

Address: 55a Rowles Ave, Waterfall, 3610

Email: info@hilltoplearningcentre.co.za

Watsapp: 0671718966

APPLICATION FORM



*Please ensure that everything is **read through thoroughly, understood and filled in correctly**. We will send the forms back if not filled in correctly and will not be held responsible if parents do not read anything correctly. This is a legal and binding document. And by filling it in and or signing it, you agree to all terms and conditions set out.

Both parents need to please initial at the bottom of every page and sign.

Tick the blocks required:

Ages 2-5

Grade R

Grade 1

Grade 2

Grade 3

Grade 4

Grade 5

Grade 6

Grade 7

Grade 8

Grade 9

Grade 10-12

Aftercare

Transport

Holiday Care

Extra lessons

Sports/ Extra Curricula's

Homework Centre

HILLTOP
LEARNING CENTRE

Fees – 2026

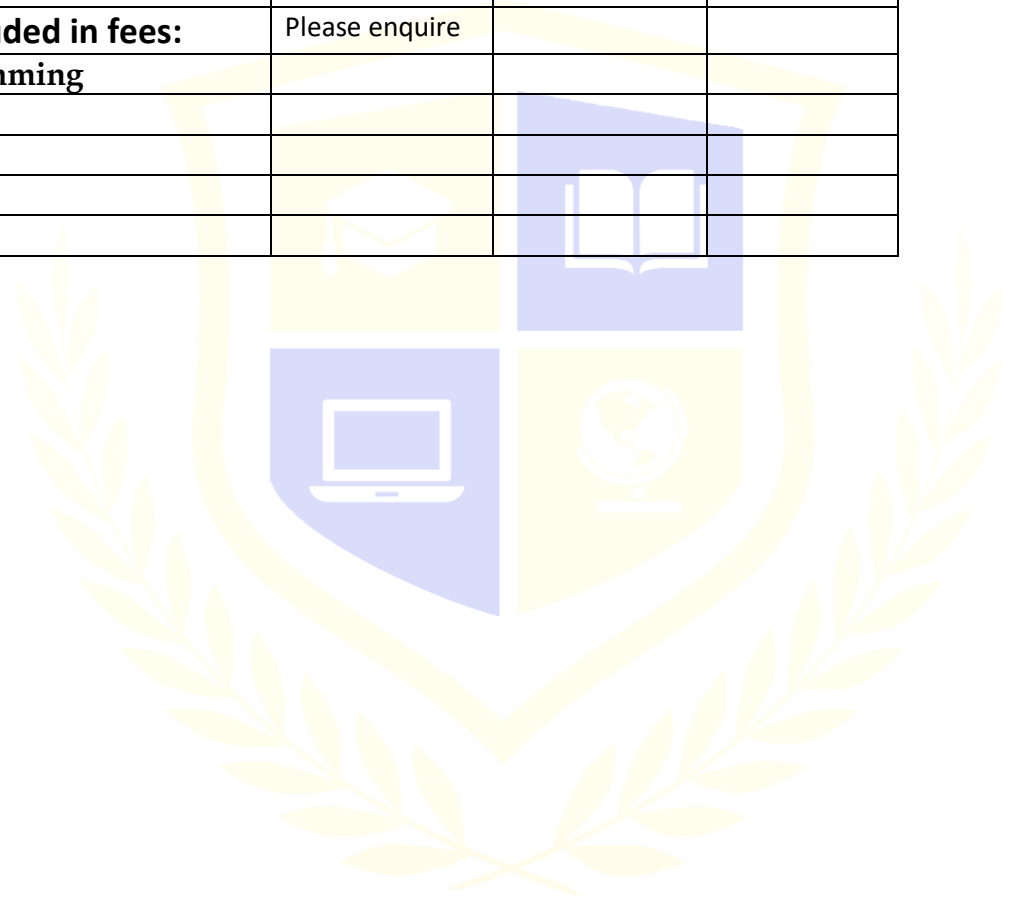
Please tick your options.

CENTRE FEES *NB* - Please note that all centre fees are excluding curriculum fees. You need to register with a third-party curriculum that we have suggested in our information booklet.	FEES X 12 MONTHS (Please enquire for a 10 month contract)	2026	Tick Your Options
ENROLEMENT FEE	(once off) Paid upon acceptance of application. (Non-refundable)	R1800.00	
STATIONARY/TOILETRIES	(once off annual amount) (Non-refundable)	R2000.00	
	Bring in own every term.		
Preschool ages 2-6 years old	Half day	R3500.00	
	Full day	R4000.00	
	Full day including free holiday care	R4300.00	
	Annual cost (10 % discount if full fees are paid by the 15 December annually)	R51,600.00	
GRADE R - 6	Monthly centre fees	R3300.00	
	Annual cost (10 % discount if full fees are	R39, 600.00	

	paid by the 15 December annually)		
GRADE 7 - 9	Monthly centre fees	R3500.00	
	Annual cost (10 % discount if full fees are paid by the 15 December annually)	R42,000.00	
GRADE 10 - 11	Monthly centre fees	R4000.00	
	Annual cost (10 % discount if full fees are paid by the 15 December annually)	R48,000.00	
GRADE 12	Monthly centre fees	R4300.00	
	Annual cost (10 % discount if full fees are paid by the 15 December annually)	R51,600.00	
AFTERCARE FEES	FEES X 12 MONTHS	2026	
Every option includes transport from school to aftercare and homework assistance. (Grade R - 7)	(Please enquire for a 10 month contract)		
ENROLEMENT FEE	(once off) Paid upon acceptance of application. (Non-refundable)	R800.00	
STATIONARY/TOILETRIES	(once off yearly amount) (Non-refundable)	R1000.00	

	Bring in own every term.		
	Aftercare including holiday care	R2300.00	
	Aftercare excluding holiday care	R1500.00	
	Aftercare part time excluding holiday care	R1300.00	
HOMEWORK / STUDY CENTRE (Grade 8 - 12)	(Free Wi-Fi included – bring own research device, laptop, phone etc.)	R150.00 per afternoon	
TRANSPORT FEES			
ENROLEMENT FEE	(once off) Paid upon acceptance of application. (Non-refundable)	R500.00	
	1X trip per day Dependant on amount of KM	+ - R1500 – R2000	
	2X trips per day Dependant on amount of KM	+ - R1850.00 – R2500.00	
HOLIDAY CARE AND DAILY RATE	Full day fee	R200.00	
	Half day fee	R180.00	
EXTRA LESSONS		R350 per hour	
Grade R – 9 Various subjects		Or R1200 for 4 lessons	
Siblings' discounts on fees for 2 or more children.		Please enquire.	
SPORTS / EXTRA CURRICULAR ACTIVITIES	ENROLEMENT FEE	2026	

Included in fees:	Still to be confirmed.		
Hockey			
Cross Country			
Fitness			
Netball			
Soccer			
Basketball			
Excluded in fees:	Please enquire		
Swimming			



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CERTIFIED COPIES OF DOCUMENTS MUST BE SUBMITTED WITH APPLICATION

Certified UNABRIDGED birth certificate	
Recent ID size photo of child (via WhatsApp to the school number or email)	
Recent copy of current school fee statement (if attending a school)	
Clinic card showing the relevant immunisations	
Identity documents of both biological parents / guardians	

Certified copy of marriage certificate/divorce agreement (from the court)	
Proof of residence of the biological parents / guardians	
Proof of Employment/Letter from Department of labour (if unemployed)	

CHILDS DETAILS:

What Year was your Child Born _____

Full Name of applicant _____

Male / Female _____

Preferred Name (if applicable) _____

Date of Birth _____

Residential Address _____

Code _____

Home Language _____ Second Language (if applicable): _____

Country of Birth _____ Nationality _____

Religion _____

Any Special Needs _____

PARENTS DETAILS:

Fathers Name _____ Mothers Name _____

ID Number _____ ID Number _____

Home Address _____ Home address _____

Postal Address _____ Postal Address _____

Code _____ Code _____

Email address _____ Email address _____

Home Tel _____ Home Tel _____

Cell _____ Cell _____

Work Tel _____ Work Tel _____

Occupation _____ Occupation _____

Work Address _____ Work address _____

Marital Status (Married/Widowed/Single/Divorced) _____

Name of Person Responsible for Account _____

Postal Address (if not indicated above) _____

How many days a week will your child come to Hilltop Learning Centre?

(Please TICK which days) Mon Tues Wed Thurs Fri

Would you be interested in using our Aftercare Facility? (Yes/No) _____

If yes, until 2.30pm or 5pm _____

Would you be interested in using our Holiday Care Facility? (Yes/No) _____

Has your child previously attended another school or learning centre? _____

If yes, please give us the following details –

Name of School _____ Tel _____

Reason for leaving _____

Where did you hear about Hilltop Learning Centre? _____

Father's Signature: _____ Date _____

Mother's Signature: _____ Date _____

Section A – MEDICAL INFORMATION:

Allergies _____ Special Needs _____

Family Doctor _____ Tel No _____

Medical Aid _____ Medical Aid Number _____

Has your child received all the necessary immunisations? Yes/No

If not, please give details _____

Has your child suffered the following illnesses (Please indicate with a TICK)

Asthma	Enteric Fever	Measles	Scarlet Fever	Chicken pox	Diphtheria	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
German Measles	Mumps	Tickbite Fever	Diabetes	Hepatitis	Polio	Typhoid Fever
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Malaria	Rheumatic Fever	Whooping Cough				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

Does your child suffer from any other illnesses or disability or has the child suffered from any other illnesses or disability in the past Yes/No

If yes, please give details _____

Is your child receiving medical treatment for any condition? Yes/No

If yes, please give details _____

Has the child suffered from or been treated for any psychological or emotional upset? Yes/No

If yes, please give details _____

Has the child had any operations? Yes/No

If yes, please give details _____

Specify any other relevant medical data _____

Consent - NB: in a critical situation, please bare in mind that there may not be time to refer to your child's records. The school therefore reserves the right to utilize the quickest medical service available.

I _____ being the parent / legal guardian of _____ hereby agrees that the appointed Hilltop Learning Centre representative may carry out emergency treatment as may be necessary.

SIGNATURE OF PARENT / GUARDIAN _____

Section B - Details of another contact in the case of an Emergency

First Names _____ Surname _____

Relationship _____ Tel No _____

Cell _____ Email _____

Section C - Declaration

We, the undersigned _____ hereby certify that the information given by us on this application is complete and accurate.

We agree to the conditions as set out below.

We accept that Hilltop Learning Centre is based on Christian Principles and undertake not to undermine this position.

The child's application will be re-considered in the case where relevant, important information, which should be brought to our attention, is withheld during the application process.

****NB: the signatures of both parents and or guardians are required below****

Signature of Father / Stepfather / Guardian Date

Signature of Mother / Stepmother / Guardian Date

Section D – Details of Account Holder

Full Names _____ Surname _____

Relation to child _____ Marital Status _____

ID Number (supply copy of ID) _____

Occupation _____

Residential Address _____

Code _____ Cell _____ Tel _____

Email _____

Work Address _____

Code _____ Cell _____ Tel _____

Email _____

Parental status (Please TICK correct block below)

Child living with biological parent

Childs Legal Guardian(Provide proof)

Access rights to child – caring for on behalf of parent(Provide proof)

Access rights in emergency only(Provide proof)

Section E – Declaration of Account Holder

I, the undersigned, _____ hereby certify that the information given by me on this application is complete and accurate. We accept liability to Hilltop Learning Centre for the due and punctual payment of all fees, enrolment fee or any other amounts which may become due and payable to Hilltop Learning Centre or in respect of participation in or attendance of any extracurricular activity. (All monies paid are NON-REFUNDABLE)

I accept the Financial Terms and Conditions of which I have received a copy.

****NB: The signature of the account holder as well as that of the other parent is required****

Signature of Account holder Date

Signature of Parent Date

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Section F – Financial Terms and Conditions

Hilltop Learning Centre

Acceptance of Liability

1. The person/s responsible for the account (hereafter “the responsible person”) as set out in the standard Hilltop Learning Centre Application for Admission (“the Application Form”) herewith assumes liability for the account, alternatively binds himself as co-debtor and surety for payment of all fees to Hilltop Learning Centre (“the centre”).
2. The parent/guardian, as described in the Application Form, binds himself as surety and co-debtor for the payment of all fees by the responsible person or any other payments that may arise from this agreement.

Terms of Payment

1. It is recorded that centre fees are determined at the beginning of the year and responsible persons are informed of the result in writing.
2. The responsible person shall immediately inform the centre if they have not received an invoice at the start of the year.
3. Centre fees for 12 (twelve) months are payable monthly, annually or over 10 months **in advance** depending on the fee payment option exercised by the responsible person in the application form.
4. Payments are to reach the centres account without any deductions or set offs on the 28th day of the month. Please stipulate if you can only pay on another date (between the 28th and the 1st, or 15th).
5. Enrolment fees are not refundable if the child leaves the centre. This goes for **ALL** fees paid up front or for the whole year. (including but not limited to the learning centre, aftercare, transport, holiday care, enrolment fees etc.)
6. The centre reserves the right to charge interest of 15% (fifteen percent) on all accounts that are in arrears by 30 (thirty) days and longer. Late penalties - If fees are paid late and this becomes a habit(after the date stipulated in your contract for pay day or after the 1st of every month). Late penalties will occur on top of normal fee amounts for any service. Late penalties are charged at R100 **per day**, for every day that is late and will need to be paid along with your fees for that month. If not it will be added onto the next months invoice. We cannot be held responsible for any penalties that may arise on our side due to parents’ late payment or failure to pay.
7. Payment of monthly centre fees is not subject to presentation of an invoice or statement. Payments are made in accordance with the applicable fees agreed on, upon starting at the centre.
8. Fees are still payable even if your child does **NOT** attend the centre and any of its services through illness **or any other reason**. Full fees for all or any services are still due during school holidays and over December and January. Full transport fees are also payable during holidays whether transport is being utilised or not.
9. All overdue accounts by more than 3-5 days will receive a message of suspension and the child may not return until the account is up to date. Full fees **will be** payable during the suspension period. Please note that if your account must be handed over, you will be liable for all legal fees incurred.

10. Fees will be charged throughout a National Disaster or Pandemic. Discounts will be advised but fees will be payable.
11. Please refrain from doing cash deposits as there are additional fees incurred. Should you do a cash deposit please add R50.00 to the amount to cover such charges.
12. If your child starts in the middle of a month, full fees are still payable for that month.
13. All upfront annual fees paid before the 15th of December will receive a 10% discount on the annual amount.
14. A service can be upgraded at any time. However, if any service would like to be downgraded at any point, a full months' notice needs to be given before downgrading. You will be liable to pay the same fee structure that you are currently paying for that last month and then the month after that may be downgraded to a lower fee structure upon request. Eg: moving from full time to part time. Or from full time to casual days, we will require notice (1 full month). If a service has been upgraded or changed and agreed upon via social media, WhatsApp or email etc, any written consent will become legally binding and attached to this contract, effective and a part of this contract regardless of if it is updated on the form or not.
15. Although this contract stands for 12 months, at the end of the 12 months, unless a full 2 month notice has been given beforehand, it will be under assumption that you will be continuing services with the centre and a new application should be filled in for another 12 month period if any information from any parties have changed. A new form will not be necessary if all information is still the same. If you leave after the 12 months contract ends and do not give notice, you will still be liable for 2 full months payment as notice is always required before changing a service or before cancelling any services offered at the centre.
16. Please note that in terms of aftercare children. If there are any matches being played at another premises that they do not attend school at, we do not collect children from matches that are played at any other schools whatsoever. We do collect them however from matches that are played at their attending school and no later than 17:00pm.
17. If we need to move to another premises for any reason, we will try our best to give efficient notice. However, we will still require full notice before removing your child from any service.
18. If the centre ever needs to close for any reason, full fees will still be payable. Sometimes there are uncontrollable situations where this might need to happen.
19. If this application form has been sent to you and you make any payments before filling it in and sending it back, it will be assumed that you are paying in good faith and have read the application form and monies will not be refundable. You will be held accountable for the notice period.

Breach of Contract

In the event where the undersigned surety, responsible person or guardian commits a breach of contract of any of the terms of this agreement, the centre may in its sole direction:

- Refuse the child entry to the centre premises until the breach has been remedied: or
- Claim damages from the responsible person and / or the sureties and guardian
- Take whatever legal steps that may be necessary.

Jurisdiction

This agreement is subject to the South African Law.

Credit Information

The responsible person, surety or guardian hereby consents to the disclosure and exchange of personal financial information to a credit bureau or financial institution in accordance with the Credit Act.

Legal Fees

In the event where the centre takes legal action against the responsible person, he will be liable for all legal fees on an attorney client scale, collection costs and commission, interest and tracing fees.

Cancellation

1. The responsible person undertakes to give 60 (sixty) calendar days' written notice of termination of the enrolment of a child whom has not yet started, failing which the liability be incurred for the full amount of the following terms fees.
2. A **FULL** two(2) months' notice is required for a withdrawal or cancellation of a child from any of the services offered at Hilltop, failing which two months' fees will become payable in lieu of notice, along with any legal fees and penalties incurred.
3. Hilltop Learning Centre reserves the right to reject or terminate the enrolment of any child.

NOTE

- Once the enrolment fee has been paid, your child's place is reserved. If you wish to give up this place, notice is required as stipulated above in 1.
- A **FULL** two(2) months' notice is required for a withdrawal or cancellation of a child from any of the services offered at Hilltop, failing which two months' fees will become payable in lieu of notice, along with any legal fees and penalties incurred.
- Notice will **NOT** be accepted for your child to leave in November or December of any year. **Should you give notice during the above months you will be held responsible for full payment of fees. Notice for children leaving at the end of the year needs to be given by latest OCTOBER of every year.**
- The centre is CLOSED for the Christmas and Easter season, certain Christian holidays(Ascension Day every year) and Public holidays. A note/message will be sent out beforehand. We offer holiday care for our children during the end of term school holidays. (This excludes the December period; we will only have holiday care during this period depending on the demand.)
- The Centre will sometimes be CLOSED and Transportation will sometimes NOT be available during school holidays as we often use this time to service and maintain or upgrade or move the premises and vehicles. Full payments will still be due during these times.

- Full fees are payable for **December** as well as **January**. January fees must be paid by the **15th** of **December** with the included increase amount every year.

Overdue payments:

*Fees are payable in advance on the 28th of each month (unless otherwise stipulated) Fees which are outstanding 3-5 days in arrears, will be followed up by a “First” message from Hilltop Learning Centre requesting immediate payment of fees. If a “Second” message requesting payment is sent, notification of your child/ren’s termination date from the centre will also be included.

* The centre reserves the right to charge interest of 15% (fifteen percent) on all accounts that are in arrears by 30 (thirty) days and longer. Late penalties - If fees are paid late and this becomes a habit (after the date stipulated in your contract for pay day or after the 1st of every month). Late penalties will occur on top of normal fee amount for any service. Late penalties are charged at R100 **per day**, for every day that is late and will be required to be paid along with your fees for that month.

Increase in fees:

Hilltop Learning Centre “Reserves the Right” to increase fees together with the Annual New Admissions Acceptance & Stationery fees. At least 45 (forty-five) days’ notice will be given.

Payments:

Accounts will be sent via WhatsApp/email towards the end of each month, indicating amount due by the 28th of each month. Please stipulate if your salary only comes in on a different date and which date payment would then be made on _____ (anything paid beyond this date will be charged with a late penalty)

Our banking details are:

Bank: FNB

Name: Hilltop Learning Centre

Account Number: 63068493451

Branch Number: 250655

NB: For ALL payments, please add as your reference: Name and surname of child

Section G – General Indemnity

Hilltop Learning Centre

The centre and the owners undertake to implement reasonable and generally acceptable measures with regard to the safety and wellbeing of all the children, parents, teachers, educators, tutors, and visitors that attend our centre or use any of its services. Due to the nature of the matter, the owners and its staff can however not accept any responsibility for accidents that may take place on the Hilltop premises, in the class, sports fields, on any other premises being used for centre activities and services rendered by Hilltop, on the centre terrain or in any of the Hilltop Centres vehicles.

Each parent is therefore requested to complete this form as proof that you accept the position of the centre, its staff and the owners, as set out above, as well as the risks involved therewith.

I, the undersigned:

Full names _____ Address _____

ID _____ Being the parent/ guardian of the under mentioned child / children who is / are enrolled as such and accepted by Hilltop Learning Centre, subject to the terms set out herein:

Names of child / children _____

_____ Indemnify Hilltop Learning Centre and the owners/staff/landlord for any losses, injuries or damages and/or death in general, however it may occur. That I as the parent or guardian of the above child / children may suffer as a result of any occurrence whereby my child may be involved, whether as the causing or suffering party, whilst in any centre activity.

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

Witness 1 _____

Witness 2 _____

Parent / Guardian _____

Section H – General Indemnity

Dear Parent/s

Marketing – Hilltop Learning Centre

Suitable photos/videos of your children might be taken at some stage during centre times and activities, which the centre may post on social media platforms for parents to see and may be used along with our marketing materials. With your permission, these photos/videos may be used on various social media platforms, electronic and print media to market Hilltop Centre.

Hilltop Centres marketing materials portray excellence and therefore you can rest assured that all material will always be made up in good taste.

Due to the POPI Act, should you give consent to this, please complete the section below.

.....

Permission – I, _____, (parent / guardian) hereby give my permission (please TICK correct block)

Yes No for photos/videos being used of _____
_____ (child)

To be used on various electronic, print and social media to market Hilltop Learning Centre.

Signed _____ Date _____

General

This agreement constitutes the whole agreement between the parties relating to the subject matter hereof. No amendment or consensual cancellation of this agreement or any provision or terms thereof or any agreement, bill of exchange or other document issued or executed pursuant to or in terms of this agreement and no settlement of any disputes arising under the agreement and no extension of time, waiver or relaxation or suspension of any of the provisions or terms of this agreement, bill of exchange or other document issued pursuant to or in terms of this agreement shall be binding unless recorded in a written document signed by the parties or agreed to via a WhatsApp/ email message etc(In this instance a signature is not required as the written message will automatically become legally binding). Any such extension, waiver or relaxation or suspension which is so given or made shall be directly constructed as relating strictly to the matter in respect whereof it was made given

1. In the event of centre outings, parents will be notified in writing and this letter will be given to the parent at the gate/ or sent on WhatsApp. Communication with the teacher and with regards to other events in the centre will also be done through the message book and/or the centres WhatsApp groups.
2. Sweets and toys are not to be brought to the centre.
3. Please mark all clothing. We will not be responsible for unmarked property. All lost property will be donated to hospice on the last day of the year.
4. If your child is sick, please phone in to inform that he/ she will not be attending.
5. If your child is sick and is on medication (anti-biotics or flu medication), please keep them at home until the course is complete. We will not take responsibility for anything that happens to your child if you send them to the centre while they are sick. If you send them to the centre while they are sick they will be sent back home.

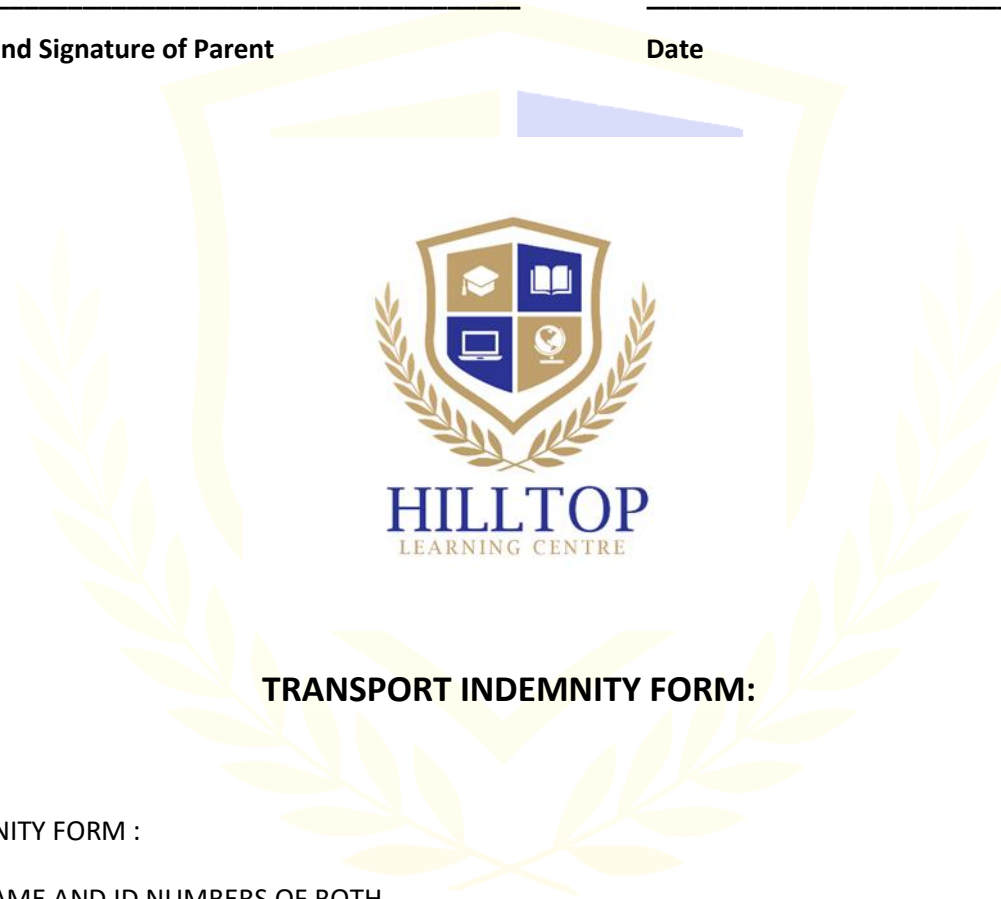
6. **Lessons start at 8am sharp so please make sure your child is here by 7:45am so that they can get settled in. The gate will close at 8.30am sharp and no child will be allowed to enter thereafter.**
7. Centre hours are from Monday to Thursday 7:00am to 17:15pm. Fridays we close at 17:00 pm **PROMPT!** If you are running late for any reason, please phone in and let us know before 5pm.
8. If you pick up your child late, a fee will be served at R100 for every 15 minutes late which will be payable to the centre by the next day, if you fail to pay, the outstanding amount will be added to your centre fees at the end of the month. Please note that if you are an hour late with no communication from you or anyone else, we will drop your child off at the nearest police station.
9. Each child is required to have appropriate stationery and toiletries, to help the parents we charge a once off fee for the whole year and get the items ourselves, this is **NON - REFUNDABLE** if your child leaves before the end of the year as we buy in bulk and this option includes a big discount for all items purchased. You may choose a second option of buying the items yourselves every term and we will provide you with a list. The money or first term items needs to be in by the **1st of February** every year.
10. We are looking at offering extracurricular activities and extra lessons, if you are interested in this please ask your child's tutor for more information. Please note these are at an extra cost.
11. **WE DO NOT PROVIDE ANY FOOD.** So please if parents could pack a healthy full day's lunch for your kids and make sure you pack enough if they are here all day.
12. **TRANSPORT/AFTERCARE** - If you are not home at the allocated time for your child to be dropped off, the driver will wait for **10 minutes** before returning with your child to the centre where you will need to organize and fetch your child before 17.15pm (Mon – Thurs) and 17.00pm sharp on Friday. If your child is late after school to get to the bus, they will be left behind. You will be fined a penalty and will have to make alternative arrangements to fetch your child directly from school. We unfortunately can not wait for late children as we have a very tight schedule. If for some reason the centre must close early, please make proper arrangements with Hilltop transportation as to when someone will be home to receive your child during drop off. If your child is going to be picked up from school, go home early for any reason, sick or absent and we don't need to fetch them for Aftercare OR if they are doing an extra mural activity, please inform the driver or the aftercare in advance. There

will be a fine if this is not adhered to or if the driver has to wait for your child at the school for longer than 5 minutes.

I have read this entire application form thoroughly and agree that I/we understand all the information pertaining to it.

Name and Signature of Parent

Date



TRANSPORT INDEMNITY FORM:

INDEMNITY FORM :

FULL NAME AND ID NUMBERS OF BOTH PARENTS/GUARDIANS:

ADDRESS:

NUMBER &

EMAIL:

EMERGENCY NAME & CONTACT:

PUPIL'S FULL NAME:

GRADE:

SCHOOL/ CENTRE/ HOMESCHOOL they currently attend:

AGE: _____

I fully understand that the transport provided by Hilltop Learning Centre is used and undertaken by child/ward at his or her own risk.

The staff of Hilltop Learning Centre shall not be negligent in transporting pupils who have signed up for the transport service. Further, more Hilltop Learning Centre shall ensure that its vehicles comply at all times with all the official regulatory requirements of a transport service for scholars.

I acknowledge that my child/ward will be under the control of an employee of Hilltop Learning Centre, or its agents while using the transport.

I further acknowledge that-neither Hilltop Learning Centre, nor its employees, nor agents accept any responsibility for any loss, injury or damage and loss of life or whatsoever that may be sustained by my child/ward while using the transport provided by Hilltop Learning Centre or its agents.

I waive any right that I or my child/ward may not have to claim compensation against Hilltop Learning Centre their employees or agents in respect of any loss, injury or damage and loss of life or whatsoever that may be sustained in the course of my child/ward using the transport provided, by Hilltop Learning Centre whether as a result of negligence or any incident that may or occur and I do not indemnify Hilltop Learning Centre, their employees and agents against all claims.

SIGNED AT: _____ ON _____ 20 _____

1. _____

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

Witness 1 _____

Witness 2 _____

Parent / Guardian _____



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