



ALPHA

EDUCATION SA

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SACAI REGISTRATION: 804101

APPLICATION LETTER & IMPORTANT INFORMATION

Dear Parents,

Thank you for choosing Alpha Education SA as your preferred curriculum provider for your child’s distance education. Attached please find our Application & Registration Forms. Kindly complete all forms in **BLACK ink** and sign at the bottom of each page:

“Early Bird Special” runs from the 1st October to 31st December of the year prior to enrolment.

This offer is a 10% discount on the fees paid up by the 31st December 2020 for the 2021 Academic year.

CHECKLIST: (This is a guideline, please do not send in this letter with your application)

SECTION A: Documents to complete & submit

	Please tick ✓
• The Guardian form and standard agreement.	
• Enrolment form for Learner. Please send one per child.	
• Form T001 (if a Facilitator has been appointed)	
• Payment Plan: <ul style="list-style-type: none"> – Application for Instalment payments – Signed Debit Order Form – Signed Acknowledgement of debt – Affidavit from parent if 3rd party is making payment (please see note ***below) 	

SECTION B: Accompanying required documents

	Please tick ✓
1. Proof of payment of the deposit	
2. Copy of the Parent’s/Guardian’s ID	
3. Copy of the Account Holder’s ID (if different to Parent/Guardian)	
4. Affidavit from parent/guardian acknowledging the following: <ul style="list-style-type: none"> a. Account Holder is a 3rd party/Trust b. Parent accepts full liability if the 3rd party defaults in making payment. 	
5. Copy of the Child’s Birth Certificate or ID	
6. Latest successfully completed Grade Report and current Grade Term Report (if registration is after 1 st April)	
7. Grade 11 learners must provide legitimate proof of completing their Grade 10.	
8. Grade 12 learners (2020) will not be accepted without their Grade 10 & 11 year-end report (this is a minimum requirement of UMALUSI and our external assessment institute)	
9. Instalment application if payment plan required <ul style="list-style-type: none"> a. FICA Documents b. Signed Debit order form and c. Signed Acknowledgement of debt form 	

*****PLEASE NOTE:** Tutors/Centre Managers **may not make instalment payments** on behalf of parents. The contract is between Alpha Education SA and the parent – no other 3rd party may sign the standard agreement or instalment application forms unless written permission is granted by the Financial Director of Alpha Education SA. Parents remain 100% liable should the 3rd party default on payment.

SECTION C: Additional Costs

Please take careful note of

1. **An additional SACAI Fee for Grade 10, 11 & 12 that is compulsory and payable into a separate bank account. Please see the Addition Costs letter before committing to registering with Alpha Education SA. The registration is with SACAI (South African Comprehensive Assessment Institute) our external assessors and moderators. Grade 10, 11 and 12 will not be official if this registration is not done. Registration and SACAI payment is due by 31st March 2020, Late registrations at the end of the registering month.**
2. **De-registration will take place on the 7th of the second month of registration if the SACAI fee has not been paid.**

SECTION D: Additional Information

In the interests of your child's education please take note of the following:

- Please read our terms & conditions in the Standard Agreement very carefully. All terms & conditions apply, are legal and binding and are not negotiable.
- Incomplete documentation will cause a delay in processing and a further delay in the delivery of the course material.
- Prices **do not** include printing and delivery costs. Please take note of the printing and delivery options on the Learner Enrolment Form.
- Alpha Education SA will only accept electronically submitted work. Hard copies need to be stored in a safe place and be readily available on request. If requested for external moderation the courier cost will be for the parent's account.
- Our course material has 3 package options:

Package 1#: Course material with Learner's textbooks. *(A waiting period of up to 3 to 5 weeks may be experienced due to delays with the publishers). Teacher's Guides are an optional extra.*

Package 2#: Course material **WITHOUT** Learner's textbooks. This option gives you the freedom to purchase from your local book sellers, or from friends that have completed their grade recently. Please do not purchase alternative books as our course material year planners are based on the books we prescribe.

Package 3#: Course material compatible to any version of E-Books or Textbooks, known as our E-Grade Courses. This option allows you to use any CAPS textbook and teacher's guide. The prescribed tasks, tests and examinations, known as the formal Site-Based Assessments (SBA) from Grade 4-12 are supplied by Alpha Education SA. To assist with managing the grade we provide you with management tool templates. All documentation and submission of Learner's work is done electronically. Please request the relevant application form.

- Course material excluding textbooks will be available on our Moodle Alpha Online School Portal within 48 hours of application approval.

*In all cases the Textbook Teacher's Guides are an **optional extra** from Grades 4 to 12 and subject to availability. All optional extras are at an additional cost to the quoted prices on the Learner's Enrolment Form*

- Please choose subjects carefully in Grade 10 & 11. R800-00 per subject will be charged for subject changes 5 working days after receipt of the application. Grade 10 changes by June of academic year, Grade 11 changes (one only) by 31st January of Grade 11 year, **NO changes** allowed in Grade 12.
- Grade 12 may not make any subject change whatsoever. If Alpha Education SA does not offer a subject done in Grade 11, the Learner will need to purchase the subject from an alternative curriculum provider the year following the Grade 12 year with Alpha Education. This will result in an incomplete 1st year which will require a Certificate Combination application with UMALUSI that can take up to a year after application and has an application fee.
- All accounts must be settled by the 1st December (Grade R-11) of the academic year of purchase.
- Grade 12 course material with payment plan arrangements are to be paid monthly and the account settled by **30th September** of the academic year of purchase.

- The Grade 12 SACAI fee must be settled by the **31st March** of the academic year of purchase into the specified account dedicated to the SACAI fee only. Late registrations must be paid by the end of the month of registration.
- Reports and new course material will not be issued unless the current grade is paid for in full and the SACAI fee has been paid to SACAI with proof of payment and the registration form submitted to Alpha Education SA.
- Official assessment and exam entry for internal and external examinations will not be allowed if payments are in arrears.
- **Payments plan arrangements must be paid monthly, kept up to date and may not exceed 30 days.**
- Bank charges of R120-00 plus VAT will be charged to the client if payments are returned unpaid.
- We regret that no cheques are accepted.
- Payment may be made in full or by Debit Order only.
- Please **add 1%** cash handling fee onto the payment instalment or the full amount for **cash deposits**.
- A 5% handling fee is payable on credit card payments.
- **The student's initials and surname followed by the child's date of birth and the province abbreviation should be used as a reference on all Alpha bank payments. *Unallocated deposits will delay delivery of the course material***

For example: J Smith 180495 KZN

LEARNERS ATTENDING RESOURCE CENTRES or with FACILITATORS:

1. The Centre Head/Facilitator is required to enrol as a Facilitator with Alpha Education SA and complete the annual Tutor workshop presented online.
2. A Form T001 (Client Consent Form) is required for us to provide access for the Facilitator to the Portal. This is mandatory in terms of the POPI ACT. No access will be granted to a tutor without the parent's consent using this form.
3. A valid email address is required.
4. All test/exam invigilators must be trained and certified by Alpha Education SA. Resource Centre Head is required to contact Alpha Education SA regarding this.
5. Please ensure your Facilitator is listed with Alpha Education SA
6. Resource Centres will be required to apply to be an examination venue.
7. Irregularities such as plagiarism, pre-viewing of question papers, assistance, non-supervision are mandatory offences and will be subject to prosecution according to the policy laid down by Alpha Education SA which conforms to the Department, SACAI and UMALUSI requirements.
8. All submission of work is done electronically. We will not accept courier deliveries of hardcopies.
9. Work must be kept readily available in case our external moderators for Grade 10, 11 & 12 require the original hard copies.
10. Submission of hard copies requested for external moderation to Alpha Education SA is for the parent's account. Alpha Education SA picks up the cost for submission to the External Moderator.

LEARNERS STUDYING AT HOME

1. June, and Year-end Examinations for Grade 4 to Grade 11 may be written at home under supervision.
2. Grade 10 & 11 may write under supervision of an annually Alpha registered and certified invigilator that is NOT a parent, family member or Facilitator.
3. Invigilator Certification is required annually at a fee of R500-00 and is subject to successful completion of the course material and test.
4. Irregularities such as plagiarism, pre-viewing of papers, assistance, non-supervision and other forms of cheating are mandatory offences and will be subject to prosecution according to the policy laid down by Alpha Education SA which conforms to the Department, SACAI and UMALUSI requirements.
5. A valid email address with the Portal app is required for validating the Portal connection.
6. All submission of work is done electronically. We will not accept courier deliveries of hardcopies.
7. Work must be kept readily available in case our external moderators for Grade 10, 11 & 12 require the original hard copies.
8. Submission of hard copies requested for external moderation to Alpha Education SA is for the parent's account. Alpha Education SA picks up the cost for submission to the External Moderator.

E-GRADE LEARNERS

This is a new package launched in 2020 due to the urgent need for social distancing as a result of the COVID-19 virus and the regulations for social distancing and sanitizing.

1. The course is compatible to any CAPS e-books or CAPS hardcopy books.
2. Templates for the year planner are provided
3. The Tasks, Test & Examinations known as the Site-Based Assessment (SBA) is compulsory and must be submitted to verify results for the report.
4. A reference list of the books used with ISBN numbers is required to verify that the correct CAPS books have been utilised.
5. All correspondence and submission is done electronically. No hard copies will be accepted unless requested by Alpha Education SA
6. Hard Copies must be kept in a safe place and made available on request.

GRADE 12 EXAMINATIONS

1. Grade 12 June and Prelim exams may be written at home under supervision of an annually certified Alpha Invigilator. Certification closes on the 28th February.
2. The invigilator may not be a parent, family member or subject tutor.
3. Final examinations are presented by SACAI at UMALUSI approved SACAI venues. Allocation is done annually in May and may vary from year to year. There is an additional cost for the examination venue.

CONCESSIONS

1. Application for concessions are done annually by 28th February of the Academic year. Medical reports and proof of previously granted accommodations are required. Please contact Alpha Education SA for more information.
2. Concession learners are required to pay additional costs for separate venues and any other fees as specified by the examination venue.

Please email application with accompanying documents to customercare@alphaedsa.co.za or accounts@alphaedsa.co.za.

Please note that your application will only be processed once all the above correct and completed documentation with proof of payment reflecting in our bank account is received by us.

We look forward to being of service to you and to be a partner in your child's education.

Kind regards



Trish Delport
Head of Institution

"May 2021 be an exceptionally successful year in your child's education."