



Mtuba Christian Academy

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

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Admission procedure

1. A parent must complete an online 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. Outstanding documents will render the application incomplete.
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. A form to this effect **MUST** be filled by the transferring school.

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. Once the Application has been received an appointment will be made for the learner to write a placement test. The cost of the test is R250.
 6. 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.
 7. Once all parties are satisfied and the school has accepted the learner, the enrolment contract must be signed.
 8. 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).
 9. The Enrolment fee of R1 250 (non-refundable) and the Book Levy must be paid within 14 days of acceptance for admission. If no payment is received, the space will be given to another applicant. At least one month's fees must be paid before the learner may start school.
 10. Parents must ensure they have received and read the Parent Handbook during the Enrolment Interview, which is a summarized version of the school policies and rules. Complete versions of all policies are available at school and from the school website, for perusal.