



EduQuest College | 2027 Application for Admission and Enrolment

Grade R-11 • Placement Assessment Required

Document Owner: Admissions Officer	Version: 1.3	Effective: 2027 Academic Year	Review: Annually
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Admission Office	Official Details
Physical address	Filkem House, 278 Helen Joseph Street, Pretoria Central, Pretoria, 0002
Telephone	012 881 8802
Cell / WhatsApp	061 729 7343
General email	info@eduquestcollege.co.za
Admissions email	admissions@eduquestcollege.co.za
Website	www.eduquestcollege.co.za
EMIS number	700401343

Office use: Application Reference _____ Date Received _____ Grade Applied For _____

Admission decisions are normally communicated within 48-72 hours after all required documents have been received and the placement assessment has been completed.

1. Learner Particulars

Full names and surname	
Preferred name	
Date of birth	
Birth certificate / ID number	
Gender	
Nationality	
Home language	
Current school	
Current grade	
Grade applied for in 2027	
Residential address	



2. Parent or Guardian Particulars

Parent / Guardian 1 full name	
Relationship to learner	
ID / Passport number	
Cellphone	
Email	
Occupation / employer	
Residential address	
Parent / Guardian 2 full name	
Relationship to learner	
Cellphone	
Email	

3. Educational Background and Placement Assessment

All applicants complete a placement assessment appropriate to the grade applied for. The assessment supports placement and learner-support planning; it is not the only factor considered.

Latest school attended	
Current grade	
Reason for transfer	
Latest school report attached	
Academic strengths	
Areas requiring support	
Previous learning support or accommodation	
Placement assessment date	
Placement assessment outcome / recommendation	



4. Health, Wellbeing and Emergency Information

Medical conditions / allergies	
Medication	
Medical aid and membership number	
Family doctor / clinic and contact	
Emergency contact 1	
Relationship and cellphone	
Emergency contact 2	
Relationship and cellphone	
Additional wellbeing or safety information	

5. Collection and Transport Arrangements

Authorised collector 1	
Relationship and cellphone	
Authorised collector 2	
Relationship and cellphone	
Transport provider / arrangement	

6. Required Supporting Documents

Document	Attached	Outstanding / Notes
Learner birth certificate / ID	☐	
Parent / guardian ID documents	☐	
Proof of residence	☐	
Latest school report	☐	
Transfer documentation, where applicable	☐	
Immunisation record, where applicable	☐	
Custody, protection or collection restrictions, where applicable	☐	
Foreign-national documentation, where applicable	☐	
Other	☐	



7. Accessibility and Reasonable Accommodation

Disclosure of disability, language, health or learning-support needs is used to assess reasonable support and must not automatically prejudice an application.

Preferred language of communication	
Assistance required to complete this form	
Disability / access / reasonable-accommodation request	
Preferred communication format	

8. Fee and Payment Acknowledgement

A non-refundable application and enrolment fee of R1,600 applies. The approved 2027 Fee Structure and Payment Policy forms part of the enrolment package.

Payment Information	Details
Bank	First National Bank (FNB)
Account name	EDUQUEST COLLEGE (PTY) LTD
Account number	631 636 917 60
Branch code	250655
Payment reference	Surname and full name of the learner
Cash payments	Strictly no cash payments are accepted at the School

The person responsible for fees must sign the separate Fee Structure, Payment Policy and Undertaking to Pay School Fees.

9. Privacy Notice

EduQuest College collects personal information to process applications, verify identity and documents, conduct placement assessments, administer enrolment, support learner safety and wellbeing, communicate with parents or guardians, manage accounts and meet legal, regulatory and quality requirements.

Privacy Element	Information
Responsible party	EduQuest College, subject to confirmation in the final institutional privacy notice
Privacy and information contact	Admission Officer - 012 881 8802 / 061 729 7343 / admissions@eduquestcollege.co.za
Supply of core information	Core identity, contact, admission, placement and safety information is required to assess and administer the application.
Possible recipients	Authorised staff, service providers, regulators, emergency services and other lawful recipients, limited to what is necessary.
Rights	A parent, guardian or data subject may request access, correction, objection or another available remedy, subject to applicable law.
Retention	Records are retained according to the approved records-retention schedule and securely destroyed or anonymised when no longer required.
Complaints	Privacy or admissions complaints may be submitted to the Admission Officer using the official contact details above.



10. Separate Permissions and Communication Choices

Choice	Yes	No	Initials
Use contact details for essential application and school administration	☐	☐	
Contact me by telephone, SMS, email or WhatsApp for essential communication	☐	☐	
Send non-essential school news, event or marketing communication	☐	☐	
Use identifiable photographs or video in internal learning or quality records	☐	☐	
Publish identifiable photographs or video on approved public channels	☐	☐	
Share minimum necessary information with approved service providers	☐	☐	
Authorise emergency action where delay may place the learner at risk	☐	☐	

Refusal of optional marketing or public-media permission will not, by itself, disadvantage the admission application.

11. Safeguarding and Duty-of-Care Notice

The School has a duty to take reasonable action where a learner may be at risk. Confidentiality cannot be promised where information must be shared with authorised personnel, emergency services or lawful authorities to protect a learner from harm.

Material custody, protection or contact restrictions	
Known safety concerns relevant to attendance or collection	
Confidential safeguarding information supplied to	

12. Parent or Guardian Declaration

I declare that the information supplied is complete and correct to the best of my knowledge. I authorise proportionate verification for school admission, placement assessment, enrolment, learner support and safety administration. I understand that submission of this form does not guarantee admission.

☐ I have read the 2027 Fee Structure and Payment Policy ☐ I understand that placement assessment is required

☐ I will notify the School of material changes ☐ I understand that false or materially incomplete information may affect admission or enrolment

Parent / guardian full name	
Relationship to learner	
Signature & Date	
Second parent / guardian full name, where applicable	
Signature & Date	



13. Admission Decision and Office Use

Documents verified by Admission Officer	
Placement assessment completed	
Grade placement recommendation	
Reasonable-accommodation review completed	
Safeguarding or privacy escalation required	
Admission decision	
Reasons / conditions	
Decision approved by	
Decision date	
Parent / guardian notified	
Enrolment fee received	
Enrolment completed	
Learner reference number	

14. Admissions Review and Complaints

A parent or guardian may request reasons for an admission decision or submit a complaint to the Admission Officer using 012 881 8802, 061 729 7343 or admissions@eduquestcollege.co.za. A complaint will not guarantee admission, but it will be considered fairly and without retaliation.

END OF APPLICATION FORM