

QURTUBA ISLAMIC ACADEMY



APPLICATION FORM

ECD

PRIMARY

HIGH

AHLAN WA SAHLAN

Thank you for the interest you have shown in applying for a place at Qurtuba Islamic Academy ("QIA"). We understand that every child is unique in that each parent/guardian has specific needs and wants for their child. We encourage you to book for a school tour.

To ensure that your application has every chance of consideration, it is vital that you read through this form carefully, provide all the information and documents required under this application and return the application form as soon as possible. If the required information is incorrect or incomplete, the application will not be accepted.

HOW TO ENROL AT QIA

- The application-for-admission form must be completed and emailed to admin@teamqia.co.za or a hard-copy handed in at the school reception.
- All new applicants will undertake entrance assessments or school-readiness assessments.

CRITERIA FOR ADMISSIONS

- The School Board has adopted the following selection criteria:
- Admission is based on availability of space.
- The language of learning and teaching at QIA is English; therefore, it is imperative that your child is able to speak and understand English. Please be aware that the First Additional Language (FAL) is Afrikaans.
- Only applicants for Grade 000 - Grade 10 will be considered.
- Acceptance of a sibling application is not guaranteed. Applicants that have siblings already in attendance at QIA may be given preference when being considered for admission.
- The applicants that meet the minimum criteria will generally be placed on a first-come-first serve basis.
- Those applications that cannot be accepted due to lack of space will be placed on a waiting list, in order of date of applications.
- Admission is conditional upon the ability to pay the prescribed school fees and the non-refundable application fee (R1 000.00 per learner application).
- The applicant's school fees from their previous school must be paid up in full before any application for admission will be considered (proof thereof must be provided).
- Successful applicants and their respective parent/legal guardian will upon acceptance be required to enter into the school's enrolment agreement.
- Successful applicants must also agree to adhere to QIA's Code of Conduct which will be provided to each learner upon acceptance.
- Applicants enrolling for Grade R must turn 6 years of age by 31st December and Grade 1 applicants must turn 7 years of age by 31st December in the year of enrolment.












APPLICATION CHECKLIST

LEARNER'S NAME: _____





GRADE APPLYING FOR: _____

DATE OF APPLICATION: _____

The following documentation must be submitted with the completed application form:

1. Copy of official unabridged birth certificate. 
2. Copy of official immunisation card signed by a health professional. 
3. 2x current ID photos. 
4. Last two terms school and Madressa reports (if applicable). 
5. Copy of both parents' / guardian's current identity documents. 
6. Proof of residential address, in any parent's name, such as a municipal account. 
7. Proof of payment for the Application Fee (R1 000.00 once-off per learner). 
8. Final year-end school report and transfer card. 
9. Proof of employment on official company letterhead and/or payslip. 
If self-employed, satisfactory proof of self-employment.
10. Current school fee statement not older than 1 (one) month. 
11. Copy of the Parenting Plan Agreement and Court Order for divorced parents. 

Foreign Nationals (parent/legal guardian/learner) must submit the following additional documents:

1. Study permit in respect of the learner. 
2. Temporary or permanent residence permit from the South African Department of Home Affairs or evidence of application for such documentations. 
3. Copy of both parents' / guardian's current passports. 
4. Proof of Payment for the Foreign Learner Deposit. 

DETAILS OF LEARNER: (AS PER BIRTH CERTIFICATE)

Grade Applying For: _____ **Highest Grade Passed:** _____ **Year when Grade was passed:** _____

Gender (Male/Female): _____ Date of birth: _____

Surname: _____ First Name: _____

Identity Number: _____ Citizenship : _____ Religion: _____

Passport Number (Non SA Citizen): _____ Study Permit Number: _____ Expiry Date: _____

Home Language: _____ Country of Residence (Foreign National): _____

PLEASE COMPLETE THIS SECTION :

Name of Previous School: _____

Tel No. of Previous School: _____

Address of Previous School: _____

Email Address of Previous School: _____

EDUCATIONAL HISTORY OF LEARNER (PLEASE TICK WHERE APPLICABLE)

Indicate pre-primary Education :

None **Non-Formal** **Grade R - Formal**

Has your child ever skipped or repeated a grade? YES NO

If yes, which grade, year and why

Has your child ever been recommended or received an evaluation by an educational psychologist or specialist?

YES NO (If yes, please attach the assessment report)

Has your child been suspended or expelled from school in the past two years? YES NO

If yes, what was the misdemeanor?

Are there any concerns QIA should be aware of? (Transition, Adjustments, Academic, Special Needs)

SIBLING INFORMATION: (PLEASE NOTE: COUSINS ARE NOT CONSIDERED SIBLINGS)

Brother/Sister at Qurtuba Islamic Academy: _____ Grade: _____

Brother/Sister at Qurtuba Islamic Academy: _____ Grade: _____

Brother/Sister at Qurtuba Islamic Academy: _____ Grade: _____

DECEASED PARENT (TICK ✓) - MOTHER  **FATHER**  **BOTH**  **NONE** 

MOTHER/LEGAL GUARDIAN DETAILS: (AS PER IDENTITY DOCUMENT/ PASSPORT)

Surname: _____ First Name: _____

Preferred Name: _____

Identity Document/Passport Number: _____ Title: _____

Nationality: _____ Marital Status: _____ Home Language: _____

Home Tel Number: _____ Cell Number: _____

Home Address: _____

Postal Address/ Correspondence details: _____

Employer: _____

Occupation: _____ Work Tel Number: _____

Work Address: _____

E-Mail Address: _____

FATHER/LEGAL GUARDIAN DETAILS: (AS PER IDENTITY DOCUMENT/PASSPORT)

Surname: _____ First Name: _____

Preferred Name: _____

Identity Document/Passport Number: _____ Title: _____

Nationality: _____ Marital Status: _____ Home Language: _____

Home Tel Number: _____ Cell Number: _____

Home Address: _____

Postal Address/ Correspondence details: _____

Employer: _____

Occupation: _____ Work Tel Number: _____

Work Address: _____

E-Mail Address: _____

NEXT OF KIN/ RELATIVE'S DETAILS: (OTHER THAN PARENT OR GUARDIAN)

Surname: _____ First Name: _____

Relationship to Learner: _____ Telephone Number: _____

Address: _____

MEDICAL INFORMATION

Name of Medical Aid: _____

Medical Aid Number: _____

Main Member's Initials & Surname: _____

Allergies and/or Medical History: _____

In the event of hospitalisation, please indicate private or provincial hospital of choice:

Medical and/or Social History Requiring Counselling: _____

Dexterity Of Learner: Right-Handed  Left-Handed  Ambidextrous 

DOCTOR'S INFORMATION

Family Doctor's Name: _____

Telephone Number: _____

**We, the undersigned, being the parents/guardians of: _____,
do hereby certify that the particulars furnished are true and correct.**

By applying to QIA, we acknowledge our commitment to adhere to the school's code of conduct, parent agreement (available upon request), and all relevant policies of the school. We understand that the application fee is non-refundable, regardless of the enrolment decisions.

Name of Mother/Guardian: _____ Signature : _____

Signature of Father/Guardian: _____ Signature : _____

Date

PERSONAL CREDENTIAL DISCLOSURE FORM

DEFINITIONS IN TERMS OF BELOW CONSENT

- **"Candidate"** means the person completing this document to be considered by the Company for purposes of their child being enrolled at the Company.
- **"Company"** refers to Qurtuba Islamic Academy NPC (Registration Number: 2016/044019/08) ("QIA") in terms of the law of South Africa.
- **"Consumer Credit Information"** shall have the meaning ascribed to it in section 70 of the NCA.
- **"NCA"** shall mean the National Credit Act, No 34 of 2005, as amended from time to time, including any regulations made under the Act;
- **"Personal Information"** shall have the meaning ascribed to it in Chapter 1 of POPIA and includes, but is not limited to a name, address, email address, telephone or fax number, fingerprints, criminal history and education or other personal credentials provided, or which is collected from the candidate or other third parties, before and/or during the background screening process and/or thereafter.
- **"Privacy and Data Protection Conditions"** refers to the 8 (eight) statutory prescribed conditions for the lawful Processing of Personal Information.
- **"Verification Information Suppliers"** shall mean third parties acting on behalf of QIA, including, but not limited to, criminal record bureaus, credit bureaus, governmental bodies, and any educational, training, and fraud prevention organisations.

CONSENT FOR THE USE OF PERSONAL INFORMATION

- I hereby authorise the Company's duly authorised verification agent, to access my Personal Information and conduct background screening checks including, but not limited to, credit, qualifications, employment references criminal record, fraud prevention, ID verification and -drivers' license.
- That requests for credit information from Credit Bureaus will only be conducted under the regulations defined as per the NCA.
- I acknowledge that any Personal Information supplied to the Company is provided voluntarily and that the Company may not be able to comply with its obligations if the correct Personal Information is not supplied to the Company.
- I warrant that all information, including Personal Information, supplied to the Company is accurate and current and agree to correct and update such information when necessary.

I take note that if the Responsible Party has utilised the Personal Information contrary to the Privacy and Data Protection Conditions, I may first resolve any concerns with that Responsible Party. If I am not satisfied with such process, I have the right to lodge a complaint with the Information Regulator.

A copy of Personal Information kept by the Responsible Parties will be furnished to me upon request in terms of the provisions of POPIA or the NCA and I understand that I may dispute any information in the record provided.

I unconditionally agree to indemnify the Responsible Parties, and Verification Information Suppliers, acting in good faith in taking reasonable steps to process my personal information lawfully, against any liability that may result from the processing of my personal information. This includes unintentional disclosures of such personal information to, or access by unauthorised persons, and/or any reliance which may inadvertently be placed on inaccurate, misleading, or outdated personal information, provided to the Company by myself or by a third party in respect of me.

CANDIDATE 1 NAME: _____ **SIGNATURE:** _____ **DATE:** _____

CANDIDATE 2 NAME: _____ **SIGNATURE:** _____ **DATE:** _____

COMPANY AGENTS NAME & SURNAME: _____ **SIGNATURE:** _____ **DATE:** _____

PROTECTION OF PERSONAL INFORMATION(POPI)

QIA undertakes to protect the personal information the learner, parent/guardian and any other party whose information forms part of this application. We will not distribute or publish any personal information provided unless we receive consent in writing. If this is the case, we may only distribute or publish the information specified in the consent letter and only to the people and for the purpose stated in such consent. When you apply you give us consent to:

- Collect and store names and contact details about the parent/guardian or any other party whose information forms part of this application;
- Perform administrative and operational functions in relation to this application;
- Collect any other information from previous schools that we may need in order to make a decision with regard to this application and/or manage relationships between QIA, the parents, legal guardians and learner.

SCHOOL FEES POLICY

- School fees are payable in advance as follows at the election of the parent/guardian and/or other responsible paying party;
 1. Annually: School fees for the academic year settled before the end of February qualifies for a 2.5% early payment discount;
 2. Monthly: Payable over 9 (nine) months starting January to September which shall fall due on or before the 5th day of each month.
- Kindly note that the above payment arrangements exclude the re-registration fee that is due by 30 October of each year.
- The learner in the highest grade is regarded as the first learner, with all subsequent sibling learners receiving a 2,5% discount each.
- Parents/guardians and/or the responsible paying party may take advantage of both the annual discount and/or the sibling discount.
- A deposit to the value of one month of the school fee is payable upon acceptance. This fee will be deductible from the learner's yearly fees account.
- Foreign national learners will be required to pay the acceptance deposit in addition to the foreign learner deposit as the acceptance deposit will be deducted from the overall school fee.
- If a learner joins QIA midway through a term, the parent/ guardian and/or responsible paying party shall be liable to pay the full term's fee, irrespective of the time of joining within the term.
- Foreign national learners will be required to pay a once-off foreign learner deposit in the amount of R10 000.00 per learner prior to enrolment ("Security Deposit"). The Security Deposit will be securely held in a non-profit or non-interest-bearing account. The Security Deposit is a refundable deposit that will only be refunded when a learner transfers and/or leaves QIA and on condition that no amounts for fees or any other amounts are due to QIA.



QURTUBA
ISLAMIC ACADEMY

BANKING DETAILS

Name of Bank : Standard Bank
Account Name : Qurtuba Islamic Academy
Branch Number : 051001
Account Number : 002684233
Please forward proof of payment to: accounts@teamqia.co.za

STAY IN THE LOOP WITH ALL THINGS QIA RELATED!



011 608 0527



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www.qurtubaislamic.co.za



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