

GRADE 8-12 2026 REGISTRATION FORM



Address: *Plot 49, Farm 142, Brits Road, Northam, 0360*

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EMIS Number: *991104101*



Grades 8– 12

"Committed to Excellence in Education"

Connect With Us Online

-  **Website:** www.rooseveltacademy.co.za
-  **Facebook:** @RooseveltAcademy
- **Instagram:** @rooseveltacademy
-  **TikTok:** @rooseveltacademy
- **X (Twitter):** @RooseveltAcadSA
- **WhatsApp:** (082 517 3817)
-  **YouTube:** RooseveltAcademySchools

EMAIL

Info@rooseveltacademy.co.za

marketing@rooseveltacademy.co.za

rooseveltsecondary18@gmail.com

GRADE 8-12 REGISTRATION FORM

PLEASE ATTACH THE FOLLOWING TO THE APPLICATION FORM

1. **Learner ID size photo x2**
2. **Learner Birth Certificate/Identity Document if over 16 years of age.**
3. **Learner's Latest School Report (Original) – End of year**
4. **Parent/Guardian (Account holder) Proof of Residence.**
5. **Parent/Guardian (Account holder) Salary advice and reference letter from current employer.**
6. **Parent/Guardian (Account holder) Copy of ID Document**

- LEARNER DETAILS

SURNAME	
CHRISTIAN NAMES	
FIRST NAME(S)	
GRADE APPLIED FOR	
PARENT: SURNAME	
TITLE	
INITIALS	
PREVIOUS SCHOOL ATTENDED	

ADMISSION NO		ADMISSION DATE	
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GENDER (M/ F)			
BIRTH DATE		ID NUMBER	
RACE GROUP		ETHNIC GROUP	
Eg B1 : African; B2 : Coloured; B5 : White; B3 : Asian; B4 : Indian; B6 : Other	Eg E1 : Northern Sotho; E2 : Southern Sotho; E7 : Xhosa; E8 : Zulu; E9 : Tswana		
DOCTOR: NAME		TELEPHONE NR	
MEDICAL AID		NUMBER	
REMARKS (Allergies etc.)			

FINANCIAL SCHOOL POLICY

2026 School fees Payment Options

Registration Fees (Non-refundable):

- **New learners:** R800 payable upon acceptance to confirm placement
- **Current learners (Re-registration):** R600 payable to confirm placement for the new academic year. **Non-Refundable**

Tuition & Sports Fee Structure

Note: A **mandatory sports affiliation fee of R100 per month** has been introduced for 2026. This fee is included in the monthly school fees below and contributes towards sports programs, medals, trophies and athletics-related expenses.

For Grades 10 to 12, an additional **R50** per month has been incorporated into the school fees to cover Saturday academic support classes, which are compulsory for all learners when scheduled. This ensures consistency in attendance and supports learner progress without the need for separate payments.

SCHOOL FEES PAYMENT OPTION 2026

Grade	Monthly	Termly	Annual
Grades 8 – 9	R2200	R6050	R24 200
Grades 10 – 12	R2350	R6465	R25 850
Boarding Fee	R3600	R9900	R39 600

TEXT BOOKS TO BE OBTAINED BY STUDENTS- BOOKLIST AVAILABLE IN OFFICE

Textbooks Policy (Grades 8–12)

Please note that **textbooks are mandatory for all learners in Grades 8 to 12**. Each learner is required to have their own set of textbooks as prescribed by the school.

Due to the high costs involved and to promote learner responsibility, **no additional textbook copies or photocopies will be made by the school for learners who fail to acquire the required textbooks**. Parents and guardians are therefore urged to ensure that all learners have the necessary textbooks at the beginning of the academic year to support effective learning and teaching.

This measure has been put in place to reduce the school's photocopying expenses and to encourage textbook ownership and accountability.

ALL FEES ARE STRICTLY PAYABLE IN ADVANCE ON OR BEFORE 7TH OF EACH MONTH.

PLEASE NOTE THAT SCHOOL FEES ARE SUBJECT TO CHANGE WITH ONE MONTH NOTICE.

Sports Affiliation Fee

- **Amount:** R100 per learner per month (included in monthly tuition)
- **Purpose:** To support school sports, athletics and events (eg. purchasing medals, trophies and covering affiliation costs)
- **Applies to:** All learners participating in any sporting activities throughout the year.

Additional Charges

- **Sundry Charges:** Apply separately for aftercare, school tours, excursions and workshops.
- **Important:** Learners with outstanding fees or levies will not be permitted to attend classes or take part in any school-related activities, including tours, workshops, or extracurricular programs, until their accounts have been settled in full.

Sibling Discount Policy

- A single sibling discount applies per family (not cumulative).
- **Conditions:**
 - Must be biological or legally adopted siblings.
 - No other rebates, scholarships, or bursaries may apply concurrently.

Discount structure:

- **2 children enrolled:** 5% discount on total annual tuition fees.
- **3 children enrolled:** 10% discount on total annual tuition fees.

Early Payment Discount: 5% discount on full annual tuition fees if paid **in full by 31 January 2026** and no arrears exist.

Banking Details for Payment

- **Bank:** FNB
- **Account Name:** Roosevelt Academy (PTY) LTD
- **Account Number:** 63131153924
- **Reference:** Learner's Full Name + Grade

Important School Fee Obligation Clause!

All learners enrolled in January are expected to pay school fees from January to November. Learners who enrol in February or later are expected to pay through to December. This is standard policy. A 10% interest fee will be charged on any missed or late school fee payments, and the account will be considered in arrears.

Parents are strongly encouraged to settle school fees on time. Learners whose school fees remain unpaid will not be granted access to class. As a fee-paying institution, Roosevelt Academy is obligated to collect all school fees to ensure the proper running of the school.

ALL FEES ARE STRICTLY PAYABLE IN ADVANCE ON OR BEFORE THE 7TH OF EACH MONTH. PLEASE NOTE THAT SCHOOL FEES ARE SUBJECT TO CHANGE WITH ONE MONTH'S NOTICE.

I consent to the jurisdiction of the Magistrate Court of Thabazimbi as the full course of action shall be deemed to have arisen within its area of jurisdiction.

- I declare that I understand the payment regulations as set out above and will be responsible for any costs incurred should any of my payments be returned.
- I declare I understand that all fees are subject to change with one month's notice.
- I undertake to give one month's written notice should my child leave the school and that all fees will be paid up to date and that all textbooks are returned to the school before a transfer letter will be granted by the school.
- Failing to give notice, I acknowledge that I will be responsible for the cancellation fee of R1 500.
- I undertake to inform the school in writing should I change my address. Failing to do so, I will be liable for tracing costs.

I UNDERSTAND THAT I WILL BE RESPONSIBLE FOR ALL FEES AND COSTS CONCERNING MY CHILD'S SCHOOL FEES.

I ACCEPT THE ATTACHED FINANCIAL POLICY FOR 2026 AND AGREE TO MAINTAIN PAYMENT OF FEES AS PER THE CONTRACT OF PAYMENT.

SIGNED BY PARENT/GUARDIAN AT.....ON THE.....DAY
OF.....20.....

SIGNATURE.....

AS WITNESS 1.....2.....

(PLEASE NOTE: Parent / Guardian to whom all correspondence and accounts should be sent)

SURNAME	
FIRST NAMES	
HOME ADDRESS	
POSTAL ADDRESS	
PHONE NUMBER	
E-MAIL ADDRESS	
EMPLOYER	
ID NUMBER	

I consent to the jurisdiction of the Magistrate Court of Northam as the full course of action shall be deemed to have arisen within its area of jurisdiction.

- ☐ **I declare that I understand the payment regulations as set out above and will be responsible for any costs incurred should any of my cheques be returned;**
- ☐ **I declare that I understand that all fees are subject to change with one month's notice;**
- ☐ **I undertake to give one month's written notice should my child leave the school; and that all fees will be paid up to date; and that all text books are returned to the school before a transfer letter will be granted by the school;**
- ☐ **Failing to give notice, I acknowledge that I will be responsible for the cancellation fee of R1500.00;**
- ☐ **I undertake to inform the school in writing should I change my address, or failing to do so, I will be liable for tracing costs;**

I UNDERSTAND THAT I WILL BE RESPONSIBLE FOR ALL FEES AND COSTS CONCERNING MY CHILD'S SCHOOL FEES.

SIGNED by Parent/Guardian at _____ on this the ____ day of _____ 20 ____

SIGNATURE: _____

AS WITNESSES:

1. _____ 2. _____

FAMILY DETAILS

FATHER'S SURNAME	
FATHER'S FULL NAMES	
FATHER'S ID NUMBER	
EMPLOYER	
CELLPHONE NUMBER	
E-MAIL ADDRESS	
IS THE FATHER STILL ALIVE	

MOTHER'S SURNAME	
MOTHER'S FULL NAMES	
MOTHER'S ID NUMBER	
EMPLOYER	
CELLPHONE NUMBER	
E-MAIL ADDRESS	
IS THE MOTHER STILL ALIVE	

HOME LANGUAGE		RELIGION	
COUNTRY OF ORIGIN			

CONTACT PERSON (NOT PARENTS OR LIVING WITH FAMILY)

NAME AND SURNAME	
CONTACT NUMBER	
RELATION TO LEARNER	

DAILY BUS/SCOFF SERVICE TO AND FROM

SCHOOL Management prefers learners to make use of registered & reliable transport service:

1. Safety of the learners is of primary importance.
2. Guarantee that learners be on time for school.

SCHOOL UNIFORM IS ONLY AVAILABLE AT THE SCHOOL.

CONSENT TO SEARCH FOR DRUG AND OTHER ILLEGAL SUBSTANCES

I herewith permit the school to do a drug and substance search from time to time. This will be done by the dog unit of the South African Police Service or the School's Disciplinary Committee. The purpose thereof is to keep the school drug free and protect all learners against drugs.

SIGNED BY Parent/Guardian aton this.....day
of.....20.....

SIGNATURE: PARENT / GUARDIAN :

WITNESSES:

1. **2.**

SUBJECT LIST

GRADE 8- 9

Compulsory subjects

- ☐ English Home Language
- ☐ Afrikaans First Additional Language
- ☐ Creative Arts
- ☐ Economic & Management Science
- ☐ Social Sciences
- ☐ Life Orientation
- ☐ Mathematics
- ☐ Natural Sciences
- ☐ Technology

GRADE 10 - 12

Compulsory Subjects

- ☐ English Home Language
- ☐ Afrikaans First Additional Language
- ☐ Mathematics **OR** Mathematical Literacy
- ☐ Life Orientation
- ☐ Computer Application Technology(CAT)

Additional Subject Choice:

Science Faculty

- ☐ Physical Science **AND** Life Sciences/ EGD(ENGINEERING GRAPHICS AND DESIGN)

Commerce Faculty

- ☐ Business Studies **AND** Economics

Humanities Faculty

- ☐ History **AND** Tourism
- ☐ Tourism **AND** Economics
- ☐ Business Studies **AND** Tourism

REMEDIAL CLASSES

Afternoon studies, under teacher supervision, are offered to all pupils free of charge. Not only will the teacher assist learners with their homework, but also conduct extra classes during the studies if necessary. These classes are not charged for. These classes commence at 14:30 and end at 16:30.

SATURDAY CLASSES CLAUSE

To strengthen academic performance and ensure learner success, **Saturday classes will continue to be offered in 2026** for Grades 10 to 12. These sessions are **compulsory when learners are requested to attend**, as they are specifically designed to support academic improvement and curriculum coverage. Please note that the **R50 fee per Saturday session has now been incorporated into the 2026 school fees** for Grades 10 to 12. This ensures full participation without the need for separate payments. **Failure to attend without a valid reason may negatively affect the learner's academic progress**, and continued absenteeism will be treated as a serious academic concern.

Subject Choice for Grade 10/2026

I, _____, the parent of

In Grade 9, choose the following subject stream for my child in 2026.

Please select one of the groups:

Please note: Students will only be allowed to take Science if their Grade 9 Mathematics mark is above 50%.

Science	Commercial	Humanities
English Home Language(HL) Afrikaans First Additional Language (FAL) Physical Sciences Life Orientation Mathematics CAT(Computer Applications Technology) Life Sciences EGD(Engineering Graphics and Design)	English Home Language(HL) Afrikaans FAL Business Studies Economics Life Orientation Mathematics/ Maths Literacy CAT(Computer Applications Technology) Tourism	English Home Language (HL) Afrikaans L.O CAT History Maths Literacy Tourism

Signed at on the _____ day of _____
20_____

Parent Signature

Learner Signature

Principal

CRITERIA FOR ADMITTANCE: 2026

***This criterion must be followed strictly according to the below ages and dates.
No exceptions will be made under any circumstances.***

** If 19 year old Grade 11 learner fails – no further school admittance*

IMPORTANT NOTICE: PREREQUISITIONS (to be initialled at the end of every sentence.)

GRADE	WALK IN AGE	"TURNING AGE" 1 JAN – 30 JUN	"TURNING AGE" 1 JUL – 31 DEC	YEAR OF BIRTH
8	13	14	14	2012
9	14	15	15	2011
10	15	16	16	2010
11	16	17	17	2009
12	17	18	18	2008
12	18	19	19	2007

1. Any Gr.11 and Gr.12 learner who has not been in school during 2017 will not be admitted at all;
2. No learner that has been expelled from any other school will be accepted;
3. Gr.11 learners that have to change subjects in order to enter the school will not be accepted;
4. Subsidies / Bursaries / Estates - The school takes no responsibility regarding Subsidies / Bursaries / Estates. Parents / Guardians are still liable to pay school fees in advance, and claims should be done in a private capacity;
5. School fees must preferably be paid electronically as no cash and cheques whatsoever will be accepted;
6. Entry Examinations (Grade 10 – 11): Learners must have not less than 60 % per subject for the Entry Examination at Roosevelt College.
8. Grade 8 – 9 applicants must have an average of not less than 50 % on their latest report;
9. Entrance Examinations and personal interviews with learners and parents are compulsory and will be held at school before acceptance.
10. Any applicant that is already a parent, girl or boy, will not be accepted, should the school become aware of this fact after acceptance of application the registration will be nul and void with immediate effect and the learner issued with a transfer card. (refer to the learner code of conduct).

APPLICANTS THAT DO NOT MEET THE ABOVE-MENTIONED CRITERIA, WILL NOT BE ADMITTED TO ROOSEVELT COLLEGE.

INDEMNITY FORM



LETTER FOR A LEARNER TO PARTICIPATE IN SPORT AND OTHER EXTRAMURAL ACTIVITIES

**NO LEARNER MAY PARTICIPATE IN ANY ACTIVITY, SCHOOL TRIPS, ETC. UNLESS
THIS FORM IS COMPLETED AND SIGNED.**

1. I,.....(Full names and Surname), the
2. parent,guardian of.....Grade....., hereby give permission for him/her to participate in the sporting and extra-curricular activities of Roosevelt Academy ('the school') and to go on approved school tours and excursions related to such sporting and extra-curricular activities.
3. I agree that, if in the option of the principal of the school or his/her delegated deputy, an emergency has arisen and medical treatment is deemed necessary for my child, the principal of the school or his/her delegated deputy shall have the authority (which is hereby delegated to the extent such delegation may be required) to consent to such medical treatment, including surgical intervention, on my behalf.
4. I accept that all precautions will be taken to ensure the safety and welfare of my child and that I will be held responsible for the payment of the medical and/or hospital accounts where applicable.
5. As far as I am aware my child is physically capable of participating in the said sporting or extra-curricular activities and that he/she is in good health. However, the persons responsible should please note the following: [Please state aspects that the teaching staff should be aware of e.g. allergies, tendency towards abnormal bleeding, epilepsy etc.]

.....
.....
.....
.....

6. The following information is essential in case of medical treatment or hospitalization:

6.1 Name and address of
employer.....
.....

6.2 Name of Medical Aid
Fund.....

Membership No.

6.3 Name of family doctor.....Telephone
number.....

Signature.....

ROOSEVELT ACADEMY

RIGHT OF ADMISSION POLICY

At Roosevelt Academy, **Right of Admission is strictly reserved**. This policy serves to uphold the dignity, safety, discipline, academic excellence, and moral standards of our institution in line with the Constitution of South Africa, the South African Schools Act, and internal school policies governing private educational institutions.

1. Guiding Principles

Roosevelt Academy is committed to:

- Providing a safe, inclusive, and values-based learning environment.
- Upholding Christian principles and high academic standards.
- Enforcing strict adherence to school policies and codes of conduct.

Learners, parents/guardians, and staff must understand that **continued enrolment is a privilege**, not a right, and may be withdrawn under circumstances outlined below.

2. Grounds for Denial or Withdrawal of Admission

The school reserves the right to deny or revoke admission if a learner engages in **any of the following misconducts**, which are considered **serious violations** of Roosevelt Academy's ethos and policies:

◆ Behavioural Misconduct

- **Smoking**, vaping, possession or use of **alcohol, drugs**, or any illegal substances.
- **Inappropriate conduct** on or off school premises (including sexual activity, assault, or criminal behaviour).
- Displaying **arrogance, defiance**, or a **disruptive attitude** toward staff or fellow learners.
- Persistent **bullying, harassment, xenophobic or homophobic comments**, or discrimination of any kind.

◆ Academic Underperformance

- Failing to maintain the **minimum required average of 60% across all subjects** per term.
- Repeated failure to submit assignments, attend assessments, or participate in classwork without valid justification.

◆ Violation of Code of Conduct and Policies

- **Absenteeism** without valid medical or parental justification.
- Accumulation of **demerits or disciplinary warnings**.
- Repeated **non-compliance with the school uniform policy**.
- Misuse or unauthorised use of **Roosevelt Academy's name, logo, or uniform for personal gain** or to **defame the school**.

◆ Social Media Misconduct

- Sharing content that violates our **Social Media Policy**, including:
 - Defamatory statements about the school or its staff.
 - Recording or distributing school-related content without permission.
 - Using the school uniform in videos or photos that promote vulgarity, hate speech, or misleading representations.

◆ Language Policy Violations

- Repeated and intentional failure to communicate in **English or Afrikaans**, the only two official languages of learning and teaching at Roosevelt Academy.
- Use of offensive or abusive language in or outside the classroom

3. Disciplinary Measures

Depending on the severity of the violation, Roosevelt Academy may impose the following actions:

- Written warnings or disciplinary hearings.
- Parental meetings or official caution letters.
- **Suspension** or **expulsion** without refund of fees.
- Referral to law enforcement or legal action in extreme cases.

4. Acknowledgement

All learners and parents/guardians are required to sign an **Acceptance of Code of Conduct & School Policies Form**, acknowledging this Right of Admission Policy. By doing so, they confirm their understanding that **enrolment may be suspended or terminated if school rules are not upheld**.

📋 Policies & Consent Acknowledgement

By completing and submitting this Registration Form for Roosevelt Academy, the parent/guardian and learner confirm that they have **read, understood, and agree to be bound** by the rules, terms, and expectations of Roosevelt Academy as set out in the school's official policies. These policies are non-negotiable and form part of the enrolment agreement.

The following policies are **mandatory and binding**:

1. **POPIA Policy** (Protection of Personal Information Act)
2. **Language Policy**
3. **Uniform Policy**
4. **Social Media Policy**
5. **Code of Conduct for Learners and Parents**
6. **Medical Clearance Policy**
7. **Cellphone & Technology Policy**
8. **School Admission Policy**
9. **School Safety Policy**
10. **School Culture & Behaviour Policy**
11. **Boarding House Code of Conduct** (*for boarding learners only*)
12. **School Transport Policy** (*if applicable*)
13. **Policy on Conducting Extra Classes Outside School Premises**
14. **Disciplinary Policy**
15. **Academic Performance Policy** (including promotion and pass requirements)
16. **Professionalism Agreement for Parents**
17. **Any Other Policy Published and Communicated by the School**

All policies are available on request from the school office and/or published on the official school website at www.rooseveltacademy.co.za. It remains the responsibility of the parent/guardian to remain updated on policy changes as communicated by the school.

✍ Declaration:

I hereby confirm that I have read and agree to all school policies listed above and accept that non-compliance may result in disciplinary action or possible termination of enrolment.

Parent/Guardian Full Name: _____

Signature: _____

Date: _____

Learner Full Name: _____

Signature (if age 10+): _____

Date: _____

Witness: _____

Signature: _____

date: _____

1. **Pregnancy** – Should any learner in what grade whatsoever, fall pregnant during the academic year, this learner will be expelled immediately from school. Discussions or meetings can be arranged concerning this matter.
2. **Abuse** – Drug or alcohol use or possession thereof will be immediate expulsion without any hearing
3. **Minimum Average 60%** - Maintaining a minimum of 60% in all subjects. Should a learner not comply with this he/she will forfeit his/her place in the school and will be issued a transfer letter to go another school.
4. **Failing the grade** – should a learner fail his/her grade he/she will not be accepted back the following academic year.
5. **Absenteeism**- should a learner be absent 10 days in succession or be absent more than 20 days during a year, the learner will be deregistered automatically and will have to re-apply for admission on which a committee will sit to decide reacceptance.
6. **Demerits** – the disciplinary system of the school operates on a demerit system, the following amount of demerits will lead to expulsion without hearing:
 1. 100 demerits - 3 Days suspension
 2. 200 demerits – 5 days suspension
 3. 300 demerits – immediate expulsion and a transfer card to another school
7. **Winter school and Saturday classes**- Winter school and Saturday classes are compulsory and should a learner not attend he/she will be charged with a fine of R200 (two hundred Rand) per day, in cash to the school.

8. **School/Hostel fees** – should a learner's account be in arrears for more than 30 (thirty) days the learner will not be allowed on the school premises and will have to pay a re-registration fee again.
9. **Abuse of Property**- should a learner be caught on damaging the property contents of the property the learner will be expelled with immediate effect and the damaged charged to his/her account.

✍ Declaration:

I the parent/guardian ofgrade.....hereby agree to the abovementioned regulations and acknowledge the contents thereof and the consequences it may hold for my child/ward. I agree that should my child/ward be responsible for one of the abovementioned transgressions he/she will be expelled immediately without any hearing, discussion or meetings. I the parent/guardian will abide by the decision taken by the authorities of the school.

.....
PARENT/GUARDIAN

.....
WITNESS

Igrade..... agree and acknowledge to the contents of this letter and understand that I shall be expelled with immediate effect should I be guilty of one or more of the abovementioned transgressions.

.....
LEARNER

.....
WITNESS

THUS DONE AND SIGNED AT ROOSEVELT COLLEGE ON THIS THEday of 20....