



Mtuba Christian Academy

(Non-Profitable Organization: 026-126-NPO)

Postnet Suite 50, Private Bag X013, Mtubatuba, 3935

Tel: 035-550 1372 Fax: 035-550 1750

E-mail: admin@mcacademy.co.za

Admissions procedure

1. A parent must complete an application form for admission, and pay the application and the placement test fees. These fees are non-refundable.
2. The parent must present copies of the documents listed on the application form.
3. When a learner transfers from another school to MCA, the learner's latest report card and Transfer letter must be attached to the application form for admission.

If the transfer letter is not available, the principal of the receiving school may admit the learner and place the learner in a grade on the basis of the following documentation + telephonic communication with the previous school:

- (a) the last report card issued by the previous school;
 - (b) other equivalent documentation from the previous school; or
 - (c) a written affidavit of the parent stating the reason for not having the transfer card and the grade the learner attended at the previous school.
4. Copies of the ID Books of both parents and that of a guardian, where applicable, must be presented.
 5. Applicant MUST ensure that the Personal details section is filled in full. Physical address must clearly be stated. Government employees must state name of office where they are stationed, e.g. school or branch office, etc. Please write N/A where not applicable – No space must be left blank!
 6. Both parents must sign the form where both of them are applicants.
 7. Once the Application form has been processed and payment has been made, an appointment will be made for the learner to write a placement test. (Please allow us about 2 weeks to process application and set date for the test).
 8. Once the test has been scored, the school will set up an appointment with the parent/s to discuss the results. Results shall be discussed telephonically if a meeting cannot be held.
 9. Once all parties are satisfied and the school has accepted the learner, the enrolment form must be completed.
 10. The following documentation must be attached to the Enrolment Agreement:
 - a) A completed Debit Order form (irrespective of payment option chosen).
 - b) A copy of Medical Aid card (if available).
 11. The Enrolment fee (non-refundable), the Book Levy and at least one month's fees must be paid before the learner may start at the school.
 12. Parents must ensure they have received and read the Parent Brochure which is a summarized version of the policies and school rules.