www.handsoneducation.co.za

Neurodiverse

Hands On Junior Primary

T/A OWL Academy

2027

2027

APPLICATION FORM

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Hands On Junior Primary
T/A OWL Academy

STUDENT APPLICATION

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CHECKLIST FOR OFFICE USE ONLY

We are so happy that you have decided to send your child to Hands-On Junior Primary T/A OWL Academy and we cannot wait to begin this educational journey with both you and your child. Please see the list below of documents that we require along with your application.

	Office Checked
Student/Parents/Guardian Information - completed	
Medical Information - completed and signed	
Copy of student clinic card	
Account Payer Information - completed	
Code of Conduct - signed by student and parents/guardians	
Declaration - signed by student and parents/guardians	
Department of Education Registration form	
Proof of application fee paid	
Proof of 1st payment tuition/curriculum/sundries	
Copy of ID for both parents/guardian and account payer	
Copy of student's ID/Birth certificate	
One ID picture of Student	
Copy of Medical Aid card	
Latest report card from previous school/Centre	
Transfer card from previous school/Centre	
Educational Psychologist/Speech/Occupational Therapy Report/s	
3 months bank statement or salary slips	

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STARTING DATE

STUDENT INFORMATION

Grade : _____

Full Name :

(PLEASE USE CAPITAL LETTERS)

Date of Birth : _____/_____/_____ Gender : ☐ Male ☐ Female

Address : _____

Phone Number : _____ E-Mail : _____

ID Number : _____

Race : _____ Nationality : _____

PARENT / GUARDIAN INFORMATION #1

Full Name :

(PLEASE USE CAPITAL LETTERS)

Date of Birth : _____/_____/_____ Gender : ☐ Male ☐ Female

Address : _____

Phone Number : _____ E-Mail : _____

ID Number : _____ Relationship to student : _____

Occupation : _____ Employer : _____

Employee No. : _____

Employer Contact Details : _____

PARENT / GUARDIAN INFORMATION #2

Full Name :

(PLEASE USE CAPITAL LETTERS)

Date of Birth : _____/_____/_____ Gender : ☐ Male ☐ Female

Address : _____

Phone Number : _____ E-Mail : _____

ID Number : _____ Relationship to student : _____

Occupation : _____ Employer : _____

Employee No. : _____

Employer Contact Details : _____

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Medical information & Indemnity Declaration

STUDENT INFORMATION

Please note that the following information is confidential

Medical Aid : _____ **Scheme :** _____

Principle Member : _____ **Membership No :** _____

Family Doctor : _____ **Telephone Number :** _____

Blood Type : _____

Please insert date of last tetanus immunisation : _____

Does or has he/she suffer(ed) from any serious illness or disability, including emotional instability? If so please expand :

_____

_____

_____

Please state any current treatment and / or medication he/she is receiving :

_____

Please state any allergies, this includes any drugs :

_____

If he/she is on any maintenance therapy, please ensure an emergency supply is brought to Hands-On Junior Primary T/A OWL Academy and/or for outings. Please make sure the medication is clearly marked with dosage/instructions. Please describe :

_____

Any additional information :

_____

_____

_____

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Medical information & Indemnity Declaration

DECLARATION

Please read through the declaration carefully. If there is anything you do not understand, please feel free to contact us.

1. Delegate the Principal or his/her representative, the power to authorise whatever medical treatment he/she in their sole discretion deems necessary for the learner, and in doing so agree the Principal or his/her representative should act as loco parentis.
2. Indemnify and hold Hands-On Junior Primary T/A OWL Academy and/or their staff, employees harmless in respect of all damage, whether to person or to personal property of both student and parent/guardian from any cause howsoever arising, whilst on Hands-On Junior Primary T/A OWL Academy property or under the control of Hands-On Junior Primary T/A OWL Academy during any Centre excursion, activity or outing.
3. Agree that this indemnity shall commence on the date of signature hereof and shall remain in force and be of effect for the duration of the learner's enrolment at Hands-On Junior Primary T/A OWL Academy.

Parent 1 / Guardian :_____ **Signature :** _____

Parent 2 / Guardian : _____ **Signature :** _____

Signed at : _____

this_____ **day of** _____ **20**_____

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TUITION FEE STRUCTURE

Grade	Monthly Fee	Development Levy	Think Digital
Grade RRR - RR	R2 800.00 x 11 R30 800. PA	R1 900.00 Once off 1 Dec 2026	-
Grade R - 2	R4 900.00 x 11 R53 900.00 PA	R3 500.00 Once off 1 Dec 2026	-
Grade 3 - 4	R5 100.00 x 11 R56 100.00 PA	R4 100.00 Once off 1 Dec 2026	-
Grade 5 -7	R5 100.00 x 11 R56 100.00 PA	R4 100.00 Once off 1 Dec 2026	-
Hands On	R5 100.00 x 11 R56 100.00 PA	R4 100.00 Once off 1 Dec 2026	-

Grade	Monthly Fee	Development Levy	Think Digital
Grade 6	R4 100 x 11 R45 000.00 PA	R4 400.00 Once off 1 Dec 2026	For your own account
Grade 7	R4 400 x 11 R48 400.00 PA	R4 400.00 Once off 1 Dec 2026	For your own account

Please Note

The Development Levy is due on the 1st December. It is important to note that this fee is non-refundable.

Please note that a non-refundable registration fee of R250.00 must accompany all returned applications to Hands-On Junior Primary T/A OWL Academy.

Banking Details

Hands-On Junior Primary (PTY) Ltd
First National Bank
Account No: 62885580607
Branch Code: 250655

Reference: Student Name

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ACCOUNT HOLDER INFORMATION #1

Full Name :

Date of Birth : _____/_____/_____ **Gender** : ☐ Male ☐ Female

Billing address : _____

Phone Number : _____ **E-Mail** : _____

ID Number : _____ **Relationship to student** : _____

ACCOUNT HOLDER INFORMATION #2

Full Name :

Date of Birth : _____/_____/_____ **Gender** : ☐ Male ☐ Female

Billing address : _____

Phone Number : _____ **E-Mail** : _____

ID Number : _____ **Relationship to student** : _____

Supporting documents required: The account holder is required to submit either the three (3) most recent months' bank statements or the three (3) most recent salary slips together with this application. Applications received without the required documentation will be considered incomplete.

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TERMS AND CONDITIONS

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Please make sure you read the following terms and conditions carefully. If there is anything you do not understand, please do not hesitate to give us a call.

1. All invoices are due by the 1st of every month and all accounts are required to be paid in full and in advance in order to keep a positive balance with the school.
2. If the account payer/s are unable to make payment, they are required to contact the accounts department at handsonjuniorprimary@gmail.com
3. Failing this and ignoring any contact in relation to outstanding debit, your account will be handed over to our attorney for collection. It is important to note that the account payer/s will be held liable for all legal fees and costs on a scale between attorney and client.
4. Clients for whom a full and final payment has not been made by December 1st, may find the learner's place has been forfeited for the following year, and a new application will have to be completed.
5. Hands-On Junior Primary T/A OWL Academy reserves the right to suspend tutoring for any student if the account is in arrears and arrangements have not been made. Hands-On Junior Primary T/A OWL Academy is primarily a business and the suspension of tuition does not in any form reflect the withholding of education from a student.
6. Hands-On Junior Primary T/A OWL Academy may withhold documentation, such as transfer information, examination results, and any other property deemed to be that of Hands-On Junior Primary T/A OWL Academy, until all amounts owing have been paid.
7. Hands-On Junior Primary T/A OWL Academy reserves the right to get the account payer to sign a letter recognising the debt owing and the terms for its repayment.
8. Permission given for Hands-On Junior Primary T/A OWL Academy to conduct a Credit Enquiry from a bureau on the account payer for the purpose of setting a limit to services provided. This information may be shared with other credit providers. Permission is also given to advise the bureau of default in payments.

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CODE OF CONDUCT

Please make sure you read the following code of conduct carefully. If there is anything you do not understand, please do not hesitate to give us a call.

1. The student is required to arrive on time for their on campus study.
2. Students are required to wear their Hands-On T/A OWL Academy uniform everyday and to appear neat and tidy at all times.
3. The student is required to have all necessary study material ready with them for the session, this includes a fully charged laptop.
4. The student agrees to treat all fellow Hands-On Junior Primary T/A OWL Academy teachers and students with respect during their on campus tutoring sessions.
5. The student agrees to not misuse any email addresses or cellphone numbers of any tutors or fellow students of Hands-On Junior Primary T/A OWL Academy.
6. The student agrees to not use any form of hate speech either in any WhatsApp groups they may belong to or during their online or on campus tutor session.
7. Cell phones may not be used during class time. The Register tutor reserves the right to take away any student's cell phone if caught being used. If taken away, the student will get their cell phone back at the end of the school day. If any student wishes to contact their parents, their are required to go to the office and have the office contact their parents.
8. Students are responsible for their personal belongs and valuables.
9. All students participating in a cultural activity, whether at Hands-On Junior Primary T/A OWL Academy or not, are all ambassadors of Hands-On Junior Primary T/A OWL Academy and are bound by the provisions of the Code of Conduct.
10. Students may not leave Hands-On Junior Primary T/A OWL Academy at any time without proper authorization.

I, _____ being the parent of _____ confirm that both myself and my child have read, understood and accepted the terms and conditions of the Code of Conduct issued by Hands-On Junior Primary T/A OWL Academy

Signed at _____ Date _____

_____
Parent No.1

Signed at _____ Date _____

_____
Parent No.2

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DECLARATION BY APPLICANT

Please make sure you read through the following declaration carefully before signing

I/ We hereby declare that the information supplied by us in this document to be true and accurate.

I/ We understand and agree to the Terms and Conditions and Fee structure.

I/ We understand and agree to the payment terms stated by Hands-On Junior Primary T/A OWL Academy

I/ We understand that all fees in relation to Hands-On Junior Primary T/A OWL Academy is to be paid directly into the bank account given on the invoice.

I/ We understand that a 1 month notice is require when wanting to remove the student from the school.

I/We understand that it is our responsibility to keep the Centre up to date with any changes in email address' or cell phone numbers.

I/We understand that it is our responsibility to read both invoices and statements that are sent to us.

I/We understand that as the account payer/s we are responsible for any owing amounts to the Centre.

This agreement shall take effect immediately upon signature hereof and shall continue for the enrolment of the student at Hands-On Junior Primary T/A OWL Academy.

Account Payer #1 Name

_____

Account Payer Signature

_____

Account Payer #2 Name

_____

Account Payer Signature

_____

Student Name

_____

Student Signature

_____