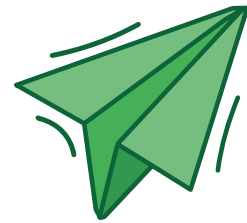


— KITE —
ONLINE SCHOOL

REGISTRATION HANDBOOK

2027



WELCOME TO KITE ONLINE SCHOOL

Thank you for considering KITE Online School as a partner in your child's educational journey.

KITE Online School is an accredited programme offered under Mindscape Education, which is registered with SACAI and the IEB.

KITE Online School is available from Grade 4 to Grade 12, in English Home Language and Afrikaans Huistaal forming part of the subject offering.

The KITE Online School programme is structured to provide learners with the flexibility to complete their schooling online, at home while still following a structured academic programme with access to the required learning, assessment and support resources.

To participate successfully in an online schooling environment, every learner must be equipped with the minimum technology, connectivity and equipment requirements prescribed by KITE Online School.

Please refer to the "Minimum Requirements for Online Schooling" document for full details.

FIND THE RIGHT KITE PLAN FOR YOUR CHILD

Every KITE package is built on a full online school curriculum. Compare what's included at each level below.

WHAT'S INCLUDED	KITE LITE	KITE PLUS	KITE PRO
Online Assessments & Exams	✓	✓	✓
Interactive Learning Platform	✓	✓	✓
Direct Access to Facilitators	✓	✓	✓
On-Demand Video Lessons	✓	✓	✓
Personal One-on-One Tutoring	✗	12 hrs/term	18 hrs/term
All Textbooks Included	✗	✓	✓
24/7 AI Study Support	✓	✓	✓
In-Depth Progress Reports, 4 Terms	✓	✓	✓
Structured Daily & Weekly Planning	✓	✓	✓

2027 - FEE STRUCTURE

Choose to pay annually or spread the cost with a sign-up fee and 11 monthly instalments.

2027 - Fee Structure

GRADE	PACKAGE	OPTION 1: PAY ANNUALLY	OPTION 2: PAYMENT PLAN	
		ONCE- OFF FEE	SIGN-UP FEE	MONTHLY FEE × 11
4-9	LITE	R15 250,00	R1 500	R1 350
	PLUS	R30 200,00	R1 500	R2 700
	PRO	R37 600,00	R1 500	R3 350
10	LITE	R20 200,00	R1 500	R1 800
	PLUS	R35 100,00	R1 500	R3 200
	PRO	R42 450,00	R1 500	R3 800
11	LITE	R23 700,00	R1 800	R2 100
	PLUS	R38 600,00	R1 800	R3 400
	PRO	R46 100,00	R1 800	R4 100
12	LITE	R25 600,00	R1 800	R2 200
	PLUS	R40 500,00	R1 800	R3 600
	PRO	R47 900,00	R1 800	R4 200

Examination fees Grade 12: refer to point 10 on page 6.

- Grade 12 exam fees levied by the examining body is NOT included in the annual fee above.
- To facilitate registration with examination bodies timeously, please refer to page 6 to ensure you understand the payment dates as stipulated by the exam bodies.
- Late payment of these additional fees can result in a Grade 12 learner being suspended from exams.

REGISTRATION & APPLICATION REQUIREMENTS

1. DOCUMENTS REQUIRED FOR UPLOAD

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 2026
- Grade 11 and 12 enrolments must submit a Grade 10 and 11 report
- Copy of the learner's accommodation letter (if applicable)

No curriculum items will be distributed without receiving a valid report showing that the learner has progressed to the next academic grade.



2. BEFORE YOU REGISTER: GRADES 10 TO 12

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 kite@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.
- Consumer Studies & Hospitality Studies may not be taken together. Learners may select one.
- Mathematics is compulsory with Physical Sciences and EGD.
- Life Science or Physical Science is compulsory when choosing Sports and Exercise Science.

Regulations for Subject Changes

All subject changes must be approved before an invoice will be sent. For approval, the parent is required to provide a letter of motivation explaining the reason for the subject change. The letter must include the learner's full names and ID number.

Approval of any subject change is at Kite '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 the start of Term 3.
- A Grade 11 learner may make two subject changes on or before 8 April.
- No subject changes are allowed in the Grade 12 academic year unless approved by SACAI / IEB.

Subject changes should be carefully considered, as the National Senior Certificate is based on knowledge acquired during Grades 10 – 12.

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. Terms and conditions apply.

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 Kite with a valid report up to and including the registration date. If no report is available, Kite has the right to decline the learner's registration.
- All examinations are written according to a set Kite or Exam Bodies timetable, and no extensions are granted for any exams missed.

Concessions & Accommodations

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 payable prior to submission to the relevant Examination Body.



MINIMUM ONLINE SCHOOL REQUIREMENTS

3. SUBJECTS OFFERED: GRADES 4 - 9

- English / Afrikaans Home Language
- Afrikaans / English First Additional Language
- Mathematics
- Natural Sciences

- Social Sciences
- Economic and Management Sciences (EMS)
- Technology
- Creative Arts
- Life Orientation

4. SUBJECTS OFFERED: GRADES 10, 11 & 12

Compulsory Subjects

- English / Afrikaans Home Language
- Afrikaans / English First Additional Language
- Life Orientation

Mathematics Options (choose one)

- Mathematics (Core)
- Mathematical Literacy

Elective Subjects (choose three)

- Accounting **
- Business Studies
- Physical Sciences
- Geography
- Life Sciences

- Computer Applications Technology (CAT) **
- Engineering Graphics & Design (EGD)
- Sports & Exercise Science **
- Tourism
- Consumer Studies

*NB : Subjects marked with ** are available in English only*

5. ADDITIONAL GRADE 10–12 SUBJECTS

Other subjects are available in Grades 10–12 in an assessment and reporting capacity only, please chat to our team who will advise you on the registration process and requirements.

- History
- Visual Art
- Design Art
- Dramatic Art
- Agricultural Science
- Agricultural Management Practice

These subjects include:

6. IMPORTANT SUBJECT-SPECIFIC REQUIREMENTS

- **Engineering Graphics and Design (EGD):** Includes a physical textbook and requires access to the relevant online digital drawing/design software.
- **Computer Applications Technology (CAT):** Includes data files for practical activities and assessments. Learners require Microsoft 365, including Microsoft Access, as well as the software/tools required for HTML.

7. MINIMUM TECHNOLOGY REQUIREMENTS FOR ONLINE SCHOOL

Each learner must be appropriately equipped to participate in KITE Online School and complete all academic activities and assessments.

Hardware (minimum)

- Laptop or desktop (not just a tablet/phone) — 4GB RAM minimum, 8GB comfortable
- Dual-core processor (i3/equivalent or better)
- 128GB storage minimum (for OS, apps, and saved work)
- Working webcam and microphone (built-in is fine)
- Reliable internet — at least 5–10 Mbps for video calls/uploads; more if siblings share the connection
- **A printer and scanner for printing, completing, scanning and submitting academic work and assessments.**
- Given SA load shedding realities: a UPS or power bank/inverter setup is strongly recommended.

Software (minimum)

- Updated OS (Windows 10/11 or macOS current version — avoid outdated/unsupported OS versions for security)
- Up-to-date browser (Chrome, Edge, or Firefox) — most LMS platforms are browser-based
- PDF reader (Adobe Acrobat Reader, free)
- Office suite — Microsoft 365 or free alternative for opening/editing/amending documents
- Scanning app if no physical scanner — Microsoft Lens or Adobe Scan (free, phone-based, produces clean PDFs)
- Antivirus/basic security software

Nice-to-have:

- External keyboard/mouse if using a tablet as primary device
- Headset with mic (reduces background noise issues in live classes)
- Cloud storage (Google Drive/OneDrive) as backup so submitted work isn't lost to a crashed hard drive.

DEVICE REQUIREMENT

KITE Online School cannot be completed using a tablet or mobile phone as the learner's primary device. A suitable desktop computer or laptop is required.

8. ONE-ON-ONE TUTORING: KITE PLUS & PRO

Learners registered on the KITE Plus or KITE Pro package receive one-on-one tutoring as part of their package.

- Tutoring sessions (credits) must be booked and used during the applicable school term.
- Unused tutoring sessions do not roll over and expire at the end of each term.
- Tutoring sessions must be booked at least 48 hours beforehand.
- Cancellations made less than 24 hours before a scheduled lesson will count as that session having been used.
- Availability for one-on-one tutoring is limited on weekends and public holidays.
- If a suitable time or date is not available, please contact our Head Office to make arrangements.

Learners and parents are encouraged to plan and book tutoring sessions throughout the term to ensure they receive the full benefit of their package.

9. ACADEMIC SUPPORT HANDBOOK & ASSESSMENTS

All KITE Online School learners are provided with a comprehensive Academic Support Handbook, which includes important academic information, assessment dates, examination dates and scheduled times. These dates and times form part of the learner's academic programme and must be strictly adhered to.

Assessment Process

- Work according to the Kite Assessment Program for 2027.
- Print the assessment from your assessment portal.
- Complete the assessment according to the instructions provided.
- Scan the completed assessment clearly.
- Upload it for submission and marking within the required time frame.

It is the responsibility of the learner and parent/guardian to ensure that the required technology and equipment are available and operational when assessments are scheduled.

Quick Checklist

Requirement	Ready?
Laptop or desktop (not just a tablet/phone)	☐
Reliable internet (5–10 Mbps minimum)	☐
Printer with scan function or standalone scanner	☐
Office software (Word/Google Docs) installed	☐
PDF reader installed	☐
Webcam and microphone working	☐
Video call app installed (Zoom/Teams/Meet)	☐
Backup power plan (UPS/inverter) in place	☐

If you have any questions about setting up your child's device or platform access, please contact the Kite Head office and we'll be happy to assist.

GRADE 12 EXAMINATION BODY FEES :

10.Examination Body: IEB OR SACAI - NSC & LPF FEE

- Examination body fees for Grade 12 are invoiced separately from the curriculum fees.
- The National Senior Certificate (NSC) 7-Subject Registration: R11 000.00 — payable in full before 28 February 2027
- The Learner Placement Fee (LPF) of R5 995.00 is payable in full by 31 May 2027 to ensure placement of learners at an exam venue, where the learner will write the final NSC examination.
- The above fees will be paid to your chosen Exam Body once we have received your payment and the bulk invoice from the exam body.

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ADDITIONAL PRODUCT AND SERVICE FEES

Concession Application - FET Phase only*	Per application excludes exam body fees R750
Subject Change Application - FET Phase only **	Per application/subject R450 (excl text books)
Post Moderation: Late Submission	Per subject R250
Returned Debit orders	Per transaction R250
Marking: Assessment/Test/Exam/Task	Per paper R180
Cash Deposit Fees	10% of value/minimum per transaction R150
De-registration fee / Re-admission fee	R500

***/** Concession and Subject Changes are billed per application and not on the outcome of the application**

CANCELLATION / REFUNDS

Where fees have been paid in full and upfront for the academic year, the refund will be calculated less any upfront discounts already applied. No refunds will be considered after 30 June 2027.

Where fees are paid annually/quarterly/monthly - 3 calendar months (one term) notice is required. Where content has been made available, full term fees remain applicable.

Refunds are processed within 30 days after receipt of completed de-registration form and refund request forms have been accepted and authorized by accounts department.

NON-PAYMENT OF FEES

All fees are payable to Kite Online school in accordance with payment terms selected at time of registration.

Invoices are due on the 1st of each month; invoices will be issued on the 3rd of the current month for payment on the 1st of the upcoming month.

Account holders/Parents will have 7 days to rectify payment of overdue amounts before suspension of services; failure to rectify payment will result in debt collection and all cost associated with will be for the parent(s) account.

The above terms and summary do not replace the standard terms and conditions acceptance provided on the registration application.

STANDARD AGREEMENT — TERMS & CONDITIONS

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 KITE Online School's representative. All terms & conditions in the accompanying application form and the application for the 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 KITE Online School 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 a registration at the Department of Education.
3. I/We understand and agree that the application must be accompanied by a certified copy of the Account Holder's Identity Document before any product and/or service will be delivered or rendered.
4. I/We understand and agree that the application must be accompanied by 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 from KITE Online School immediately on receipt, and to notify KITE Online School within five (5) working days of any variances between the packing sheet, the contents, and the course material ordered. All discrepancies reported after the five (5) working day period will be at my/our expense, including postage, packaging and production costs.
6. I/We acknowledge and agree that KITE Online School's products & services will remain the property of KITE Online School for as long as payments are due, and balances are owing to KITE Online School.
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 completing the registration process I/we undertake to pay KITE Online School the agreed contracted amount, according to the settlement information stated above and in accordance with the terms and conditions included in the application for the monthly instalment plan document that I/we have read, understood and signed.
9. I/We undertake to settle our outstanding balance by 1 November 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 KITE Online School unless the previous year's account has been settled in full.
11. I/We understand that Grade 12 Candidate packages must be purchased no later than 28 February of the year of writing Final Examinations, and that the account, including examination fees, must be settled in full no later than 30 September of that year.
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, as the Guardian/Account Holder's liability.
13. I/We agree that KITE Online School may withhold the provision of tests, examinations and reports if the account is in arrears.
14. I/We undertake to update KITE Online School in writing of any change in my/our contact details, postal and/or residential address, and employment status, within thirty (30) days of such occurrence. Should I/we not inform KITE Online School of these changes, KITE Online School will not be held responsible for any form of communication and/or correspondence not received, and I/we accept the consequences of the breakdown in communication.
15. I/We undertake to adhere to all relevant submission deadlines, portfolio requirements, the year program, 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 is at my/our expense, and that I/we will take into consideration the required time frame of postage to ensure that all documentation is received by KITE Online School by the due date.
18. I/We agree to uphold the integrity of KITE Online School and the authenticity of the curriculum and completion of the grade, by ensuring that all tests, examinations and marking are done honestly, that the invigilation of tests and examinations is in accordance with the rules and guidelines laid down by KITE Online School and UMALUSI, and that my child/ren will not have any access to the relevant marking memoranda whatsoever.
19. I/We agree to read all correspondence received from KITE Online School thoroughly, and to take note of any changes to important dates or instructions that may appear in this correspondence from time to time.
20. I/We hereby acknowledge and accept that KITE Online School has a fourteen (14) working day window period to dispatch the purchased products from the date of receipt and acceptance of the required documents, a correct and complete application form, and proof of payment of either the full amount or the minimum deposit set out in the applicable fee structure. Incomplete applications will result in a delay in dispatch, and KITE Online School will not be held responsible for the learner's/candidate's study programme as a result of an 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.
22. I/We hereby declare that we are aware that certain subjects have additional expenses and products required that are not supplied by KITE Online School, such as computer software, drafting sets, and equipment for experiments/tests that should be performed for the practical components of certain subjects, and that I/we will endeavour to provide these items at my/our expense.
23. I/We hereby certify that I/we are aware of an additional fee, plus courier cost, for a subject change made after the five (5) day return period for products received. Refer to the fee structure.
24. I/We hereby declare that I/we am/are aware that KITE Online School and its subject advisors are not responsible for day-to-day teaching.

25. 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 at any support centre, discontinuation of studies by my/our child(ren), or for any other reason whatsoever.
26. I/We declare that we are aware that the Matric Certificate will be issued by UMALUSI.
27. KITE Online School has the right, with my/our approval, to verify the information in this application, including but 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.
28. All assessment material is the property of KITE Online School and not that of the student or guardian, and the student undertakes not to disclose, share, forward, copy or transmit any KITE Online School material unless KITE Online School's express written permission is obtained beforehand. Breach of this clause is a material breach and will entitle KITE Online School to claim damages, which 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 (insolvency, administration, sequestration and/or liquidation), and that, to the best of my/our knowledge, no such action is pending.
30. If the services of a tutor centre or learning academy are enlisted, KITE Online School 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 KITE Online School, and any addition or change to this is null and void unless the change has been recorded in writing and 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 SACAI and KITE Online School.
33. Should I, as a parent, wish to enlist the services of a tutor centre / teaching institute, I take full responsibility for ensuring that the chosen institution complies with teaching standards that are in the best interests of my child/ren.
34. I understand that KITE Online School does not accredit teaching institutes, and has no affiliation with centres beyond providing academic support.

POPIA COMPLIANCE

As you may be aware, the Protection of Personal Information Act (POPIA) came into effect on 1 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 the 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.