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**ST AQUINAS COLLEGE PRETORIA**  
**(SUMMAT INSTITUTE PRETORIA)**  
 172 Sophie De Bruyn Street ,Pretoria Central, Pretoria 0001  
 Telephone: 012 770 1022 / 067 637 0169 / 068 015 5234  
 Email: summatinstitutepta@gmail.com

**APPLICATION FOR ADMISSION TO SCHOOL FOR MATRIC UPGRADE YEAR: 2026**  
**(FOR LEARNERS WHO WROTE MATRIC FROM 2008 TO 2025)**

**Our upgrade / rewrite program is only for learners who previously wrote Oct/Nov matric exams in 2008 or later. We do not register Senior Certificate learners.**

PERSONAL INFORMATION							
Surname		First names		Gender		Race	
Date of birth		ID number / passport number		Permit / Asylum number (non SA)			
Previous school(s)		Centre number		Exam number		Province	Year completed
1							
2							
How did hear or know of Summat?							
Email address		Cell number		WhatsApp no		Physical address	
Parent or guardian's information							
Surname and name		Tel & cell number		Parent or guardian's email address			
Subjects being registered for: ( see page 2 of form for subjects offered at Summat)							
NB: No Life Orientation offered for upgrade. Only a maximum of 2 new subjects allowed							
1		SBA		4		SBA	
2		SBA		5		SBA	
3		SBA		6		SBA	
No of registered subjects				Exam registration only or full time			
<p><b>Please note: All those registering for new subjects must do School Based Assessments (SBA). Failure to do SBA will result in the learner having an absent against that subject in the final mark even if the learner sits for examinations.</b></p> <p><b>The following subjects are not offered as new subjects; History, Agric Science, isiZulu FAL, Sepedi FAL, Tourism etc. Please consult the admin or 068 015 5234 if unsure.</b></p>							

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School fees information ( to be filled by person responsible for fees payment)			
Surname and name	Relationship	Cell number	Work number
Email address (school can help to create one if you do not have)			
Payment method eg <b>monthly deposit or debit order or once off</b>			
If monthly or debit order, number of months			
Amount per payment method chosen			R
Parents need to join Parents WhatsApp group for the school where we share information and updates about the Upgrade programme (WhatsApp 068 0155 234 or 067 637 0169 for enquiries)			
I (full name)_____ ID number:_____			
undertake to pay the school fees for (learner's name) _____			
on or before the (date)_____ of every month for a period of _____ months.			
Signed _____ at _____ on _____			

Subjects offered – School offers classes for the following subjects			
English Home Language	Accounting	Geography	Mathematical Literacy
English First Additional Lang	Physical Sciences	Life Orientation	Mathematics
Sepedi Home Language	Life Sciences	Economics	IsiZulu Home Language
Afrikaans First Additional Lang	Business studies	<b>Change of subjects is allowed eg Math to Mlit</b>	
Subjects available for exam only – school does not offer classes for the following subjects			
<b>1</b>	History	<b>2</b>	Tourism
<b>3</b>	Agricultural Sciences		

ST AQUINAS COLLEGE TSHWANE CAMPUS UPGRADE SCHOOL FEES PAYMENT STRUCTURE									
Options		Monthly deposit through ATM				Once – Off (10% discount)			
No of subjects	Reg fees	No of months	Fees per month	Yearly fees excl reg	Total fees incl reg	No of months	Fees per month	Total fees excl reg	Total fees incl reg
1	R600	10	R500	R5 000	R5 600	10	R450	R4 500	R5 100
2	R600	10	R700	R7 000	R7 600	10	R630	R6 300	R6 900
3- 4	R600	10	R800	R8 000	R8 600	10	R720	R7 200	R7 800
5 - 6	R600	10	R900	R9 000	R9 600	10	R810	8 100	R8 700
EXAM ONLY FEES (PLEASE NO SBA OR NEW SUBJECT FOR EXAM ONLY)									
Number of subjects		Registration				Once – off fees per subject			
1 - 6		R 600				R500			

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**NB: If you register for a new subject, you will have to do School Based Assessments (SBA) and therefore cannot register for exam only.**

**Terms & Conditions (Please read the terms and conditions below carefully)**

1	Applicants will only be considered for admission on correct completion of this application form and payment of the registration fees.
2	The registration fee is <b>non-refundable</b> , therefore, it is very important to enquire on the eligibility of the application before paying the registration fees.
3	School fees is payable in advance on or before the <b>2<sup>nd</sup> of every month</b> , that is, the fees for January should be paid on or before the first of January etc. No payment on the 15 <sup>th</sup> etc is acceptable.
4	Our fees are yearly fees, however, broke down into monthly fees for easy payment. It is on the discretion of the school to reduce the yearly fees.
5	Repayment of overpaid fees shall only be done by the head office after supporting evidence has been supplied and a <b>20% deduction</b> is applicable.
6	Learners with outstanding fees may or shall be denied entry into the school premises, therefore it is prudent to ensure that fees is paid in time.
7	<b>Payment of Fees by a third party:</b> An agreement with a third party to pay the Fees or any other sum due to the School does not release Parents from any liability under these Terms and Conditions or affect the operation of these terms and conditions unless an express release has been given in writing signed by the Principal. The School reserves the right to refuse a payment from a third party. All such payments received are accepted in good faith.
8	Summat College has the right to decline your application should any information given be incomplete or dishonest to the best of our knowledge.
9	Should you (payee) fail to honour your part of contract, an interest of <b>prime + 2%</b> will be charged.
10	As a parent or guardian, you promise to provide your child with all the required learning materials such as Exercise books, textbooks, 2 X 500 sheets A4 bond paper and any other items required.
11	You agree to your child being subjected to the school Code of conduct/Policies and will not interfere with normal learning process or disturb the smooth running of the school.
12	You agree to be liable for all expenses incurred directly or indirectly as a result of my breach of contract or conduct of my learner.
13	You will ensure that your child reports for lessons or classes every day and on time and if for any reason, he or she will not attend, you promise to notify the school on time.
14	Over- payment of school fees is refundable under strict conditions. Check the correct amount before you pay. An amount equivalent to 20% shall be deducted as admin fees before refund.
15	You shall attend College activities for Parents/Guardians and if you are unable to attend you shall send written apology or send a representative on your behalf.
16	This contract will not be withdrawn from the School until the end of the academic year unless based on merit.
17	Summat College will hand over any outstanding debts to the debt collectors. <b>The costs of such collection and legal costs will be paid by the Parent/ Guardian/ Sponsor.</b>

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## Undertaking

I (Parent) \_\_\_\_\_ the undersigned Parent or Guardian of  
 (Learner) \_\_\_\_\_ Grade: 12 Upgrade acknowledges that I am indebted to  
 Summat College for the payment of fees. I have read and understood the terms and  
 conditions therein and shall be bound by them.

Signed at ..... On the ..... Of ..... 20.....

.....  
 Parent/Guardian/Sponsor                      Signature                      Date

### REQUIREMENTS

#### PLEASE NOTE:

The registration form must be submitted with the following documents

		Parent/ learner checklist (please tick)	Admin checklist (please tick)
1	Two certified copies of the learner's Identity document		
2	Two certified copies of results statement ( not certificate)		
3	Three (3) reams of bond papers 500 sheets each		
4	Proof of payment of registration fees		
5	Proof of payment of 1 <sup>st</sup> fees instalment		
6	Parent or guardian ID copy – 2 certified		
7	Fully completed application form		
8	Fully signed application form		
9	Full completed examination form		

Person admitting	Full name	Signature	Date