

EDUEXCELLENCE

Enrolment & Assessment Quick Guide





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PRIVATE PERSONAL EDUCATION

Enrolment Guide for Parents

Enrolment Process

Step 1:

Parents are invited to contact their Campus of choice and arrange a tour with the Campus Principal.

<https://www.eduexcellence.co.za/book-a-coffee-chat>

Step 2:

Should parents wish to proceed with enrolment, our Admissions Officer will send an "Invitation to Apply".

Parents should complete the Application for Enrolment form and upload the following supporting documentation:

- Learner's birth certificate – preferably the unabridged version
- Copies of latest official Academic Reports (if applicable)
- Copy of most recent Special Educational Needs (SEN) Report (if applicable)
- Mother's ID
- Father's ID
- Any specialist reports (Educational Psychologist, Occupational/Speech Therapists, medical reports, IQ reports etc.) that are available. Parents are NOT expected to specifically get such reports.
- Transfer letter if transferring from another school
- Fee clearance letter if transferring from another school
- Proof of Income (Letter from accountant or payslip or 3 months' bank statements)
- Proof of medical cover (for foreign students)

All applications must be accompanied with the Application Fee (non-refundable) – no application will be processed without proof of payment. Payments can be made via Electronic Funds Transfer (EFT).

Please use the Learner's name & surname as reference.

Proof of payment must be emailed to the campus before an Assessment is conducted.



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Enrolment Guide for Parents continued...

Step 3:

Parents are asked to complete a comprehensive questionnaire.

Note: Access to your questionnaire is confidential and complies with both EduExcellence PRS Group as well as The Assessment Centre POPIA guidelines.

Step 4:

Upon successful completion and submission of the Parent Questionnaire, a link to book your child's assessment will be sent to you.

Our Campus Front Offices will assist you to book a suitable date for assessment.

Note: The Assessment Centre is an external service provider to EduExcellence PRS Group and should be paid separately.

All the necessary information, references, banking details, and the amount will be at the end of The Assessment Center Parent Questionnaire.

It is very important to use the unique code as a reference!

Step 5:

Once assessment has been concluded, Parents are invited for a feedback session to discuss our findings and results of the assessment.

Note: Assessment does not guarantee enrolment.



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Final steps

If you are extended an invitation to enrol, you will receive an email with a link to our online Enrolment Agreement form. This constitutes the contract between EduExcellence PRS Group and our parents.

Once the Enrolment Agreement has been completed you will receive, based on your interest:

- Online AfterCare Form
- Uniform Order Link

Successful enrolment at EduExcellence is dependent on:

- All the documentation as indicated above
- Proof of payment for the Security Retainer Fee
- Proof of payment for the Annual Development Levy
- Proof of payment for initial month Tuition Fee

This information should be sent directly to our Learner Accounts Department; accounts@eduexcellence.co.za

Completion

Once you have completed the Enrolment Agreement, provided the required documentation and settled in initial invoice, you will receive notification of Full Acceptance and your child will be enrolled in EduExcellence.

Note: By completing our Application, Assessment and Enrolment process, you consent to EduExcellence PRS Group and The Assessment Centre collecting and storing the information provided in this application and subsequent online forms. You are also made aware that EduExcellence stores your IP address with the form at the time of form completion for non-repudiation purposes. This is done in accordance with the PoPI Act.



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Bank Accounts

Application Fee:

Please note that all Application Fees should be paid to the specific Campus Bank

Account:

EduExcellence Lynnwood Campus: Bank: FNB

Branch Code: 250 655

Account Number: 6250 7558 643 **Reference:** LEARNER NAME

EduExcellence Noordhoek Campus: Bank: FNB

Branch Code: 250 655

Account Number: 6251 4494 799 **Reference:** LEARNER NAME

EduExcellence Online Campus: Bank: FNB

Branch Code: 250 655

Account Number: 628 5511 9478 **Reference:** LEARNER NAME

EduExcellence Rondebosch Campus: Bank: FNB

Branch Code: 250 655

Account Number: 625 0748 6646 **Reference:** LEARNER NAME

Assessment Fee:

Please note that all Assessment Fees should be paid to the Assessment Centre directly.

This is an external service provider to the school and the onus is on parents to ensure correct payments.

The Assessment Centre:

Account Name: Dr. Beulah van der Westhuizen

Bank: Investec Bank Limited

Branch Code: 580 105

Account Number: 100 1147 3947

Reference: UNIQUE LEARNER CODE