



SBCE - FET - DISTANCE LEARNING APPLICATION FORM - GRADES 10, 11 & 12

SACAI REGISTRATION NO: 319101

Please note you will be required to upload the following documents along with the completed copy of the form and send it to admissionssbce@gmail.com. For further enquiries, please contact **071 648 0388**.

- Parents ID Copy / Passport
- Students ID Copy / Passport
- Students Last Report Card
- Proof of Payment

STUDENT INFORMATION: PLEASE FILL IN ALL BLOCKS

1. Progressed learner:

- ☐ Yes
☐ No

2. Candidate type:

- ☐ Full time
☐ Part time

3. Grade applying for:

- ☐ Grade 10
☐ Grade 11
☐ Grade 12

4. Language of teaching and learning:

- ☐ English
☐ Afrikaans
☐ Other

5. First names: _____.

6. Surname: _____.

7. ID type:

- ☐ South African ID
☐ Foreign ID

8. Student cell number (for WhatsApp): _____.

9. Student Email: _____

10. Immigrant:

- ☐ Yes

☐ No

11. Date of Birth:

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12. Gender:

☐ Female

☐ Male

13. City of birth: _____.

14. Province:

☐ Kwa-Zulu Natal

☐ Gauteng

☐ Limpopo

☐ Mpumalanga

☐ Northern Cape

☐ North West

☐ Eastern Cape

☐ Western Cape

☐ Free State

15. Subject choices:

15.1. HOME LANGUAGE (COMPULSORY): English

15.2. FIRST ADDITIONAL LANGUAGE (COMPULSORY):

☐ Afrikaans

☐ Zulu

15.3. TYPE OF MATHEMATICS (COMPULSORY):

☐ Pure Mathematics

☐ Mathematical Literacy

15.4. COMPULSORY: Life Orientation

15.5. SUBJECT ELECTIVES: Minimum of 3 subjects must be chosen - for a total of 7 subjects

☐ Accounting

☐ Business Studies

☐ Economics

☐ Consumer Studies

☐ Computer Applications Technology (CAT)

☐ Engineering Graphic Design (EGD)

☐ History

☐ Life Science

☐ Physical Science

☐ Tourism

☐ Geography

PARENT INFORMATION: PLEASE FILL IN ALL BLOCKS

1. Parent name: _____.

2. Parent cell number: _____.
3. Parent email address: _____.
4. I understand that SBCS is a distance education provider, registered with SACAI, and is independent from any and all other institutions, centres & tutors. I also understand that registration cannot be completed without the submission of the student's latest report issued by a registered school or distance education provider:
☐ Yes, I understand.

SBCS PARENT AGREEMENT

This agreement ("Agreement" is entered into between SBCS ("SBCS") and the undersigned parent/guardian ("Parent") for the enrolment of the student(s) detailed below ("Student(s)") in SBCS's distance education program.

By signing this Agreement, the Parent agrees to the following terms and conditions:

1. **Parent and student information:**

Parent/Guardian details:

Full name: _____.

ID number: _____.

Address: _____.

Contact number: _____.

Email address: _____.

Student details:

Full name: _____.

ID number: _____.

Date of birth:

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Grade applying for:

☐ Grade 10

☐ Grade 11

☐ Grade 12

2. **Understanding of SBCS's Role:**

SBCS is a registered distance education provider aligned with the CAPS curriculum and registered with SACAI

SBCS is a separate entity from any tutor, school, or facilitator, and is not responsible for providing additional academic support outside of its prescribed services.

The Parent will be responsible to:

- Select added academic support (tuition) for the student(s).
- Understand that such arrangements are independent of SBCS and do not influence the student's enrolment or academic standing with SBCS.

3. **Parent Responsibilities:**

By enrolling their child(ren), the Parent agrees to:

3.1. Assessments and Deadlines: Ensure that all assessments are:

- a. Completed under the correct circumstances as communicated by SBCS.
- b. Submitted by the specified deadlines and adhere to all guidelines provided by SBCS.

3.2. Academic Integrity: Guarantee that all assessments are the student's original work and free from academic dishonesty.

SBCS reserves the right to investigate and take necessary action in cases of suspected plagiarism or misconduct.

3.3. Attendance and Curriculum Engagement: Ensure that the student actively participates in their academic program, completes all assigned work, and adheres to the structured curriculum.

3.4. Communication: Stay informed of updates and communications from SBCS by regularly checking emails, MS Teams notifications, or other communication channels.

3.5. Fees: Pay all tuition and associated fees by the agreed payment schedule to maintain the student's enrolment status.

4. **SBCS Responsibilities:**

SBCS commits to:

4.1. Registering student with SACAI

4.2. Delivering assessments, marking, moderation, and feedback in accordance with SACAI guidelines.

4.3. Maintaining open communication channels for assistance and guidance.

4.4. Limitation of Liability

SBCS will not be held liable for:

- The Parent's failure to ensure the student's engagement with their studies.
- The Parent's failure to provide additional academic support or resources the student may require.
- Missed deadlines or incomplete assessments due to negligence by the Parent or Student.
- Any arrangements between the Parent and external tutors, facilitators, or schools.

5. **Termination of Enrolment:**

SBCS reserves the right to terminate the student's enrolment in cases of:

- a. Non-payment of fees.
- b. Breach of academic integrity.
- c. Persistent failure to meet assessment submission deadlines or adhere to rules.

6. **Privacy and Data Protection:**

SBCS will process and store all personal information provided by the Parent and Student(s) in compliance with the Protection of Personal Information Act (POPIA). Personal data will only be used for the purposes of educational administration and compliance with SACAI regulations

POPI ACT CONSENT

SBCS does not affiliate with any tutor Centre. We liaise directly with parent and students. We will NOT share any information with an independent tutor unless instructed to do so.

For such instruction, please complete below:

SBCS may share my personal information that is in relation to the purpose, with SACAI

I hereby instruct SBCS to share all academic matters with the tutor for the student

I declare that I, of my own accord have secured the services of an independent tutor and that SBCS does not affiliate with tutors/centres

I, the parent, still take full responsibility for the education of my child, and I declare to communicate directly with SBCS on all matters concerning SBCS

Tutor name: _____.

Tutor Email address: _____.

Tutor contact number: _____.

7. **Exam writing policies and procedures:**

In order to protect the integrity of our examination papers and as a result the integrity of the learner's qualification, the Exam Writing Policies and Procedures must strictly be adhered to.

- The exam timetable will be made available on the SBCS platform.
- All papers must be written on the dates, and at the times indicated on the timetable.
- All examinations must take place under controlled examination conditions.
- SBCS does not take responsibility for the negligence of an invigilator and/or parent.

7.1. Criteria, duties and responsibilities of the Invigilator:

In accordance with REGULATIONS PERTAINING TO THE CONDUCT, ADMINISTRATION AND MANAGEMENT OF THE NATIONAL SENIOR CERTIFICATE EXAMINATION

- 7.1.1. The Invigilator shall make themselves available for examinations on the dates and times specified by SBCS or Exam Board. In case of any unforeseen circumstances preventing the Invigilator from fulfilling their duties, they shall notify SBCS as soon as possible.
- 7.1.2. The compensation to the Invigilator is for the parent's account and must be arranged between the Invigilator and the parent.
- 7.1.3. The examination papers must be handled by the least number of people possible. All individuals handling the papers must sign a Declaration of Confidentiality.
- 7.1.4. The examination papers must be stored in a safe, until the exam session commences.
- 7.1.5. Umalusi/SACAI/SBCS reserves the right to conduct spot checks at any time.
- 7.1.6. The Invigilator must have had invigilator training
- 7.1.7. The Invigilator may not be related to any of learners writing the exam and must be at least 21 years of age.
- 7.1.8. Under no circumstances should the Invigilator be appointed to invigilate or even to relieve other invigilators when the subject that they teach is being written.
- 7.1.9. Relief Invigilators may be appointed for sessions with a duration of two hours or longer. However, the relief period may only be for a maximum period of twenty minutes during the session.
- 7.1.10. The invigilator must ensure that all learners sign the attendance register, provided for on the Exam Report, upon arrival at the examination venue.
 - 7.1.10.1. Should a learner be absent during an exam, with a valid excuse, the relevant document/s e.g., a doctor's certificate, must be provided within 24 hours of the exam being written, and uploaded in place of the exam.
 - 7.1.10.2. Should a learner fail to produce a relevant valid document, the learner will receive a zero mark for the exam paper.
 - 7.1.10.3. If learners report, what appears to them as an error on the question paper, it should be reported to SBCS by the Invigilator on the daily Exam Report.
 - 7.1.10.4. Learners should be instructed beforehand to always answer all questions to the best of their ability (not to leave it out) and to follow the instructions on the question paper.
 - 7.1.10.5. If there is indeed an error on the question paper, the matter will be discussed during the memorandum discussion with other teachers/markers/assessors and handled accordingly.
- 7.1.11. The Invigilator must ensure that no material and/or equipment that is not required for the writing of the examination is present in the examination room.
- 7.1.12. Read the instructions relating to the examination to learners and inform them that they could forfeit their results should they contravene any of the instructions.
- 7.1.13. Point out before the commencement of the examination session, that the learner must read all the instructions carefully, to ascertain whether they should answer all the questions or only a certain number of questions.
- 7.1.14. Ensure that learners have ten minutes' reading time per examination question paper, during which no writing may take place, before the official commencement of the examination. This is over and above the reading of any other instructions that may be necessary.
- 7.1.15. Ascertain that the examination question paper is the correct one, in terms of the time and date specified on the examination timetable. In the case of languages whether the correct language level examination question paper has been issued.
- 7.1.16. Submit written reports on all suspected cases of irregularities to SBCS who will inform the assessment body without delay
- 7.1.17. Move around the examination room constantly, but without disturbing the learners.
- 7.1.18. Report on the Exam Report, any learner contravening the rules and regulations of the examination.
- 7.1.19. During the entire session, Invigilators must maintain constant supervision over the learners, to preclude the possibility of learners availing themselves of unauthorized assistance.
- 7.1.20. An Invigilator shall not:
 - 7.1.20.1. Allow learners access to any textbook, diagram, summary or any other material that will assist them in answering a question.

- 7.1.20.2. Answer any question posed by a learner which may result in the explanation of an examination question.
- 7.1.20.3. Provide a learner with loose paper for 'rough work' or make any changes in an examination paper without the prior instruction or permission of SBCS or act in a way that will disturb or distract a learner.
- 7.1.20.4. Read over the learner's shoulder or stand behind the learner in such a way that a learner may be disturbed or distracted.
- 7.1.20.5. Give a copy of the examination question paper to any person other than a learner, Before the end of the examination.
- 7.1.20.6. Allow more than the stipulated time for each examination question paper, except in cases where learners have been granted extra time as indicated on their individual timetables, or due to concessions granted to learner.
- 7.1.20.7. Read to learners any examination question paper or part of an examination question paper or draw attention to any error which he or she may observe in any of the examination papers or mark allocation, unless he or she has been instructed to do so in the errata sheet.
- 7.1.20.8. By his or her conduct, create any opportunity which facilitates the contravention of any examination instruction by a learner.
- 7.1.20.9. Assist a learner in any way in answering an examination question paper or allow another person to assist any learner in any way whatsoever.
- 7.1.20.10. Knit, read, mark or do any work that will hamper him or her in the execution of his or her duties as an invigilator. Cellular phones may not be used by invigilators under any circumstances.
- 7.1.21. All answer sheets must be scanned and loaded onto the SBCS Platform, directly after completion of the exam.
- 7.1.22. If for any reason this cannot be done directly after the exam, SBCS must be informed, the answers sheets must be scanned and stored in a secure folder until it can be uploaded to the platform.
- 7.1.23. Exam/test papers will be available on the SBCS website one day prior to the exam/test being written. Passwords to access the question papers will be sent via email to the Invigilator only.

7.2. Duties and Responsibilities of parent/guardian:

- 7.2.1. Parents must ensure that learners familiarize themselves with the exam rules prior to the commencement of exam.
- 7.2.2. Parents must inform SBCS well in advance as to where they will be writing the exams
- 7.2.3. Gr 12 NSC exam is an external exam, that will be written at a SACAI exam venue.
- 7.2.4. All information and rules regarding the NSC exam will be communicated to the client during year.
- 7.2.5. Parents may NOT handle any exam papers, they may not print, scan or upload any exam paper.
- 7.2.6. However, it is the parent's responsibility to check that the exam was uploaded correctly to the platform, and if it was not, to inform SBCS on the day the exam was written.
- 7.2.7. It is the parent's responsibility to choose a reliable Invigilator. If the Invigilator does not adhere strictly to the Exam Writing Policies and Procedures, it leads to an irregularity and the parent will be given 24 hours to replace the Invigilator with another approved Invigilator.
- 7.2.8. The parent must ensure that a full SBA is submitted for a learner to complete a grade. And refusing a learner access for an exam session can have a detrimental effect on his/her results. The parent therefore must inform, SBCS well in advance if for any reason the learner may not complete the exam with the Invigilator where the learner is supposed to write.
- 7.2.9. The parent must report all possible irregularities to SBCS

8. Exam writing policies and procedures:

By signing below, the Parent acknowledges that they:

- Have read, understood, and agreed to the terms and conditions outlined in this Agreement.
- Understand that SBCS is a distance education provider and that all responsibilities for additional academic support lie with the Parent.
- Accept full responsibility for ensuring the student(s) adhere to the rules and guidelines provided by SBCS.

9. Fee Structure:

DISTANCE LEARNING:

1. Grade 10 R13 350 cut-off date 30th June - thereafter late registration will be charged.
2. Grade 11 R13 750 cut-off date 30th June - thereafter late registration will be charged.
3. Grade 12 R23 600 cut-off date 31st May - thereafter late registration will be charged.

No late registration will be accepted a week after due date!

ONLINE:

1. Grade 10 R4 100 deposit and R2 600 per month (January - December)
2. Grade 11 R4 600 deposit and R2 850 per month
3. Grade 12 R2 100 per month (January - December)

+

R23 600 cut off 31st May (R1 577 late registration will be charged if cut off is missed)

No late registration will be accepted a week after cut off!

Textbook lists:

Please click [here](#) for the PDF copy of textbooks required for Grade 10, 11 and 12.

Requirements lists:

Please click [here](#) to view the PDF copy of what Grade 10, 11 and 12 learners are required to have for the academic year.

DECLARATION:

Name and surname of parent/guardian: _____.

ID number: _____.

(of) Student name: _____.

Hereby appoint - Name and surname of invigilator: _____.

Email address of invigilator: _____.

Contact number of the invigilator: _____.

To invigilate all tests and examinations and that parents will inform SBCS of any changes to Invigilators.

I declare that I have read and understand the Exam Policies and Procedures. I accept my part and responsibility in ensuring that the Exam Writing Policies and Procedures are followed.

Parent initial in acknowledgement of this agreement: _____.

Full name: _____.

Date signed: ____/____/____

UPLOAD DOCUMENTS: Upload clear scanned documents

- Parents ID Copy / Passport
- Students ID Copy / Passport
- Students Last Report Card
- Proof of Payment