



Oxford Training Centre

Cambridge International School
GDE reg JN700400677, Cambridge Centre no ZA318
16 Kei Street North, Three Rivers, Vereeniging



2026 ***Application Form***

The following documents (copies) must accompany the application form for it to be processed:

- 1. Completed and signed application form**
- 2. Proof of payment of your Annual Administration Fee**
- 3. Signed 'Admission Code of Conduct'.**
- 4. Full Code of Conduct will be signed on acceptance.**

Learner Documents (Certified copies only)

- Birth certificate / National ID document (SA citizens and permanent residents)
- Valid Passport and Permit / Asylum (Non-SA citizens)
- Latest school report

Parent/Guardian (Certified copies only)

- National ID document (SA citizens and permanent residents)
- Valid Passport and Permit / Asylum (Non-SA citizens)



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Parent/Guardian Information

Parent/Guardian (1)

Name Cell number

Relationship with Student

Email ID number

Address

Parent/Guardian (2)

Name Cell number

Relationship with Student

Email ID number

Address

Person responsible for account

Name

Contact number(W) Email

Employer..... Address.....

PAYMENT OF FEES

1. By enrolling your child at Oxford Training Centre, you are investing in his/her education. This investment comprises our school fees, levies (which are announced on an annual basis), subscriptions and any other amounts that you must pay from time to time. Please ensure that you pay the requisite fees on time.
2. "Levies" refers to an amount budgeted each year for compulsory school activities, such as outings, and camps. "Subscriptions" refers to amounts due for non-compulsory extramural activities, some sporting activities and tours.



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3. The signatories accept joint and severally liability to Oxford Training Centre for the punctual payment of all fees, subscriptions, levies, and other amounts that become due and payable to Oxford Training Centre, or in respect of participation in, or attendance at school-related activities. Any bursary or sponsorship in favor of the pupil relates only to school fees.
4. The signatories accept that fees are payable annually in advance on or before the first day of attendance of the pupil at Oxford Training Centre unless arrangements have been made in writing at the sole and absolute discretion of Oxford Training Centre for the payment of tuition fees, by EFT or direct deposit.
5. If arrangements have been made or will be made for the payment of school fees, each instalment shall be paid on the first day of each month or on the first day of each term.
6. A poor payment record may impact the standard payment terms available to parents.
7. The signatories acknowledge that the inability of the pupil to attend school or the absence of the pupil from the school does not relieve the signatories of the obligation to pay school fees.
8. The signatories agree to provide a non-refundable admission and application fee as a condition of enrolment.
9. Failure by the Signatories to pay any amount on due date constitutes a breach of this agreement. Should the Signatories fail to remedy the breach within the period specified in any notice, this may result in the cancellation of the agreement. On breach, the balance of the annual tuition fee will be immediately due and payable and may be retained by Oxford Training Centre as a cancellation fee.

CANCELLATION WITH THREE MONTHS' WRITTEN NOTICE

10. The Signatories are entitled to terminate the contract with three calendar month's written notice.
11. If no notice is given, you will be liable for three months school fees in lieu of the notice.
12. No indulgence which Oxford Training Centre may grant to you will constitute a waiver of any of its rights unless reduced to writing and signed by an authorized representative of Oxford Training Centre.
13. Grade 12 learners will be liable to pay the full 12 months school fees for the academic year

Parent/Guardian Signature Date



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Fee structure for 2026

- Monthly fees payable in advance before the 1st of each Month.
- **Monthly Fees will be charged for 12 months. (January to December)**
- Stationery and Art supplies to be purchased by the student/parent.
- Stationery and Art supplies list available on enrollment.
- Students need to purchase own Textbooks. List of Textbooks are available.
- Classes from Monday to Friday at **7:30 to 14:00**.
- **Students can be dropped off by 7:00 and picked up no later than 14:00.**
- External Cambridge Exam fees not included in class fees.
- External Cambridge Exam fees will be payable in June for the October/November sitting.
- Sport: Chess, Swimming, Soccer, Athletics and Cross-country.
- Dress code and Oxford Training Centre Rules need to be adhered to.
- Sibling Discount: 1st Sibling 5%; 2nd Sibling 8%; 3rd Sibling 10%.
- 5% Discount will be given if School fees are paid in full by 31 January 2025.
- Annual levy fee includes school outings, Arts festivals and price giving.

Annual Levy Fee	R2000 yearly	
Grade RR and R	R2300 monthly fee	
Grade One	R3200 monthly fee	
Grade Two to Six	R3500 monthly fee	
Grade Seven to Nine (IGCSE)	R3800 monthly fee	
Grade Ten to Twelve (AS and A level)	R4000 monthly fee	

Aftercare

Aftercare is available for R 1 600 per month up to 5:00 pm.

Late collection penalty of R50 for the first 15 minutes; then R100 for every 15 minutes thereafter.

Casual aftercare will be charged at R150 per day.

Select the preferred school fees payment option.

A. ANNUAL FEES PAYMENT

B. MONTHLY FEES PAYMENT

.....
Parent/Guardian Name and Surname

.....
Signature



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ADMISSION CODE FOR PARENTS

Parents or guardians of students seeking admission must agree to the following terms and conditions of enrolment set out by the board of directors.

1. I will allow my child to be interviewed prior to admission if deemed necessary by the school
2. I will provide the school with my child's latest school report upon request
3. I will provide the school with a character reference of my child from the previous school upon request
4. I will pay school fees in advance by the 1st of every month as per school policy
5. I understand that the stipulated school fees do not include Cambridge exam fees or any other fees that may become payable to the school
6. I understand that the school follows a three-term calendar and Cambridge syllabus
7. I will adequately provide my child with all the prescribed textbooks and stationery at the start of the school calendar and throughout the school year.
8. I will agree for my child to be tested for drugs and alcohol at the discretion of the school.
9. I will accept the decision of the school about suspension/expulsion/or any disciplinary measure taken according to the school's suspension and disciplinary policy
10. I will ensure that the student arrives punctually and observes the prescribed timetable of the school.
11. I will ensure that the student completes homework and assignments conscientiously.
12. I will ensure that the student attends compulsory school functions as set out in the calendar.
13. The school is not responsible for any loss of or damage to clothing or any personal property of my child during school hours, although reasonable precautions will be taken in this regard.
14. Should any fees be outstanding, the school reserves the right to withhold internal exams, reports and certificates until payment is made in full and if attorneys are instructed to recover any amounts due, I will be liable for all legal costs involved
15. I understand that Oxford Training Centre is a Christian school and follows Christian principles
16. By my signature, I agree to be bound by the terms and conditions contained herein.

Nb: Cellphones brought to school at owner's risk and must be switched off completely during School hours. Using cellphones during school hours is an offence and will result in the phone being confiscated. The school will not be held responsible for any lost or stolen cellphone.

PARENT/GUARDIAN'S

NAME.....SIGNATURE.....DATE.....



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Parent/Guardian DECLARATION

I _____ parent /guardian of _____

acknowledge that I understand and accept the terms and conditions as set out by the school and unconditionally undertake to comply with and adhere to rules, code of conduct and regulations set by the school from time to time

NAME: _____ SIGNATURE: _____ DATE: _____

WITNESS: _____ SIGNATURE: _____ DATE: _____

STUDENT DECLARATION

I, _____ as a student of Oxford Training Centre, accept that I shall:

- Respect myself by striving to realize my talents, and having pride in my work, thoughts, words, actions, and appearance.
- Respect others by being polite, considerate, and helpful always and by giving my fellow students an opportunity to reach their full potential.
- Respect my environment by consciously caring for my surroundings.
- Accept responsibility by acknowledging that my actions have consequences for which I am accountable.
- Abide by the school rules, regulations and code of conduct as set out by the school
- I am aware that the school has zero tolerance policy to bullying. I realize that should I be found guilty of any form of bullying (be it verbal physical, over the internet or by social exclusion) I will face disciplinary action which may result in my immediate expulsion from Oxford Training Centre. My parents/ guardian will however still be responsible for settlement of any outstanding school fees as per contract.

I undertake that I will not waste my teacher's time or my parent's money and recognize that my being a student at this school is a privilege not a right.

NAME: _____ SIGNATURE: _____ DATE: _____

WITNESS: _____ SIGNATURE: _____ DATE: _____



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GENERAL SCHOOL RULES

On accepting the Application, the Student and Parent will sign the full Code of Conduct.

- All learners must be punctual, late coming will not be tolerated. A learner who arrives after school starting time will only be allowed into the school if accompanied by a parent/guardian.
- All learners must be in proper school uniform
- No littering
- No cellphones during school hours
- No banging of furniture, doors, or other forms of vandalism
- No bullying other learners
- No alcohol, smoking or drugs
- No weapons of any form
- No loitering during lessons
- No back chatting on educators, disrespecting educators is a serious offence
- Learners must get permission before leaving school premises during school hours
- No discrimination
- No short [mini] skirts for girls
- Only school hats can be worn during school hours, yet not during classes
- No gambling at school
- No chewing gums in class
- No stealing
- Girls' hair must be neatly tied at the back, braiding is acceptable
- Boys' hair must be kept neat and tidy
- Learners are to use toilets at breaks, only emergency toilet visits are to be allowed during classes
- Learners must have stationery and books needed at school every day. Work left at home, is work undone!

PARENT SIGNATURE_____ LEARNER'S SIGNATURE_____

Uniform

Uniform will be purchased at the school.



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Indemnity 2026

I,
(Name in Print)

ID Number

Cell Number

The undersigned being the Parent, Legal Guardian or Custodian Parent

Of
(Child or Children's Names)

Hereby Indemnify Oxford Training Centre and all the Personnel against any injury to myself
or child and for any loss or damage to his/her property which might be sustained while
attending the classes at Oxford Training Centre or any claim, whatsoever arising.

Signed at Date

.....
Signature



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2026 Banking Details

Banking Details:

**Oxford Training Centre (PTY) Ltd
10236565131
Standard Bank**

Email proof of payment to: accounts@oxfordtrainingcentre.co.za



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Subjects

Primary to Checkpoint

(Grade RR to Grade 8)

English – First Language
Afrikaans – Second Language
isiZulu – Second Language or Foreign Language
French (Introduction to French)
Mathematics
Science
Social Science
Art
Reading
Computing
P.E.
Music

Highschool

IGCSE, AS and A level

Grade 9 and 10 - IGCSE
Grade 11 to 12 – Advance Subsidiary level
Grade 13 (optional) – Advanced level

English – First Language (Compulsory)
Afrikaans – First or Second Language
isiZulu – Second language
Mathematics
Biology
Chemistry
Physics
Geography
Business
Economics
Accounting
Computer Science /ICT
Music (Trinity up to Grade 7)
Art

Subject choices for IGCSE, AS and A level will be discussed with each Student/Parent.