



2024 Application Form

FOR OFFICE USE ONLY		
Today's Date (dd/mm/yyyy)	Account No	Admission No
Granted Yes / No	Amount	Feedback

APPLICATION FOR ADMISSION FOR 2024: GRADE _____

This form must be completed by one of the parents/guardians, and not by the learner. Please print and complete the application in ink. Circle/mark where necessary and delete where not applicable.

NEW APPLICATIONS ONLY		
Previous school and town		
Reason why learner left the previous school (If the school was a secondary school)		
Highest grade passed (attach a copy of the latest examination results)		
Grade/s which the learner has already repeated (if any)		
Have you also applied for hostel accommodation for this learner?	YES	NO
NB! If YES take note that a separate agreement for hostel accommodation is to be concluded with the school. A copy of the agreement is available at the administration office of Middelburg Hoërskool.		

I undertake to submit copies of the following documents with the application, and understand that no application will be accepted without any one of the documents listed below. If the surnames of the parents differ in their respective ID documents, a marriage certificate must be attached.	
Learner's birth certificate	
ID documents of BOTH PARENTS	
Most recent Water and Lights account	
Most recent examination results / academic record from previous school	
Transfer certificate / documentation from previous school (if it is a high school)	
Proof of achievements (where applicable)	

Information about the learner			
Surname			
Full names			
Name known by			
Male / Female			
Current grade			
ID Number			
Position of learner in the family (e.g. 2nd of 3)			
Cell nr of Learner		Email of Learner	

I, (Mr. / Mrs.) _____ the father/mother/legal guardian of the above mentioned learner, request that he/she be admitted/re-admitted as a learner of Middelburg Hoërskool (If legal guardian, proof of guardianship is required).



2024 Application Form

B. Details of person responsible for the payment of the learner's school fees

Relationship to the learner (mark with an X)									
Father	Mother	Stepfather	Stepmother	Grand-father	Grand-mother	Uncle	Aunt	Foster parent	Other (specify)
Title, initials and surname									
Full names									
ID Number									
Residential address									
Postal address									
Occupation									
Name of employer									
Employer's street address									
Telephone no – Work									
Telephone no – House									
Cellphone no									
Email address									

A. Details of other parent / guardian
This section must also be completed (if deceased, please make a note and attach a copy of the death certificate)

Relationship to the learner (mark with an X)									
Father	Mother	Stepfather	Stepmother	Grand-father	Grand-mother	Uncle	Aunt	Foster parent	Other (specify)
Title, initials and surname									
Full names									
ID Number									
Residential address									
Postal address									
Occupation									
Name of employer									
Employer's street address									
Telephone no – Work									
Telephone no – House									
Cellphone no									
Email address									

2024 Application Form

C. Family or friend who can be contacted in case of an emergency

Relationship to the learner (mark with an X)								
Brother	Sister	Grand-father	Grand-mother	Uncle	Aunt	Neighbour	Friend of the family	Other (Specify)
Title, initials and surname								
Residential address								
Telephone no – Work								
Telephone no – House								
Telephone no – Cellphone no								
Email address								

Learner resides with							
Own father & own mother	Mother (single parent, divorcee, widow)	Father (single parent, divorcee, widower)	Mother & stepfather	Father & stepmother	Grand-parent	Other family member (specify)	Other person (specify)
Brothers and/or sisters in Middelburg Hoërskool (name and grade)							
Church / Denomination							

School Fees
<p>According to the SA Schools Act, a parent or guardian who enroll a learner in a public school is legally obligated to pay the prescribed school fees before the 7th of each month.</p> <p>. School fees are determined annually by the elected Governing Body, after drawing up a budget for the following year.</p>
<p>I take notice of the conditions mentioned above</p> <p>Signature of parent</p>

- Please note some parents may, based upon the **combined gross** salary of both parents, qualify and apply for a partial or full exemption of school fees.
- Details of the criteria, the application procedure as well as the sliding scale, can be obtained from the school fees office. Applications for a subsidy must be handed in before **28 February** of each year.
- The parent remains responsible for the payment of all school fees until the application is approved.
- The closing date for once off payments is at the end of February. Should you choose the option of monthly instalments, the school fees are payable in **10 monthly payments**, payable from January.
- While a reasonable period is given for payment of school fees, the full amount will become due and payable if the parent falls behind with payments. This means that the **full amount that was levied for the year**, plus interest will be handed to the school's legal advisors for collection.
- **Middelburg Hoërskool's debt collection services are handled by Johan Coetzee Attorneys in Witbank. Overdue school fees (90 days) without prior arrangement will be handed over. Please contact Krisna Jenkins at Johan Coetzee Attorneys at (013) 650 3500 if your account has been handed over. Johan Coetzee Attorneys also handle the subsidy applications for 2024. Application forms are available at the school fees office.**
- **The school will not discriminate against any child on the grounds of the non-payment of fees by the parents, but parents should take notice of the following:**

2024 Application Form

If school fees in arrears are handed over to the school’s legal representative for collection, I agree to the following –

- If payments are not made in time, I agree to pay interest which will be levied within the framework of existing financial legislation. Should non-payment of school fees be handed over for collection to the school’s legal advisors, I accept liability for payment of legal fees on the scale as between attorney and client as well as collection commission. I also agree that if this should happen, an amount equal to the monthly payment may be collected from my employer.
- I hereby specifically agree that the school shall be entitled to, at its sole discretion, to allocate any payment made towards such debits or outstanding amounts as the school may determine.
- I hereby chose the following address to be my domicilium et executandi _____

I take notice of the conditions mentioned above Signature of parent		
Will you be applying for exemption? (NB! If YES, please note that said application must be handed in at the school fees office by 28 February	YES	NO

Payment of School Fees (Initial at your chosen option)

Option 1 : Once Off Payment	Initial
<i>I undertake to pay the full amount before the end of February (a discount will be given if you select this option)</i>	

Option 2 : Monthly Payments	Initial
<i>I would like to pay the school fees in 10 equal payments from January to October</i>	

Option 3 : Continuation of Debit Order	Initial
<i>I currently use a debit order to pay my account at Middelburg Hoërskool, and would like to continue</i>	

Option 4 : New Debit Order (If you have changed to another bank, or your bank account number has changed, please complete this option as well)	Initial
<p>I hereby request and authorize Middelburg Hoërskool to debit my account at the following bank institution (or another bank or branch where I may transfer my account) as follows:</p> <p>Divide the amount which is debited against my school fees account and instruct my bank to deduct it from my bank account on the first (1st) working day of each month.</p> <p>I agree to pay any fees which my bank may charge with regard to this debit order. This auzhorization may be cancelled by me, by giving Middelburg Hoërskool written notice thirty (30) days in advance. Receipt of this authorization by Middelburg Hoërskool, is regarded as receipt of it by my bank.</p>	

2024 Application Form

The details of my bank account are as follows:

Bank		Branch	
Account No		Branch Code	
Type of account (mark with an X)	Cheque/Current	Transmission	Savings
Signature (as used for signing cheques or for the withdrawal of funds from savings account)			

1. I declare that I am aware that a copy of Middelburg Hoërskool's constitution is available for perusal during school hours.
2. I undertake to submit myself to the stipulations of the school's constitution.
3. I declare that all details supplied in this application are correct in all respects and that this document will form the basis for the acceptance of said child as a learner of Middelburg Hoërskool.
4. I declare that I am aware that the language policy of Middelburg Hoërskool is Afrikaans. A limited number of learners will receive education in English.

Application for MERIT DISCOUNT / SCHOLARSHIP on school fees for the year (NB! This is ALSO a survey for extracurricular participation)

PLEASE NOTE:

- Please attach proof of all achievements.
- Discount on school fees can be awarded for the achievement of provincial colours only in a **school sport** and as school activities.
- The grant of merit discount and scholarships will be in accordance with the merit policy of the school, (see below). The School Governing Body will grant approval and their decision will be final.
- Scholarships which are approved, will be followed up by a contract which must be signed by both parent and learner.
- **Only achievements obtained during the year before admission to Middelburg Hoërskool, will be considered for approval.**

Merit Bursaries (discount on school fees)

Head boy / girl of Primary school (> 300 learners)	15 %
Head boy / girl of Middelburg Hoërskool	15 %
Deputy head leaders of (>300 learners) & Middelburg Hoërskool	5 %
Head boy / girl of Middelburg Hoërskool hostel	5 %
Dux learner of the previous year: Grade 7 (school >300 learners) for only Grade 8 year	100%
Dux learner of the previous year: Grade 8 to Grade 11	15 %
Top 10 of the previous year: Grade 7 (school >300 learners) to 11 (excluding Dux learner)	10 %
Provincial colours in a school-related sport (previous year) A team	10 %
Provincial colours in a school-related sport (previous year) B team	5 %
Cultural achievement on provincial level (previous year) in accordance with MHS's Cultural policy	10 %

2024 Application Form

Application for MERIT DISCOUNT / SCHOLARSHIP on school fees for the year _____
 (NB! This is ALSO a survey for extracurricular participation)

Name of child	
Grade	
Parent's cellphone no	
Parent's email address	

ACTIVITY	PARTICIPATION AT CURRENT SCHOOL (mark with an X)	TEAM	ACHIEVEMENT (E.G. HONORARY COLOURS, PROVINCIAL TEAM ETC.)
Academics			
Athletics			
Chess			
Cricket			
Cross Country			
Drummies			
Golf			
Hockey			
Netball			
Rugby			
Shooting			
Squash			
Swimming			
Tennis			
Other school sport			
Other school sport			
Art			
Choir			
Dance			
Drama			
Land service			
Music			
Public speaking			
Singing			
Other cultural activity			
Other cultural activity			
Leadership			

<i>REMARKS / MOTIVATION</i>	
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2024 Application Form

Instructions to complete the SNE Registration form

- ID numbers (South African citizens) or passport numbers (for foreigners) are compulsory.
- Special Needs Education (SNE) – Learners with special educational needs must attach the necessary documentation confirming their disability.
- Special Needs Education (SNE) – Learners should apply for special accommodations (concession) in needed (e.g. large print, extra time, etc.).
- No-fee candidates (candidates who do not need to pay school fees) – Candidates in no-fee schools qualify automatically. Other candidates need special approval and should apply at their school if needed.
- Certificate language – currently Umalusi only issues certificates in English.
- LOLT – Language of Learning and Teaching of the school.

SPECIAL NEEDS EDUCATION (SNE) CODES

Code	Disability	Mark with an X	Code	Disability	Mark with an X
00	None – No disability		12	Dysgraphia	
01	Blind		13	Learning disability	
02	Partially sighted		14	Attention Deficit Disorder – ADD	
03	Deaf-blindness		15	Attention Deficit Disorder – ADHD	
04	Deaf		16	Autism Spectrum Disorder	
05	Hard of hearing		17	Cerebral Palsied	
06	Physical Disability -		18	Epilepsy	
	<i>Muscular skeletal:</i>		19	Fetal Alcohol Syndrome	
	Amputation		20	Traumatic Head Injury	
	Joint disease		21	Anxiety	
	<i>Neuro muscular:</i>		22	Bipolar	
	Stroke		23	Chronic Disease (Diabetes / Hypertension / Asthma / HIV & Aids / TB)	
	Hydrocephalus		24	Conduct Disorder	
	Spina Bifida		25	Depression	
	Cerebral Palsy		26	Mental Illness	
	Para/quadruplegia		27	Schizophrenia	
07	Mild to moderate Intellectual Disability		28	Language Disorder / Aph	
08	Severe Intellectual Disability		29	Social Communication Disorder	
09	Profound Intellectual Disability		30	Speech Sound Disorder	
10	Dyslexia		31	Stuttering	
11	Dyscalculia		99	Other (please name)	

SNE Accommodations (concessions) (e.g. extra time, large print, braille, etc.) must be approved.

2024 Application Form

Information Technology : Policy for acceptable use

Background

Electronic safety encompasses all electronic communication, including Internet technology, mobile technologies as well as collaboration technology and personal printing. With the use of technology, the need has arisen to educate learners regarding the advantages and risks involved accompanying the use of technology. Furthermore, the school attempts to provide training with regards to safety and awareness options in order to empower users to control their electronic experience.

Middelburg Hoërskool aspires to be a dynamic and balanced school, with a Christian foundation that provides outstanding education opportunities. It is important to the school that all learners, personnel and the school's name never be jeopardised through the use of information technology.

Technology in the classroom

What is the importance of using the internet?

The use of the Internet is an important commodity to students and staff at Middelburg High School. The Internet is used by learners after school hours, as well as in classrooms where researching is needed. It is important that learners are able to evaluate information and ensure their own safety and security.

The school's Internet access is set up with learners in mind and includes the necessary filters for appropriate age groups.

It is with the above-mentioned in mind that the school develops policy to not only safeguard learners, but also staff and the school as a whole. This document will be re-evaluated.

Social Media

The use of social media is part of life in the 21st century. It is, however, important to be aware that the use of social media includes creating positive and negative perceptions.

The school maintains that the use of any social media should never impact negatively on the institution, its name, the staff, and other parties involved with the school. A comment on social media is like a publication in a newspaper and we all have to be careful not to make slanderous comments.

The school and its governing body have a duty to protect the school's good name. In keeping with the above as background, parents are requested to address problems by consulting directly with the school and not to air grievances on Facebook, WhatsApp or other forms of social media and thereby inadvertently bringing the school's name in disrepute.

Mobile devices

Mobile devices remain the responsibility of the learner and the school will not accept any liability to keep it safe, the battery life, or the data being used by the learner.

The Information Technology Policy includes the following:

- Guidelines on the use of social media, email and "WhatsApp" groups.
- The acceptable utilisation agreement for staff and learners;
- Parent commitment.

2024 Application Form

Guidelines for acceptable utilisation of email and WhatsApp groups

The use of social media, email and WhatsApp groups is an important part of a teacher's daily communication. The following guidelines are there to guide learners and staff on the use of these communication methods.

Acceptable utilisation agreement for staff and learners

I undertake to:

- use the school's information technology system for school purposes and will not abuse it. This includes the use of the Internet, digital video, computers, portable technology, tablets, etc.
- only use my allocated username and password on the school's network, email and printers.
- not make known my username, password or printer code and to change it on a regular basis.
- ensure that all communication, including Facebook and WhatsApp, as well as other technological means with learners, teachers and others will take place in a responsible and logical way.
- use the Internet responsibly. This includes the resources I am searching as well as the language that I use.
- not search, download, upload or forward any information that is regarded as offensive.
- ensure that all my online activities, inside and outside the school's network will not denigrate the school, staff, students or any other person involved with the school or to bring the school's name in disrepute.
- support the school's approach to online safety and not to post, on purpose, any questionable photos, videos, sound or text on any media platform.
- not bypass or attempt to bypass the school's filters in any way.
- respect, at all times, other people's work and online privacy.

I understand that these guidelines are designed to ensure my safety and that, if I do not abide by them, the School Governing Body can initiate further action.

Name of learner (in print)	Signature	Date
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Parental / Guardian commitment

This commitment includes the following aspects:

- Use of social media;
- Use of tablets and mobile devices by learners.

I as parent/guardian, undertake to:

- not discuss matters pertaining to my child on social media (e.g. Facebook and WhatsApp);
- discuss matters pertaining to the school or my child directly with the school;
- show understanding that the school's governing body, staff, parents and learners have the duty to protect the school's good name;
- support the school's social media policy and abide by it;
- not post on Facebook or any other social media platform of any kind, negative.

If applicable: Mobile devices

I as parent/guardian, undertake to:

- monitor the use of a mobile devices by my child;
- support the school's policy with regards to mobile devices;
- accept the responsibility with regards to insurance, safe storage and the use of data;
- subject myself, in full, to the policy, to respect it and abide by it;
- pay the applicable fines in case the tablet is not used for the suitably intended purpose.

Take Note: Failure to heed this policy will result in a notification issued by the School Governing Body to discuss further prosecutorial actions.

Name of parent (in print)	Signature	Date
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Initial

2024 Application Form

INDEMNITY FORM

Letter of indemnity permitting a learner to participate in extramural activities and visit sites

- I, _____ (parent/guardian) do hereby give participate in extra-mural activities like sport and cultural events as well as join excursions and tours.
- I accept that all reasonable precautions will be taken to ensure the safety and wellbeing of my child and that I will be held responsible for payment of medical and/or hospitalisation bills, if applicable, in case of injury not due to direct negligence of the responsible staff member or Middelburg Hoërskool.
- I delegate my powers as parent/guardian to the principal of Middelburg Hoërskool or his representative in case medical treatment/surgical intervention becomes necessary for my child. To my best knowledge, my child is physically able to participate in the above-mentioned activity, and is in good health.
- I do however request that the responsible person(s) take cognizance of the following (please mention aspects the staff member must be aware of e.g. epileptic fits, allergies, haemophilic tendencies, diabetes, etc.) _____
- The following information is essential in the case of medical treatment and/or hospitalisation:

Name and address of employer	
Name of medical aid	
Medical aid number	
General Practitioner and Telephone nr	

Complete only if you are of the opinion that you qualify for a rebate in medical tariffs (hospitalisation):

Occupation	Husband	Wife
Number of dependants (including that of spouse)		
Ages of dependants (excluding that of spouse)		
Residential address of parent/guardian		
Postal address of parent/guardian		
Telephone no	Home	Work
ID Number of parent/guardian		

Details of person who can be contacted in the event that you cannot be reached:

Name and surname	
Telephone no	
Address	

2024 Application Form

DISCLAIMER WITH REGARD TO LEARNER PHOTOGRAPHS / IMAGES / VIDEO

I, _____ (full names), hereby give permission to Middelburg Hoërskool to display photographs/images/videos of the child(ren) below as part of:

- a demonstration/project/activity in the course of classroom instruction;
- a sample project/activity on CD created by the school for use in educational workshops, classroom instruction, advertisements, etc.;
- the school's website and social media platforms (including Facebook, Instagram, YouTube, TikTok and all WhatsApp groups;
- photographs/images/video given to program publishers and tournament entries submitted to sponsors;
- video recordings for a program related to the school that will be broadcast on a television station; and/or
- any printed publication, which includes, but is not limited to, newspapers, magazines, yearbooks and so on.

By granting this permission, I understand that the school may use photographs/images/videos of the child(ren) for purposes such as celebrating achievements and announcing educational opportunities, as the school governing body and the principal deems fit, and that such use may be displayed in the school photo gallery.

I further understand that although the school associated with the photographs/images/videos will be identified, and adults who appear in photographs/images/videos may be names, no personally identifiable information of the child(ren), except for the name(s) of the child(ren), will be used with any photo/image/video.

I sign this disclaimer in the knowledge that any photographs/images/videos published on the school's website may be obtained and reproduced by various news organizations, including print, electronic and broadcast media, and I therefore indemnify the school from any liability which may arise from the use of photographs/images/videos of the child(ren) in school web publications.

In addition, I understand that there are potential dangers associated with publishing photographs, images and videos on a website, as worldwide access to the internet makes it impossible to control who accesses the information.

I also understand that if I want to revoke this agreement, I can do so at any stage by letter sent to the principal.

Name(s) of learner(s):	
Name(s) of parent/guardian:	
Address:	
Telephone number:	
Signature of parent/guardian: *	

**Learners who are older than 18 years of age may sign this disclaimer.*

2024 Application Form

Form of consent in terms of the Act on Protection of Personal Information 4 of 2013 (POPI)

Permission to use personal information¹

- By agreeing to the terms of this information form, you, (NAMES) _____, hereby authorize Middelburg Hoërskool to voluntarily process your personal information as well as that of the learner (NAMES), (including the names, street address, telephone numbers and any other information you provide to the school.
- Processing includes receiving, recording, organizing, sorting, updating or modifying, retrieving, consulting and using; the distribution by way of transmission, issuance or making available in any other form, or the merger, linkage as well as restriction, degradation, erasure or destruction of information.
- This consent is effective immediately and will remain in effect until one of the conditions under paragraph 8 of the Act on Protection of Personal Information is complied with.
- The personal information may only be processed if it is sufficient, relevant and within limits in light of the purpose for which it is processed, and if processing takes place in accordance with the relevant provisions of POPI. **The purpose of the processing of information must work together with any activity of the school.**
- In addition, you hereby acknowledge that **Middelburg Hoërskool** collects and processes personal information regarding the proper functioning, management and governance of the school, as prescribed by the South African Schools Act 84 of 1996 and other relevant education legislation and policies.
- **The type of information will depend on the purpose for which it is collected, and will also be processed for that purpose only.**
- In terms of section 11 of POPI, personal information can only be processed in the following circumstances:
 - ❖ If the data subject, or a competent person in the case of the data subject is a child, consents to processing.
 - ❖ If processing is necessary for the execution of acts with a view to concluding or fulfilling a contract in which the data subject is a party.
 - ❖ If processing complies with a duty imposed on the school by law.
 - ❖ If processing protects a legitimate interest of the data subject.
 - ❖ If processing is necessary for the purpose of a public legal duty.
 - ❖ If processing is necessary to act in the school's legitimate interest.

Your rights under this consent

You have the following rights:

- *The right to know what information is held, how it is used and when the school will release it.* All of the aforementioned information is contained in our Policy of the Protection of Personal Information and our Privacy Policy, which are available and accessible at the school office or on our website.
- *The right to correct your details.* The school will try to keep information up to date. However, if any of your details change, please let us know so that our records can be as accurate as possible.
- *The right to withdraw your consent.* You may withdraw the permission you give us under this form at any time. Your withdrawal must be made in writing and addressed to the information officer of the school. Consent previously given cannot subsequently be withdrawn and therefore will not affect any previous or existing use of your information.

Permission to receive marketing information

By agreeing to the terms of this consent form, you expressly consent to the processing of your information for marketing purposes, and you understand that by giving consent, your marketing materials in the form of text messages, e-mails and the like of the school can receive.

I agree	<input type="checkbox"/>
I do not agree	<input type="checkbox"/>

Signature of parent/Guardian

Date



2024 Application Form

All the information has been completed and will be handed in:	√
All the documents as requested on page 1 have been attached	
Merit discount / scholarship on school fees on page 6 and 7 is understood and filled in correctly	
Indemnity form on page 12 is understood and filled in correctly	
Application form is filled in fully and I understood everything	

I, _____ parent of _____

hereby declare that the above-mentioned information is correct and true.

Signed at _____ on this . day of _____ 20____

Signature of parent / guardian

Initials and surname of parent / guardian (in print)

Signature of learner

Initials and surname of learner (in print)