

**mindscape**<sup>TM</sup>  
EDUCATION

# 2025

Application  
Form



SOUTH AFRICAN COMPREHENSIVE ASSESSMENT INSTITUTE  
SUID-AFRIKAANSE KOMPREENSIEWE ASSESSERINGSINSTITUUT

# MINDSCAPE EDUCATION APPLICATION FORM - 2025

Students Name and Surname: \_\_\_\_\_

Application for Grade in 2025: \_\_\_\_\_

New Application:

Re-Registration:

Thank you for choosing Mindscape Education as your Distance Education Provider.

Kindly complete the document in full and upload the completed form as part of your application.



**USE BLACK PEN**



**INITIAL ALL PAGES**

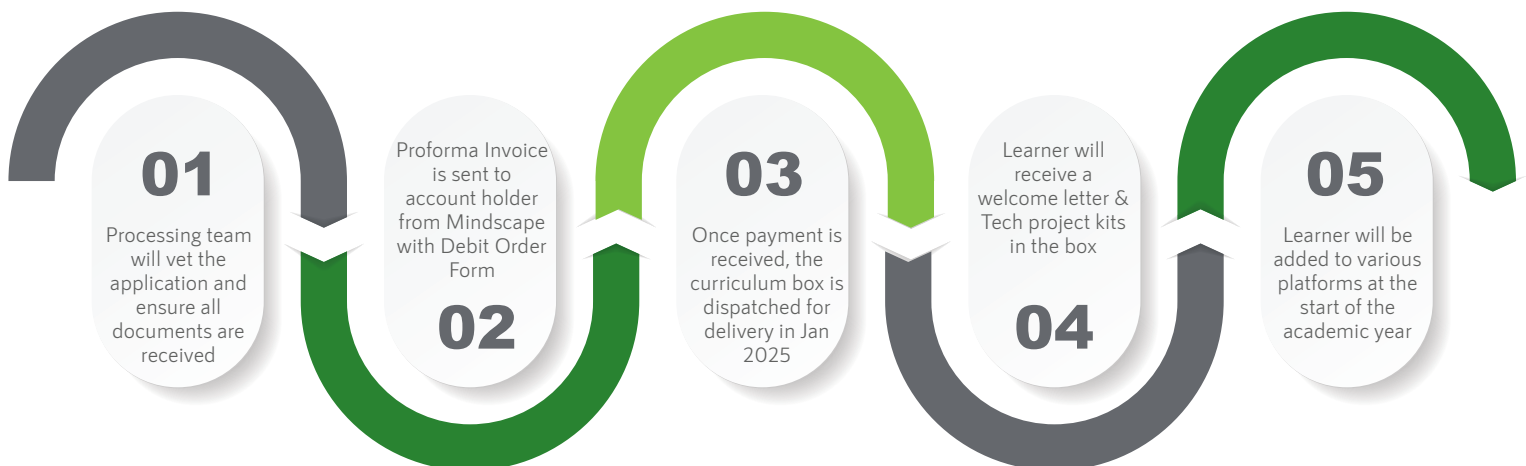


**SIGN IN FULL ON THE LAST PAGE**

Please use the link provided to start the application process and have the following documents ready for upload:

- Copy of Parent / Guardian's ID
- Copy of Account holder's ID
- Copy of Learner's ID or birth certificate
- Most recent progression report showing grade completion for 2024.
- Grade 11 and 12 Enrolments must submit a Grade 10 and 11 report respectively.
- Copy of the learner's concession approval (if applicable)
- Completed and Signed Registration Form

**Upon receiving your registration forms and supporting documents the following process will take place:**



- It's important to note that no curriculum items will be distributed without receiving a valid report showing that the learner has progressed to the next academic grade.
- Delivery of any product is based on the delivery address stated in this application and Mindscape will not be held responsible for problematic deliveries to learners' home / complexes.
- Mindscape Education's primary language of communication is English, although curriculum boxes are provided in both Afrikaans Huistaal as well as English Home Language.

## GRADE & LANGUAGE SELECTION

Please select.

ENGLISH HOME LANGUAGE

AFRIKAANS HUISTAAL

### Grade Selection for 2025 (tick option) - Foundation Phase

<input type="checkbox"/> Grade/ Graad R	<ul style="list-style-type: none"><li>• Home Language</li><li>• Mathematics</li><li>• Life Skills</li><li>• Robotics (online lessons)</li><li>• Creative Art Resources</li><li>• Online Video Content</li></ul>	<input type="checkbox"/> Grade/ Graad 1	<ul style="list-style-type: none"><li>• Home Language</li><li>• Mathematics</li><li>• Life Skills</li><li>• First Additional Language</li><li>• Robotics (online lessons)</li><li>• Online Video Content</li></ul>	<input type="checkbox"/> Grade/ Graad 2	<ul style="list-style-type: none"><li>• Home Language</li><li>• Mathematics</li><li>• Life Skills</li><li>• Robotics (online lessons)</li><li>• First Additional Language</li><li>• Online Video Content</li></ul>	<input type="checkbox"/> Grade/ Graad 3	<ul style="list-style-type: none"><li>• Home Language</li><li>• Mathematics</li><li>• Life Skills</li><li>• Robotics (online lessons)</li><li>• First Additional Language</li><li>• Online Video Content</li></ul>
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**Add:** Teacher guides at R850 per grade (R-3), highly recommended for home schoolers.

### Grade Selection for 2025 (tick option) - Intermediate Phase

Grade/ Graad 4

Grade/ Graad 5

Grade/ Graad 6

<b>Your curriculum box will include:</b>	<b>PRINTED BOOKS</b> <ul style="list-style-type: none"><li>• Home Language</li><li>• Mathematics</li><li>• Life Skills</li><li>• First Additional Language &amp; Literature</li><li>• Natural Science &amp; Technology</li><li>• Social Science</li><li>• Readers &amp; Workbooks</li><li>• Hardcover lined books</li></ul>	<b>PRACTICAL COMPONENTS</b> <ul style="list-style-type: none"><li>• Curious Technology Build Projects</li><li>• Student Card</li></ul>	<b>DIGITAL COMPONENTS</b> <ul style="list-style-type: none"><li>• Student Assessment Portal</li><li>• Pre-recorded online lesson portal</li></ul>
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**Add:** Teacher guides at R1800 per grade (4-6), highly recommended for home schoolers.

### Grade Selection for 2025 (tick option) - Senior Phase

Grade/ Graad 7

Grade/ Graad 8

Grade/ Graad 9

<b>Your curriculum box will include:</b>	<b>PRINTED BOOKS</b> <ul style="list-style-type: none"><li>• Home Language &amp; Literature</li><li>• Mathematics</li><li>• Life Skills</li><li>• First Additional Language &amp; Literature</li><li>• Natural Science</li><li>• Technology</li><li>• Social Science</li><li>• Economic Management Science</li><li>• Creative Art</li><li>• Hardcover lined books</li></ul>	<b>PRACTICAL COMPONENTS</b> <ul style="list-style-type: none"><li>• Curious Technology Build Projects</li><li>• Creative Art Bead Work</li><li>• Workbooks for practice work</li><li>• Student Card</li></ul>	<b>DIGITAL COMPONENTS</b> <ul style="list-style-type: none"><li>• Student Assessment Portal</li><li>• Pre-recorded online lesson portal</li></ul>
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**Add:** Teacher guides at R2600 per grade (7-9), highly recommended for home schoolers.

## WHO IS RESPONSIBLE FOR THE LEARNER'S DAILY TUITION? \* Please select.

Home education is a legally recognised alternative to formal education in South Africa. It was legalised in 1996 and Section 51 of the South African Schools Act states that parents have the option to register their child with the Head of Department of a Provincial Education Department should they wish to educate their child at home. Read Mindscape's Legal Considerations page for a summary of the legal aspects surrounding home education.

As a home education parent, you can make use of a network of tutors or a tuition facility.

Mindscape Education has approved Subject Based Assessment Venues across the country where all learners can be hosted for formal assessments. These venues have competent markers and invigilators to facilitate Mindscape Education's assessments in accordance with the Assessment Policy and Procedures. Should your child be in the FET phase (Gr10 - 12) please visit our website to find a list of SBA Venues where exams can be written.

Kindly list your choice below.

DAILY TUITION

### Parent to Student

The parent or guardian will be responsible for the daily teaching and facilitation of the assesment portfolio.

Please provide the email address to be used to link to the Learn.Mindscape Assessment Portal

Name of responsible Parent: \_\_\_\_\_

Email Address: \_\_\_\_\_

### Tutor to Student

The parent has elected a tutor or teaching facility to teach the curriculum and facilitate the assesment portfolio.

Please provide the email address to be used to link to the Learn.Mindscape Assessment Portal

**Name of Tuition Facility:**

\_\_\_\_\_

Email Address: \_\_\_\_\_

Contact Number: \_\_\_\_\_

## CURRICULUM BOX DELIVERY OPTIONS \* Please select.

DELIVERY OPTIONS

### Option 1 - Courier Delivery

- Once-off annual fee of R500, outlying areas may incur additional fees.
- Please stipulate the delivery address in full:

\_\_\_\_\_

\_\_\_\_\_

- Contact name and number for person receiving the parcel:

\_\_\_\_\_

### Option 2 - Collection from Mindscape Distribution Hub

- No charge to collect.
- Please note our warehouse is only open for collection on Monday - Friday from 09h00 to 14h00.
- Only select collection if you can collect from Mindscape Education Offices in Randburg, Johannesburg.
- Our distribution hub will contact you to let you know when your product is ready for collection.

**Contact name and number for person collecting the parcel:**

\_\_\_\_\_

**NB : Your first invoice will reflect the delivery fee as per your selected option.  
No delivery will be scheduled if courier fees are unpaid.**

## PAYMENT AND PACKAGE OPTIONS

Please select.

Payment Options

The Payment options quoted below are based on the Full School-In-A-Box option.

- Hadedo Promo:** Full payment required for this option by 30 November 2024.
- Option 1:** Full Annual Fee upfront payment, payable by 31 January 2025.
- Option 2:** 40% Registration fee and balance paid over 4 termly invoices payable by EFT. (Check points: 10 Jan, 1 April, 1 July, 1 October)
- Option 3:** 40% Registration fee and balance paid over 10 monthly debit orders payable by EFT. (Debit order dates: 31 January - 30 October)

**NB: Refer to the 2025 Fees Handbook available at:  
[www.mindscapeeducation.co.za](http://www.mindscapeeducation.co.za)**

GRADE	HADEDA PROMO: Full payment required for this option by 30 November 2024.	OPTION 1: Annual upfront payment due by 31 January 2025	ANNUAL FEE: 2025	APPLICABLE FOR OPTION 2 & OPTION 3: Annual Registration Fee	OPTION 2: Termly Instalments x4  Rounding applied	OPTION 3: Monthly Instalments x10  Rounding applied
GRADE R	R3,999	R4,100	R4,350	R1,800	R650	n.a
GRADE 1 to 3	R5,750	R5,950	R6,250	R2,500	R950	n.a
GRADE 4 to 6	R9,400	R9,880	R10,400	R4,400	R1,550	R650
GRADE 7 to 9	R12,400	R12,780	R13,450	R5,400	R2,050	R840
GRADE 10	R16,400	R16,900	R17,800	R7,200	R2,700	R1,100
GRADE 11	R18,200	R18,700	R19,750	R7,900	R2,990	R1,200
GRADE 12	R19,500	R20,100	R21,150	R8,500	R3,200	R1,300
GRADE 12 EXAM BODY FEES Due before 28 February 2025		R8,750	<input type="checkbox"/>	Debit order R2,920 x3 1 January; 1 February; 1 March		
GRADE 12 NCS LPF Learner Placement Fee		R5,300	<input type="checkbox"/>	Debit order R1,770 x3 1 April; 1 May; 1 June		

Please select your option:

**Full School in a box package**

- Mindscape prescribed textbooks
- Practical Components and workbooks
- Student Assessment Portal
- Pre-recorded online lesson

**NO Books - Practical & Digital Components only**

- No Textbooks.
- Practical Components and select workbooks
- Student Assessment Portal
- Pre-recorded online lesson portal
- Discount from R1200 to R2100 (grade dependent)

Please ensure you understand the fee structure and payment options, in the event of needing clarification please email [accounts@mindscapeeducation.co.za](mailto:accounts@mindscapeeducation.co.za) or phone 011 704-0687

**GRADE AND SUBJECT SELECTION - Complete only the relevant Grade for enrolment**  
**GRAAD- EN VAKKEUSE - Voltooi slegs die relevante graad vir inskrywing**

Subject Change

Y

N

Grade/ Graad 10

Grade/ Graad 11

Grade/ Graad 12

**STUDENTS NAME AND SURNAME:**

**STUDENT NAAM & VAN:** \_\_\_\_\_

**Compulsory Subjects**  
**Verpligte Vakke**

**ENGLISH**

**Home Language**

**First Additional**

**AFRIKAANS**

**Huistaal**

**Eerste Addisioneel**

**MATHEMATICS / WISKUNDE**

Choose one Maths Subject

**MATHEMATICAL LITERACY/WISKUNDE GELETTER**

Kies een Wiskunde vak

**LIFE ORIENTATION/LEWENSORIËTERING**

**NSC requirements: 4 Compulsory Subjects and 3 elective subjects**

**NSS-vereistes: 4 verpligte vakke en 3 keusevakke**

**Elective Subjects - Choose 3 • Keusevakke - Kies 3**

**Business Studies / Besigheid Studies**

**Economics / Ekonomie**

**Accounting** (Available in English only)

**Physical Science / Fisiese Wetenskap**

• Requires Maths Core / Wiskunde 'n vereiste

**Life Science / Lewenswetenskappe**

**Computer Application Technology -**

• Microsoft Office Suite with Access required

(Available in English only)

**Geography / Geografie**

**History / Geskiedenis**

**Engineering Graphics and Design**

• Additional stationery will be required

**Ingeneursgrafika-en Ontwerp**

**Consumer Studies / Verbruiker Studies**

Cannot be taken with Hospitality Studies

Kan nie geneem word in kombinasie met  
Gasvryheid Studies nie

**Hospitality Studies / Gasvryheid Studies**

Cannot be taken with Consumer Studies

Kan nie geneem word in kombinasie met  
Verbruikersstudies nie.

**Tourism / Toerisme**

**Visual Arts** (Available in English only)

• Additional stationery will be required

**Design Arts** (Available in English only)

• Additional stationery will be required

**Dramatic Art** (Available in English only)

**Agricultural Science / Landbou Wetenskap**

**Agricultural Management Practices**

**Landbou Bestuur Praktyk**

## 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](mailto:registration@mindscapeeducation.co.za). If the parent/guardian fails to submit a successful and valid final report, the learners 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 invoiced for the change plus the fee of the replacement textbook if required.

- A Grade 10 learner may make a maximum of two subject changes on or before 28 June.
- 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 unless approved by SACAI.

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 registrations are concluded by 28 February each year, and no new learners will be accepted after this date.
- Grade 10 and 11 registrations 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 learners registration.
- All examinations are written according to a set Mindscape or Exam Bodies 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 SACAI 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 fees are payable prior submission to relevant Examination Body.

## 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 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 registration at the Department of Education.
3. I/We understand and agree that this SLA must be accompanied by 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 deposit 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 discrepancies that are reported after the (5) working day period will be at my/our expense, including postage, packaging and production costs.
6. I/We acknowledge and agree that Mindscape's 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 combinations as stated in the Learner Information Section(s).
8. By 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, understood and signed.
9. I/We 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-registration for a new grade and/or a new student registration 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 examination fees, will be settled in full by no later than 30th of September in the year of writing the Final Examinations.
12. Any subject changes after the dispatch of the box for Grade 10 - 12 learners 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 Mindscape account 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 have a negative impact on my child/ren's academic progress and could result in a grade being repeated.
17. I/We agree that the submission of all documentation will be at my expense and I will take into consideration the required time frame 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 dispatch the purchased products from the date of receipt and acceptance of the required documents, correct and complete application form and proof of payment of either the full amount or the minimum payment deposit of 40%. Incomplete applications will result in a delay in dispatch. Mindscape will not be held responsible for the learner's/candidate's study program because of an incomplete submission.



## STANDARD AGREEMENT

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.
22. All assessment material is the property of Mindscape and
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 plus courier for the change of a subject after the 5 (five) day return period of products received. Refer to fee structure.
25. I/we hereby declare that I/we am/are aware that Mindscape and their subject advisors are not responsible for any day-to-day teaching.
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 in 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.
29. All assessment material is the property of Mindscape and not that of the student or guardian and that the student undertakes not to disclose, share, forward, copy or transmit any Mindscape material unless a Mindscape's express written permission is obtained 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.
30. 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
31. 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.
32. 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.
33. 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 SACAI and Mindscape.
34. 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

## POPIA COMPLIANCE

As you may be aware the Protection of Personal Information Act (POPIA) came in effect on 1st July 2021. The purpose of the Protection of Personal Information Act, Act No. 4 of 2013 is to protect the personal data of all persons and further outlines how institutions should safeguard, collect, process, store, share and manage this information.

### Disclosure of Information:

We may disclose your personal information to service providers who are involved in the delivery of products and services to you. We will make every effort to ensure that your permission to disclose your information is obtained prior to disclosing same. Third parties and service providers are obligated, in their own right to ensure that they process your information in accordance with the POPI regulations and protocols. We may also disclose your information where we have a duty to disclose such information in terms of the law.

### Information Security

We are legally obligated to provide adequate protection for your personal information that we have on record and to prevent unauthorized access and use of same. We will, on an ongoing basis, continue to review our security controls and related processes to ensure that your personal information remains secure.

## GRADE R - 12 DECLARATION

### I declare that:

The learner has successfully completed the grade prior to the one I am applying for on the CAPS curriculum.

When my child's final 2024 report is available, I accept the responsibility of submitting it to Mindscape by 17 December 2024. I understand that should I fail to submit a final report, my child's curriculum box will not be dispatched.

### 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: \_\_\_\_\_



Mindscape Education (Pty) Ltd  
Olivedale Office Park  
Lima Road, Olivedale  
2188

Registration : 2015/035086/07

Contact us on: 011 704 0687  
info@mindscapeeducation.co.za



**mindscape**<sup>TM</sup>  
EDUCATION