



# Mtuba Christian Academy

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

Postnet Suite 50, Private Bag X013, Mtubatuba, 3935  
Old Mill Road, Riverview, MTUBATUBA  
Tel: 035-550 1372 or 035-940 1272  
E-mail: [reception@mcacademy.co.za](mailto:reception@mcacademy.co.za)

## **Admissions procedure**

1. A parent must complete an ONLINE application form for admission and send the supporting documents to [reception@mcacademy.co.za](mailto:reception@mcacademy.co.za) or via WhatsApp to 082 9050 300.
2. Not sending the documents will render the application incomplete.
3. Once the Application form and payment for the Placement Test has been made, an appointment will be made for the learner to write a placement test.
4. 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
5. Once all parties are satisfied and the school has accepted the learner, the enrolment form must be completed.
6. The following documentation must be attached to the Enrolment Agreement:
  - a) A completed Debit Order form.
  - b) A copy of the latest payslip of the person who is responsible for paying the school fees must be presented. A bank statement must also be attached.
  - c) A copy of Medical Aid card (if available).
7. 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.
8. Parents must ensure they have received and read the Parent Brochure which is a summarized version of the policies and school rules. Complete versions of all policies are available on the school website or on request.