

# GLOBAL LEADERSHIP ACADEMY

The Secretary, St Francis Street, Equinox Mall; Jeffreys Bay, 6330 / PO Box 1064, Jeffreys Bay, 6330  
 Tel: 042 293 3053; Fax: 042 293 2964  
 e-mail: admin@gla-jbay.org / website: www.gla-jbay.org

**APPLICATION FEE OF R500.00 PAYABLE ON SUBMISSION OF APPLICATION**

Cash or Internet Transfer: FNB; Global Leadership Academy; Account: 62254714241; Branch: 210515  
 Reference: **Students name** / Please attach proof of payment

**NOTE: SCHOOLFEES ONLY PAYABLE BY DEBIT ORDER**



**PLEASE GIVE ATTENTION TO YOUR HAND WRITING: PLEASE PRINT**

|                            |             |
|----------------------------|-------------|
| <b>Name of Student:</b>    |             |
| <b>Grade Applying for:</b> |             |
| <b>Current School:</b>     |             |
| <b>Year Applying for:</b>  | <b>201_</b> |

|   |
|---|
| <p><b>AFFIX</b></p> <p><b>RECENT PHOTO</b></p> <p><b>HERE</b></p> |
|---|

|  |  |                             |
|--|--|-----------------------------|
| <p><b><u>COPIES OF THE FOLLOWING DOCUMENTS TO ACCOMPANY THIS APPLICATION FORM:</u></b></p> | Applicant's Birth Certificate  |                             |
|  | Copy of Parent or Guardian's Identity Document & Payer's Identity Document |                             |
|  | MOST RECENT School Report  |                             |
| <b>FOR OFFICE USE ONLY:</b>  | <b>ACCEPTED:</b>   | <b>YES / NO</b>             |
| <b>RECEIVED ON &amp; BY:</b>   | / /  | <b>APP. FEE RECEIPT NO.</b> |

## Dear potential GLA-student

**A warm welcome to you!** By completing this application you indicate that you are up for a challenge!  
In the first place GLA is for you and your development!

Help us to select you!

Please fill out *Section A* on your own and ask your parents to complete *Section B*.

### Section A

1. How do you feel about going to high school / a new high school?

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|  |
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|  |

### 2. Friends

2.1 Who are your two or three best friends?

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2.2 Why are you such great friends?

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2.3 Tell us what are the things that you love doing together?

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2.4 With what kind of people do you not want to be friends?

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### 3. Sport

3.1 In which sports did you partake this past year?

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3.2 What sport is your favourite, and why?

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3.3 Have you ever been captain or vice-captain of a sportsteam? *Which team and when?*

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3.4 Name some of the achievements you had in sport.

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4. What is your favourite hobby?

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|  |
|  |
|  |

5. Tell us who/what is your favourite:

|                    |  |
|--------------------|--|
| 5.1 TV - Program   |  |
| 5.2 School Subject |  |
| 5.3 Actor          |  |
| 5.4 Movie          |  |
| 5.5 Book           |  |

6. Choose between: ( Draw a line through the one you like least)

- 6.1 Painting / Running
- 6.2 Reading / TV games
- 6.3 Visiting friends / Watching a movie
- 6.4 Cleaning your room / Washing the dishes

7.1 What would you like to change about going to school? *In other words: What would make school more fun for you?*

|  |
|--|
|  |
|  |
|  |

7.2 Have you ever smoked or used any form of drugs?

|     |    |
|-----|----|
| YES | NO |
|-----|----|

7.3 If YES, please give us more background and state when was the last date of use.

|  |
|--|
|  |
|  |
|  |

7.4 What is your opinion regarding kids smoking at school and during school activities?

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|--|
|  |
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|  |

**7.5 Do you think homework is important and how do you make time for it daily?**

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|  |

**7.6 What values would you like to be clearly visible in your lifestyle?**

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|  |
|  |

**7.7 Give us some ideas on how you would personally care for fellow learners?**

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|  |

## **8. Leadership**

**8.1 How would you describe a good leader?**

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|  |
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|  |

**8.2 Have you been a leader of a group before? If so, when and which group or team?**

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|  |

**8.3 Tell us why you listen to / obey your favourite teacher:**

|  |
|--|
|  |
|  |
|  |

**Thank you for your honesty! This enables us to know you better!**

**Section B: TO BE COMPLETED BY PARENT/GUARDIAN**

| <b>DETAILS OF STUDENT</b>                      |  |                          |  |
|--|--|--------------------------|--|
| <b>SURNAME:</b>                                |  | <b>Initials:</b>         |  |
| First names:                                   |  |                          |  |
| Called name, if different to first name above: |  |                          |  |
| Identity number:                               |  | Birth date:              |  |
| Home language:                                 |  | Nationality:             |  |
| Religion:                                      |  | Denomination:            |  |
| Race (for Departmental Statistics only):       |  |                          |  |
| <b>ADDRESS AND CONTACT DETAILS OF STUDENT:</b> |  |                          |  |
| Home address:                                  |  |                          |  |
|  |  | Postal code:             |  |
| Home phone no:                                 |  | Student's cell phone no: |  |
| <b>EMERGENCY CONTACT (other than parents):</b> |  |                          |  |
| Name:  |  | Tel. no.                 |  |

| <b>OTHER DETAILS ABOUT STUDENT</b>   |  |
|--|--|
| <b>Please indicate any appropriate information in the following areas:</b> |  |
| Physical Disabilities:   |  |
| Learning Disabilities:   |  |

|   |  |
|---|--|
| Social Disabilities:                                    |  |
| Medical conditions which require special consideration: |  |

## OTHER DETAILS ABOUT STUDENT'S FAMILY

| OTHER DETAILS ABOUT STUDENT'S FAMILY                                |           |                      |              |
|---|-----------|----------------------|--------------|
| DETAILS OF FATHER   |           |                      |              |
| SURNAME:  |           | Title:               |              |
| FIRST NAMES:  |           |                      |              |
| Identity number:  |           |                      |              |
| Marital status:   | Married:  |                      | Widower:     |
|   | Divorced: |                      | Re-Married:  |
|   | Single:   |                      | Guardian:    |
| If re-married, please give stepmother's first names:                |           |                      |              |
| Home phone no:  |           | Cell no:             |              |
| Home e-mail:  |           | Fax no:              |              |
| Home address:   |           |                      | Postal code: |
|   |           |                      |              |
| Postal address:<br><i>if different to above</i>                     |           |                      | Postal code: |
|   |           |                      |              |
| Business phone no:  |           | Fax no:              |              |
| Occupation:   |           | Bus. E-mail:         |              |
| Name of Employer:<br><i>if self employed, give name of business</i> |           | Gross Annual Income: | R.....       |
| DETAILS OF MOTHER   |           |                      |              |
| SURNAME:  |           | Title:               |              |
| FIRST NAMES:  |           |                      |              |
| Identity number:  |           |                      |              |
| Marital status:   | Married:  |                      | Widow:       |
|   | Divorced: |                      | Re-Married:  |
|   | Single:   |                      | Guardian:    |
| If re-married, please give stepfather's first names:                |           |                      |              |
| Home phone no:  |           | Cell no:             |              |
| Home e-mail:  |           | Fax no:              |              |
| Home address:   |           |                      | Postal code: |
|   |           |                      |              |
| Postal address:<br><i>if different to above</i>                     |           |                      | Postal code: |
|   |           |                      |              |
| Business phone no:  |           | Fax no:              |              |
| Occupation:   |           | Bus. E-mail:         |              |
| Name of Employer:<br><i>if self employed, give name of business</i> |           | Gross Annual Income: | R.....       |

| OTHER INFORMATION REQUIRED                   |                |  |   |
|--|----------------|--|---|
| Who will be responsible for the school fees? | Father:        |  | Other: <i>Please tick box along side and give details below</i> |
|  | Mother:        |  |   |
| Payment method:                              | Cash annually: |  |   |
|  | Debit order:   |  |   |

| DETAILS OF DEBTOR <i>(To be completed if NOT the father or mother)</i> |  |              |              |
|--|--|--------------|--------------|
| SURNAME:   |  | Title:       |              |
| FIRST NAMES:   |  |              |              |
| Identity number:   |  |              |              |
| Home phone no:   |  | Cell no:     |              |
| Home e-mail:   |  | Fax no:      |              |
| Physical address:  |  |              | Postal code: |
|  |  |              |              |
| Postal address:<br><i>if different to above</i>                        |  |              | Postal code: |
|  |  |              |              |
| Business phone no:   |  | Fax no:      |              |
| Occupation:  |  | Bus. E-mail: |              |
| Name of Employer:  |  |              |              |

**ADMISSION ACCEPTANCE**

- Completion of this application is not a guarantee that your child will be accepted at Global Leadership Academy
- You will be informed of the academy's decision after 31 May when applying for the following year
- I commit to the timely payment of schoolfees and understand that non payment can result in termination of acceptance
- I declare that all particulars furnished by me on this form are true and correct.

Signed at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

\_\_\_\_\_  
FATHER / GUARDIAN

\_\_\_\_\_  
MOTHER / GUARDIAN

# Memorandum of Agreement

Between

**THE GOVERNING BODY OF GLOBAL LEADERSHIP ACADEMY  
OF THE ONE PART**

And

\_\_\_\_\_  
(Full name)

\_\_\_\_\_  
(Full name)

**OF THE OTHER PART**

## **PREAMBLE**

Whereas \_\_\_\_\_ are the parents of \_\_\_\_\_ (amount) school going child(ren) and

Whereas the parents have applied to have their \_\_\_\_\_ child(ren) enrolled as learner(s) at the Global Leadership Academy (“the school”) as appears more fully from a copy of their application annexed hereto as annexure “A” 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) of the school:

Now therefore the parties agree as follows:

## **1. INTERPRETATION**

1.1 In this agreement , unless the context indicates a contrary meaning,

1.1.1 “the parents” means the biological father and /or mother of the child(ren) or guardian(s) of the child(ren);

1.1.2 “the children” means the child or children of the parents who are enrolled as learners at the school for any given year or part of any given year;

1.1.3 “the school” means Global Leadership Academy;

1.1.4 “year” means an academic school year as part of an academic school year, being the balance thereof, calculated as from the 1<sup>st</sup> day of any given year to the last school day of any given year;

1.1.5 “the parties” means the parties to this agreement, and “party” to one of them;

1.1.6 “school fees” excludes module fees and other similar items as may be prescribed by the school from time to time;

1.1.7 expressions in the singular include the plural and visa versa;

1.1.8 pronouns of any gender includes the corresponding pronoun of the other gender.

1.2 Headings to clauses appear in this agreement only for purposes of reference and does not influence the interpretation of the contents of the paragraphs.

## **2. UNDERTAKING BY PARENTS**

The parents undertake jointly and severally in their personal capacities to:

- 2.1 Accept the school's motto and mission;
- 2.2 Accept and respect the disciplinary rules of the school which they admit has been brought to their attention;
- 2.3 Accept and respect the authority of the principal, the teaching staff and the committee members;
- 2.4 Encourage and support the child(ren) under their custody and control and who are enrolled as pupils of the school in all school activities and extramural activities;
- 2.5 Notify the principal immediately in the event of the intended removal of the child(ren) from the school; and
- 2.6 In the event of the child(ren) in fact intending to leave the school, to immediately and upon request thereto return to the school all property of the school which is in their or their child(ren)'s possession including but not being limited to text books, library books and sports equipment.

## **3. INDEMNITY**

- 3.1 The parents indemnify the department of education, the governing body and the staff of the school or their duly authorised representatives in respect of any injury suffered by the child(ren) or damages and / or losses, which is not caused by the intentional or gross negligent conduct of the personnel or the duly authorised representative of the school in respect of the property of the child(ren) and /or the parents as a result of the child(ren)'s participation in school activities , including any injury, loss or damage, as the case may be, suffered which directly or indirectly relates to the child(ren)'s participation in school activities.
- 3.2 In addition thereto, the parents indemnify the Department of Education, the Governing Body, the Owner and the staff of the school or their duly authorised representatives against any claims which may follow from any act or a omission of the child(ren) during school hours and or during the child(ren)'s participation in school activities.

## **4. SCHOOL FEES**

- 4.1 The parents admit and confirm that they
  - 4.1.1 are aware that the school fees are payable in respect of any and each individual academic school year or part of such year during which their child(ren) are enrolled in the school as learners;
  - 4.1.2 are jointly and severely liable in their personal capacities for the payment of the school fees;
  - 4.1.3 are aware of the amount of school fees so payable by them;
  - 4.1.4 are aware that the school fees may be increased from time to time and in which event they, the parents, are liable to pay the school fees so increased.
- 4.2 The school fees are the choice of the parents payable as follows
  - 4.2.1 Yearly in advance before or on the last day of the month during which their child(ren)

attended their first day at the school;

4.2.2 Quarterly in advance on or before the last day of the month during which any given school term commences;

4.2.3 Monthly before or on the last day of each month during which their child(ren) are enrolled as learners in the school, provided that the yearly school fee will be paid over a period of 11 months calculated from 1 January.

4.3 The parents are bound to their choice of payment as indicated on the application form.

## **5. WAIVER**

5.1 No waiver of any of the conditions and provisions of this agreement shall be binding for any purpose unless reduced to writing and signed by either party granting such waiver and any such waiver shall only be of force for the specific occasion and for the given purpose of which it was granted.

5.2 No omission or deferment on the part of any party in the exercise of any right, authority or privilege shall serve as a waiver; neither shall any single or partial exercise of any right, authority or privilege serve to the exclusion of any other or further exercise thereof or the exercise of any other right, authority or privilege.

## **6. SPECIAL AUTHORITY**

6.1 The parents hereby agree that the governing body and/ or members of staff or their duly authorised representatives may, in the event of medical emergency, grant permission in their stead for any medical or surgical treatment and/ or procedure which may be necessary in respect of any injury which the child(ren) may suffer during school hours or during participation in school activities, provided that, where practically possible, the parents must be notified prior to the granting thereof and the medical practitioner of the parents shall be used in respect thereof.

6.2 The parents undertake jointly and severally to compensate the school and/ or members of staff or their duly authorised representatives on demand for any and all in sub-paragraph 6.1 anticipated expenses.

## **7. BREACH**

7.1 In the event of the parents being in default of payment of the school fees or any other amounts in which terms hereof are payable then:

7.1.1 interest at the rate of 26.5% per annum will be levied on all such amounts which are due as calculated from the date upon which it became payable;

7.1.2 in the events of monthly or quarterly payments of school fees, the whole of the outstanding balance will be become immediately due and payable;

7.1.3 legal steps will be instituted against them without prior notification for the recovery of such arrear fees in which event the parents will be liable for all legal costs and expenses as between attorney and own client including such collection commission which may lawfully become due;

7.1.4 A certificate representing to be issued by the Governing Body or its duly authorised representative and which certifies the outstanding balance due, shall be accepted as *prima facie* proof of such indebtedness and will be of sufficient evidentiary weight to entitle the Governing Body to apply for judgement by default, summary judgement or provisional sentence in any competent court of jointly and severally against the parents for the amount as stated in the certificate and the parents accordingly accept the onus to refute the amount as not the amount due.

**8. NOTICES AND DOMICILIA**

8.1 The parties choose as their *domicilium citandi et executandi* for purposes of legal steps the following addresses:

|                |  |
|----------------|--|
| GOVERNING BODY | Global Leadership Academy<br>Equinox Mall<br>Jeffrey's Bay |
| PARENT         | _____  |
|                | _____  |
|                | _____  |
|                | _____  |
|                | _____  |

8.2 Any change in the domicillium of a party will be conveyed to the other party in writing, albeit by registered post, hand delivered letter of facsimile transmission from which date such new address will serve as such party's *domicilium citandi et executandi*.

**9. FINAL AGREEMENT**

This agreement represents the whole of the agreement between the parties with reference to the subjects therein contained and no amendment of any terms thereof will be of any force or effect unless reduced to writing and signed by both parties.

DATED at JEFFREY'S BAY this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_

**AS WITNESSES:**

1. \_\_\_\_\_

2. \_\_\_\_\_

PRINCIPAL in his/her capacity as representative  
of Governing Body

DATED at JEFFREY'S BAY this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_

**AS WITNESSES:**

1. \_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_  
FATHER/GUARDIAN

\_\_\_\_\_  
MOTHER/GUARDIAN

## Code of Conduct

- 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 and teachings.
- The school will be governed in an atmosphere of friendliness, kindness, gentleness and humility.
- Above environment and consequent discipline will shape the character of the students.
- Students are required to take ownership of the principles GLA will strive to live by.
- We place a high emphasis on love, loyalty and respect towards God, one another and GLA!

### **At GLA we embrace the following four core values**

**Care**

**Respect**

**Integrity**

**Excellent Work Ethics**

**These values are relevant in our relationships towards God, other people and ourselves. It also can 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 the compassionate way Jesus Christ modelled care 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 knowing each individual's name, be well prepared and act justly.
- We will strive to affirm each other
- Start our day with time with God
- Know everybody's name
- Help each other in practical ways

As we embrace the **core value** of **care**, we do not allow the following behaviour:

#### **Fighting**

- No fighting, bullying or violence
- No weapons allowed at school

#### **Language**

- No bad or foul language

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

**Old school habits on respect**

- Stand when older people pass your way
- Look your teacher in the eye
- Greet

As we embrace the **core value of respect**, we will not allow the following behaviour:

**Talking**

- No talking in class
- No shouting in class
- No person may walk around in class during lesson
- No back chatting teachers
- Listen when teacher is talking
- No running between classes

**Eating in Class**

- No eating or drinking in class

**Cleanliness**

- Keep school eg classrooms and toilets clean
- No littering

**Appearance**

- No make-up
- Only watch
- Only one small set of earrings
- No earrings for boys
- Short nails
- Transparent Nail polish allowed
- Hair should be neat
- No hair in eyes

**Romantic relationships**

- No kissing, holding hands, long embracing

**Cellphones**

- No cellphones

**As we embrace the Core value of excellent work ethics and self discipline, we expect:**

**Punctuality**

- You must be punctual at all times and on time for class

**Bunking**

- No bunking allowed

**Homework**

- Homework must be done and tasks handed in on time
- Homework must be written in a book
- Books must be at school

**As we embrace the Core value of integrity, we pledge to:**

- Act in humility and be transparent - to be known for who we really are
- Speak with honesty
- Help students to act upon the following words that were written by one of their peers:

*“I need to learn honesty, I need to speak truthfully. I need to back up my words with actions so that they will not become lies. I need to stop interpreting the truth until it has lost any resemblance it has of its former self. I need to act without fear of discovery and speak without fear of correction, because what I say and do is honest. I need to be honest so that we can trust each other.”*

– Willem van Schalkwyk -

**As we embrace the Core value of integrity, we will not tolerate:**

**Theft**

- No stealing

**Substance abuse**

- No smoking
- No Alcohol
- No drugs

## **Disciplinary System**

### **Fighting**

No fighting, bullying or violence  
No weapons

grade 2 or 3  
grade 3

### **Language**

No bad or foul language

grade 1 or 2 cursing someone  
grade 2

### **Talking**

No talking in class  
No shouting in class  
No person may walk around in class during a lesson  
No back chatting teachers  
No running between classes

grade 1  
grade 1  
grade 1  
grade 1 or 2  
grade 1

### **Eating in class**

No eating or drinking in class

grade 1

### **Cleanliness**

Keep school classrooms and toilets clean

grade 1 scratch on 2,  
vandalism 3

No littering

grade 1

### **Appearance**

No make-up  
No jewelry, only watch  
Only one small set of earrings  
No earrings for boys  
Short nails  
Only transparent nail polish allowed

grade 1  
grade 1  
grade 1  
grade 1  
grade 1  
grade 1

|                     |         |
|---------------------|---------|
| Hair should be neat | grade 1 |
| No hair in eyes     | 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**

|                                   |  |
|-----------------------------------|--|
| No cell phones/electronic devices | grade 1 and confiscate<br>phone for 1 week |
|-----------------------------------|--|

**Punctuality**

|   |         |
|---|---------|
| Punctual at all times, as well as for classes | grade 1 |
|---|---------|

**Bunking**

|                    |         |
|--------------------|---------|
| No bunking allowed | grade 2 |
|--------------------|---------|

**Homework**

|   |         |
|---|---------|
| Homework must be done and tasks handed in on time | grade 1 |
| Homework must be written in a book                | grade 1 |
| Books must be at school                           | grade 1 |

**Theft**

|          |         |
|----------|---------|
| No theft | grade 3 |
|----------|---------|

**Substance abuse**

|            |                                       |
|------------|---------------------------------------|
| No smoking | grade 2 + rehabilitation<br>program   |
| No Alcohol | grade 3                               |
| No drugs   | grade 3 + sign consent for<br>testing |

**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 misdemeanors - 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. If a learner has 3 grade 1 misconducts, he/she will be put in detention.

**Grade 2**

These misdemeanors 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 misdemeanors 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) will 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 even permanent expulsion of the learner.

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

Name of Parent: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Parent: \_\_\_\_\_

Name of Student: \_\_\_\_\_

Signature of Student: \_\_\_\_\_



**Payment Instructions for Debit Order – Global Leadership Academy - School Fees**

**ONLY TO BE COMPLETED ON ACCEPTANCE**

**NAME OF STUDENT/S:** \_\_\_\_\_

**A. Authority**

Given by (*name of account holder*) \_\_\_\_\_

Identification Number (ID Number) \_\_\_\_\_

Street Address \_\_\_\_\_

Bank \_\_\_\_\_

Branch and Code \_\_\_\_\_

Account Number \_\_\_\_\_

Type of Account (~~delete that which is not applicable~~) Current (cheque) / Savings / Transmission

Amount (School Fees) \_\_\_\_\_

|   |   |
|---|---|
| Voluntary Donation Towards School Building Fund | R25   R50   R100   R200   R500   Own Amount |
|---|---|

**Total Monthly Debit Order Amount:** \_\_\_\_\_

Date of Debit Order (*25<sup>th</sup>; 28<sup>th</sup> or 1<sup>st</sup> of each month*) \_\_\_\_\_

To (*name of beneficiary*) **Enticel t/a *Global Leadership Academy***

Abbreviated Name as Registered with the Bank Enticel

Beneficiary's Address St Francis Street, Equinox Mall, Jeffreys Bay

This signed Authority and Mandate refers to our contract dated \_\_\_\_ / \_\_\_\_ /20 \_\_\_\_ (“the Agreement”).

I/We hereby authorise you to issue and deliver payment instructions to your Banker for collection against my/our above-mentioned account at my/our above-mentioned Bank (or any other Bank or branch to which I/we may transfer my/our account) on condition that the sum of such payment instructions will never exceed my/our obligations as agreed to in the Agreement and commencing on \_\_\_\_ / \_\_\_\_ /20 \_\_\_\_ and continuing until this Authority and Mandate is terminated by me/us by giving you notice in writing of not less than 20 ordinary working days, and sent by prepaid registered post or delivered to your address as indicated above. Kindly be advised that school fees are subject to a yearly increase of 10%.

The individual payment instructions so authorised to be issued must be issued and delivered as follows: monthly.

In the event that the payment day falls on a Sunday, or recognised South African public holiday, the payment day will automatically be the very next ordinary business day.

Payment instructions due in December may be debited against my account on \_\_\_\_\_.



I/We understand that the withdrawals hereby authorised will be processed through a computerised system provided by the South African Banks. I also understand that details of each withdrawal will be printed on my Bank statement. Such must contain a number, which must be included in the said payment instruction and if provided to me should enable me to identify the Agreement. This number must be added to this form in Section E before the issuing of any payment instruction.

### **B. Mandate**

I/We acknowledge that all payment instructions issued by you shall be treated by my/our above-mentioned Bank as if the instructions have been issued by me/us personally.

### **C. Cancellation**

I/We agree that although this Authority and Mandate may be cancelled by me/us, such cancellation will not cancel the Agreement. I/We shall not be entitled to any refund of amounts which you have withdrawn while this Authority was in force, if such amounts were legally owing to you.

### **D. Assignment**

I/We acknowledge that this Authority may be ceded or assigned to a third party if the Agreement is also ceded or assigned to that third party, but in the absence of such assignment of the Agreement, this Authority and Mandate cannot be assigned to any third party.

Signed at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
(Signature as used for operating on the account)

### **E. Agreement Reference Number**

This Agreement reference number is: **Global Leadership Academy**