



## CEDAR INTERNATIONAL ACADEMY NPC

Dear applicant

Thank you for enquiring about Cedar International Academy NPC.

Educating teachers is a multifaceted task. The vision of Cedar is to equip teachers to make a real difference in their communities. The spiritual grounding and growth of a person is at the core of all teaching and learning experiences. Within this context, students are provided quality education in a safe and supportive environment to encourage spiritual and academic progress.

Cedar started in 1994 under the name of North West University. During 2021, Cedar became an independent private provider of higher education. Cedar has provisional registration till 31 December 2024.

The task of selecting a suitable education provider is not to be taken lightly. We encourage you to peruse the brochure providing an overview of what Cedar has to offer. An enrolment application is attached if you wish to register your interest. Your application will only be considered if you have achieved a Bachelor's Pass and can produce the relevant certificate as evidence. Subject to these requirements, you may complete the form and return it to Cedar administration for consideration.

We look forward to providing you with valuable education opportunities.

Warm regards,

Cedar Board of Directors



## Fee Schedule per Academic Year

	Due before:	Tuition Fees:	Accommodation Cost:	Tuition/Accom. Total:
1 <sup>st</sup> Quarter	6 April	R 7 400.00 (inc. admin fee)	R 3 500.00	R 10 900.00
2 <sup>nd</sup> Quarter	28 May	R 5 500.00	R 3 500.00	R 9 000.00
3 <sup>rd</sup> Quarter	2 August	R 5 500.00	R 3 500.00	R 9 000.00
4 <sup>th</sup> Quarter	1 October	R 5 500.00	R 3 500.00	R 9 000.00
	<b>Total:</b>	<b>R 23 900.00</b>	<b>R 14 000.00</b>	<b>R 37 900.00</b>

### Banking Details

Bank Account: Nedbank

Branch Code: 198765

Swift Code: NEDSZAJJ

Account No: 1203555296

## New Enrolments

### Enrolment application

No enrolment fee is required when submitting your Enrolment Form. However, an enrolment application does not guarantee a place at Cedar, as this is only the first step in the enrolment process. Should your enrolment be successful, Cedar will issue an enrolment offer for your consideration.

### Administration fee

Should you accept the enrolment conditions of Cedar, the first quarter payment must accompany the 'Acceptance of Offer of Enrolment' form. Included in this amount is the annual Administration Fee.

### Tuition Fees

Students are expected to provide and maintain their own laptop for their studies. Camps, field trips, textbooks, annual class photos and extracurricular activities are not covered by the above tuition fees. Please note that students must provide their own stationery.

Student accident cover is automatically provided for all students and the cost of the cover is included in the Tuition Fee.

### Payment of Fees

Payments of fees can be made by cash, cheque, or direct deposit into Cedar's bank account (bank details appear above and on Fee Statements). Your payment preference can be indicated on the Fee Commitment form. Any costs incurred in collecting outstanding fees will be your responsibility.

Cedar will take no responsibility for money prior to receipting. If making payments at the office, please wait for a receipt.

\*\*Please note that Cedar provides pre-paid education and accommodation. Students will not be registered in a module unless the relevant payments are made. Examinations will not be available unless relevant payments are completed.



## Collection Notice - Students

The organisation collects personal information, including special personal information about students before and during the course of a student's enrolment at Cedar. The primary purpose of collecting this information is to determine Cedar's ability to meet the needs of potential students, and to support students throughout their time at Cedar. Some of the information we collect is to satisfy the Cedar's legal obligations, particularly to enable Cedar to discharge its duty of care.

Health information about students is considered special personal information. We may require medical reports about students if the need arises. If certain information is not provided in relation to enrolment, we may not be able to enrol or continue to enrol a student. The organisation may disclose personal information, including special personal information, held about an individual to another educational institution, insurers, government departments, medical practitioners, people providing services to Cedar including specialist visiting teachers and coaches, recipients of Cedar publications such as newsletters and magazines, anyone the individual authorises Cedar to disclose information to, or anyone to whom the organisation is required to disclose information by law.

On occasions, information such as academic and sporting achievements, student activities and other news is published in Cedar newsletters, magazines or on Cedar's website. The Privacy Policy contains information about how students may seek access to, or correction of, personal information collected about them by contacting Cedar. However, there will be occasions when access may be denied. Such occasions would include where access may result in a breach of Cedar's duty of care to the student or where students have provided information in confidence.

If you provide Cedar with the personal information of others, such as doctors or emergency contacts (next of kin), we encourage you to inform them that you are disclosing information to the organisation and why; that they may access that information if they wish and that Cedar does not normally disclose that information to third parties.

Cedar may store personal information in a secure off-site facility, which may mean that it resides on servers which are situated outside the Republic.

Cedar's Privacy Policy contains information about how you may complain about a breach of the privacy principles and how Cedar will deal with a complaint.

Contact details are provided below if you need to discuss any matters pertaining to this policy.



Mission Kwasizabantu

P/Bag X280 Kranskop 3268

P | +27 (32) 492 0600

E | mail@cedar.ac.za



## Enrolment Application

Surname \_\_\_\_\_

Given names \_\_\_\_\_

### Enrolment Application Information

This enrolment document is an application only and does not guarantee that a place will be offered to you. The achievement of matriculation with a Bachelor's Pass is required for an enrolment to be considered in any of Cedar's Bachelor programs. Applications may be followed by an entrance exam and enrolment interview. A formal examination/interview invitation will be forwarded if your application is successful.

Student Number: (office use only)

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**Cedar International Academy NPC**

Administration  
Private Bag X 280  
Kranskop 3268

P. | +27 32 492 0600  
E. | [mail@cedar.ac.za](mailto:mail@cedar.ac.za)  
[www.cedar.ac.za](http://www.cedar.ac.za)

## Student Information

Identity / Passport Number \_\_\_\_\_

Surname \_\_\_\_\_ Given names \_\_\_\_\_ Title: Mr/ Ms / Mrs

Preferred Name \_\_\_\_\_ Date of birth \_\_\_\_\_ Male  Female

Marital Status \_\_\_\_\_ Dependants: Yes / No 1  2  3  4

Home address \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Postal address (if different from above) \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Telephone \_\_\_\_\_ Cell Phone Number \_\_\_\_\_

Email \_\_\_\_\_

Are you a South African Citizen? YES / NO If NO, Country of citizenship \_\_\_\_\_

If NO, provide Study Visa Number \_\_\_\_\_ Expiry Date \_\_\_\_\_

Medical Aid Company \_\_\_\_\_ Medical Aid Number \_\_\_\_\_

Period of cover \_\_\_\_\_ Type of Cover \_\_\_\_\_

Nationality \_\_\_\_\_ Home language \_\_\_\_\_

## Background Information

School:

School Name \_\_\_\_\_ Year of Matriculation \_\_\_\_\_

School Address \_\_\_\_\_  
\_\_\_\_\_ Please attach a verified copy of your Bachelor Pass Certificate and most recent academic school reports

Further Study:

Name of Institution \_\_\_\_\_ Type of Course \_\_\_\_\_

Length of Study \_\_\_\_\_ Study Completion YES / NO

Work:

Name of Employer \_\_\_\_\_ Occupation \_\_\_\_\_

Length of Work \_\_\_\_\_ Roles/Duties \_\_\_\_\_

Do you have any specific needs, such as learning or physical (e.g. Autism, Attention Deficiency Hyperactivity Disorder, hearing, visual or other physical impairment)? YES / NO

If YES, please provide details and supply any relevant reports if available \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Next of Kin Contact Information

### Next of Kin 1

Relationship to Student: \_\_\_\_\_ Date of Birth \_\_\_\_\_

Full name \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_

Postcode \_\_\_\_\_

ID No. \_\_\_\_\_ Occupation \_\_\_\_\_

Contact No. \_\_\_\_\_ Employer \_\_\_\_\_

Email \_\_\_\_\_ Business phone \_\_\_\_\_

### Next of Kin 2

Relationship to Student: \_\_\_\_\_ Date of Birth \_\_\_\_\_

Full name \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_

Postcode \_\_\_\_\_

ID No. \_\_\_\_\_ Occupation \_\_\_\_\_

Contact No. \_\_\_\_\_ Employer \_\_\_\_\_

Email \_\_\_\_\_ Business phone \_\_\_\_\_

## Additional Information

Are there any custodial or legal arrangements of which Cedar should be aware? YES / NO

Do you have any outstanding fees with another education institution? YES / NO

Is Cedar your first choice for higher education? YES / NO

Please express your main reasons for seeking enrolment at Cedar International Academy \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Conditions of Enrolment

Terms and conditions of continuing enrolment at Cedar are as follows:

- Student agrees to support the mission and values of Cedar as stated in the Aims and Vision Statement and Student Code of Conduct.
- Student agrees to share fully in the life and program of Cedar, including devotions, extracurricular events, field trips, and Cedar functions.
- Student accepts Cedar's authority and right to administer appropriate discipline in accordance with Cedar's Student Code of Conduct.
- Student agrees to uphold the values, regulations and policies of Cedar and the ongoing conditions of enrolment.
- Cedar may, at its discretion, suspend or terminate enrolment for failure to comply with these conditions or other serious breaches of Cedar regulations and policies.

## Declaration

- I have read, accepted and agree to support the conditions of enrolment outlined above.
- I have read, accepted and agree to support the mission, values, goals and beliefs of Cedar as stated in the Aims and Vision Statement and Student Code of Conduct.
- I give permission for administration to contact relevant previous education providers, if required, for further support of this application.
- I have read Cedar's Fee Schedule and understand that education and accommodation is provided on a pre-paid basis.
- I have read the Personal Information Collection Notice and agree to Cedar collecting and processing my personal information according to the provisions of the notice.
- The information I have provided is true and correct and I will commit to notifying Cedar whenever this information changes.
- I understand that Cedar is provisionally registered with the Department of Higher Education and Training until 31 December 2024 as a private higher education institution under the Act. Registration certificate No.2021/HE08/001.
- I have included certified copies of my Identification/Passport, certified identification papers for next of kin, visa/study permit, most recent school results and Bachelor Pass Certificate, current court orders and relevant medical information (cross out documents which are not applicable).

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

Witness Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

