



139 First Avenue, Kenilworth Cape Town 7708 • Telephone: 021 683 3458
 • email: admin@mercymontessori.co.za

Application for Enrolment 2018

Last Name/Surname	
First Name/s	
Title (circle)	Mr Mrs Ms Miss
Home Phone Number	
Cell/Mobile Number	
Email Address	
Postal Address Line 1	
Postal Address Line 2	
Postal Address Line 3	
Postal Code	
Home Address Line 1	
Home Address Line 2	
Home Address Line 3	
Postal Code	
ID or Passport number	
Nationality	
Citizenship Status (circle)	South African Permanent Resident Dual Other Unknown
Equity Status/Race (circle)	Black: African Black: Coloured Black: Indian White Unknown
Disability Status (circle)	Detail your disability: None
Home Language	

Date of Birth			
Marital Status			
Maiden Name if applicable			
Educational Qualifications (Please provide copies)	Institute	Year	Duration of course
Sponsor (if applicable)			
Full time Course – 3 Years	<input type="checkbox"/> NQF Level 6 Diploma in Early Childhood Development: Montessori Teaching		
Part time Course – 18 months	<input type="checkbox"/> Upgrade from NQF Level 5 to NQF Level 6 Diploma in Early Childhood Development: Montessori Teaching		
	<input type="checkbox"/> Primary Specialisation Foundation Phase (6-9 year olds)		

This fully completed application form must be accompanied by:

1. A Certified copy of your Matric/Senior Certificate
2. A Certified copy of your ID/Passport
3. A Certified Copy of your Police Clearance Certificate (or at least proof of application)
4. Proof of payment of your application fee
5. **Foreign students:** A certified copy of your current student visa.

Names and address of **two** referees who will testify to the applicant's physical health, communication skills and basic intellectual capacity to satisfactorily complete all programme requirements and to function as an effective Montessori teacher.

1. _____

2. _____

HEADSTART MERCY MONTESSORI BANKING DETAILS

Bank: Standard Bank
Branch: Claremont, Cape Town
Branch code: 025109
Account name: Headstart Mercy Montessori
Account No. 076 315 401
Reference: **YOUR NAME**

Please note: When depositing fees directly into the HMM account above, please ensure that a copy of the deposit slip, or the EFT Confirmation of Payment page, is either emailed to us on admin@mercymontessori.co.za, so that we are aware of the payment. Your account will only be credited on receipt of this confirmation.

DISCLAIMER

I, the undersigned, understand and accept the following:

- This application form will not be processed until the **Application fee of R1 000.00** has been paid. This fee is *non-refundable*.
- Once the application fee has been paid and acceptance to the course granted, a **Registration fee of R3 000.00** must be paid in order to secure a place on the course. This Registration fee is *non-refundable*.
- **I accept that I am liable for the full fees as set out on page 4 of this Application Form once I have been registered and have started the course.**
- **50% of the full fees are payable by the end of January 2018, with the remaining 50% to be paid by the end of July 2018, unless a special arrangement is made with the Administrator.**
- **Overdue accounts will accrue 10% interest on a monthly basis, which will be added to your account.**
- I understand and accept that in order to be issued with the Level 6 Diploma **all** three years of study must be successfully completed. "Part" qualifications are NOT issued.

Signed at _____ on this ____ day of _____ 20__

Applicant's Signature: _____

Witness 1: _____ Witness 1: _____

Principal's Signature on Acceptance: _____ Date: _____

Courses Fee Structure 2018:

- **Level 6 Diploma Full-time Course:**
 - Year 1: R39 950.00
- **Upgrade to Level 6/Primary Specialisation Part-time Course:**
 - R19 950.00 for the 18 months

Notes:

- A non-refundable Application Fee of **R1 000.00** must be paid in order to process your application. Once this has been paid, you will be notified if your application is successful within one week. If your Matric results are not available on application, then your application is subject to a Matric pass once your results are known.
- A non-refundable Registration Fee of **R3 000.00** is payable once your application has been approved. Your place on the Course is not guaranteed until the Registration Fee has been paid.
- 50% of the Course Fees are due by the end of January, and the second 50% due by the end of July. By prior arrangement with the Administrator, this second 50% may be paid in six monthly instalments, starting in February and ending in July (See additional Payment Options Addendum). Overdue accounts will accrue 10% interest on a monthly basis, which will be added to your account.
- Course Fees for 2018 include tuition, marking fees, resource material and examination fees.
- A once-off, single payment of the total annual fee, will attract a discount of 5%. There is no discount for two payments of 50% or for monthly payments.
- **Electronic Payment via internet banking is the preferred means of payment.** Please email confirmation of payment to: admin@mercymontessori.co.za when making any direct payments into the Headstart Mercy Montessori account.
- Cash payments are discouraged. **NOTE: In the case of CASH DEPOSITS, all fees charged by the Bank to Headstart Mercy Montessori will be debited to students' accounts.**
- **NB:** Monthly payments are payable **monthly in advance** on the 25th of the previous month.
- **Foreign students:** All foreign students (non-South African) must be in possession of a **study visa** before starting the Course. A certified copy of this student visa must be presented on application.
- **Students who are awarded bursaries from SETA are liable for their own fees** should the awarded bursary funds fail to materialise.

Student Account Information:

Person responsible for the account:	Postal address:
ID Number (copy of ID must be provided if person is different from student)	
Home phone no.:	Work (or alternate phone) no.:
Cell no.:	email:

Addendum: Payment Options for FULL-TIME COURSE 2018

Option A: Once-Off, Single Payment Fee with 5% Discount

Full-time Study – Total per year	A single payment (with 5% discount) Due on or before 31 January 2018
Year 1: R39 950.00	R37 952.50

Option B: Two Fee Payments of 50% without Discount

Full-time Study – Total per year	Two payments, with the first 50% due on or before 31 January 2017 and the second 50% on or before 31 July 2017
Year 1: R39 950.00	Payment 1: R19 975.00 & Payment 2: R19 975.00

Option C: Monthly Instalments without Discount

Full-time Study – Total per year	50% of fees payable on or before 31 January 2018	6 x Monthly payments payable from end-February to end-July 2018 inclusive
Year 1: R39 950.00	R19 975.00	R3 329.00 x5 and R3 330.00 x1

The above amounts exclude any cash deposit banking fees.

Payment Option selected: (student to sign, in full, alongside the Option chosen)

Option A _____

Option B _____

Option C _____

Date _____

Addendum: Payment Options for PART-TIME COURSE 2018

Option A: Once-Off, Single Payment Fee with 5% Discount

Part-time Study – Total per year	A single payment (with 5% discount) Due on or before 31 January 2018
R19 950.00	R18 952.50

Option B: Two Fee Payments of 50% without Discount

Part-time Study – Total per year	Two payments, with the first 50% due on or before 31 January 2017 and the second 50% on or before 31 July 2017
R19 950.00	Payment 1: R9 975.00 & Payment 2: R9 975.00

Option C: Monthly Instalments without Discount

Full-time Study – Total per year	50% of fees payable on or before 31 January 2018	6 x Monthly payments payable from end-February to end-July 2018 inclusive
R19 950.00	R9 975.00	R1 662.50 x6

The above amounts exclude any cash deposit banking fees.

Payment Option selected: (student to sign, in full, alongside the Option chosen)

Option A _____

Option B _____

Option C _____

Date _____