

APPLICATION FORM (One Form per Child)

STUDENT DETAILS

Full Names:																															
Surname:																															
ID / Passport Number:																															
Date of Birth:																															
Current Age:																															
Gender:																															
Contact Number (Land line):	Code: _____ Number _____																														
Contact Number (Cell Phone):																															
Email:																															
Home Language:																															
2025 Grade:	<table border="1"> <tr> <th colspan="5">CAPS</th> <th>GED</th> <th colspan="3">British International</th> </tr> <tr> <td>8</td><td>9</td><td>10</td><td>11</td><td>12</td> <td></td> <td>LS</td><td>GCSE</td><td>AS</td> </tr> <tr> <td>☐</td><td>☐</td><td>☐</td><td>☐</td><td>☐</td> <td>☐</td> <td>☐</td><td>☐</td><td>☐</td> </tr> </table>	CAPS					GED	British International			8	9	10	11	12		LS	GCSE	AS	☐	☐	☐	☐	☐	☐	☐	☐	☐			
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Online School Registered with:																															

ADDRESSES

Residential Address			
		Postal Code:	
Postal Address			
		Postal Code:	

Directors:

JT Benadé +27 (0)84 910 8719
Karen Uys +27 (0)82 521 8469

PARENTS/LEGAL GUARDIAN

	Father/Guardian (Strike Through if not applicable)	Mother/Guardian (Strike Through if not applicable)
Title:		
Full Name:		
Surname:		
ID / Passport Number:		
Contact Number (Land line):	()	()
Contact Number (Cell Phone):		
Email:		
Occupation / Employer:		

STUDENT HEALTH AND MEDICAL

Learning Challenges & Disabilities

To better support your child's learning journey, please indicate any known learning challenges, disabilities, or developmental concerns. This information helps us tailor our approach and ensure your child receives the support they need.

Note: All information shared will be treated with confidentiality and used solely to support your child's educational experience.

Please check all that apply and provide additional details where relevant:

Challenge / Disability	Check if applicable	Additional Comments (optional)
ADHD / Attention Difficulties	☐	
Autism Spectrum Disorder (ASD)	☐	
Dyslexia (Reading Difficulties)	☐	
Dyscalculia (Math Difficulties)	☐	
Dysgraphia (Writing Difficulties)	☐	
Auditory Processing Disorder	☐	
Visual Processing Disorder	☐	
Speech or Language Delay	☐	
Emotional or Behavioral Challenges	☐	
Sensory Processing Issues	☐	
Physical Disabilities (e.g., motor coordination)	☐	
Other (please specify)	☐	

Medical conditions we should be aware of (example: allergies, asthma, etc):

Medical considerations we should be aware of (example: no blood transfusions, etc):

Medical care instructions we should be aware of (example: contact person, etc):

Concession Assistant Requirements

SACAI Concessions *already* in place for your child that we should be aware of:

- Reader ☐
Scribe ☐
Personal assistant ☐
Prompter ☐

(Note: The online school you are registered with will help you complete the official SACAI Accommodation and Concession Application Form and must initiate the application to SACAI on behalf of the learner.)

For EFT payments:

Pay to: CMSH	Bank: FNB – Branch Code 250655
Account Number: 62814342458	Reference: Your child's Name & Surname

Email proof of payment to jan.benade@consciousminds.co.za

Package Selected (tick off day(s) of the week to attend). See Addendum B.

Monday	Tuesday	Wednesday	Thursday	Friday
08:00 to 14:00	08:00 to 14:00	08:00 to 14:00	08:00 to 14:00	08:00 to 12:00
☐	☐	☐	☐	☐

Parent to Initialize: _____

We reserve the right to book our workstations in order of first come-first booked with the priority given to 5-day clients. We dedicate a specific workstation to a specific child only if the 5-day package is selected. Thereafter we must schedule other bookings according to workstations available.

Workstation Selection (tick your choice)

☐ CMSH Workstation

☐ Own Laptop (10% Discount)

Extra classes required (optional)

2026: The following competency-based computer courses are available to our registered learners at a discounted rate of R100.00 per hour per learner.

<u>2026-1 CAT Grade 11</u> (Every Thursday 15:00 - 17:00): <i>Thursday, January 15, 2026, until Thursday, September 3, 2026. Total Cost: R 4175.5 over a 7-month period.</i>	☐
<u>2026-2 Practical Word Processing</u> (Every Monday 14:00 - 17:00): <i>Monday, January 19, 2026, until Monday, May 18, 2026. Total Cost: R 3000 over a 4-month period. (Handbook available at an additional cost of R176.00). Conscious Mind Study Hub (Pty) Certificate of Competence.</i>	☐
<u>2026-3 Core Spreadsheets</u> (Every Tuesday 14:00 - 17:00): <i>Tuesday, January 20, 2026, until Tuesday, May 5, 2026. Total Cost: R 3000 over a 4-month period. (Handbook available at an additional cost of R741.00). Conscious Mind Study Hub (Pty) Certificate of Competence.</i>	☐
<u>2026-4 Core Databases</u> (Every Wednesday 14:00 - 17:00): <i>Wednesday, January 21, 2026, until Wednesday, May 6, 2026. Total Cost: R 3000 over a 4-month period. (Handbook available at an additional cost of R171.00). Conscious Mind Study Hub (Pty) Certificate of Competence.</i>	☐
<u>2026-5 Advanced Spreadsheets</u> (Every Wednesday 14:00 - 17:00): <i>Wednesday, May 13, 2026, until Monday, September 7, 2026. Total Cost: R 3000 over a 4-month period. (Handbook available at an additional cost of R315.00). Conscious Mind Study Hub (Pty) Certificate of Competence.</i>	☐
<u>2026-6 HTML Web Design</u> (Every Tuesday 14:00 - 17:00): <i>Tuesday, May 12, 2026, until Tuesday, September 1, 2026. Total Cost: R 3000 over a 4-month period. (Handbook available at an additional cost of R175.00). Conscious Mind Study Hub (Pty) Certificate of Competence.</i>	☐

DISCLAIMER

I, (parent / guardian) hereby give permission for
..... (student),

1. To participate in centre activities and (✓ the relevant box)
☐ give permission for public photos send out on social media.
☐ don't give permission for any public photos send out on social media.
2. Accept the necessary precautions in terms of the safety and wellbeing of my child and I accept the necessary payments of medical or hospital bills, in case of injury.
3. I declare that in case of illness or injury during class attendance, I will not hold Conscious Mind Study Hub Tutor Centre, principal, or workers responsible for the incident.
4. I hereby consent that in times of emergency or injury, the principle has the authority to act on behalf of the parent.
5. To my knowledge, the learner is in good mental state.
6. I hereby accept that if my child vandalizes or break any Conscious Mind Study Hub Tutor Centre property, including headphones and computers, I will be held responsible for the cost of damages.
7. I am aware that all computer workstations are CCTV monitored, and I accept that my child will be recorded for safety reasons while attending class during the day.
8. If my child shows dangerous behaviour to themselves, other students or tutors, the principal has the authority to contact the authorities.
9. If my child has a serious change in health, during school hours, the principal has the right to request medical help and as parent I will be held responsible for the medical fees.
10. I understand that:
 - a. The package I choose is payable in advance. The total cost for each package is calculated and then divided by 12 months to determine the monthly cost. For Grade 12 students, the cost is calculated up to the end of Term 3 and divided by 9 months to determine the monthly cost.
 - b. That my child cannot attend class the next month at Conscious Mind Study Hub Tutor Centre if no fee has been paid at the end of the previous month.
 - c. If no fees are received, the seat of the student will be opened for another student on the waiting list.
 - d. Conscious Mind Study Hub Tutor Centre calculates its fees on term dates as published and not on actual days a student attend at the Hub. Conscious Mind Study Hub Tutor Centre do not offer virtual online classroom services on a day-to-day attended basis.
 - e. Conscious Mind Study Hub Tutor Centre is an online virtual classroom service and is not responsible for school-related issues.

Parent/Legal Guardian Signature

Date

Parent to Initialize: _____

Addendum A

Scope of Work

Conscious Mind Study Hub is a provider of virtual online classroom services and is not a public or independent school. Therefore, we do not register learners under Section 51 of the South African Schools Act No. 84 of 1996 ("the Act").

Our virtual online classroom services align with the national curriculum (CAPS), enabling home-educated learners to meet national curriculum standards. However, the registration of learners for home education under Section 51 of the Act remains the responsibility of the parent.

The South African Schools Act No. 84 of 1996 permits parents to educate their own children as an alternative to enrolling them in a public or independent school. According to the Act, home education is defined as education provided by a parent to their child at the child's residence.

Parents may use Conscious Mind Study Hub's services to support their home education efforts. However, parents remain the primary parties responsible for their children's education.

Please note that Conscious Mind Study Hub will not direct or supervise the learning of home-educated learners; this remains the parent's responsibility.

This document aims to clarify the distinction between official education received from a school and the operating model of Conscious Mind Study Hub, which differs from that of a traditional school.

The Department of Basic Education (DBE) and Provincial Education Departments (PEDs) are responsible for ensuring that learners receive education that meets legal norms and standards. It is crucial that Conscious Mind Study Hub's services comply with this legal framework and that we do not misrepresent ourselves.

Conscious Mind Study Hub is not accredited as a tutor or learning center with any of the platforms we use. Our registration with various virtual online school platforms is solely a contractual agreement to access their products and services. This registration does not imply that Conscious Mind Study Hub is a school. We are a Tutor Centre, not a private or independent school.

Parents select their preferred online school and handle the registration and enrolment of their child directly with that school. They are responsible for paying all fees related to the online school directly to the school; Conscious Mind Study Hub is not involved in this process.

Furthermore, Conscious Mind Study Hub's registration with any virtual online platforms we use does not imply any registration or affiliation with the DBE or PED's. It remains the responsibility of home-education parents to register their children with a PED.

Differences between Conscious Mind Study Hub and a School

Conscious Mind Study Hub	School
Does not provide official education but supports this with providing the infrastructure to attend virtual online classes and extra classes	Provides official education and is responsible for the supervision of teaching and learning
Cannot register the child with a Primary Education Department (PED) as this is the sole responsibility of the parent in home education	Schools must be registered with a Primary Education Department (PED)
Services rendered are done so on a contractual basis	Services rendered are done so on a statutory basis in terms of the School's Act
Never call us a school or give the impression that we are a school.	Refers to itself and the business as a school .
Does not charge "school fees", but tutorial services is quoted at an hourly rate or bundled as packages that parents can purchase.	Charge's school fees within the framework provided by the Department of Basic Education (DBE), as it is registered to do so.
Is not referring to ourselves without the relevant qualifications as "teachers".	Schools employ qualified teachers with SACE numbers to educate learners
Is not performing official assessment of learners and is not representing ourselves to do so. At the parent's request, we are performing supporting administrative functions and we do offer services such as invigilation as qualified and competent to do so.	Performs official assessments of learners
Does not determine whether the learner should progress to the next grade as this is the role of the parent.	Determines whether a learner should progress to the next level or not.
Is not issuing education qualifications or represent ourselves to do so as only accredited providers are authorised to issue registered qualifications.	Issues different forms of education qualifications based upon its accreditation status.
Is not requiring compulsory attendance to tutorials or extra classes.	The Act prescribes compulsory attendance at a school.
Is not required to group learners into classes based upon grade or academic achievement. We have the freedom to decide the way we group our learners.	Typically group learners according to strict guidelines for each grade or academic achievement
We do not prescribe any uniforms.	Typically prescribes to a strict uniform code.

Of importance for parents with children within the Intermediate Phase (Grade 4-6) is for them to know that this is the compulsory schooling phase (from Grade 1 to Grade 9 or age 15).

CAPS Policy Requirement (as quoted on the Impaq website: Available at <https://www.impaq.co.za/impaq-home-school/legal-considerations/>) stipulates:

- Parents should apply to the Provincial Education Department (PED) for the registration of a home education learner and comply with any reasonable conditions set by the department. Submit hard copies of your application and all documents to the Circuit Office in Mossel Bay.
 - Circuit Manager: Ms. Rozelle Smith-Neethling
 - Circuit Office: 24 Marsh Street; Summer Heights, Shared, Mossel Bay
 - Contact number: 044 813 1950
- Parents need to keep a record of attendance, a suitable timetable, and a portfolio of evidence (containing the activities and assessments) for every learner. Portfolios must be kept for three (3) years as proof of the learner's progress.
- Parents must provide the PED with feedback on the learner's progress and whether they have reached the required outcomes at the end of every phase (Grade 3, 6, and 9). Assessments must be done by competent assessors (qualified educators registered with the South African Council for Educators).
- Parents can follow any curriculum that meets the minimum outcomes as set out in the national curriculum.
- The parent may include tutorial or other educational support secured in respect of specific areas of the curriculum. ***The parents, however, remains responsible for the education of their child.***
- Home education only applies to the compulsory schooling phase (from Grade 1 to Grade 9 or age 15). Learners in the FET Phase (Grade 10 – 12) must be registered with an assessment board through an independent service provider."

Registration Process:

Step	Description	Responsibility
1	Intermediate Phase (Grade 4-6): Registration with the Provincial Education Department (PED) for the registration of a home education learner.	Parent
2.	Choosing a Virtual Online Platform and register the child on it. This collaboration is between the parent and the academy of choice.	Parent
5.	Only once the child is enrolled with the academy of choice would we give access to enrol with us as a Tutor Centre.	Parent
6.	All learners who want to register and enrol with us as a Tutor Centre need to complete the 2025 CMSH Registration form and supporting documents	Parent

Addendum B

All Grades up to Grade 11 2026 (12 x Monthly Cost All Terms)			
Learner	Monthly Cost (1st Child)	Monthly Cost (2nd Child)	Monthly Cost (3rd Child)
1_Fri	R583	R525	R467
1_Mon	R808	R727	R646
1_Thu	R879	R791	R703
1_Tue	R856	R770	R685
1_Wed	R924	R832	R739
2_MonFri	R1,013	R912	R811
2_MonThu	R1,227	R1,104	R982
2_MonTue	R1,210	R1,089	R968
2_MonWed	R1,261	R1,135	R1,009
2_ThuFri	R1,065	R958	R852
2_TueFri	R1,048	R943	R838
2_TueThu	R1,260	R1,134	R1,008
2_TueWed	R1,294	R1,164	R1,035
2_WedThu	R1,310	R1,179	R1,048
3_MonThuFri	R1,515	R1,363	R1,212
3_MonTueFri	R1,499	R1,349	R1,199
3_MonTueThu	R1,695	R1,525	R1,356
3_MonTueWed	R1,725	R1,553	R1,380
3_TueThuFri	R1,546	R1,391	R1,236
3_TueWedFri	R1,575	R1,418	R1,260
3_TueWedThu	R1,771	R1,594	R1,417
3_WedThuFri	R1,592	R1,433	R1,273
4_MonTueThuFri	R1,896	R1,706	R1,517
4_MonTueWedFri	R1,923	R1,731	R1,539
4_MonTueWedThu	R2,101	R1,890	R1,680
4_MonWedThuFri	R1,938	R1,744	R1,551
4_TueWedThuFri	R1,965	R1,768	R1,572
5_MonTueWedThuFri	R2,210	R1,989	R1,768

Grade 12 2026 (9 x Monthly Cost. Terms 1-3. Record Examination included .)			
Learner	Monthly Cost (1st Child)	Monthly Cost (2nd Child)	Monthly Cost (3rd Child)
5_MonTueWedThuFriG12	R2,401	R2,161	R1,921