

LEARNER APPLICATION FORM

Year applying for: _____ Grade _____

Language of Instruction: English Afrikaans



LEARNER INFORMATION

Name and Surname: _____

Known name: _____

Current age: _____

Current School: _____

Date of Birth: _____

Home Language: _____

Gender: M F

Siblings in GLA: _____

Grade: _____

Grade: _____

Affix recent Photo of Learner here

Primary Contact Person (PCP) Name and Surname: _____

PCP Contact Number: _____

Relation to Learner: _____

PCP E-mail address: _____

DOCUMENTATION REQUIRED AND IMPORTANT INFORMATION

Received by	
Application Fee or Proof of Payment (R800)	
Learner's Birth Certificate/Identity Document/Passport and Study Permit	
Parent/Guardian's Identity Document Debtor's Identity Document (if different from Parent/Guardian)	
Previous Year-end School Report and Most Recent Term Report	
Photo Collage of Applicant's current School Year (Activities)	
ADDENDUMS (to be signed): Memorandum of Agreement <input type="checkbox"/> Code of Conduct <input type="checkbox"/>	

Kindly take note of the following important information:

Submission of this application does not guarantee your child's acceptance to Global Leadership Academy. Global Leadership Academy is an E-Learning School. Parents are responsible to ensure learner has a device(tablet) meeting the minimum requirements on their first day of school. Applications received **after 31 May** of the year prior to enrolment, are considered late applications.

FOR OFFICE USE ONLY

Date of Application	Received by	
Principal		A <input type="checkbox"/> W <input type="checkbox"/> R <input type="checkbox"/>
Interview		A <input type="checkbox"/> W <input type="checkbox"/> R <input type="checkbox"/>

Learner Number: _____

Register class

Phoned <input type="checkbox"/>	SASAMS <input type="checkbox"/>	ITSI <input type="checkbox"/>	Subjects <input type="checkbox"/>	Finance <input type="checkbox"/>	Communication <input type="checkbox"/>	Start Pack <input type="checkbox"/>	CDS <input type="checkbox"/>
Culture: 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/>	Sport: 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/>	Academics: 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/>	Leadership: 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/>				

The Secretary | Global Leadership Academy | Outeniqua Drive | Jeffreys Bay | 6330 | Box 1064

Contact: +27 42 293 3053 | www.gla-jbay.org

Admissions: admin@gla-jbay.org | E-Books: it@gla-jbay.org | Finance: finance@gla-jbay.org

Absa | Global Leadership Academy | 4090460076 | 632005 | Cheque Account | Reference: Learner's Name

SECTION A – LEARNER QUESTIONNAIRE

Future Learner – please answer the below questions *in your own handwriting*.

By completing this application form you signify that you want to unlock your full potential. At Global Leadership Academy we believe that much more than only academic achievement is possible when you are willing to work hard and have fun. We therefore expect commitment and participation from every student. We trust that completing this application is your next step to realising your full God-given potential.

1. Why do you want to be a student at Global Leadership Academy?

2. If you could choose any future occupation, what would that be?

3. Except school activities, what do you like to do in your free time?

4. In which school sports did you participate in the last 12 months?

5. Have you ever been a team captain, or vice-captain? If yes, please elaborate.

6. List any sport- or cultural achievement that you achieved in your school career.

7. Except compulsory athletics participation (school colour meeting), each student must participate in at least one summer AND one winter sport. Please tick the sports that you commit to participate in at GLA.

Summer sports	Cricket <input type="checkbox"/>	Cross country <input type="checkbox"/>	Squash <input type="checkbox"/>	Chess <input type="checkbox"/>	Tennis <input type="checkbox"/>
	Athletics <input type="checkbox"/>	Mountain biking <input type="checkbox"/>	Other:		

Winter sports	Rugby <input type="checkbox"/>	Tennis <input type="checkbox"/>	Squash <input type="checkbox"/>	Chess <input type="checkbox"/>	Cross country <input type="checkbox"/>
	Soccer <input type="checkbox"/>	Hockey <input type="checkbox"/>	Netball <input type="checkbox"/>	Other:	

8. Which of the following cultural activities would you participate in?

Debating <input type="checkbox"/>	Drama <input type="checkbox"/>	Music <input type="checkbox"/>	Eisteddfod <input type="checkbox"/>	Choir <input type="checkbox"/>	Dance <input type="checkbox"/>	Other:	
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9. Provide us with your favourite:

TV Program		Musician / band		App / Game	
Movie		Book			

10. Have you ever smoked/vaped or used any form of drugs? YES NO (Please tick)

If yes, please provide more details regarding substance(s), frequency and the last time that you've used it.

11. List any leadership- experience or training that you have had.

12. List 4 values that you see as important and that you live by.

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13. What characteristics do you think a good leader has to have?

14. What are your future dreams?

15. How would your current teachers describe your conduct in class?

16. Personally, what has been your highlight in your school career up to now?

17. How would you describe your current relationship with God?

18. Be creative and motivate in two to three sentences why we absolutely have to accept you as a learner of Global Leadership Academy.

SECTION B - LEARNER INFORMATION

Parent / Guardian – please fill out this section with the relevant information.

PERSONAL DETAILS

Surname:	_____	Initials:	_____
First names:	_____	Known name:	_____
ID number:	_____	Birth date:	_____
Passport number:	_____	Nationality:	_____
Home language:	_____	Race:	_____
Gender:	M <input type="checkbox"/> F <input type="checkbox"/>	Religion:	_____
No. of siblings:	_____	Writing hand:	Left <input type="checkbox"/> Right <input type="checkbox"/> Both <input type="checkbox"/>
Learner position among siblings:	_____		

CONTACT DETAILS

Learners cell phone number:	_____	Home phone number:	_____
Home address:	_____		
	Postal code:	_____	

EMERGENCY CONTACT (other than parents / guardian)

Contact name:	_____	Contact number:	_____
Relation:	_____		

MEDICAL AND EDUCATIONAL INFORMATION

Please tick the below where is has been observed by you (as a parent or guardian), a teacher or diagnosed by a professional and elaborate.

Learning challenges

Reading problems	<input type="checkbox"/>	Spelling problems	<input type="checkbox"/>	Problems with handwriting	<input type="checkbox"/>	Autism	<input type="checkbox"/>
Slow work tempo	<input type="checkbox"/>	Asperger syndrome	<input type="checkbox"/>	Attention deficit disorder	<input type="checkbox"/>	Dyslexia	<input type="checkbox"/>
Mathematical problems	<input type="checkbox"/>	Hyperactivity	<input type="checkbox"/>	Tourette syndrome	<input type="checkbox"/>	Other	<input type="checkbox"/>

Please elaborate: _____

Physical development challenges

Muscular impairments	<input type="checkbox"/>	Speech problems (e.g. stuttering)	<input type="checkbox"/>	Eye problems	<input type="checkbox"/>
Hearing problems	<input type="checkbox"/>	Problems with writing due to a physical condition	<input type="checkbox"/>	Other	<input type="checkbox"/>

Please elaborate: _____

Social and emotional development

- Depression Tourette syndrome Bi-polar Autism
 Adjustment disorder Asperger syndrome Anxiety Other

Please elaborate: _____

Other special conditions

Please note any other special medical conditions that you'd like to bring to our attention:

Physical disability (e.g. cerebral palsy): _____

Neurological problems (e.g. stroke, epilepsy): _____

Skin diseases, asthma, serious allergies: _____

Food allergies (specify allergy and treatment): _____

SECTION C – PARENT / GUARDIAN INFORMATION

Parent / Guardian – please fill out this section with the relevant information.

FATHER'S DETAILS

Surname: _____	Title: _____
First names: _____	ID number: _____
Home address: _____	Postal code: _____
Postal address: _____	Postal code: _____
Home email: _____	Work email: _____
Occupation: _____	Employer: _____
Work phone: _____	Cell phone: _____
WhatsApp no.: _____	Monthly income: _____

Marital status: Married Divorced Separated Widower Remarried Single

If remarried, kindly provide current wife's details:

First names: _____	Cell phone: _____
	E-mail: _____

MOTHER'S DETAILS

Surname:	_____	Title:	_____
First names:	_____	ID number:	_____
Home address:	_____		_____
	_____	Postal code:	_____
Postal address:	_____		_____
	_____	Postal code:	_____
Home email:	_____	Work email:	_____
Occupation:	_____	Employer:	_____
Work phone:	_____	Cell phone:	_____
WhatsApp no.:	_____	Monthly income:	_____

Marital status: Married Divorced Separated Widow Remarried Single

If remarried, kindly provide current husband's details:

First names:	_____	Cell phone:	_____
	_____	E-mail:	_____

Learner resides with (select all that apply):

Father Mother Stepfather Stepmother Other (specify): _____

If not living with parent(s), please provide the guardian's details:

Surname:	_____	Relation:	_____
First names:	_____	ID number:	_____
Home address:	_____		_____
	_____	Postal code:	_____
Postal address:	_____		_____
	_____	Postal code:	_____
Home email:	_____	Work email:	_____
Occupation:	_____	Employer:	_____
Work phone:	_____	Cell phone:	_____
WhatsApp no.:	_____	Monthly income:	_____

Please indicate who should receive reports and communication (check all that apply):

Father Mother Stepfather Stepmother Other (specify): _____

SECTION D – FEES

Debtor / Sponsor – please fill out this section with the relevant information.

PERSON RESPONSIBLE FOR PAYING SCHOOL FEES:

Father Mother Other (specify): _____

Payment method: Cash / EFT: Monthly Quarterly Annually Monthly debit order: New Existing

SPONSOR / DEBTOR DETAILS (to be completed if not learner’s father or mother):

Surname: _____	Title: _____
First names: _____	ID number: _____
Home address: _____	Postal code: _____
Postal address: _____	Postal code: _____
Home email: _____	Work email: _____
Occupation: _____	Employer: _____
Work phone: _____	Cell phone: _____
WhatsApp no.: _____	Monthly income: _____

SECTION E – ADMISSION ACCEPTANCE

Debtor / Sponsor – please confirm your commitment to paying the relevant fees.

- I commit to the timely payment of school fees and understand that non-payment can result in termination of enrollment.
- I declare that all particulars furnished on this form are true and correct

Signed at _____ on the _____ day of _____ 20 _____

FATHER / GUARDIAN

MOTHER / GUARDIAN

DEBTOR / SPONSOR



Our vision

A World where Authentic Christian Leaders Impact Society

Our mission

- We help learners discover their God-given potential and encourage them to respond to God's call on their lives.
- We model authentic leadership to learners through local international outreach.
- We define quality education as schooling that inspires learners to impact society.
- We serve the Department of Education through the modeling of best practice.

PARENT / GUARDIAN / THIRD PARTY DECLARATION and MEMORANDUM OF AGREEMENT between

GLOBAL LEADERSHIP ACADEMY NPC (Here after referred to as GLA) and

(Full name of parent / guardian)

(Full name of parent / guardian)

PREAMBLE

Whereas the above person/s is/are the parent/s; guardian/s; third party/ies of(quantity) school going child/ren – see attached for the details of the child/ren; and Whereas the parents/guardians/third party have applied to have their child/ren enrolled as learner/s at GLA as appears more fully from a copy of their application annexed hereto as Annexure A1 and which application forms an integral part of this agreement; and Whereas the application has succeeded in as far as the relevant child/ren has been accepted as learner/s at GLA. The rights and obligations contained in this Contract are binding on every person who sign this Contract and must be carried out in order for the child/ren to be successfully enrolled and retained at the school.

IMPORTANT NOTICE

By signing or initialling or otherwise entering into this Contract, you agree to the terms and conditions contained in this document as well as any terms and conditions contained in the Policies of GLA, which form part of this Contract. If there is any provision in this Contract that you do not fully understand, please ask for an explanation before signing. This Contract contains clauses which appear in similar text style to this notice and which:

- May limit the risk or liability of GLA or a third party; and/or
- May create risk or liability for you; and/or
- May require you to indemnify GLA or a third party; and/or
- Serve as an acknowledgement, by you, of a fact.

Your attention is drawn to these clauses because they are important and should be carefully noted. The rights you have in this contract are in addition to and do not affect the statutory rights and remedies you have under consumer protection law. In the event of conflict between this contract and consumer protection law, your statutory consumer protection rights will prevail. Nothing in this document is intended to or must be understood to unlawfully restrict, limit or avoid any rights or obligations created for you or GLA in terms of the Consumer Protection Act. Now therefore the parties agree as follows:

1. DEFINITIONS

- 1.1. "Additional Fees" means those prices for the additional goods/services and additional costs and levies required from time to time and notified to you in advance, to provide adequately for the education and related activities and services provided to your child, including the costs of extra-curricular activities or special educational needs;
- 1.2. "Child" means the child or children admitted by GLA to be educated, whose details appear in Annexure A1
- 1.3. "Contract" means this document, including all its annexures as well as any Policies;
- 1.4. "Consumer Protection Act" means the Consumer Protection Act, No 68 of 2008;
- 1.5. "Building Levy" means the fee paid by the parent as an agreed, non- refundable contribution to GLA's developmental costs, listed on the school account;
- 1.6. "Application Fee" means the fee paid by the parent/s to cover all the administrative costs involved in registering a Child at GLA.
- 1.7. "Fee" means any amounts owing to GLA for a child's enrolment education and related activities at GLA. Such fees shall be clearly communicated to you in advance and may include, but are not limited to –
 - 1.7.1. Non-refundable Application Fee;
 - 1.7.2. Building levy;
 - 1.7.3. School Fees; and
 - 1.7.4. Additional Fees

- 1.8. "Head" means the person appointed by the Directors Board of GLA to be responsible for the day-to-day management of GLA, including anyone to whom such duties have been delegated;
- 1.9. "NCA" means the National Credit Act No 34 of 2005, as amended;
- 1.10. "Parent" or "you" means each person who has signed this Contract as the parent, legal guardian or third party of a child, whose details appear in Annexure A1;
- 1.11. "Parties" means the Parent/s and GLA;
- 1.12. "Personal information" means personal information as defined in section 1 of the POPI Act;
- 1.13. "Policies" means the rules and principles adopted by GLA, as published from time to time, which are used to regulate the day-to-day running of the school. These Policies may include, but are not limited to the School Rules; Finance policy; Debtor's Management policy; Code of Conduct; Pregnancy Policy; etc. and are available on request;
- 1.14. "POPI Act" means the Protection of Personal Information Act 4 of 2013;
- 1.15. "School" or "we" means Global Leadership Academy NPC;
- 1.16. "School Fees" means the money payable by the Parent/s to the school in connection with a child's education, excluding any application fee or additional fees;
- 1.17. "School rules" means the rules of GLA, a copy of which is provided to each child on entry and is sent to parents with the letter offering a place at GLA, as those rules may be amended from time to time for legal, safety or other reasons or in order to assist the proper administration of GLA.
- 1.18. "Magistrate's Court Act" means the Magistrates' Courts Act No 32 of 1944;
- 1.19. "Month" means a division of the academic year. Twelve "months" constitute one academic year.
- 1.20. "Term" means a division of the academic year and is the time during which GLA holds classes, as notified to parents from time to time;
- 1.21. "Third Party" means parent/guardian, nominated by the person or entity, other than the parent/guardian to be responsible for the payment of any one or more or all of the Fees, provided that nomination will not exempt the parent/guardian from liability for those said fees.
- 1.22. Expressions in the singular include the plural and vice versa;
- 1.23. Pronouns of any gender include the corresponding pronoun of the other gender.

2. GENERAL OBLIGATIONS OF THE SCHOOL

- 2.1. The admission and enrolment of learners to GLA is at the discretion of the Head who may refuse a learner's admission to the school without giving reasons therefor and may grant temporary or provisional enrolment to GLA subject to such further terms and conditions which the Head may impose. The Head may, at his/her sole discretion, cancel enrolment in accordance with the Rules.
- 2.2. For the sake of clarity, this Agreement regulates the enrolment and admission of your child to the School and also regulates the relationship between GLA, your child, yourself and/or a third party once your child is admitted and enrolled with GLA. Subject to clause 2.1, nothing in this agreement should be interpreted as a representation or warranty made by GLA that your child will be admitted to and enrolled with GLA.
- 2.3. While your child remains a pupil at GLA, we undertake to exercise reasonable skill and care in respect of his/her education and welfare. This obligation will apply during school hours and at other times when your child is permitted to be on the school premises or is participating in activities organized by GLA.
- 2.4. You hereby agree that GLA through its representatives being it the Head, governing body, staff or duly authorized representative may, in the event of medical emergency, grant permission in your stead for any medical or surgical treatment and/or procedure which may be necessary in respect of any injury which your child may suffer during school hours or during participation in school activities, provided that, where practically possible, you must be notified prior to the granting thereof and that your medical practitioner shall be used in respect thereof.
- 2.5. We shall monitor your child's progress at GLA and produce regular written reports. We will advise you if we have any concern about your child's progress, but we do not undertake to diagnose dyslexia or any other specific conditions - a formal assessment can be arranged either by you or by GLA at your expense.

2.6. The parties take cognizance of the limitations of GLA's physical environment, facilities and resources which limit its ability to provide high quality education to children with special educational needs – whether due to neurological barriers, hearing impairments, visual barriers, physical barriers, behaviour or emotional barriers or any other medically assessed special need. To the extent that, in the reasonable opinion of the Head, GLA cannot, or can no longer, provide adequately for your child's special educational needs, GLA may cancel this contract in terms of clause 9.3.

2.7. This contract comes into effect on the date that it is accepted by you, or the date on which your child is enrolled at GLA, whichever occurs first. It will remain in effect until such time as your child is no longer enrolled at GLA, subject to the terms and conditions set out herein. This contract is not entered into, for a fixed period and accordingly does not constitute an agreement contemplated in section 14 of the Consumer Protection Act or any regulation relating to fixed term agreements made in terms of the said Act.

3. GENERAL OBLIGATIONS OF THE PARENTS

3.1. You will inform GLA in writing, prior to admission and enrolment, of any special educational need of your child known to you, of the kind referred to in clause 2.5.

3.2. In order to fulfill our obligations, we need your co-operation. Without detracting from any specific obligations contained in this contract, you are required to – o Fulfill your own obligations under these terms and conditions; o Encourage your child in his/her studies, and give appropriate support at home; o Keep GLA informed of matters which affect your child; o Maintain a courteous and constructive relationship with the GLA staff; and o Attend meetings and otherwise keep in touch with GLA where your child's interests require you to do so.

3.3. The Head may in his/her discretion require you to remove or may suspend or expel your child if your behaviour or that of your employees or agents is in the reasonable opinion of the Head so unreasonable as to affect or likely affect the progress of your child or any another child at GLA or the well-being of the GLA staff or to bring GLA into disrepute. The Head may exercise this discretion provided that is in the Head's reasonable opinion in the best interests of your child and/or any other child at GLA to do so and after compliance with the following procedure:

3.3.1. a written warning that your behaviour constitutes behaviour contemplated in clause 3.3 and that you are to cease from engaging in such behaviour will first be given to you;

3.3.2. should your behaviour persist, or you engage in similar behaviour in the future, you will be required to attend a meeting with the Head and/or the relevant head of department to discuss your behaviour and the effect thereof on the best interests of your child and the other children at GLA. You will not be entitled to legal representation at such a meeting and must appear in person.

3.3.3. Should you fail to attend a meeting contemplated in clause 3.3.2, or persist in the type of behaviour contemplated in clause 3.3 after attending such a meeting, your conduct will constitute a material breach of this agreement for purposes of clause 8.4 below and the Head may take any action contemplated in clause 3.3 and/or clause 8.3. Should you dispute any such action that has been taken, you are entitled to avail yourself of the dispute resolution provision of clause 9.

3.4. The Head may, at his/her discretion, and after compliance with GLA's relevant disciplinary procedures, rules and policies, where applicable, require you to remove or may suspend or expel your child from GLA, if he/she considers that your child's attendance, progress or behaviour - including behaviour outside school, if it may be reasonably expected to impact on GLA, is associated with the school in any way or brings the school's good name into disrepute – is seriously unsatisfactory and in the reasonable opinion of the Head the child's removal is in the best interests of your child, other children at GLA or the wider school community. In this case, you will be asked to remove your child either immediately and without notice, or at a specified date that is shorter than full term, with or without notice in any form, as is reasonable under the circumstances. GLA will not be required to give you a full term's written notice under these circumstances.

3.5. GLA's school rules set out examples of offences likely to be punishable by suspension /expulsion. These examples are not a closed list and a child may be expelled/suspended for offences which are not included in these examples. In particular, the Head

may decide that suspension/expulsion for a lesser offence is justified where there has been previous misbehaviour by the child or the circumstances of the case otherwise justify such action, after compliance with GLA's disciplinary rules, procedures and policies.

4. DISCLAIMERS

4.1. You acknowledge that GLA does not take any responsibility for any theft of loss of, or damage or destruction to any property of whatever nature – including school clothing, sporting equipment, books, tablet, or any other personal possessions brought on to GLA's premises by your child, unless GLA or its staff are in possession of that property and damage occurs to that property either because –

4.1.1 GLA or its staff treated the property as their own; or

4.1.2 GLA or its staff did not exercise the degree of care, diligence and skill that can reasonably be expected of a person responsible for managing property belonging to another person, when handling, safeguarding or using the property.

4.2. Unless you expressly notify us in writing to the contrary, you consent to your child participating, under proper supervision, both in and outside GLA, in sports and other activities – including contact sports – which may entail some risk of physical injury, as well to your child travelling to and participating in school activities and programmes outside GLA. Subject to GLA taking reasonable care to avoid harm and save from any gross negligence on the part of GLA, its employee or agents, GLA is not responsible for loss or damage resulting from such sports, activities or programs and you indemnify GLA, the Governing Body and owner of GLA and the staff of GLA against any claims in that regard.

5. POLICIES OF THE SCHOOL

5.1. You declare that you have read and understood the policies of GLA as adopted and published by GLA from time to time and agree to abide by these policies. GLA undertakes to make copies of all policies available on request and free of charge, or on GLA's website.

5.2. You undertake to comply with all the rules and regulations of GLA and acknowledge that it is your responsibility to make yourself familiar with the policies.

5.3. You acknowledge that you are responsible for your child, whether on the property of GLA or not, after the notified finishing times of any school activity/event/function and that you will ensure that your child obeys all school rules and policies where they apply to the child.

5.4. You acknowledge that GLA has policies in accordance with that of an Independent School with Christian values at its core, and you agree to abide by and comply with such policies.

6. PAYMENT OF FEES

6.1. You have absolute responsibility for the payment of any fees applicable to your child attending GLA. You also acknowledge that school fees are payable in advance and that facilities exist for monthly payments. If you are unclear about any of your financial obligations, GLA will on request provide a written explanation. Any fee or other moneys owing by you to GLA not paid on or before the due date will result in legal action. GLA will be entitled to recover from you default administration costs and collection costs, as contemplated in the NCA, including legal costs on the attorney and client scale and collection commission to the extent permitted by the NCA.

6.2. You and/or the Third party accept the additional goods/services. GLA will, as far as reasonably possible, give you notice prior to providing such additional goods/services. You and/or the third party expressly agree to the delivery or performance of the additional goods/services and accept liability for payment thereof, accordance with clause You and/or the Third party acknowledge that the additional goods/services are in third party not unsolicited, within the meaning of the Consumer Protection Act or otherwise and that you have expressly accepted such additional goods/services.

6.3. You and/or the third party accept that you will be liable for the payment of the additional goods/services. Such goods/services include payment for stationary, books, school tours, outings or any other additional goods/services required by GLA to provide your child adequately with the educational services in terms of the agreement. Any such additional amounts may be added to the school account, which will be payable by the end of each month.

- 6.4. You confirm that a certificate signed by the Financial Manager or Head showing the amount owing by you or the third party to GLA, shall be rebuttable proof that the said amount is due, owing and payable. Where the quantum of GLA's claim is thereafter disputed by you or the third party, you or the third party shall bear the onus of proving that such amount is not owing and/or due and/or payable.
- 6.5. In the event of the third party taking responsibility for the payment of the fees, you by your signature hereto, hereby bind yourself jointly and severally in your personal capacity as surety and co-principal debtor with the third party for payment to GLA of any amounts which are owing and may at any time become owing to GLA by the third party. You hereby waive the benefits of division – a claim that you should only pay a portion of the debt – and excussion – a claim that we have to recover the debt from the third party first.
- 6.6. You also acknowledge that if any instalment on account of a fee which is payable is not paid on the due date, the whole balance of the fee outstanding will immediately become due and payable by you. No indulgence or grant of time by GLA will constitute a waiver of its rights under this contract or otherwise.
- 6.7. You are entitled to elect – at enrolment and prior to the beginning of each school year – whether to pay school fees annually, termly or monthly, the total costs of which will be set out in a fee schedule and communicated to you on enrolment and in advance of any increase in school fees.
- 6.8. You agree that fees paid in advance will be deposited by GLA and held in accordance with the NCA and/or the Consumer Protection Act, but that GLA will be entitled to treat the interest generated from such funds as income.
- 6.9. GLA's school fees will be reviewed from time to time and may be increased by an amount which the school considers reasonable. We will endeavour to give you at least two calendar months' notice of any increase in the fees due for a particular term. You have a right to cancel this contract without penalty should the school fees increase to an amount which you no longer wish to pay, provided that you give GLA written notice of that intention within 7 (seven) days from the school's notification of an increase, failing which the cancellation provisions of clause 8.2 will apply, and you will be required to provide a full month's notice or pay a month's fees in lieu of notice.

7. PROTECTION OF PERSONAL INFORMATION

- 7.1. By entering into this contract, and unless you at any time instruct GLA expressly and in writing to the contrary, your consent is given for GLA to:
- 7.1.1. collect, store and process credit information about you and any third party or divorced or separated parent responsible for payment of any or all amounts in the fees;
- 7.1.2. collect, store and process personal information, including, but not limited to names, contact details and information relating to yourself and your child, and to such information being made available to other parents/guardians, staff or responsible persons engaged or authorized by GLA for school-related purposes to the extent required for the purpose of managing relationships between GLA, parents/guardians and current learners as well as providing references and communicating with the body of former learners;
- 7.1.3. include photographs, with or without name, of your child in GLA's publications or in press releases to celebrate GLA's or your child's activities, achievements or successes;
- 7.1.4. supply information and a reference in respect of your child to any educational institution which you propose your child may attend. We will take care to ensure that all information that is supplied relating to your child is accurate and any opinion given on his/her ability, aptitude and character is fair. However, GLA cannot be liable for any loss you or your child is alleged to have suffered resulting from opinions reasonably given, or correct statements of fact contained, in any reference or report given by us; and inform any other school or educational institution to which you propose to send your child of any outstanding fees.
- 7.1.5. GLA may not distribute or otherwise publish any of your or your child's personal information in its possession, unless you give your consent, in writing, to GLA that we may do so. Should this be the case, GLA may only distribute or otherwise publish the information specified in your consent to the people and for the purpose stated in your written consent

8. TERMINATION AND NOTICE REQUIREMENTS

- 8.1. For the avoidance of doubt, this contract will terminate when your child completes GLA's curriculum and any exit examination we offer at the end of your child's schooling, unless otherwise terminated on the terms of this contract. This contract therefore has an indefinite term.
- 8.2. You have the right to cancel this contract at any time, for any reason, provided that you give GLA a full month's notice, in writing, of this intention before the withdrawal of the child from GLA. Alternatively, a full month's fees – including additional fees pro-rated for the month – is payable to GLA in lieu of notice and as a reasonable cancellation fee taking into account the nature of the educational services, capacity planning and reasonable potential to fill the vacancy. Such amount is due and payable on the first day of the month which would have been the final month if the appropriate notice had been given. Should you have elected to pay annual school fees or should any additional fees have been paid in advance, those fees will be credited in proportion to the terms remaining, less any amount payable in lieu of appropriate notice.
- 8.3. This is without prejudice to GLA's other remedies – the school may cancel this contract immediately and has no obligation to return any non-refundable application fee or pre-paid fees to you if you are in material breach of any of your obligations and have not (in the case of a breach which is capable of remedy) remedied the material breach within twenty (20) business days of a notice from GLA requiring you to remedy the breach, and in addition it may claim payment of all moneys then owing and damages equal to one month's fees (as calculated at the time of cancellation) taking into account the nature of the services, capacity planning and reasonable potential to fill the vacancy.
- 8.4. For purposes of the contract, a material breach is considered to exist where you or your child –
- 8.4.1 fail to uphold the Policies and/or Rules of GLA;
- 8.4.2 fail to pay any fees when due;
- 8.4.3 commit an action contemplated in clause 3.3, after compliance with the procedures set out in such clause;
- 8.4.4 fail to fulfil all legal requirements necessary for you child to attend school in South Africa if any of these legal requirements apply to your child, for example, failure to obtain a valid study permit for your child if he/she is a foreign citizen; or
- 8.4.5 act in such a way that you or your child become seriously and unreasonably uncooperative with GLA and in the opinion of the Head, you or your child's behaviour negatively affects your child's or other children's progress at GLA, the well-being of GLA staff, or brings GLA in disrepute.
- 8.5. For the avoidance of doubt, the termination of this agreement, for whatever reason, will mean that your child will no longer be enrolled with GLA from the date of termination and will consequently not be entitled to attend GLA after such date.
- 8.6. In the event of either you or GLA decided to terminate this contract, you undertake to return to GLA on the last day that your child attend school, all property of GLA which is in your child's possession, including but not limited to text books, library books and sports equipment.

9. ALTERNATIVE DISPUTE RESOLUTION

- 9.1. Any dispute concerning or arising out of this contract must be resolved in terms of this clause. Any party concerned must first seek an amicable resolution by written notice – indicating also that party's designated representative- to the other or others, whereupon each will within five (5) days of the notice refer the dispute to a designated representative of such party to negotiate and resolve with the other or others within fifteen (15) days.
- 9.2. If negotiation fails within the period stipulated in clause 9.1 the parties may then within ten (10) days of such failure refer the dispute for resolution by mediation by an accredited mediator of at least five (5) years' relevant experience.
- 9.3. If mediation fails, or the parties fail to refer the matter to mediation within the period stipulated on clause 9.2 any party may then within ten (10) days of such failure refer the dispute for resolution by arbitration by one arbitrator – appointed by agreement by the parties, or failing agreement within ten (10) days of the referral, by AFSA – as an expedited arbitration in Jeffreys Bay under the then current rules of expedited arbitration of AFSA or its successor body. Such arbitration will be final and binding on the parties thereto.

9.4. This clause will not preclude any party from access appropriate court of law for interim relief in respect of urgent matters by way of an interdict or mandamus pending finalisation of this dispute resolution process.

Signed at _____ (place) on _____ (Date)

9.5. This clause is separate, divisible agreement from the rest of this contract and will remain in effect even if the contract terminates, is nullified, or cancelled for any reason.

Parent / guardian signature

10. GENERAL

10.1. You choose the residential address set out in annexure A as your chosen legal address for the service of all notices and legal processes and the postal and email addresses for all other communications by GLA to you.

Parent / guardian name

10.2. You confirm that all the particulars that you may furnish or that you have furnished to GLA on this contract or otherwise from time to time are or will be, to the best of your knowledge and belief, full, true and accurate.

10.3. You undertake to advise GLA in writing of any changes to the detail included in this contract.

10.4. This document and its annexures constitutes the entire agreement between the parties and no variation, alternation or cancellation hereof shall be of any force or effect unless in writing. This agreement supersedes all previous agreements, whether oral or in writing, between the parties as to the subject matter hereof and no representations, warranties or other undertakings shall be binding or enforceable between the parties unless recorded in this agreement.

Accepted by GLA at Jeffreys Bay (place) on _____ (Date)

10.5. You may accept this contract by electronic means and will be in full force and effect if so accepted, notwithstanding the fact that your signature may not appear on the document itself.

Head signature

Head name

11. JURISDICTION AND GOVERNING LAW

This contract between you and GLA is governed by South African law. You agree that GLA, at its option but without being so obliged, will be entitled to institute any legal proceedings for the recovery of any monies owing by you as a liquidated debt or debts to GLA in any magistrate's court having jurisdiction, in terms of sections 28 and 45 of the Magistrates' Courts Act.

12. VARIATIONS

We reserve the right to change or add to these terms and conditions from time to time for legal, safety or other substantive reasons or in order to assist the proper delivery of education at GLA. GLA will give you at least a term's notice of any such amendments, which will be binding on you and which you are deemed to accept by virtue of your child's enrolment at GLA. Should you object to any such amendments, you will be entitled to cancel this agreement as contemplated in clause 8.2

13. PARTIAL INVALIDITY

Each term and condition contained in this agreement is separate from the other terms and conditions in the sense that if anyone is determined to be illegal and unenforceable, it will simply be disregarded and of no force and effect, but the agreement will otherwise remain valid.

It is a condition of attendance at GLA that you sign in the space provided. GLA will consider this declaration and contract to be null and void if this document is altered in any way.

Declaration: I/we, the undersigned, do hereby declare that I/we have read and understood this contract, including the policies of GLA.

Signed at _____ (place) on _____ (Date) _____

Parent / guardian signature

Parent / guardian name

CODE OF CONDUCT

Global Leadership Academy strives to create an innovative learning environment where young people can grow into authentic leaders who positively contribute to society.

ETHOS OF GLOBAL LEADERSHIP ACADEMY

- The staff of GLA are outspoken in their faith in Jesus Christ. The values and traditions of the school will therefore inevitably be affected by their lifestyles.
- The school will be governed in a positive atmosphere of kindness and humility.
- Above environment and consistent discipline will shape the character of the students.
- GLA places a high premium on excellent academic standards without compromising the inherent need for children to have fun and adventure.
- GLA believes in the importance of mentoring through relationship building.
- Experiential learning enables learners to implement theory in a practical manner which contributes to self-confidence and life skills
- Through the necessary support structures and encouragement, GLA hopes to see each learner realise his or her full potential
- GLA believes in the holistic development of every learner.

THE FOUR CORE VALUES OF GLOBAL LEADERSHIP ACADEMY ARE:

Care | Respect | Integrity | Excellent Work Ethics

These values are relevant in our relationships towards God, other people and ourselves. It can also be seen in the way we steward that which is entrusted to us.

AS WE EMBRACE THE CORE VALUE OF CARE, WE DESIRE THAT GLA BECOMES A PLACE WHERE:

- the ways of the Kingdom of God will be followed
- we live in consideration of others, just as Jesus Christ modelled to us
- we commit to love, and our discipline and correction will be motivated by love
- learners will be valued by teachers teachers will be valued by learners
- learners will value each other each individual will know that he/she is important
- Teachers will express care by being well prepared and act justly
- start our day with time with God
- we shall strive to affirm each other

AS WE EMBRACE THE CORE VALUE OF CARE, WE DO NOT ALLOW THE FOLLOWING BEHAVIOUR:

- Fighting, bullying, violence, the possession of any weapon, use of crude/foul language or any other behaviour that inflicts physical, mental or emotional pain towards another pupil or teacher.

AS WE EMBRACE THE CORE VALUE OF RESPECT, WE DESIRE THAT GLA BECOMES A PLACE WHERE:

- respect towards teachers will be evident
- respect towards one another / fellow learners will be cultivated

AS WE EMBRACE THE CORE VALUE OF RESPECT, WE WILL NOT ALLOW THE FOLLOWING BEHAVIOUR:

No conduct that can be interpreted as disrespectful, for example, talking in class, shouting in class, walking around in class during lessons, back-chatting teachers, running between classes. It is expected of learners to assist in keeping the school neat and tidy, and therefore no eating in classes is allowed. In accordance with the regulations with regard to physical appearance, it is expected of learners to pay attention to the wearing of the correct school uniform, personal hygiene and appearance. It is expected of learners and parents to adhere to the guidelines set with regards to school uniform, jewellery, make-up and hair.

Healthy relationships between learners are important, and to protect those relationships, no physical contact between learners is allowed. Girlfriends and boyfriends from outside GLA are not permitted to accompany learners from GLA during any formal school activities. Although GLA allows learners to have cell phones, these may not be used in class.

AS WE EMBRACE THE CORE VALUE OF EXCELLENT WORK ETHICS WE EXPECT:

Punctuality for lessons and school activities; no bunking of classes; homework must be done and tasks handed in on time; correct books must be at school.

AS WE EMBRACE THE CORE VALUE OF INTEGRITY, WE PLEDGE TO:

Act in humility and transparency in all our dealings, speak with honesty and to take ownership of our actions.

The use of alcohol, drugs, cigarettes are not allowed for learners of GLA regardless of their age.

Theft is a very serious transgression and will under no circumstance be tolerated.

GLA has a Zero Tolerance policy with regard to the following acts:

- The use, possession, exchanging or selling of drugs, alcohol or cigarettes by GLA learners during and after school hours. This also includes learners who are aware of such acts, and do not report them.
- The physical or emotional bullying of another learner or teacher regardless of the format in which it takes place: digitally, verbally or physically.
- The taking of school- or personal belongings without permission.
- The possession of weapons.

DISCIPLINARY SYSTEM

In this section, common transgressions are listed and graded. Incidents which fall outside the scope of this list of transgressions will be handle on a case-by-case basis. The ultimate sanction for infringements and transgressions lies with the principal of the school who may consult the School Management Team.

Fighting

Fighting, bullying or violence	grade 2 or 3
Possession of weapons	grade 3

Language

Foul language	grade 1 or grade 2
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Talking

Talking or shouting in class	grade 1
Walking around in class during a lesson	grade 1
Back chatting teachers	grade 1 or 2
Running between classes	grade 1

Eating in class

Eating or drinking in class	grade 1
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Cleanliness

Littering	grade 1
Vandalism	grade 2 or 3

Appearance

Make-up	grade 1
Incorrect jewellery	grade 1
More than one small set of earrings for girls	grade 1
Earrings for boys	grade 1
Long nails	grade 1
Non transparent nail polish used	grade 1
Untidy hair	grade 1

Romantic Relationships

No kissing, holding hands or long embraces	grade 1 - 3
No visiting of boy/girlfriends during school hours	grade 2

Cell phones

Use of cell phones/electronic devices in class	grade 1 and confiscate phone for 1 week
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Punctuality

Late for school or class	grade 1
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Bunking

Bunking of school/school activities	grade 2
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Homework

Homework and tasks not handed in on time	grade 1
Correct books not at school	grade 1

Theft

Stealing of personal or school items	grade 3
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Substance abuse

Smoking	grade 2 - 3
Alcohol	grade 3
Drugs	grade 3

DISCIPLINARY PROCEDURE

Grade 1

The teacher (if not the register teacher of the learner) speaks to the learner, the register teacher is informed about the incident and the incident is reported on the disciplinary record of the learner. If the incident is detected by a non-teacher staff member, it will be referred to the register teacher. If it is a first offense, the learner might receive a warning only. The parent will not necessarily be informed: depending on the reaction of the parents of other learners that may be involved, or when a specific incident reoccurs, or if there is a number of grade 1 misdemeanours - even if it is not the same incident that reoccurs - there will then be a written or oral report to the parents of the culprit. There will then be decided on an appropriate punishment.

Grade 2

These misdemeanours are more serious and will therefore be handled differently. The intensity/nature of the discussion/punishment will be different from that of a grade 1 incident. The teacher to whom the incident has been reported, will in collaboration with the head of department and the principal, decide on the way of communicating the incident to all parents concerned. There will be kept extensive reports of the incident - as well as the disciplinary action that might stem from the handling of the incident.

Any incident that was reported by any non-teacher staff, member of the public, parent, learner or other persons, will be handled by the register teacher in cooperation with the head of department and the principal in the same way as the above mentioned. A repeated Grade 2 incident will escalate to a Grade 3 incident.

Grade 3

Grade 3 misdemeanours are serious misconducts. All incidents of this nature will be brought to the attention of the principal, who will in cooperation with the head of department (school management team) decide on an appropriate way of communication - which include reporting the incident to the school governing body. Incidents of this nature may lead to temporary expulsion or permanent expulsion of the learner.

I hereby agree and undersign the above code of conduct and disciplinary system

Date: _____

Parent / guardian name

Learner name

Parent / guardian signature

Learner signature