



Ortloff's Christian
Technical High School



Ortloff's Christian Technical High School

Registration Form
2026

ID Photo

Learner Details:

Surname: _____
Full names: _____
Preferred name: _____
Grade (2026): _____
ID number: _____
Gender: *Please tick correct box* ☐ Male
☐ Female

Documents required upon registering:

1. Most recent report card
2. Transfer letter and Testimonial from previous school.
3. Learner Birth Certificate – certified copy
4. Parent(s) / guardian(s) ID Copies – certified
5. Clinic card – certified copy
6. Proof of residence – certified copy
7. Foreign learners – certified copy of study permit.

FOR OFFICE USE ONLY

Admission nr: _____ Grade: _____ Class: _____
Date of admission: _____ Registration paid: Y/N
Date registered: _____
Receipt nr: _____
Amount paid: _____

Acc. number: _____

Notes: _____

**** Please note:**

Ortloff's Christian Technical High School is not a free education institution.
This is a fee-paying school.

Learner Information													
Surname:													
Full names:													
Preferred name:													
Gender: (male/female)					Date of birth:	Y	Y	Y	Y	M	M	D	D
Identity number:													
Nationality:													
Residential address:													
Left - / right-handed:													
Home language:													
Number of children in the family:													
Learner position in family:	First / only child	Second child	Third child	Fourth child	Fifth child / more								
Religion:													
Denomination:													
Marital status of parents:													
Status of family:	Both parents	Stepfather	Stepmother	Widowed	Widower								
	Guardians	Divorced, live with father	Divorced, live with mother	Single parent	Stepfather/ own mother								
	Stepmother/ own father	Other: (specify)											
Any of the parents deceased?	Father ☐ Mother ☐ Both ☐												
School Attendance Record													
Name of previous school:													
Contact number:													
Language of Instruction:													
Date entered:													
Grade entered:													
Date left:													
Last Grade passed:													
Reason for leaving:													
Province of previous school:													
First registration of learner in Limpopo: (please tick)				YES			NO						
Details of Father / Guardian													
Full names													
Surnames													
Identity number													
Cell phone number:													
Additional contact number:													
Email address:													
Domicilium citandi et executandi address:													
Postal address:													
Occupation:													
Employer:													
Employer address:													
Work contact number:													

Details of Mother / Guardian	
Full names	
Surnames	
Identity number	
Cell phone number:	
Additional contact number:	
Email address:	
Domicilium citandi et executandi address:	
Postal address:	
Occupation:	
Employer:	
Employer address:	
Work contact number:	
Medical information of learner	
Doctor:	
Contact number:	
Medical aid name:	
Medical aid number:	
Main member:	
Allergies:	
Chronic illnesses:	
Other medical conditions:	
Chronic medication:	
Emergency contact person's name:	
Contact number:	
Contact person in case of Emergency <i>if parents cannot be reached.</i> (Next of kin, not parent information)	
Name and surname:	
Relation to learner:	
Contact number:	
Person/s learner resides with (Complete if this information differs from parents')	
Initials and surname:	
Identity number:	
Contact details:	
Relation to learner:	
Person/s allowed to collect learner from school	
Name and surname:	
Identity number:	
Contact number:	
Relation to learner:	

Person Responsible for Account (Please attach Certified ID Copy)	
Surname:	
Full names:	
Identity number:	
Occupation:	
Employer:	
Contact number: Work	
Contact number: Home:	
Cell phone number:	
E-mail Address:	
Domicilium citandi et executandi address:	
Relation to learner:	

FEES / PAYMENT SECTION

Upon completing and signing the enrolment form, you need to;

a) Pay the Registration fee as stipulated below.

b) Pay 50% of January's fees by the **15th of November (R2100)**

The **remaining 50% of January's fee** is payable not later than **15 January 2026**.

No forms will be accepted without the full Registration fee or if the form is not completed in full.

The Registration fee is payable every year that your child will be attending Ortloff's, as well as a new and fully completed enrolment form every year.

All Registration fees are strictly office payments.

School Fees 2026		
Grade	Registration Fee	Monthly Fee
Grade 8	R 1 500	R 4 200
(A Sibling discount of R100 per child is applicable for learners who are DIRECT siblings, not cousins, etc. This discount applies only for school fees.		
Additional fee(s)		
Sport Development fee	R60 –monthly cash payment	

***Textbooks:** Parents are responsible for purchasing and providing textbooks for learner(s)

****Specialized Technical subjects may be subject to an additional fee.**

Please Note: All Fees are payable over **12 months**. All fees to be paid by the **7th of each month**. Should your account for the year be settled by 31 January, you will receive one month's discount.

All fees are payable until end of December. Even though school closes in December, we still have all the expenses as throughout the year, whereas the Teacher's salaries are our highest priority. Should your account fall into arrears by more than 1 month, or should you not settle extra charges punctually, we shall hand over your account for legal collection and unfortunately ask you to remove your child from Ortloff's .

Our fee structure does not allow for us to carry non-fee-paying pupils.

TERMS AND CONDITIONS OF ENROLMENT AND ADMISSION

1. General

In order to provide the best possible childcare, we prefer to work in partnership with parents. To comply with legislation and to provide efficient levels of care, it is necessary to impose certain operating parameters. We have endeavoured to keep following to the absolute minimum and to ensure they are fair to both parent and provider. We must receive a signed and fully completed application form before a place can be considered. Full and part time sessions must fit into the session times detailed on the application form; however, we will attempt to meet the individual needs where necessary.

Please note: It is your responsibility as parent/guardian to re-register your child every year. Without re-registering we will assume that your child will not be returning to Orloff's.

All foreign student documents must be re-attached with every application.

2. **Finances** (UPDATED JULY 2025)

2.1 General

Upon successful admission/enrolment of a Learner at the School, the Monthly School Fees and/or Enrolment Fees and/or Registration Fees and/or Annual Reregistration Fees and/or Textbook Fees and any other Additional Fees for each Learner as set out by the School, are payable as follows:

- a) Monthly School Fees are payable in full, on/before the 7th (Seventh) day of each preceding month;
 - b) Enrolment and/or Registration Fees and/or Re-registration Fees and/or Textbook Fees are payable in full, before a Learner will be allowed entrance at the School;
 - c) Any other Additional Fees are payable in full, within 7 (seven) days of receipt of an invoice/statement, or on/before the date stipulated by the School.
- 2.1.1 It is the responsibility of the parents/legal guardians/person responsible for account, to verify all the applicable fees payable.
 - 2.1.2 The parents/legal guardians/person responsible for account, agree to reimburse to the School any expenses that the School incurs on behalf of or in relation to the Learner, such as emergency medical expenses. Proof of such expenses will be made available to the parents/legal guardians/person responsible for account, upon request.
 - 2.1.3 Once a Learner has been admitted to the School, the parents/legal guardians/person responsible for account, are liable for the full year's School Fees for that specific year (therefore, January to December).
 - 2.1.4 School Fees are due and owing from the beginning of the school year and in the event that interest may accrue as a result of the upfront payment of fees, such accrued interest shall be considered to be the School's income. It is specifically recorded that the parents/legal guardians/person responsible for account, consents to and acknowledges that they will not be paid any interest that may accrue as a result of the upfront payment of School Fees.
 - 2.1.5 School Fees are to be paid in advance, either annually, termly or monthly (on/before the 7 (seventh) day of each month). Should the parents/legal guardians/person responsible for account, elect to make monthly payments, they authorise the School to set up a debit order against their bank account for the payment of the monthly School Fees. For the avoidance of doubt, where parents/legal guardians/person responsible for account, elect to make monthly payments, such payments are apportioned over 12 (twelve) equal monthly instalments (including December). It should further be noted that the School may, following information obtained from any credit report of the parents/legal guardians/person responsible for account, prescribe a particular payment period for the parents/legal guardians/person responsible for account.
 - 2.1.6 If the parents/legal guardians/person responsible for account, fail to pay any fee on the due date, and the School grants them an indulgence of time to make such payment, this shall not be regarded as a waiver by the School of their right to insist that all amounts owing be paid immediately or an agreement that the payment dates for the remaining instalments have in any way been extended or altered. The School does not have an obligation to extend any payment date, but may do so in their sole discretion.
 - 2.1.7 The School may from time to time notify the parents/legal guardians/person responsible for account, of Additional Fees which relate to specific activities, outings, stationery, and other items which may be recurring or once off, by giving advance notice to the parents/legal guardians/person responsible for account.
 - 2.1.8 The School reserves the right to not permit a Learner to attend any extramural activities and/or excursions should the parents/legal guardians/person responsible for account, not have paid any required fees, that are due and owing to the School.
 - 2.1.9 The parents/legal guardians/person responsible for account, will not be entitled to any reduction or refund in respect of School Fees or Additional Fees for any period that a Learner is under suspension or should the Learner be expelled, unless determined otherwise at the sole discretion of the School.

- 2.1.10 Where there is more than one parent/legal guardian/person responsible for account, the liabilities or obligations will be **joint and several, the one paying the other to be absolved**. This means that the School will be entitled to look to all or any one or more of them for the enforcement of its rights and that none of them will be entitled to resist any claim on the grounds that it is liable or responsible for only a limited share of such claim.
- 2.1.11 The School shall be entitled to charge **interest** on any and all outstanding amounts at a rate of the lower of 2% (Two Percent) per month or the highest percentage allowed by law.
- 2.1.12 The School shall be entitled to hand overdue accounts over to its attorneys for collection, who may in turn charge all default, administration, and collection costs on an **attorney-and-own-client scale**.
- 2.1.13 The parents and/or legal guardians may delegate the obligation of payment of School Fees and Additional Fees to a third party. The School may however still, at their sole discretion, elect to claim any outstanding amounts from the Parents and/or Legal Guardians and not the third party. The School may, at their sole discretion, require a third party to sign an agreement with the School to confirm that they will be responsible for the payment of School Fees and Additional Fees.

2.2 LEGAL CONSEQUENCES:

- 2.2.1 The Parties agree that failure by the parents/legal guardians/person responsible for account, to settle any School Fees and/or Additional Fees which become due, owing and payable shall constitute a breach of the agreement. In that event, and without prejudice to any other rights that the School may have, the balance of the outstanding amounts will become due and payable, 7 (seven) days after the date that the notice of breach is sent to the parents/legal guardians/person responsible for account. In the event that, the parents/legal guardians/person responsible for account, does not remedy the breach, then the School shall be entitled to:
- Cancel/withdraw the Learner's admission/enrolment and/or claim specific performance in terms of any/all agreements/contracts signed between the Parties.
 - The Learner may be required to leave the School at the end of the School Term in which the default occurred or 30 (thirty) days after the default occurred (whichever is the longer period). This period is to allow the Learner time to find an alternative school.
 - Present a form of a financial statement/document, prepared by the appointed financial representative of the School, indicating all of the outstanding amounts that are due and owing by the parents/legal guardians/person responsible for account. This shall be sufficient proof of the outstanding amount for the purpose of obtaining judgment (whether by default or summary or provisional sentence) in any legal proceedings. The burden of proof shall be on the parents/legal guardians/person responsible for account, to indicate why the financial statement/document is incorrect; and/or
 - To institute legal steps or legal proceedings against the parents/legal guardians/person responsible for account, to recover the overdue amount and all legal costs incurred by them, on an **attorney-and-own-client scale**, including collection commission of 10% (Ten Percent).

2.3 DEBT COLLECTION TIMELINE:

This is a summarized and proposed timeline and may the School elect to deviate from this timeline, at their own discretion, should they deem it necessary.

2.3.1 One month in arrears :

A warning will be issued by the School to parents/legal guardians/person responsible for account, to effect full payment within 7 (seven) days;

2.3.2 Two month's in arrears :

Account will be handed over to attorneys, for formal debt collection procedures of which the parents/legal guardians/person responsible for account, will be liable for the legal costs on an attorney-and-own-client scale.

2.3.3 Three month's in arrears :

The Learner will be requested to leave the School at the end of the School Term in which the default occurred or 30 (thirty) days after the default occurred (whichever is the longer period), in addition to clause 2 above.

3. Documents required upon enrolment (Certified copies)

- * Copy of child's birth certificate
- * Copy of child's clinic card
- * Copy of mother's I.D. document
- * Copy of Father's I.D. document
- * Copy of Permit (Foreign students only)
- * Proof of residence
- * Copy of most recent report card
- * Transfer letter and Testimonial from previous school

4. Hours

Our gates open at 06h30

Our school hours are:

07h00– 15h00 for Gr.8. (Monday to Thursday)

07h00 – 14h00 (Fridays)

The staff of Ortloff's Christian Technical High School will not be held responsible for any children after hours.

5. Late Collection

Agreed arrival and collection times must be strictly adhered to. However, we understand that weather and traffic can occasionally delay parents. Therefore, if you believe you may be more than 15 minutes late, please inform the School immediately. Unless caused by extenuating circumstances, a fine of R150 will be charged and payable to the teacher on duty.

6. Communication / WhatsApp groups

Parents will be added to a class WhatsApp group. The purpose of this group will be for communication from the class teacher regarding any school work, newsletters, important notices, or any other announcements.

The administrator of the group will be required to obtain your consent for being part of the WhatsApp group. As such, you are herewith notified that you are entitled to refuse such consent and you may exercise such a right by leaving the group. Should you elect to remain in the group, it will be accepted that you have consented to be part of the group and to your personal information (your cell phone number and name) being noticeable to any person in the group. The administrators of the group will only use your information in regards to communicating information relevant to the group and will not use it for any other purposes.

7. Absence

To retain a place, full fees are payable during absence due to holidays or sickness. Should a child have to be sent home due to sickness or other reasons beyond the control of the School, the full fee still applies.

8. Collection by others

If another person is to collect the child, please always inform us, preferably when you bring your child to the School. If for reasons beyond your control you can't collect your child, we will need identification of the person collecting your child as our staff have instructions not to release children, other than to the usual parent(s) without authority and identification. If you have any problem with collection, call us as early as possible, and we will endeavour to assist. Under no circumstances will the child be allowed to leave the School with anyone unknown to the staff unless the parent has previously arranged this. If the parent has made alternative arrangements by telephone, the School will require a name, address and telephone number of the person permitted to collect the child, and proof of identity will be required upon arrival at the School. A list of responsible adults who are authorised to collect the child should be given to the Principal.

9. Accidents and Illness

We reserve the right to administer basic first aid treatment when necessary. Parents will be informed of all incidents and will be required to sign an accident form. For accidents of more serious nature involving hospital treatment, all attempts will be made by the School to contact the parents but failing this, we are hereby authorised to act on behalf of parents and authorise necessary treatment. We will administer prescribed medicines if parents complete a 'Medicine Consent' form, however, the first dose of medicine must be given at home and the parents must take all medicine home after each day. We may require the parent to withdraw the child from the School, if in the event that they require special medical care or attention which is not available or refused by parents or it is considered that the child is not well enough to attend the School. We may also ask the parents to withdraw their child from the School if we have reasonable cause to believe that they may be suffering from, or has suffered from any contagious disease/infection and there remains a danger that other children at the School may contract such a disease/infection. We accept no responsibility for children contracting contagious diseases/infections, thus parents are requested to inform the School if their child is suffering from illness, sickness or allergies before attending the School. We have a realistic attitude to the needs of working parents, but we reserve the right to contact parents if their child becomes ill during School hours. All reasonable precautions will be taken by Ortloff's Christian Technical High School for the safety and well-being of learners. All payments of medical and hospital bills, in case of emergency, remains the sole responsibility of the parent/ caregiver.

10. Parent's obligation to inform

Parents are requested to inform the School of any food, medicine, activity, or any other circumstances that may cause the child to have an allergic reaction/allergy. Parents must provide details, in writing, of the severity of the reaction and must continue to inform the School of any changes to the condition, in writing, when they become aware.

11. Personal belongings

We suggest that all personal belongings be left at home. We cannot be held responsible for the loss or damage to children's property. We do not recommend that learners bring cell phones to school. Should they choose to bring their phones, these must be handed in to the register teacher. Any phones not handed in will be confiscated if seen during school hours. It is the responsibility of parents to name and clearly label all items of clothing and to ensure that his/her

child has collected all his/her belongings from the School when being collected.

12. Behaviour management

We may require the parents to withdraw or remove the child from the School in the event that the Principal considers the child to be disruptive or displaying inappropriate behaviour. We will not tolerate Teachers or School staff being spoken to in an abusive or threatening manner by parents, carers or children. Such behaviour may result in the termination of a place/registration.

13. Termination and Cancellation

At least one month's written notice (20 business days) is required to terminate/cancel registration and this agreement or payment or payment of one month's School fees in lieu. Parents will remain liable for the fees throughout the notice period. If a parent withdraws their child during this notice period, the fees shall remain payable. If registration is cancelled prematurely, Ortloff's Christian Technical High School reserves the right to retain the amount due for the notice period from the deposit. We reserve the right to terminate a place/registration with immediate effect if any fees are not paid by the due date, or if a parent, carer or child displays abusive, threatening or otherwise inappropriate behaviour. In all other circumstances we will give you one month's notice, in writing, should we wish to terminate a place/registration for any reason. If the parent for any reason postpones the due date, we reserve the right to change from the original start date stated on the application form.

14. Transportation

I herewith give consent for Ortloff's Christian Technical High School to transport my child during paid and arranged field trips / sports trips or any other event arranged by Ortloff's Christian Technical High School. I grant permission that my child may be transported by a public bus company approved by the school management. If there is only a small group of learners that needs to be transported, parents / teachers with valid driver's licences may be asked to transport them.

I hereby waive any claim which I may have against Ortloff's Christian Technical High School and any transportation company and their drivers in association for any damage sustained by any person which may arise in connection with the tuition by the said. Whether such damages arises as a result of theft, loss of life, bodily injury, or any other cause whatsoever. This waiver is unconditional and is given both in my personal capacity and my capacity as a father/mother and of natural or legal guardian of any minor concerned.

I irrevocably unconditionally indemnify Ortloff's Christian Technical High School and any transportation company, their owners, personnel and/or responsibility arising from a possible death and or injury sustained by my child during this school trip. I confirm I am fully aware of and entrusted with the general arrangements in respect of transport during this trip. I grant my irrevocable and unconditional permission to Ortloff's Christian Technical High School, their owner, personnel and any other person involved to seek medical treatment / care for my child if necessary.

15. Agreement

These Terms and Conditions represent the entire agreement and understanding between the parents and the School. Any other understandings, agreements, warranties, conditions, terms, or representations, whether verbal or written, expressed or implied are excluded to the fullest extent, permitted by law. We reserve the right to update/amend these Terms and Conditions

I hereby confirm that I have read the above Terms and Conditions; I fully understand what has been stated within. By signing this agreement it means that both parties are in binding agreement.

Signature

Date

INDEMNITY

I, _____ parent/responsible person of _____ hereby indemnify management and staff of all liability or injury that may occur on the grounds and will not hold them accountable for any medical costs, unless the occurrence of such liability or injury were within the business reasonable control.

I hereby undertake to indemnify and keep indemnified Ortloff's Christian Technical High School, its owner, staff and consultants against all loss, damages actions, claims, costs, expenses or injuries the child may sustain or incur as a result of activities and travelling during the period they attend Ortloff's Christian Technical High School and all loss, damages, actions, claims, costs, expenses or injuries the owner/caregiver/child may sustain or incur as a result of any action from the consultants; staff or owners of Ortloff's Christian Technical High School, unless the circumstances that lead to such losses, damages, actions, claims, costs, expenses or injuries the child/parent/caregiver have sustained or incurred has regard to any situation within the consultants, owners or staff of Ortloff's Christian Technical High School reasonable control.

Signed _____ at _____ on this _____ day of _____ 202____.

PARENTAL CONSENT FORM FOR USE OF IMAGES OF CHILDREN

Ortloff's Christian Technical High School recognises the need to ensure the welfare and safety of all young people taking part in any activity associated with our organisation.

I/we, _____ the parent(s)/guardian(s) of: (child's full name)

_____.

hereby give Ortloff's Christian Technical High School permission to use any still and/or moving image being video footage, photographs and/or frames and/or audio footage depicting my/our children named above, taken by any employee of Ortloff's Christian Technical High School on behalf of Ortloff's Christian Technical High School for any of the following uses:

- Advertisements, marketing, leaflets, or any other use such as for training, educational or publicity purposes.
- On the Ortloff's Christian Technical High School Facebook page or any other social media platform for example WhatsApp group.
- On the school premises (against walls etc.).

The above consent will apply throughout the world and be for an indefinite period of time. Should you be unsatisfied with a specific image please inform the class teacher within 5 days, so that we can remove the image.

Signed at (place) _____ on this _____ (day) of _____ (month) 20____.

Parent / Guardian (sign): _____ Date: _____

PERMISSION LETTER FOR PUBLICATION OF PHOTOGRAPHS ON WEBSITES

Dear parent or caregiver

Ortloff's Christian Technical High School is writing to request your permission for photographs of your child to be taken during School activities. If photographs are taken, this would be for the purpose of educating youth, promoting the school group. The group is also seeking your permission to publish photographs and/or samples of your child's work.

If you give your permission, the group may publish photographs of your child and/or samples of work done by your child in a variety of ways. The publications could include, but are not limited to, group newsletters (online and in hard copy), the group's website including, and local newspapers. If published, third parties would be able to view the photographs.

If you sign the consent form it means that you agree to the following:

1. The group is able to publish photographs of your child and samples of your child's work as many times as it requires in the ways mentioned above.
2. Your child's photograph may be reproduced either in colour or in black and white.
3. The group will not use your child's photograph or samples of your child's work for any purpose other than for the education of youth, or for the general promotion of scouting and the group.
4. Any photographs taken by the group will be kept for no longer than is necessary for the above-mentioned purposes and will be stored and disposed of securely. Whilst every effort will be made to protect the identity of your child, Ortloff's Christian Technical High School cannot guarantee that your child will not be able to be identified from the photograph or work.

If you agree to permit the group to take photographs of your child, and to publish photographs of your child, or samples of your child's work, in the manner detailed above, please complete the consent form and return it to the group.

This consent, if signed, will remain effective until such time as you advise the group otherwise.

Consent Form for Publication of Child's Work or Photographs

I agree, subject to the conditions set out above, to the taking of photographs of my child during scout activities, to be used by the group in educating youth and promoting the group and scouting. I also agree to the publication of photographs or samples of work of my child. I will notify the group if I decide to withdraw this consent.

Signature of parent/caregiver: _____

Date: _____

Parent Commitment to Christian Ethos

At Ortloff's, we are committed to nurturing learners in a Christ-centred environment rooted in love, respect, and biblical truth. In order to build a strong partnership between home and school, we ask parents to affirm their support of our Christian ethos.

As a parent/guardian, I commit to:

1. **Supporting the Christian values taught at Ortloff's**, including love, kindness, honesty, respect, and forgiveness.
2. **Encouraging my child's spiritual growth** through prayer, Bible reading, and participation in church and faith-based activities.
3. **Upholding the school's mission** to provide a Christ-centred education and to live out the love of God in all areas of life.
4. **Demonstrating Christ-like behaviour** in my communication and conduct, especially when engaging with staff, other parents, and learners.
5. **Participating in faith-building events and activities** organized by the school, whenever possible.
6. **Working in unity with the school**, addressing concerns prayerfully and respectfully, according to biblical principles.

Acknowledgement and Signature

I, the undersigned, acknowledge and accept Ortloff's Christian ethos and commit to supporting the school in its mission to nurture learners in a Christ-centred environment.

Parent/Guardian Name: _____

Signature: _____

PARENT COMMITMENT

I, the mother/father/guardian (please tick) of _____ (name of learner),

Understand the rules and their implications and hereby commit to make prompt payments in full as well as other monies in full as agreed on the day of enrolment to ensure the smooth running of the school. Parents/guardians who may from time to time experience difficulty in this regard, are expected to approach the Financial officer immediately in order to reach a satisfactory agreement.

Because the ultimate responsibility for the behaviour of my child, I accept responsibility for any misbehaviour on the part of my child and support the disciplinary procedures followed by the School's Disciplinary Policy and Code of Conduct for Learners.

I acknowledge that I have received and read and understand the contents of the code of conduct as stipulated in the "Prospectus". I furthermore acknowledge that I will also familiarize my child/ren with its contents.

I, furthermore give permission that he/she may participate in all academic, sport and culture activities presented by the school in an organised manner. To participate in tests conducted by the school support team with the object of improvement in school work and to identify other problems.

Parent / guardian

ID number

Date:

Witness

Date

Thank you for selecting Ortloff's Christian Technical High School as your school of choice. We are very privileged and honoured to be a part of your child's educational as well as Spiritual development.