



education

DEPARTMENT: EDUCATION
MPUMALANGA PROVINCE

**APPLICATION FOR SUBSIDY FOR AN INDEPENDENT SCHOOL
FINANCIAL YEAR**

SECTION A

1. CONTACT DETAILS OF SCHOOL

Name of school:	
EMIS No: <i>(Attach a certified copy of confirmation letter/EMIS Certificate from the department that the school is registered)</i> NB! <u>No consideration for subsidy without proof of registration</u>	
Date of registration:	
Circuit:	
Region:	



Physical address of school:			
Postal address of school:		Postal Code:	
Cellular No:		Landline No:	
E-mail Address:			
Name of Contact Person:			
Postal Address of Contact Person:		Postal Code:	
Data on Principal of Previous Year			
Name of Principal: (Mr/Ms)			
Landline Tel No:			
Cellular No:			
Data on Principal of Current Year			
Name of Principal: (Mr/Ms)			
Landline Tel No:			
Cell phone No:			

2. DETAILS ON OWNERSHIP		
Name of owner:		
Date from which ownership was taken:		
Is the owner of the school also the owner of the premises where the school is currently operating? Indicate with an (X)	Yes	No
If response is No , is there a valid lease agreement between school and owner of the premises on which school is currently operating? Indicate with an (X) (<i>Attach certified copy of Lease Agreement</i>)	Yes	No
CONTACT DETAILS OF OWNER OF SCHOOL		
Postal address of owner:		
	Postal Code:	
Land line telephone no:		
Cell phone no:		
Fax:		
E-mail address:		

3. GOVERNING STRUCTURES

Provide names and contact details of the Governing Body:

Initials and Surname	Contact Details	Nature of representation (E.g. Parent and/or Expertise – Financial, Legal, etc.)

Provide names and contact details of the Executive Committee of the Governing Body:

Initials and Surname	Contact details



4. REGISTRATION, ACCREDITATION AND AFFILIATION											
Associations:											
Is your school affiliated with an Association for Independent Schools? Indicate with an (X)				Yes				No			
Name of Association:											
Contact number of Association:											
Postal address of Association:										Postal Code:	
Accreditation/Registration with Umalusi:											
Indicate the Umalusi accreditation status of the school. (<i>Attach certified copy of letter from Umalusi as proof of the school's accreditation status</i>)											
Provide the Umalusi registration nr below:											
S	C	H						P	P		
If no registration nr is available, provide reasons for this below:											
Type of enterprise											
The school is registered as the following enterprise: Indicate with an (X)											
Section 21 Company		Sole Proprietor		Partnership			Closed Corporation				
Please indicate if any other type of enterprise:											
Registration no:											

Registration as Non- Profit Organisation		
Is the school/enterprise registered as a Non-Profit Organisation in terms of the Non-Profit Organisations Act, Act 71 of 1997?	Yes	No
	Provide registration no. if registered. <i>(Attach certified copy of NPO Certificate)</i> NB! <u>No consideration for Subsidy Payments until confirmation of registration of an NPO</u>	
NPO Registration no.		
If school is not registered as an NPO, provide reasons why the school/enterprise is not registered as a Non-Profit Organisation below:		
Accredited Examination Body for Grade 12 Examinations at your School		
Name of Examination Body:		
Address of Examination Body:		
	Postal Code:	
Contact number(s) of Examination Body:		
Accreditation no. of Examination Body with Umalusi:		

5. CURRICULUM		
Indicate what Curriculum is followed.		
Indicate which body had accredited the Curriculum.		
Curriculum Implementation:		
<i>(Attach a copy of the time table of the school that indicates teaching time per day and per subject)</i>		
Does each learner have a textbook and/or the required Learning and Support Material? Indicate with an (X)	Yes	No
If the response is No , explain what measures are taken to ensure each learner has access to the required Learning and Support Material.		
Where access to computers is required, what is the ratio of learners per computer? E.g. 1:1		
Indicate the dates of workshops/meetings of Mpumalanga DOE attended recently:		



Through put rate on previous year enrolments:			
GRADE	ENROLLED	ASSESSED	PASSED
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
Verification and approval of promotion schedules is done by:			



7. EMPLOYEES

Employee information as at the present moment:

CATEGORY	Permanent		Temporary		TOTAL		TOTAL
	Male	Female	Male	Female	Male	Female	
Educators							
Prof. non-teaching staff (Has M+3 training, but not professional teacher's training)							
Admin. Staff							
Support Staff							
Hostel Staff							

Attach an additional list on staff, to this document, according to the framework below:

Surname and Initials	Female/ Male	Post and Rank	Academic Qualifica- tions	Professional (Teaching) Qualifica- tions	Teaching Experience	Subjects taught	SACE Certificate Nr	SA Citizen Yes/No	Work Permit Yes/No
1.									
2.									
3.									
4.									
5.									
6.									
7.									

8.									
9.									
10.									
11.									

Note:

No documents of teachers have to be attached. The Circuit Manger has to certify the documents in the schools' filing system against the names above. The school's filing system should include the following for all the names above –

- a) **A signed Employment Contract (that fulfils the Basic Conditions' of Service requirements).**
- b) **Certified copy of identification document**
- c) **Certified copy of valid working permit**
- d) **Certified copy of qualifications and/or SAQA Evaluation**
- e) **Certified copy of SACE registration**

a) – e) should be available at the school when requested for verification purposes.

VERIFICATION THAT THE TEACHERS IN THE CLASS CORRESPOND WITH THE NAMES ABOVE IS IMPORTANT.

VERIFICATION OF TEACHERS' QUALIFICATIONS

CIRCUIT MANAGER

DATE

NAME IN PRINT: _____



8. LEGISLATION**Does the school have copies, and are you familiar with the following documents: Indicate with an (X)***(Available on the website of the Department of Education)*

1. Amendments to National Norms & Standards for School Funding – October 2008	Yes	No
2. Minimum Norms & Standards for School Infra Structure – November 2009	Yes	No
3. General and Further Education and Training Quality Assurance Act – Act 58 of 2001 and Amendment Act, Act 50 of 2008	Yes	No
4. Non -Profit Organisations Act, Act 71 of 1997	Yes	No
5. Provincial Regulations Relating to the Registration, Withdrawal of Registration and Subsidies to Independent Schools – March 2013	Yes	No

9. FINANCE AND INFRASTRUCTURE**NOTE:**

The governing body of a public school must appoint a person registered as an auditor in terms of the Public Accountants and Auditors Act, 1991 (Act No. 80 of 1991), to audit the records and financial statements. This person(s) must not be part of the governing body.

Financial Year of School: (Begin – End)	Begin		End	
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Date on which Audited Financial Statements for the most current financial year can be expected:

(Attach previous financial year's Audited Financial Statements – most recent audited financial statement)

Compiler of Audited Financial Statements:

Name and surname of compiler of audited financial statements:

Contact details of compiler of audited financial statements:



Fee Structure for the current year:		
ITEM	Primary Phase	Secondary Phase
Registration Fee per learner: Annual		
Once off * See note below: (Attach full particulars for Once-off)		
Annual School fee per Learner:		
Other form of Compulsory Payment by parent in relation to a learner's enrolment or attendance at school: (Average fee per learner)		
Sport levy:		
Laboratory fees:		
Stationery:		
Music Classes:		
Computer Classes:		
Other: (Specify)		
<p><i>* For the purpose of this national policy, "fees" means any form of payment for registration and tuition made by a parent in relation to a learner's enrolment or attendance at an independent school. <u>It includes the present annualised value of any past or future once-off payment, using a market rate of interest for investments of equal certainty. It also includes any other form of payment by a parent, or equity in the school taken by a parent, as a form of fee payment-equivalent. The highest level of fees normally charged at the school, as opposed to fees discounted for once-off payment, will be taken as representative. Additional costs associated with the normal course of instruction which learners are expected to follow are to be considered fees, even if they are not formally called fees. However, payments for extra items or services, or for school materials that are procured by the school instead of having to be purchased by the parent, are not to be considered fees, as long as the cost of such items is similar to their Open-market value.</u></i></p>		
<p>(Attach a copy of your most recent Prospectus/Brochure on Information about the school, including a summary of the school fees that would be given to parents/guardians.)</p>		
<p>The completion of the attached document, <i>Checklist for Site Visit</i> (FORM 22/2013 (INDSCH)) is valuable for information purposes to the PED, and we will appreciate if you could do a self-evaluation and attach the completed document to this application. The officials from the Department will, however, confirm your self-evaluation during their monitoring visits.</p>		

10. ENROLMENTS

The following information reflects your **CURRENT ENROLMENTS**.

(Complete only the relevant terms).

Name of school: _____

TERM 1 – as at the end of February of the current year

Gr 1	Gr 2	Gr 3	Gr 4	Gr 5	Gr 6	Gr 7	TOT PRIM	Gr 8	Gr 9	Gr 10	Gr 11	Gr 12	TOT SEC

TERM 2– as on date of submission

Gr 1	Gr 2	Gr 3	Gr 4	Gr 5	Gr 6	Gr 7	TOT PRIM	Gr 8	Gr 9	Gr 10	Gr 11	Gr 12	TOT SEC

(Registers must be available to verify the above information)



The undersigned persons confirm that the information given in this document is correct, and can be verified at any time by an official from Mpumalanga Department of Education.

<p>_____</p> <p>Signature: Owner</p> <p>_____</p> <p>Name In Print</p> <p>_____</p> <p>Contact no: _____</p> <p>DATE: _____</p>	<p>_____</p> <p>Signature: Chair Person of Governing Structure</p> <p>_____</p> <p>Name In Print</p> <p>_____</p> <p>Contact no: _____</p> <p>DATE: _____</p>
<p>_____</p> <p>Signature: Principal</p> <p>_____</p> <p>Name in Print</p> <p>Contact no: _____</p> <p>DATE: _____</p>	<p style="text-align: center;">Stamp of school</p>



SECTION B (1)

VERIFICATION OF SECTION A BY CIRCUIT/REGION

The information in Section A has been verified by an official from the Circuit/Region.

Site Visit Checklist (FORM 22/2013 (INDSCH)) was completed during a Site Visit of an official from the Circuit/Region.

Recommendations and comments additional to the verified information:

CIRCUIT MANAGER

DATE

NAME IN PRINT: _____

REGION: _____

CIRCUIT: _____

Contact no: _____



SECTION B (2)

Recommendations and comments additional to the verified information:

CIRCUIT COORDINATOR

DATE

NAME IN PRINT: _____

REGION: _____

CIRCUIT: _____

Contact no: _____



SECTION B (3)

Recommendations and comments additional to the verified information:

REGIONAL DIRECTOR

DATE

NAME IN PRINT: _____

REGION: _____

CIRCUIT: _____

Contact no: _____



**ACKNOWLEDGEMENT OF RECEIPT OF AN APPLICATION FOR SUBSIDY FOR AN
INDEPENDENT SCHOOL**

Important note to applicant:

Ensure that you, on submission of the *Application for Subsidy for Independent Schools* receive a copy of this acknowledgement of receipt as evidence and for reference purposes.

Acknowledgement:

“Hereby it is acknowledged by the undersigned persons that the *Application for Subsidy for Independent Schools* had been submitted to the office of the relevant Circuit Manager **on/or before the end of March.**”

It is acknowledged that all information contained in the *Application for Subsidy for Independent Schools* is strictly confidential and will be treated as such.

Name of school:	
Name of person submitting application:	
Signature of person submitting application:	
Date submission was made at Circuit Office:	
Name of person receiving the application:	
Signature of person receiving application:	

DATE STAMP OF CIRCUIT OFFICE



ANNEXURE H1:**CHECK LIST FOR ATTACHMENTS RE. APPLICATION FOR SUBSIDY TO INDEPENDENT SCHOOLS**

Note: This checklist must be completed and be attached to the application.

Documents included	Please tick (√)
1. Certified copy of confirmation letter/EMIS Certificate from the department that the school is registered.	
2. Certified copy of Lease Agreement – If applicable.	
3. Certified copy of letter from Umalusi as proof of the accreditation status of the school.	
4. Certified copy of NPO Certificate.	
5. Copy of the time table of the school that indicates teaching time per day and per subject.	
6. A document that briefly explains the internal assessment system of the school that finally determines the progression of the learner, also indicating the procedure that is followed when finalizing the progression of the learners.	
7. An additional list on staff, according to the framework provided.	
8. Audited Financial Statements of previous financial year – most recent audited financial statements.	
9. Full particulars for Once-off payments – If applicable.	
10. A copy of the most recent Prospectus/Brochure on Information about the school, and indication of schedule of school fees as it is communicated to parents/guardians.	
11. Completed <i>Checklist for Site Visit</i> .	