ Separate fees apply for end of year awards evening.
- ❖ Separate fees apply for lost, stolen or misplaced books, assessments and resources.
- ❖ Separate fees apply for Grade 9 November Examination Invigilation and competence report for successful completion of Grade 9 if learner did not complete Grade 8 with Latitude Homeschooling.

CHECKLIST

The following documentation MUST be attached to this application:

Completed Application Form	<input type="checkbox"/>
Copy of South African ID for Learner	<input type="checkbox"/>
Copy of South African ID for Parent / Guardian	<input type="checkbox"/>
Copy of Report from Previous Year	<input type="checkbox"/>
Proof of Payment for Registration Fee of R500.00	<input type="checkbox"/>
Signed POPIA Consent Form	<input type="checkbox"/>

REGISTRATION PROCESS

STEP 01

Submit fully completed application form with all the required supporting documents via email to: registrations@latitudehomeschooling.co.za

STEP 02

Submit proof of payment of Registration Fee via email to: registrations@latitudehomeschooling.co.za

STEP 03

Application forms will be assessed and verified.

IF APPLICATION IS INCOMPLETE

IF APPLICATION IS SUCCESSFUL

Outstanding documents will be requested.

STEP 04

Parents will receive the following via email: an acceptance letter, an invoice and a debit order form if paying monthly.

STEP 05

Full payment must be made for once off payments.
50% deposit and completed debit order form must be submitted.

Curriculum material and assessments dispatched.

Debit order clients will receive assessments per term only if the account is up to date.

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SECTION 1 : LEARNER DETAILS

Surname:		Date of Birth:	D	D	M	M	Y	Y	Y	Y
First Name:		Gender:	Male				Female			
Identity Number:		Grade in 2023:					Age:			
Nationality:										

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SECTION 2 : PARENT / GUARDIAN DETAILS

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SECTION 3 : ACCOUNT HOLDER DETAILS (PERSON RESPONSIBLE FOR PAYMENT)

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SECTION 4 : ORDER SELECTION

FOUNDATION PHASE

GRADE SELECTION

R

ONCE OFF PAYMENT

PRODUCT SELECTION

PRICE

Registration Fee (Compulsory)

R500

Assessments

R650

Learner Books

R900

Readers (English & Afrikaans)

R300

Teacher Guides

R1 400

Resources

R1 500

Courier Fee

R150

MONTHLY DEBIT ORDER

PRODUCT SELECTION

PRICE

Registration Fee (Compulsory)

R500

Assessments

R800

Learner Books

R1 050

Readers (English & Afrikaans)

R450

Teacher Guides

R1 550

Resources

R1 650

Courier Fee

R400

* 50% Deposit followed by 8 monthly debit orders.

* Debit order clients will only receive assessments per term, provided the account is up to date.

Initial Here:

GRADE SELECTION1 2 3 **ONCE OFF PAYMENT** **PRODUCT SELECTION****PRICE**

Registration Fee (Compulsory)	R500	<input type="text"/>	<input type="text"/>	<input type="text"/>
Assessments	R2 250	<input type="text"/>	<input type="text"/>	<input type="text"/>
Learner Books	R650	<input type="text"/>	<input type="text"/>	<input type="text"/>
Readers (English & Afrikaans)	R1 200	<input type="text"/>	<input type="text"/>	<input type="text"/>
Teacher Guides	R900	<input type="text"/>	<input type="text"/>	<input type="text"/>
Resources	R1 500	<input type="text"/>	<input type="text"/>	<input type="text"/>
Courier Fee	R150	<input type="text"/>	<input type="text"/>	<input type="text"/>
Optional Extra:				
Learn to Code	R250	<input type="text"/>	<input type="text"/>	<input type="text"/>

MONTHLY DEBIT ORDER **PRODUCT SELECTION****PRICE**

Registration Fee (Compulsory)	R500	<input type="text"/>	<input type="text"/>	<input type="text"/>
Assessments	R2 400	<input type="text"/>	<input type="text"/>	<input type="text"/>
Learner Books	R800	<input type="text"/>	<input type="text"/>	<input type="text"/>
Readers (English & Afrikaans)	R1 350	<input type="text"/>	<input type="text"/>	<input type="text"/>
Teacher Guides	R1 050	<input type="text"/>	<input type="text"/>	<input type="text"/>
Resources	R1 650	<input type="text"/>	<input type="text"/>	<input type="text"/>
Courier Fee	R400	<input type="text"/>	<input type="text"/>	<input type="text"/>
Optional Extra:				
Learn to Code	R400	<input type="text"/>	<input type="text"/>	<input type="text"/>

* 50% Deposit followed by 8 monthly debit orders.

* Debit order clients will only receive assessments per term, provided the account is up to date.

Initial Here:

INTERMEDIATE PHASE

GRADE SELECTION

4 5 6

ONCE OFF PAYMENT

PRODUCT SELECTION

PRICE

Registration Fee (Compulsory)	R500	<input type="text"/>	<input type="text"/>	<input type="text"/>
Assessments	R2 750	<input type="text"/>	<input type="text"/>	<input type="text"/>
Learner Books	R1 600	<input type="text"/>	<input type="text"/>	<input type="text"/>
Readers (English & Afrikaans)	R300	<input type="text"/>	<input type="text"/>	<input type="text"/>
Teacher Guides	R1 700	<input type="text"/>	<input type="text"/>	<input type="text"/>
Courier Fee	R150	<input type="text"/>	<input type="text"/>	<input type="text"/>
Optional Extra:		<input type="text"/>	<input type="text"/>	<input type="text"/>
Learn to Code	R250	<input type="text"/>		

MONTHLY DEBIT ORDER

PRODUCT SELECTION

PRICE

Registration Fee (Compulsory)	R500	<input type="text"/>	<input type="text"/>	<input type="text"/>
Assessments	R3 000	<input type="text"/>	<input type="text"/>	<input type="text"/>
Learner Books	R1 750	<input type="text"/>	<input type="text"/>	<input type="text"/>
Readers (English & Afrikaans)	R450	<input type="text"/>	<input type="text"/>	<input type="text"/>
Teacher Guides	R1 850	<input type="text"/>	<input type="text"/>	<input type="text"/>
Courier Fee	R400	<input type="text"/>	<input type="text"/>	<input type="text"/>
Optional Extra:		<input type="text"/>	<input type="text"/>	<input type="text"/>
Learn to Code	R400	<input type="text"/>		

* 50% Deposit followed by 8 monthly debit orders.

* Debit order clients will only receive assessments per term, provided the account is up to date.

Initial Here:

SENIOR PHASE

GRADE SELECTION

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9

ONCE OFF PAYMENT

PRODUCT SELECTION	PRICE		PRICE		PRICE	
Registration Fee (Compulsory)	R500		R500		R500	
Assessments	R4 250		R4 250		R4 250	
Learner Books	R1 900		R2 700		R2 300	
Readers (English & Afrikaans)	R500		R500		R500	
Teacher Guides	R2 200		R2 400		R2 200	

MONTHLY DEBIT ORDER

PRODUCT SELECTION	PRICE		PRICE		PRICE	
Registration Fee (Compulsory)	R500		R500		R500	
Assessments	R4 400		R4 400		R4 400	
Learner Books	R2 050		R2 850		R2 450	
Readers (English & Afrikaans)	R650		R650		R650	
Teacher Guides	R2 350		R2 550		R2 350	

* 50% Deposit followed by 8 monthly debit orders.

* Debit order clients will only receive assessments per term, provided the account is up to date.

SECTION 5 : TUTOR / TUTION CENTRE DETAILS (IF APPLICABLE)

Centre Name:																														
Surname:																														
First Name:																														
eMail Address:																														
Contact Number:																														
Cell Number:																														

Initial Here:

SECTION 6 : TERMS AND CONDITIONS

- 1) I the undersigned, parent / guardian of _____ accept responsibility for the payment of fees to Latitude Homeschooling. I agree to adhere to the payment arrangement made and to pay the fees on/before the 1st day of each month. I understand that Latitude Homeschooling will not provide term report or competence certificate should I not keep to my payment arrangement and late payment fees will be payable.
- 2) No cash or cash deposits will be accepted. A R150 fee per cash deposit will be charged. Debit orders returned unpaid will incur a penalty fee of R150 per failed debit order and will be payable with debit order amount within seven (7) days. Courier fees or R150 per delivery will be charged. Incomplete application forms/ forms that require requesting of missing documents will incur a fee of R75.00
- 3) I _____ accept full responsibility for any tutor appointed to tutor/ facilitate homeschooling for my child. I undertake to take full responsibility for the education and tutoring of the learner and accept Latitude Homeschooling is only responsible to provide assessments, Term and Final reports, Framework for Portfolio of Evidence learning file and moderation of POE learning file.
- 4) I accept responsibility to inform Latitude Homeschooling should I wish to terminate homeschooling for my child. I accept that I will remain liable for any amount outstanding for curriculum material and assessments and such amount will be settled in full prior to termination of services.
- 5) I undertake to provide declaration of learners own original work and mark schedule to submit them timeously to Latitude Homeschooling. No marks will be finalised and no reports will be issued where no declaration of learners own original work is submitted. Where a tutor is appointed to facilitate homeschooling and completion of tasks, parents accept responsibility to ensure declaration of learners own original work and mark schedules are timeously submitted to Latitude Homeschooling. Latitude Homeschooling will not be held liable for any incompleted tasks by the learner. Reports are compiled based on marks received from parent/tutor and are subject to moderation.
- 6) I undertake that examinations will be written under strict examination conditions and Grade 9 November Examinations will be written at an Examination Centre under supervision of an approved invigilator. Latitude Homeschooling reserves the right to moderate any task completed by the learner and where there is a difference of marks, the marks allocated by Latitude Homeschooling will be the final captured marks.
- 7) I undertake to keep and maintain a portfolio of evidence learning file for a period of 3 years per Grade.
- 8) I undertake to submit completed and marked SBA to be moderated by Latitude Homeschooling as and when required.
- 9) I accept full responsibility for my actions should I not register my child for home schooling with the Department of Education.
- 10) I undertake to submit promotion report and phase promotion report to the Department of Education.
- 11) I agree that if I do not submit the full final SBA, by the date stipulated on the year plan, I will be liable for a late submission fee of R300. Late submission has a 6 week waiting period for reports.
- 12) I undertake to read the policy on home education and exempt Latitude Homeschooling from any misunderstandings I may have regarding home schooling.
- 13) I declare that I have read and understood these terms and conditions and accept payment arrangement, terms and fees as invoiced.

SECTION 7 : DECLARATION BY PARENT / GUARDIAN

I, _____ hereby declare that the information stated in this application is true to the best of my knowledge and belief and I hereby accept the Terms and Conditions as stipulated.

Signature of Parent / Guardian

Date:

D	D	M	M	Y	Y	Y	Y
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POPIA CONSENT FORM

CONSENT TO PROCESS PERSONAL INFORMATION IN TERMS OF THE PROTECTION OF INFORMATION ACT, 4 OF 2013 (POPIA)

Latitude Homeschooling (Pty) Ltd is collecting your information to provide educational services. Your information will be used for this purpose only.

1. I hereby confirm my information is given to Latitude Homeschooling voluntarily and of my own free will.
2. I understand that if I do not wish to provide Latitude Homeschooling with my information, or am unable to do so, or object to it being used, it may result in Latitude Homeschooling being unable to provide educational services to my child / children.
3. I consent to my personal information being processed for the purposes of educational services.
4. I understand that my personal information may be shared with third parties for purposes relating to providing educational services to my child / children.
5. I understand that I have the right to access this information while in possession of Latitude Homeschooling and make corrections and update if and when necessary.
6. I understand that I will receive Updates, Statements, eMails and WhatsApp messages from Latitude Homeschooling relating to educational services.
7. I understand that all my personal information provided will be held and / or stored securely by Latitude Homeschooling for the purpose it was collected.
8. I understand that I also have the right to lodge a complaint via email with the office of the Information Regulator at complaints.IR@justice.gov.za, if I am unhappy with the manner in which my information is dealt with.

Name and Surname

Signature

Place

Date