



Academy of Global Curriculum School (AoGC) - Enrollment Application Form

1 - Student details

Student Names	
Date of birth	
ID/Birth certificate/Passport number	
Physical address	
Contact number	
Current Grade	
Current School	
Intended Enrollment Date	
Availability of EdPsych report (yes/no)	
Learning needs (list)	
Doctor's name & contact number	

1.1 Attachments

1.1 Attachments	
Birth Certificate/Passport/ID	
Transfer letter	
EdPsych report	

2. Parent 1/Guardian 1 details

2. Parent 1/Guardian 1 details	
Full names	
ID/Passport number	
Physical address	
Email address	
Contact number	



AoGC Fee Structure

Stage	Fees
Grade 1	R6 000
Grade 2	R6 000
Grade 3	R6 000
Grade 4	R6 500
Grade 5	R6 500
Grade 6	R6 500
Grade 7	R7 000
Grade 8	R7 000
Grade 9	R7 500
IGCSE 1	R9 000
IGCSE 2	R9 000
Advanced Subsidiary Level	R9 000
Advanced Level	R9 500
Once-off development fee	R6 500
Technology fee (monthly)	R575

First payment includes monthly fees + once-off development fee + technology fee

School fees and withdrawals: The once-off development fee is non-refundable.

- AoGC does not offer prorated school fees.
- Fees are payable in full on a monthly, termly, or yearly basis.
- The institution does not refund any fees, whether in full or in part.
- To withdraw from AoGC, a written notice of 90 days is required, and all school fees must be paid in full up to the effective date of withdrawal.
- AoGC enrolls students between the ages of 5 (five) and 19 (nineteen) years only



Acknowledgement and Acceptance of Terms

By signing and submitting this Enrollment Form, the Applicant (and, where applicable, the Parent/Guardian of the Applicant) expressly acknowledges, understands, and agrees as follows:

Who we are as a school:

AoGC does not promote, endorse or favour any particular religion, faith, denomination or religious belief.

Matters relating to religion, faith or belief will be addressed strictly within an appropriate educational context and where relevant to the prescribed curriculum.

Religious Neutrality within the School Environment

AoGC maintains a religiously neutral learning and working environment.

Religious symbols, objects, practices or activities may not be used by students or staff for the purpose of promoting, advocating or imposing a particular faith within the school environment.

Where a religious matter arises from legitimate curriculum content, it will be approached academically, objectively and respectfully.

Reasonable individual religious accommodation will be considered in accordance with applicable law, provided that it does not materially interfere with teaching, learning, safety or the rights of others.

Institutional Values and Educational Expectations

AoGC provides an academically rigorous educational environment designed for students and families who understand and support the demands of the curricula offered by the school.

The AoGC educational approach is founded upon:

- academic rigour and intellectual development;
- structure, consistency and discipline;
- commitment and hard work;
- honesty, integrity and personal accountability;
- respect for educators, students and the wider school community;
- responsibility for one's own learning and conduct; and
- a global outlook that prepares students to engage confidently with an interconnected world.



Enrolment at AoGC therefore requires students and families to understand and support the school's academic expectations, institutional values and standards of conduct.

4. Learning Needs and Educational Support

AoGC recognises that students have different learning profiles and may require reasonable educational support.

The school will endeavour to accommodate learning needs that can reasonably be supported within AoGC's educational model, staffing capacity, facilities and available resources.

Such support must remain compatible with the effective education, wellbeing and reasonable needs of other students.

Where a student's learning, behavioural, developmental, or support requirements exceed the level of intervention that AoGC can reasonably and appropriately provide, the school will engage with the parent or guardian to refer the student to an academic institution appropriately accredited to cater for such learning needs.

Where necessary, AoGC may recommend referral to an appropriately registered, accredited or specialised educational institution or professional service capable of providing the level of support required.

Any such decision will be considered individually, reasonably and in accordance with applicable educational and anti-discrimination requirements.

5. Shared Commitment

By enrolling a student at AoGC, parents, guardians and students acknowledge that AoGC operates as a structured, academically rigorous and globally oriented learning environment.

Successful participation in the AoGC community requires a shared commitment to discipline, hard work, honesty, accountability, mutual respect and academic excellence, while respecting the dignity, beliefs and rights of every member of the school community.

Binding Agreement – The completion, signing, and submission of this Enrollment Form constitutes a legally binding agreement between the Applicant (and/or the Parent/Guardian) and the Academy of Global Curriculum School ("the Academy").

Acceptance of Terms, Conditions, and Policies – The Applicant hereby accepts and agrees to be bound by all rules, regulations, terms, conditions, and policies of the Academy, including but not limited to those governing admissions, tuition fees and other charges,



academic requirements, disciplinary codes, registration, enrollment and contract termination, admission, parent code of conduct, child protection, technology, health and safety standards, and codes of conduct.

Fee Obligations – The Applicant undertakes to pay all tuition fees, examination fees, and any other charges levied by the Academy in accordance with its published schedules and policies. The Academy reserves the right to apply any payments received towards the settlement of outstanding balances as it deems appropriate.

Policy Amendments – The Applicant acknowledges and accepts that the Academy may, from time to time, revise, amend, or update its policies, procedures, or fee structures, and that such amendments shall become binding upon publication or communication by the Academy.

Compliance – The Applicant undertakes to comply fully with all lawful instructions, rules, and regulations issued by the Academy of Global Curriculum, and accepts that any failure to do so may result in disciplinary action, suspension, or termination of enrollment, without prejudice to the Academy's right to recover any outstanding amounts due.

Legal Effect – The Applicant (and, where applicable, the Parent/Guardian) confirms that they have had adequate opportunity to familiarise themselves with the Academy's terms and policies, and that their signature below constitutes voluntary and informed consent to be bound thereby.



DOCUMENT REQUESTS, TRANSFER LETTERS AND EXAMINATION ACCESS

1. General Document Requests

1.1 All requests for documents from the Academy of Global Curriculum (AoGC) must be submitted in writing at least fourteen (14) calendar days before the date on which the document is required.

1.2 All document requests must be submitted by email to humanresources@academyofglobalcurriculum.education

1.3 The request must clearly state:

- the name and surname of the student;
- the document(s) required;
- the purpose for which the document is required;
- the organisation or institution requesting the document, where applicable; and
- the date by which the document is required.

1.4 Where the requested document can be prepared solely by AoGC, AoGC will endeavour to provide it within seven (7) working days after receiving a complete written request.

1.5 Where completion or issuance of a document depends upon information, verification, approval, certification or documentation from a third party, the five-working-day period shall not apply. AoGC will process the request once the relevant third party has provided the information or documentation required from it.

1.6 Parents, guardians and students are therefore responsible for submitting requests sufficiently early to accommodate circumstances beyond AoGC's control.

2. Documents Requested by External Organisations

2.1 Where a school, university, government department, examination body, employer or other organisation requires documentation concerning a student, AoGC reserves the right to provide such documentation ****directly to the requesting organisation****.

2.2 The parent, guardian or student must provide the requesting organisation with the following AoGC email address for submission of its request:
humanresources@academyofglobalcurriculum.education

2.3 The requesting organisation must submit its request in writing and clearly identify the documents or information required.

2.4 Such requests must be initiated at least ****fourteen (14) calendar days** before the required date.



2.5 Where AoGC determines that a document should be transmitted directly to the requesting organisation for verification, confidentiality or administrative purposes, AoGC will not be obliged to provide the document through the parent, guardian or student.

3. Outstanding Fees and Document Requests

3.1 Subject to applicable law and regulatory requirements, AoGC reserves the right to withhold or defer the processing and/or release of non-statutory documents where there are outstanding fees or other amounts due to AoGC in respect of the student.

3.2 Settlement of outstanding amounts does not remove the applicable processing periods. Once payment has been received and cleared, the normal document-request timelines will apply.

3.3 Nothing in this provision shall prevent AoGC from providing documentation where AoGC is legally or regulatorily required to do so.

4. Transfer Letters

4.1 A request for a transfer letter must be made in writing by the receiving academic institution to which the student intends to transfer.

4.2 The receiving institution must be appropriately registered with or recognised by the relevant education authority, including the applicable Department of Education where registration is required.

4.3 Where a parent, guardian or student requests a transfer letter, AoGC may require the receiving institution to submit the formal request directly to AoGC.

4.4 Upon verification of the receiving institution and subject to applicable legal requirements, AoGC will transmit the transfer letter directly to the receiving institution.

4.5 AoGC reserves the right to verify the registration, accreditation or recognition status of the receiving institution before releasing the transfer letter.

5. Examination Access Following Deregistration

5.1 A student who has been deregistered or whose enrolment has been terminated by AoGC for reasons including:

- serious or repeated disciplinary misconduct;
- disruption or attempted disruption of an examination or examination process; or
- outstanding fees or other financial obligations,



shall not automatically be entitled to return to AoGC as a private candidate for examinations.

5.2 Should such a former student wish to sit an examination at AoGC as a private candidate, a formal written application must be submitted to AoGC.

5.3 The application must be received at least thirty (30) calendar days before the relevant examination, subject also to the registration deadlines and regulations imposed by the relevant examination board.

5.4 Submission of an application does not constitute acceptance or create any entitlement to examination entry or access to AoGC premises.

5.5 AoGC reserves the right, subject to applicable examination-board regulations and law, to approve or decline the application after considering the circumstances surrounding the student's previous deregistration, examination requirements, safeguarding considerations, operational capacity and any outstanding financial obligations.

5.6 Where AoGC approves the application, the candidate will be charged the applicable private-candidate and examination fees in force on the date of approval, and not the fees that applied on the date on which the application was submitted.

5.7 Approval will only become effective once all applicable fees have been paid in full by the deadline stipulated by AoGC and all examination-board requirements have been satisfied.

5.8 AoGC's approval of a former student as a private candidate shall apply only to the specific examination sitting approved and shall not constitute reinstatement or re-enrolment as an AoGC student.

Applicant signature:

Date:

Submit the completed enrollment form and relevant attachments to the email below:

humanresouces@academyofglobalcurriculum.education