



# SAGAN ACADEMY

INTERNATIONAL BOUTIQUE SCHOOL

Registered Private School (EMIS no. 700401003)

Company Registration no: 2015/442804/07



+27 83 383 7649

[info@saganacademy.org](mailto:info@saganacademy.org)

29 Church Street, Olivedale

[www.sagancentre.org](http://www.sagancentre.org)



Cambridge International School

## Application Form: Sagan Academy - Junior

### STUDENT DETAILS

Date of application \_\_\_\_\_

Surname: \_\_\_\_\_

Full first names: \_\_\_\_\_

Preferred first name: \_\_\_\_\_ Gender: \_\_\_\_\_

Date of birth: \_\_\_\_\_ Home language: \_\_\_\_\_

ID number: \_\_\_\_\_

1. Reason for leaving previous educational system/institution/place of learning

\_\_\_\_\_

2. Entry level at Sagan Centre

\_\_\_\_\_

3. Health/emotional/behavioural/scholastic concerns (If any):

\_\_\_\_\_

4. Recent (no older than two years) educational psychologist evaluation (Please tick)

YES \_\_\_\_\_

NO \_\_\_\_\_

5. Person responsible for the account/fees:

\_\_\_\_\_





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 **Cambridge Assessment  
International Education**  
Cambridge International School

## PARENT DETAILS

FATHER'S NAME:

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OCCUPATION:

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POSTAL ADDRESS:

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RESIDENTIAL ADDRESS:

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WORK ADDRESS:

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TELEPHONE: HOME \_\_\_\_\_ WORK \_\_\_\_\_ CELL \_\_\_\_\_

Email:

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MOTHER'S NAME:

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OCCUPATION:

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POSTAL ADDRESS (If not the same as previous):

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RESIDENTIAL ADDRESS:

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Cambridge International School

WORK ADDRESS:

\_\_\_\_\_

TEL: HOME: \_\_\_\_\_ WORK: \_\_\_\_\_ CELL: \_\_\_\_\_

Email:

\_\_\_\_\_

## DOCTOR DETAILS

NAME:

\_\_\_\_\_

TELEPHONE:

\_\_\_\_\_

Alternate emergency contact number: \_\_\_\_\_

**INDEMNITY** – I as parent/guardian, indemnify Sagan Centre, its staff, parents, Principal and agents against any loss, damage or injury including all eventualities and risk associated with all activities undertaken whilst being enrolled at Sagan Centre, during or after school hours, including transport arranged to and from outings and any activities undertaken on such outings.

SIGNED \_\_\_\_\_

DATE \_\_\_\_\_

## TERMS AND CONDITIONS

1. **Application fees:** A non-refundable **application fee** of R700.00 must accompany this registration for all applications.
2. **Registration fees**  
**Take note of options**
  - a) **Registration fee full time students** – Checkpoint Secondary 1/IGCSE and AS/ A level: non-refundable fee of R7 650.00 is payable on new registrations only.
  - b) **Registration fees for per subject fees IGCSE/AS/A Levels registrations only:** A non-refundable fee of R3 500 is payable on new registrations only.
  - c) **Separate invoices** will be issued for the application and registration fees (one invoice); and for school fees (one invoice and customer statements).
  - d) **Termly Tutorials and Exam workshops** – limited to 15 students per level.





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No registration fee payable, however, termly tutorial fees are payable in advance per term/workshop on registration to secure a place. \*No attendance permitted unless the weekly or monthly fee is paid at least 24 hours in advance of a week; or at least 3 days before a given month for the following month.

3. Monthly tuition fees are payable on the final working day of each month, **in advance**, by EFT, from 1 January, of a given year up to and including **11 months**, for **AS/A Level And IGCSE**, thereafter.
4. Monthly tuition fees are payable on the final working day of each month, **in advance**, by EFT, from 1 January, of a given year up to and including **12 months**, for **Checkpoint Stage 7,8 and 9**, thereafter.
5. **A full term's notice (being three months is strictly required), in writing, or the equivalent fee, as invoiced, in lieu thereof is required prior to withdrawal of a learner.**
6. Tuition fees will be reviewed annually. A term's notice will be given of any fee increase.
7. Where any account is more than 10 days in arrears the learner will be suspended from the Sagan Centre and the access to the premises refused until outstanding fees are paid.
8. Any arrears account of 21 days or more is handed over to *Schroder and Associates* (debt collection agency certified to list with TransUnion) for collection. Any interest accrued and further associated costs will be for the accountholder.
9. Transfer cards will not be issued to school leavers in respect of whom monies due to the school are outstanding.
10. **External exam fees** (for IGCSE/AS/A level) are a separate and not related to monthly tuition fees and will be invoiced for as separate.

I, (full name and surname) ....., with ID number/passport number....., hereby, accept the above terms and conditions as set out above.

SIGNED THIS..... DAY OF .....20.....

FULL NAME \_\_\_\_\_ SIGNATURE \_\_\_\_\_  
(PERSON RESPONSIBLE FOR ACCOUNT)

