



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 is a distinctly Christian organisation, founded on the understanding that the Bible is the Word of God and the basis for every activity and behaviour.

During 2021, Cedar became an independent private provider of higher education. The institution has provisional registration until 31 December 2024. Cedar operates as a ministry of Kwasizabantu Mission subject to the principles and values of the Mission. Cedar is registered in accordance with the provisions of section 54(6)(b) of the Act and Regulation 16.

The task of selecting a suitable education provider is not to be taken lightly. We encourage you to browse 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 2023 can be submitted before 15 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 a verified certificate as evidence. If you are still completing Year 12 and have not yet received a 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 in due time. 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 - 2023

	Due before:	Tuition Fees:	Accommodation Cost: (Includes meals)	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.



CONSENT TO COLLECT AND PROCESS PERSONAL INFORMATION IN TERMS OF THE PROTECTION OF PERSONAL INFORMATION ACT 4 OF 2013 (POPI)

Concluded between

Cedar International Academy NPC

and any affiliates of KwaSizabantu Mission, hereinafter referred to as the "Organisation"

And

Name _____

ID/Passport number _____

Student number _____

In terms of POPI, a "Responsible Party" herein referred to as the "Organisation" has a legal duty to process a "Data Subject's" Personal and Special Personal Information of the following nature in a lawful, legitimate and responsible manner:

Students	
Biographic information	race, gender, pregnancy, marital status, nationality, citizenship, birth date, age, physical or mental health, disability, language, next of kin, socioeconomic status
Biometric information	images, video
Identification	any identifying number, symbol, e-mail address, physical address, telephone number, location information, online identifier or other particular assignment to the person
Historical Information	information relating to the education or the medical, financial, criminal or employment history, behavioural notes, attendance records, academic records, beliefs and opinions

In order to discharge this duty, the Organisation requires your express and informed permission to collect and process your Personal and Special Personal Information.

PURPOSE OF COLLECTION AND PROCESSING

The reasons for the Organisation requiring your Personal and Special Personal Information are as follows:

- To fulfill all reporting functions required under South African Higher Education Law, such as the requirements of the Higher Education Act;
- For the purposes of billing and processing fee payments;
- Database and academic record keeping functions for purposes such as academic certification and reporting to Government departments;
- To organise Work Integrated Learning (WIL) at placement schools as part of the relevant programmes;
- For marketing purposes, such as publications in newsletters or the Organisation's website;
- Any other lawful and reasonable purposes which may necessitate the collection and processing of your Personal and Special Personal information by the Organisation.

STORAGE, RETENTION AND DESTRUCTION OF INFORMATION

All Personal and Special Personal Information which you provide to the Organisation may be held and/or stored securely for the purposes listed above. Your Personal and Special Personal Information may be stored in hard copy and/or electronically, both of which mediums will be accessible to certain of the Organisation's staff members who have been designated as "Information Handlers". Your Personal and Special Personal Information may be archived safely and securely for as long as necessary according to the purpose of collection and as per legal requirements, or longer, should this be required by any other law applicable in South Africa. Thereafter, all your Personal Information will either be deidentified or permanently destroyed.

Initial _____

CONSEQUENCES OF WITHHOLDING CONSENT OR PERSONAL INFORMATION

Should you refuse to provide the Organisation with the required consent and/or Personal and Special Personal Information, the Organisation may regrettably be unable to facilitate your ongoing enrolment.

RIGHT TO OBJECT

In terms of S11(3) of POPI, you have the right to object in the prescribed manner to the Organisation’s processing of your Personal and Special Personal Information. On receipt of your objection, the Organisation will place a hold on any further processing until the objection has been resolved.

QUERIES OR COMPLAINTS

You have the right to address any queries or complaints to the Organisation’s Information Officer, the details of whom can be accessed on the Organisation’s website, or to the Information Regulator.

ACCESS TO INFORMATION BY THE DATA SUBJECT

You have the right at any time to ask the Organisation to provide you with the details of any of your Personal or Special Personal Information which the Organisation holds on your behalf. Instructions for this can be obtained from our PAIA manual which is available on our website.

ACCURACY OF INFORMATION AND ONUS

The POPI Act requires that your Personal and Special Personal Information supplied be complete, accurate and up to date. Whilst the Organisation endeavours to ensure that the information we hold is accurate and reliable, it will be your responsibility to advise the Organisation’s Information Officer of any changes to, or errors in, your Personal and Special Personal Information, as and when these may occur.

RIGHT TO WITHDRAW CONSENT

You have the right to withdraw consent of the Organisation’s processing of your Personal and Special Personal Information. Such withdrawal will only affect your enrolment status if the affected information forms an integral part of the requirements of maintaining your enrolment.

DECLARATION AND INFORMED CONSENT

I declare that all Personal and Special Personal Information supplied to the Organisation for the purposes stated above is accurate, up-to-date, not misleading and is complete in all respects. I furthermore give the Organisation permission to process my Personal and Special Personal Information, as provided above, and acknowledge that I understand the purposes for which it is required and for which it will be used.

I confirm that this document has been explained to me in _____ Translation not necessary

Signed at _____ on this the ____ day of _____ 20____

Signed (Student): _____

Date: / /

(if applicable)

*Signed:(Parent/Guardian) _____

Date: / /

Signed: (Witness) _____

Date: / /

*Parent/Guardian consent required if under 18



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
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 _____ Do you have children? Yes / No 1 2 3

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 (if applicable):

Name of Institution _____ Type of Course _____

Length of Study _____ Study Completion YES NO

Work (if applicable):

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 (preferably a parent)

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

Which programme are you applying for? BEd Foundation Phase BEd Senior Phase and FET

Please express your main reasons for seeking enrolment at Cedar _____

Conditions of Enrolment

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

- Student agrees to support the values of Cedar as stated in the 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 and relevant policies.
- Student agrees to uphold the 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 values, goals and beliefs of Cedar as stated in the Student Code of Conduct.
- I understand that Cedar is located at Mission Kwasizabantu and is subject to the authority of the Mission.
- 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 (NBT) 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 Student Consent to Process Personal Information form and agree to Cedar collecting and processing my personal information according to the provisions of the agreement.
- 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: (tick relevant boxes)
 - certified copy of my Identification/Passport
 - a recent photograph of myself
 - a certified copy of my visa/study permit (if applicable)
 - my most recent school results
 - certified copy of my Bachelor Pass Certificate
 - current court orders (if applicable)
 - any additional relevant medical information (if applicable)

Student Name: _____

Witness Name: _____

Signature: _____

Signature: _____

Date: _____

Date: _____

Parent/Carer signature (if student under 18 years of age): _____



www.cedar.ac.za