

Thank you for choosing Mindscape Education as your preferred curriculum provider.

Kindly complete all forms in black ink, initial at the bottom right hand corner of each page and sign in full on the last page.

Please use the document checklist provided and send completed registration forms to registration@mindscapeeducation.co.za

Document Checklist

- Complete and signed registration forms
- Copy of the Parent's/Guardian's ID (first time applicants only)
- Copy of the Account Holder's ID (if different from Parent/Guardian)
- Certified Copy of the Child's Birth Certificate or ID (first time applicants only)
- Most recent report (first time applicants only)
- NB: Grade 11 learners must provide a Grade 10 report
- NB: Grade 12 learners will not be accepted without their Grade 10 & 11 reports (this is a requirement of UMALUSI and SACAI)
- Proof of concessions if applicable.

Please note the following:

- Incomplete applications will not be processed.
- All course material must be paid in full or a deposit paid as per the invoice sent to the client for the academic year of purchase before any product is delivered / collected for the student/s
- Reports and new course material will not be issued unless the current grade/ term is paid for in full. Official assessment and exam entry for internal and external examinations will not be allowed if payments are in arrears.
- Payments must be kept up to date and may not exceed 30 days. Bank charges will be charged to the client if payments are returned unpaid. Payment may be made by EFT or Debit Order.
- No cheques or cash accepted. A 2% cash handling fee will be levied to the account for cash deposits.

Once you have accepted the quote or invoice, kindly make payment to the bank details stipulated on your invoice and use the learners Name and Surname or the account number as a reference.

Proof of payments can be emailed to accounts@mindscapeeducation.co.za



NEW ENROLMENT FORM – 2021

PLEASE COMPLETE WITH A BLACK PEN



ASSESSMENT CENTRE: _____

LEARNER INFORMATION

LEARNER

Full names: _____

Surname: _____

Preferred name: _____

Date of birth: _____

ID number: _____

Nationality: RSA Other: _____

Religious denomination: _____

Gender: Male Female

Ethnic group: _____

Home language: Afrikaans English Other: _____

Learner's language preference: Afrikaans English
 Other: _____

Learner mobile number: _____

Learner e-mail address: _____

Admission date: _____

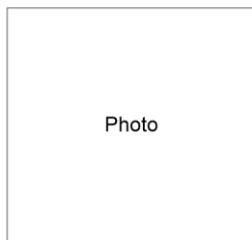
Grade in 2020 : _____

Years in grade for 2020 : _____

Years in phase for 2020 : _____

Pre-primary education attended: Formal Informal
 Other: _____

Attach learner photo:



Method of transport: Private Taxi Bus

Taxi/Bus registration number: _____

Name of driver: _____

Contact number: _____

NEXT OF KIN INFORMATION

Name: _____

Contact number: _____

Alternative contact number: _____

Relation: _____

OFFICE USE ONLY

Family code: _____ Waiting list: A B

Register class: _____ Number on waiting list: _____

Admission number: _____ ID copy:

Application fee:

Proof of residence:

Birth certificate:

Family status: Both parents Single parent - Unmarried

Foster care Childrens home Single parent - Divorced

Other Re-composed Widow/Widower

Parents deceased: Mother Father None

LEARNER HEALTH INFORMATION

Chronic diseases: _____

Allergies: _____

Medication: _____

MEDICAL AID INFORMATION

Name: _____

Telephone number: _____

Member number: _____

Primary member: _____

FAMILY DOCTOR INFORMATION

Name: _____

Telephone number: _____

Business address: _____

INFORMATION OF PREVIOUS SCHOOL/PLAY GROUP/NURSERY

First registration of learner in Gauteng : Yes No

Learner attended school last year: Yes No

If yes, in which Province/Country: _____

Previous school: _____

Telephone Number: _____

Address: _____

Province: _____

Highest grade in previous school: _____

Reason for leaving the school: _____

BIOLOGICAL PARENT / LEGAL GUARDIAN 1 INFORMATION

Title: _____

Full names: _____

Surname: _____

Initials: _____

Preferred name: _____

ID number: _____

Home language: Afrikaans English Other: _____

Communication preference: SMS E-mail
 Mail By hand

Language preference: _____

Mobile number: _____

Home tel: _____

Fax: _____

E-mail: _____

Residential address: _____

Postal address: _____

Occupation status: Own Employer Non-Professional
 Own Employer Professional
 House wife Part time
 Contract worker Pensioner
 Student Temporary
 Full time Unemployed

Occupation: _____

Employer: _____

Work telephone number: _____

Employer physical address: _____

Is the learner living with this parent?: Yes No

BIOLOGICAL PARENT / LEGAL GUARDIAN 2 INFORMATION

Title: _____

Full names: _____

Surname: _____

Initials: _____

Preferred name: _____

ID number: _____

Home language: Afrikaans English Other: _____

Communication preference: SMS E-mail
 Mail By hand

Language preference: _____

Mobile number: _____

Home tel: _____

Fax: _____

E-mail: _____

Residential address: _____

Postal address: _____

Occupation status: Own Employer Non-Professional
 Own Employer Professional
 House wife Part time
 Contract worker Pensioner
 Student Temporary
 Full time Unemployed

Occupation: _____

Employer: _____

Work telephone number: _____

Employer physical address: _____

Is the learner living with this parent?: Yes No

ACCOUNTABLE PERSON'S INFORMATION Biological Parent 1 Biological Parent 2 Other

Only if 'Other', please complete section A or B below:

A) INDIVIDUAL

Title: _____

Full names: _____

Surname: _____

Initials: _____

Preferred name: _____

ID number: _____

Home language: Afrikaans English Other: _____

Communication preference: SMS E-mail
 Mail By hand

Language preference: _____

Mobile number: _____

Telephone number: _____

Fax number: _____

E-mail: _____

Residential address: _____

Postal address: _____

Postal Code: _____

B) COMPANY / CLOSED CORPORATION / TRUST

Title: _____

Name: _____

Registration number: _____

Language preference: _____

Contact number: _____

Fax number: _____

Business address: _____

Postal address: _____

Postal Code: _____

Delivery Method – please selectAssessment centre delivery is a once off annual fee of R350, payable upon enrolment Home school parent's delivery will be dispatched upon receipt of payment to address provided at a cost of R350 per attempt for major centres.

Outlying regions will be quoted separately.

Maths Buddy Annual License

Mindscape recommends the use of Maths Buddy as an added maths supplement to the day to day teaching. It allows a learner to use the program at home and revise on topics covered in class and incorporates fun online tests for practice and revision. Please note a tablet / computer and internet is required to run the program.

- Features over 1 800 animated and narrated (full audio-visual) maths lessons and more than 65 000 interactive questions. Content reflects CAPS curriculum
- Includes Advanced Programme Maths (AP Maths)
- 1 Licence gives you access to content and worksheets for Grade R to Grade 12

ADD R350 per year to my account for my child's annual licence to Maths Buddy 2021



HADEDA Early Bird Promotion!

valid until 30 November 2020. Payment in full to qualify for 2020 fees.

Option 1 Full Annual Fee upfront payment @ 7.5% discount - valid until 31 January 2021

Option 2 40% Deposit on registration

4 x Termly payments due before commencement of each Term

Option 3 40% Deposit on registration

Balance on monthly Debit order (10 months)

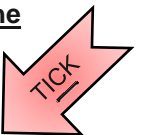
Payment Terms:

- No Cheques or Cash accepted.
- Payments to be paid directly to Mindscape and no other third party
- Cash paid into the Mindscape Account will carry surcharge
- Student's Name and Surname OR Invoice number must be used as reference on all payments.
- Statements are available via the D6 Connect app. Please download this from the App store or Google Play
- Fees quoted are inclusive of VAT
- Debit order forms will be emailed to clients on receipt of the registration forms.
- Grade 12 Fees include the SACAI National Senior Exam Fee
- Grade 12 Fees exclude the NSC venue hosting fee where the candidate will be hosted for exams

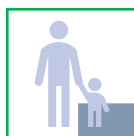
I acknowledge and understand the fee structure and payment terms and that a deposit is required if I have chosen the payment plan of Option 2 or 3.

In the event that I need clarification on the fee structure I will contact Mindscape Education directly on 011 704 0687.

I acknowledge that curriculum fees must be paid directly to Mindscape Education and not to the assessment centre.



Who will be responsible for the learners daily teaching?



Parent to student

- Parent accepts full responsibility for child's education and facilitates Mindscape Curriculum



Tutor to Student

- Independent Assessment Centre or Tutor

Name: of center or Tutor

Tick the correct grade and select a home language

English Home Language

Afrikaans Home Language

Grade R

- Language
- Maths
- Life Skills

Grade 1

- Home Language
- Math
- Life Skills
- Additional Language

Grade 2

- Home Language
- Math
- Life Skills
- Additional Language

Grade 3

- Home Language
- Math
- Life Skills
- Additional Language

Grade 4

- Home Language
- Math
- Life Skills
- Additional Language
- Natural Science & Technology
- Social Science

Grade 5

- Home Language
- Math
- Life Skills
- Additional Language
- Natural Science & Technology
- Social Science

Grade 6

- Home Language
- Math
- Life Skills
- Additional Language
- Natural Science & Technology
- Social Science

Grade 7

- Home Language
- Math
- Life Skills
- Additional Language
- Natural Science
- Social Science
- Technology
- Econ Manag Science
- Creative Art

Grade 8

- Home Language
- Math
- Life Skills
- Additional Language
- Natural Science
- Social Science
- Technology
- Econ Manag Science
- Creative Art

Grade 9

- Home Language
- Math
- Life Skills
- Additional Language
- Natural Science
- Social Science
- Technology
- Econ Manag Science
- Creative Art

Important Information!

Please make yourself aware of the following information before registering for Grade 10 – 12.

Conditional approval:

If a final report from the previous grade is not available, an application will be accepted provisionally until a successful and valid final report is submitted to registration@mindscapeeducation.co.za. If the parent/guardian fails to submit a successful and valid final report, the learner's registration may be cancelled without refund.

Regulations for subject choices:

Please ensure you are aware of the following subject criteria before selecting subjects:

- Mathematics and Mathematical Literacy may not be taken together. Learners must select one or the other.
- Consumer Studies and Hospitality Studies may not be taken together. Learners may select one or the other.
- Mathematics is compulsory with Physical Sciences and EGD.

Subject changes:

All subject changes must be approved before an invoice will be sent. For approval, the centre / school HOD is required to provide a letter of motivation explaining the reason for the subject change. The letter must include: Learner's full names and ID number. Approval of any subject change is at Mindscape's discretion and can be declined. Subject changes are levied at R320 per change and R300 per textbook replacement, excluding courier's fees.

- A Grade 10 learner may make a maximum of one subject change on or before 28 March.
- A Grade 11 learner may make one subject change on or before 28 March.
- No subject changes are allowed in the Grade 12 academic year.

Subjects changes should be carefully considered as the National Senior Certificate is based on knowledge acquired during Grade 10 – 12

Registration and payment cut-off dates:

- Grade 12 applications are concluded by 15 February each year, and no new learners will be accepted after this date.
- Grade 10 and 11 submissions during the year - The learner must supply Mindscape with a valid report up to and including the registration date. If no report is available, Mindscape has the right to decline the learner's registration.
- All examinations are written according to a set Mindscape / SACAI timetable and no extensions are granted for any exams missed.

Taking more than seven subjects:

If a learner wants to take more than the required seven subjects, they must complete all the required work, including portfolio work, from Grade 10. The learner must pass each additional subject before they will be allowed to continue with that subject in the next grade.

Concessions:

Application forms for concessions are available on request, however concessions are only considered for Grade 10 – 12 students.

All supporting documents and proof of previous concession/s (if applicable) must be submitted before 31 March. Applications are approved by SACAI and payable on approval on presentation of invoice.

Grade 10 Grade 11 Grade 12

STUDENT NAME & SURNAME: _____

Compulsory	English	Home Language		First Additional Language	
	Afrikaans	Home Language		First Additional Language	
	Mathematics	• Choose one Maths Subject			
	Mathematical Literacy				
	Life Orientation				
NSC requirements: 4 Compulsory Subjects and 3 elective subjects					
Elective Subjects – Choose 3	Business Studies				
	Economics				
	Accounting	• Requires Maths Core			
	Physical Science	• Requires Maths Core			
	Life Science				
	Computer Application Technology	MS Windows 10 or higher & Office 2013 with Access • Additional NSC Practical Fee of R850 <i>(Grade 12 only)</i>			
	Geography				
	History				
	Engineering Graphics and Design	• Additional stationery will be required • Math Core preferable.			
	Consumer Studies	• Cannot be taken with Hospitality Studies			
	Hospitality Studies	• Cannot be taken with Consumer Studies			
	Tourism				
	Visual Arts	• Additional stationery will be required • Additional NSC practical fee of R600 <i>(Grade 12 only)</i>			
	Design Arts	• Additional stationery will be required • Additional NSC practical fee of R600 <i>(Grade 12 only)</i>			
	Dramatic Art	• Additional NSC practical fee of R600 <i>(Grade 12 only)</i>			
If choosing an 8th subject an additional charge will be applicable.					

STANDARD AGREEMENT

Mindscape Education is hereafter referred to as "Mindscape".

1. This agreement is applicable to the complete application and becomes a binding SLA with the remainder of this application after the signing by the, the Account Holder (if different to the Guardian), the Legal Guardian and Mindscape's representative. All terms & conditions in the accompanying application form and the application for monthly instalment plan will be binding after the signing of the SLA by all relevant parties.
2. I/We acknowledge and agree that the final responsibility for the education and training of my/our child(ren) remains with myself/us as parent(s) and that Mindscape is merely a provider of products & services as an aid to support myself/us in my/our education and training responsibilities, and that this is not an enrolment at the Department of Education.
3. I/We understand and agree that this SLA must be accompanied with a certified copy of the Account Holder's identity document before any product and/or services will be delivered or rendered.
4. I/We understand and agree that this SLA must be accompanied with proof of payment of either the full amount, or the entry fee with a signed debit order instruction before any product or service will be delivered or rendered.
5. Furthermore I/We agree to thoroughly check and verify the package received by Mindscape immediately on receipt and notify Mindscape within (5) five working days of any variances between the packing sheet, the contents and the course material ordered. All corrections that are reported after the five (5) working day period will be at my/our expense, this includes postage, packaging and production costs.
6. I/We acknowledge and agree that Mindscapes products & services will remain the property of Mindscape as long as payments are due, and balances are owing to Mindscape.
7. I/We confirm hereby that I/we take full responsibility for the grade choice, subject choices and subject combination choices as stated in the Learner's/Candidates Information Section(s).
8. With the signing of this SLA I/we undertake to pay Mindscape according to the agreed contracted amount according to the settlement information as stated above and in accordance with the terms and conditions included in the application for monthly instalment plan document that I/we have read, understand and signed.
9. I/We realise and undertake to settle our outstanding balance by the 1st October each year or as stipulated on the invoice.
10. I/We understand that a re-enrolment for a new grade and/or a new student enrolment from the same family will not be considered by Mindscape unless the previous year's account has been settled in full.
11. I/We agree that Grade 12 Candidate packages will be purchased by no later than 28th February of the year of writing Final Examinations and that the account including any examination fees will be settled in full by no later than the 31st September of the year of writing the Final Examinations.
12. Any changes of the curriculum in the 2nd (second) year of the Grade 12 candidate enrolment will require the purchase of the necessary textbooks and prescribed books. I/We agree that the purchase of these new books will be at my/our expense being the Guardian/Account Holder's liability.
13. I/We agree that Mindscape may withhold the provision of tests, examinations and reports if the account owing to Mindscape is in arrears.
14. I/We undertake to update Mindscape in writing of any change in my/our contact details, postal and/or residential address and employment status within (30) thirty days of such occurrence. Should I/we not inform Mindscape of these changes we will not hold Mindscape responsible of any form of communication and/or correspondence not received and accept the consequences of the breakdown of communication.
15. I/We undertake to adhere to all the relevant submission deadlines, portfolio requirements, year programme, scheduled test and examination dates, rules and external moderation minimum requirements and standards.
16. I/We agree and understand that failure to comply with paragraph 15 above may result in disqualification for my child/ren's successful completion of his/her grade and require that the Grade be repeated correctly and in full.
17. I/We agree that the submission of all documentation will be at my expense and I will take into consideration the required timeframe of postage to ensure that all documentation is received by Mindscape by the due date.
18. I/We agree to uphold the integrity of Mindscape and the authenticity of the curriculum and completion of the grade by ensuring that all tests, examinations and marking is done honestly, that the invigilation of tests and examinations is in accordance with the rules and guidelines as laid down by Mindscape and UMALUSI and that my child/ren will not have any access to the relevant marking memorandums whatsoever.
19. I/We agree to read all correspondence received from Mindscape thoroughly and take note of any changes of important dates or instructions that may appear in this correspondence from time to time.
20. I/We hereby acknowledge and accept that Mindscape has a 14 (fourteen) working day window period to despatch the purchased products from the date **of receipt and acceptance** of the required documents, correctly completed application form and proof of payment of either the full amount or the minimum entry fee. Failure to supply any of the above and if the documents are not completed or signed correctly will result in a delay in despatch. Mindscape will not be held responsible for the delay in the

- learner's/candidate's study program because of the incomplete submission.
21. I/we accept that all national and/or international delivery costs, for whatever reason, including shipping, postage, packaging, handling and product cost will be for my/our account.
 23. I/we hereby declare that we are aware that certain subjects have additional expenses and products required that are not supplied by Mindscape such as computer software, drafting sets, equipment for experiments/tests that should be performed for the practical components of certain subjects etc. and that I/we will endeavour to provide these items at my/our expense.
 24. I/we hereby certify that I/we are aware of an additional fee of R250 and R280 plus postage fee for the change of a subject after the 5 (five) day return period of products received.
 25. I/we hereby declare that I/we am/are aware that Mindscape and their subject advisors are not responsible for any additional, extra or remedial classes. If my/our child(ren) requires any such additional help, I/we can request these classes at an additional fee.
 26. I/We accept that we are responsible for the full amount of the course material as purchased by me/us regardless of cancellation of attendance to any support centre, discontinuation of studies by my/our child(ren) or for any reason whatsoever.
 27. I/We declare that we are aware that the Matric Certificate will be issued by UMALUSI.
 28. Mindscape has the right with my/our approval to verify the information entered onto this application form including and not limited to, obtaining a credit profile from any recognised credit bureau, bank or other business institution, and on receipt of negative information has the right to decline the application for payment terms without prejudice. The decision
 22. The course material is the property of Mindscape and not that of the student or guardian and that the student undertakes hereby not to disclose, share, forward, transmit or bring to the any other party unless a written consent of Mindscape is obtained and beforehand. Breach of this clause is a material breach and will entitle Mindscape to claim damages. thereof will be accepted by me/us without dispute or argument.
 29. I/We hereby declare and confirm that I/we am/are not bound by a court order (including administration, sequestration and or liquidation), and that according to my/our knowledge no such action is pending soon
 30. If the services of a tutor centre or learning academy are enlisted, Mindscape must be informed of such institutions to provide support and after sales service to the client. Please see Addendum 2 for completion by the centre.
 31. This document embodies the full information and enrolment SLA and the agreement between me/us and Mindscape and any addition or change to this is null and void, unless the change has been recorded in writing and has been agreed upon and signed by all parties.
 32. I/We understand that the responsibility for the completion and submission of the Portfolio of Evidence lies with me/us and I/we will ensure that all deadlines and requirements are met as laid down by the Department of Education and Mindscape.
 33. Should I as a parent wish to enlist the services of a tutor centre / teaching institute, I take full responsibility of ensuring that the chosen institution is complying with teaching standards that are in the best interest of my child/ren
 34. I understand that Mindscape does not accredit teaching institutes and has no affiliation with centres besides for academic support

Grade 10 – 12 Declaration

I declare that:

I have familiarised myself with the rules regarding admission and subject choices contained in point 10 of this document, (Important Information) **and**

The learner has successfully completed the relevant grade on the CAPS curriculum and the following valid reports are attached:

- Final Grade 9 report (if enrolling for Grade 10)
- Final Grade 10 report (if enrolling for Grade 11)
- Final Grade 10 and 11 report (if enrolling for Grade 12)

When my final 2020 report is available, I accept the responsibility of submitting it to Mindscape before the end of January 2021. I understand that should I fail to submit a final report, I may be deregistered.

Parent / Account Holder acceptance on contract

ACCOUNT HOLDER:

I, _____ (full names and surname),

(ID number : _____) hereby confirm that I have read and fully understand the above terms and conditions and further that I am personally responsible for the payment of the account or any penalty cost or administration fees, as stipulated above and in the Application Form. I bind myself to these terms and conditions.

Thus done and signed at _____ on this _____ day of _____ 20__.

Signature: _____

PARENT / LEGAL GUARDIAN (IF NOT ACCOUNT HOLDER):

I, _____ (full names and surname),

(ID number: _____) hereby confirm that I have read and fully understand the terms and conditions as stipulated above and in the application form. I bind myself to these terms and conditions.

Thus done and signed at _____ on this _____ day of _____ 20__.

Signature: _____