

REGISTRATION FORM 2023

AMERICAN HIGH SCHOOL DIPLOMA



APPLICATION GUIDE

- ❖ Please read instructions carefully.
- ❖ Completed application form together with the required documentation must be eMailed to registrations@latitudehomeeducation.co.za
- ❖ All applications must be FULLY completed. Incomplete applications will NOT be accepted.
- ❖ Applications submitted without the required documentation will NOT be accepted.

IMPORTANT INFORMATION

- ❖ Proof of payment for Registration Fee must be submitted with the application form.
- ❖ Invoicing will be done within 7 days after receiving the completed registration form and required documents.
- ❖ No refund on books or Registration Fee.
- ❖ Separate fees apply for end of year awards evening.
- ❖ Separate fees apply for lost, stolen or misplaced books.
- ❖ Separate fees apply for lost, stolen or misplaced books, assessments and resources.
- ❖ Separate fees apply for transfer of high school subjects for evaluation and capturing of high school credits.

CHECKLIST

The following documentation MUST be attached to this application:

- | | |
|---|--------------------------|
| Completed Application Form | <input type="checkbox"/> |
| Copy of South African ID for Learner | <input type="checkbox"/> |
| Copy of South African ID for Learner | <input type="checkbox"/> |
| Copy of South African ID for Parent / Guardian | <input type="checkbox"/> |
| Copy of Report from Previous Year | <input type="checkbox"/> |
| Proof of Payment for Latitude Registration Fee of R500.00 | <input type="checkbox"/> |
| Proof of Payment for International Registration Fee | <input type="checkbox"/> |
| Signed POPIA Consent Form | <input type="checkbox"/> |

REGISTRATION PROCESS

**STEP
01**

Submit fully completed application form with all the required supporting documents via email to: registrations@latitudehomeeducation.co.za

Submit proof of payment of Registration Fee via email to: registrations@latitudehomeeducation.co.za

**STEP
02**

**STEP
03**

Application forms will be assessed and verified.

IF APPLICATION IS INCOMPLETE

IF APPLICATION IS SUCCESSFUL

Outstanding documents will be requested.

Parents will receive the following via email: an acceptance letter and an invoice.

**STEP
04**

**STEP
05**

Proof of payment must be sent to: registrations@latitudehomeeducation.co.za

Curriculum material dispatched.

SECTION 4 : ORDER SELECTION

PRODUCT SELECTION

PRICE

*Latitude Registration Fee

R500

International Registration Fee

\$250

(US Service Provider Fees)

**Includes 45 minute individual consultation, development of 4 year learning plan, apple core management*

PBL Assessments Grade 9

R4 500

PBL Assessments Grade 10

R5 000

PBL Assessments Grade 11

R5 000

PBL Assessments Grade 12

R5 500

Transfer Fees

\$150

Transferring of students previous schooling diploma credits

Course Books Vary Per Grade

Book Prices vary between R4 000 – R7 000 subject to Rand/Dollar exchange rate. 6 – 8 weeks delivery of books if no stock.

SAT and AP Examination Fees Not Included.

SECTION 5 : TUTOR / TUTION CENTRE DETAILS (IF APPLICABLE)

Centre Name:																					
Surname:																					
First Name:																					
eMail Address:																					
Contact Number:																					
Cell Number:																					

Initial Here:

SECTION 6 : TERMS AND CONDITIONS

- 1) I the undersigned, parent / guardian of _____ accept responsibility for the payment of fees to Latitude Home Education.
- 2) No cash or cash deposits will be accepted. A R150 fee per cash deposit will be charged. Courier fees or R150 per delivery will be charged.
- 3) I _____ accept full responsibility for any tutor appointed to tutor/ facilitate home education for my child. I undertake to take full responsibility for the education and tutoring of the learner and accept Latitude Home Education is only responsible to provide curriculum material, assessments, (where selected) assistance with management of Apple Core and Learning Plan.
- 4) I accept responsibility to inform Latitude Home Education should I wish to terminate home education for my child. I accept that I will remain liable for any amount outstanding for curriculum material and assessments and such amount will be settled in full prior to termination of services.
- 5) I undertake to provide declaration of learners own original work and mark schedule to submit them timeously to Latitude Home Education. No marks will be finalised and no reports will be issued where no declaration of learners own original work is submitted. Where a tutor is appointed to facilitate home education and completion of tasks, parents accept responsibility to ensure declaration of learners own original work and mark schedules are timeously submitted to Latitude Home Education. Latitude Home Education will not be held liable for any incompleted tasks by the learner. Marks captured on Apple Core are based on marks received from parent/tutor and are subject to moderation.
- 6) I undertake that examinations will be written under strict examination conditions. Latitude Home Education reserves the right to moderate any task completed by the learner and where there is a difference of marks, the marks allocated by Latitude Home Education will be the final captured marks.
- 7) I undertake to keep and maintain a portfolio of evidence learning file for a period of 3 years per Grade.
- 8) I accept full responsibility for my actions should I not register my child for home schooling with the Department of Education.
- 9) I undertake to submit promotion report and phase promotion report to the Department of Education at the end of Grade 9.
- 10) I agree that if I do not submit marks by the date stipulated on the year plan, I will be liable for a late submission fee of R300. Late submission has a 6 week waiting period for reports.
- 11) I undertake to read the policy on home education and exempt Latitude Home Education from any misunderstandings I may have regarding home schooling.
- 12) I accept that it is my responsibility to apply to USAF for matriculation exemption and I accept I will be liable for any costs associated with this application.
- 13) I accept that should my child require SAQA certificate of evaluation for college admission, I accept that it is my responsibility to apply to SAQA for the certificate of evaluation and accept I will responsible for any cost associated with this application.
- 14) I accept and understand that Latitude Home Education is not a registered school. Latitude Home Education offers American High School Diploma as a self study programme and the final Diploma and Transcript will be issued by Home Life Academy, Jackson, Tennessee, United States.
- 15) I declare that I have read and understood these terms and conditions.

SECTION 7 : DECLARATION BY PARENT / GUARDIAN

I, _____ hereby declare that the information stated in this application is true to the best of my knowledge and belief and I hereby accept the Terms and Conditions as stipulated.

Signature of Parent / Guardian

Date:

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

POPIA CONSENT FORM

CONSENT TO PROCESS PERSONAL INFORMATION IN TERMS OF THE PROTECTION OF INFORMATION ACT, 4 OF 2013 (POPIA)

Latitude Home Education (Pty) Ltd is collecting your information to provide educational services. Your information will be used for this purpose only.

1. I hereby confirm my information is given to Latitude Home Education voluntarily and of my own free will.
2. I understand that if I do not wish to provide Latitude Home Education with my information, or am unable to do so, or object to it being used, it may result in Latitude Home Education being unable to provide educational services to my child / children.
3. I consent to my personal information being processed for the purposes of educational services.
4. I understand that my personal information may be shared with third parties for purposes relating to providing educational services to my child / children.
5. I understand that I have the right to access this information while in possession of Latitude Home Education and make corrections and update if and when necessary.
6. I understand that I will receive Updates, Statements, eMails and WhatsApp messages from Latitude Home Education relating to educational services.
7. I understand that all my personal information provided will be held and / or stored securely by Latitude Home Education for the purpose it was collected.
8. I understand that I also have the right to lodge a complaint via email with the office of the Information Regulator at complaints.IR@justice.gov.za, if I am unhappy with the manner in which my information is dealt with.

Name and Surname

Signature

Place

Date