



CEDAR INTERNATIONAL ACADEMY NPC

Educating teachers is a multifaceted task. The vision of Cedar International Academy NPC (Cedar) is to train teachers, equipping them with the necessary skills to make a 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 seeks to maintain a distinctly Christian founded on the understanding that the Bible is the Word of God and the locus for every activity and behaviour.

During 2021, Cedar became an independent private provider of higher education. The institution has provisional registration till 31 December 2024. Cedar operates as a ministry of Mission Kwasizabantu subject to the principles and values of the Mission.

The task of selecting a suitable education provider is not to be taken lightly. We encourage you to peruse the website (<https://www.cedar.ac.za/>) providing an overview of what Cedar has to offer. An enrolment application is included if you wish to register your interest. Applications for 2022 can be submitted before 30 September.

As part of the enrolment process, you are required to organise a National Benchmark Test (NBT) at your own cost. You are required to provide Cedar with the outcomes of the NBT as part of the enrolment process. The test (select the AQL test) must be booked on the NBT website (<https://nbt.ac.za/>). Tests can be taken from June till early October in line with the NBT schedule.

Your application will only be considered if you have achieved a Bachelor's Pass and can produce the relevant certificate as evidence. If you are still waiting for your Bachelor's Pass certificate, you can still go ahead and submit an enrolment application. However, Cedar may provide you with a provisional enrolment agreement, subject to a Bachelor's Pass being produced. Should a Bachelor's Pass certificate not be forthcoming, the provisional enrolment agreement will automatically become void.

Subject to these requirements, you may complete the attached enrolment application form and submit 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 - 2022

| | Due before: | Tuition Fees: | Accommodation Cost: | Tuition/Accom. Total: |
|-------------------------|---------------|-----------------------------|---------------------|-----------------------|
| 1 st Quarter | 31 January | R 7 400.00 (inc. admin fee) | R 3 750.00 | R11 150.00 |
| 2 nd Quarter | 8 April | R 5 500.00 | R 3 750.00 | R 9 250.00 |
| 3 rd Quarter | 25 July | R 5 500.00 | R 3 750.00 | R 9 250.00 |
| 4 th Quarter | 30 September | R 5 500.00 | R 3 750.00 | R 9 250.00 |
| | Total: | R 23 900.00 | R 15 000.00 | R 38 900.00 |

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.

Additional costs

Students are expected to provide and maintain their own laptop for their studies. Additional items such as 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.

Fees are subject to change each year.

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 if tuition and/or accommodation fees are in arrears.



Personal Information 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 required 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, government departments, medical practitioners, people providing services to Cedar including specialist visiting teachers and coaches, anyone you authorise Cedar to disclose information to, and/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 this 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 together with the AQL national benchmark test. 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
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 _____

Guardian Contact Information

Guardian 1

Relationship to Student: _____ Date of Birth _____

Full name _____ Title _____

Address _____

Postcode _____

ID No. _____ Occupation _____

Contact No. _____ Employer _____

Email _____ Business phone _____

Guardian 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 _____

Declaration

- I give permission for administration to contact relevant previous education providers, if required, for further support of this application.
- I understand that the results of a National Benchmark Test will be considered together with this application, I am responsible for organising an AQL test through the NBT website (<https://nbt.ac.za/>) and will provide the results to Cedar.
- 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 guardians, 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 to your context).

Student Name: _____

Witness Name: _____

Signature: _____

Signature: _____

Date: _____

Date: _____

