



ALPHA

EDUCATION SA

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SACAI REGISTRATION: 804101

APPLICATION LETTER & IMPORTANT INFORMATION

Dear Parents,

Thank you for choosing Alpha Education SA as your preferred curriculum provider for your child's distance education. Attached please find our Application & Registration Forms. Kindly complete all forms in **BLACK ink** and sign at the bottom of each page:

"Black November Special" offering 12% discount runs from 1st September to 30th November of the year prior to enrolment.
"Early Bird Special" offering 10% discount runs from 1st December to 31st December of the year prior to enrolment.

These offers are discounts on the *Alpha Education SA fees* only. They must be paid up in full by the cut off date.

CHECKLIST: (This is a guideline, please [do not send](#) in this letter with your application)

SECTION A: Documents to complete & submit – This checklist is to assist you – [please do not submit with your application.](#)

	Please tick ✓
• THE GUARDIAN FORM	
• STANDARD AGREEMENT. Please read our terms and conditions carefully	
• ENROLMENT FORM for Learner. All pages to be completed please send one per child.	
• TUTOR CONSENT FORM T001 (if a Tutor has been appointed – required by the POPI Act)	
• APPLICATION FOR INSTALMENT PAYMENTS (if applicable) Including: <ul style="list-style-type: none">– Signed Debit Order Form– Signed Acknowledgement of debt	
• LEARNER EVALUATION REPORT	

SECTION B: ACCOMPANYING REQUIRED DOCUMENTS

Please tick ✓

1. Proof of payment of the deposit	
2. Copy of the Parent's/Guardian's ID	
3. Copy of VISA if client is not a South African Citizen	
4. Copy of the Account Holder's ID (if different to Parent/Guardian)	
5. Affidavit from parent/guardian acknowledging the following (if applicable): <ul style="list-style-type: none">a. Account Holder is a 3rd party/Trustb. Parent accepts full liability if the 3rd party defaults in making payment.	
6. Certified Copy of the Child's Birth Certificate or ID	
7. Latest completed Grade Report and current Grade Term Report (if registration is after 1 st April)	
8. Grade 10 & 11 learners must provide legitimate proof (reports) of completing their previous grade.	
9. Grade 12 learners will not be accepted without a valid Grade 10 & Grade 11 year-end report (this is a minimum requirement of UMALUSI and our external assessment institute)	
10. Instalment application (Grade 4-11 only) if payment plan required, accompanied with FICA Documents: <ul style="list-style-type: none">i. Proof of residenceii. Proof of income	

*****PLEASE NOTE:** Tutors/Centre Managers [may not make instalment payments](#) on behalf of parents. The contract is between Alpha Education SA and the parent – no other 3rd party may sign the standard agreement or instalment application forms unless written permission is granted by the Financial Director of Alpha Education SA. Parents remain 100% liable should the 3rd party default on payment.

SECTION C: APPLICATION APPROVAL

Financial and Academic approval is required

- **Please read our terms & conditions in the Standard Agreement very carefully.** All terms & conditions apply, are legal and binding and are not negotiable.
- Incomplete documentation will cause a delay in processing and a further delay in access to the portal.

SECTION D: COURSE INFORMATION

Our course material has 3 package options:

Package 1#: Course material with Learner's textbooks. *(A waiting period of up to 6 to 8 weeks may be experienced due to delays with the publishers). Teacher's Guides are an optional extra. In all cases the Textbook Teacher's Guides are an optional extra of R3000-00 per grade from Grades 4 to 12 and subject to availability. All optional extras are at an additional cost to the quoted prices on the Learner's Enrolment Form*

Package 2#: Course material **WITHOUT** Learner's textbooks. This option gives you the freedom to purchase from your local book sellers, or from friends that have completed their grade recently. *Please do not purchase alternative books as our course material year planners are based on the books we prescribe.*

Package 3#: Course material compatible to any version of E-Books or Textbooks, known as our E-Grade Courses. This option allows you to use any CAPS textbook and teacher's guide. The prescribed tasks, tests and examinations, known as the formal Site-Based Assessments (SBA) from Grade 4-12 are supplied by Alpha Education SA. To assist with managing the grade we provide you with management tool templates. All documentation and submission of Learner's work is done electronically.

- Course material excluding textbooks will be available on our Moodle Alpha Online School Portal within 48 hours of *application approval*. Financial and Academic approval is required. Outstanding documents will delay the process.
- Please choose subjects carefully in Grade 10 & 11. R800-00 per subject will be charged for subject changes 5 working days after receipt of the application. Grade 10 changes by June of academic year, Grade 11 changes (one only) by 31st January of Grade 11 year, **NO changes** allowed in Grade 12.
- **Grade 12 may not make any subject change whatsoever.** If Alpha Education SA does not offer a subject done in Grade 11, the Learner will need to purchase the subject from an alternative curriculum provider the year following the Grade 12 year with Alpha Education. This will result in an incomplete 1st year which will require a Certificate Combination application with UMALUSI that can take up to a year after application and has an application fee.

SECTION E: FINANCIAL

Please take careful note of

1. **An additional SACAI Fee for Grade 10, 11 & 12 that is compulsory and payable into a separate bank account. *Please see the Addition Costs letter before committing to registering with Alpha Education SA. The registration is with SACAI (South African Comprehensive Assessment Institute) our external assessors and moderators. Grade 10, 11 and 12 will not be official if this registration is not done. Registration and SACAI payment is due by 31st March 2026. Late registration payments will be immediately due at the end of the registering month.***
 2. De-registration will take place on the 7th of the second month of registration if the SACAI fee has not been paid.
 3. Access to the portal will be suspended in the event of non-payment of SACAI and/or Alpha fees.
 4. Payment plans via debit order are available. Please note that a fee of R120-00 will be charged per unpaid debit order. If a debit order is not honoured after the 2nd attempt, the full amount of the course material will become immediately due.
 5. SACAI fees may NOT be included in the Debit Order amount. Please make SACAI payments into the SACAI account.
 6. Prices **do not** include printing and delivery costs. Please take note of the printing and delivery options on the Learner Enrolment Form.
- All accounts must be settled by the 15th December (Grade R-11) of the academic year of purchase.
 - **Grade 12 applications do not have a payment plan option. The full amount including the SACAI fees must be paid on application. This is not negotiable.**
 - **The Grade 10 & 11 SACAI fee must be settled by the 31st March of the academic year of purchase** into the specified ABSA account dedicated to the SACAI fee only. Late registrations must be paid by the end of the month of registration.
 - **Grade 12 SACAI Fees must be paid to the dedicated Grade 12 Nedbank Account 1196250405**
 - Reports and new course material will not be issued unless the current grade is paid for in full and the SACAI fee has been paid to SACAI with proof of payment and the registration form submitted to Alpha Education SA.
 - Official assessment and exam entry for internal and external examinations will not be allowed if payments are in arrears.

- Payment plan arrangements must be paid **monthly**, kept up to date and may not exceed 30 days. In the same manner as a clothing account, the portal will be blocked if the monthly payment is not received by the agreed date.
- Bank charges of R120-00 per unpaid debit order will be charged to the client if payments are returned unpaid.
- We regret that no cheques are accepted.
- Payment may be made in full by EFT, online payment, cash deposit or by Debit Order.
- Online payment platforms are available. Please visit our website www.alphaedsa.co.za for this feature.
- Please **add 1%** cash handling fee onto the payment instalment or the full amount for **cash deposits**.
- A 5% handling fee is payable on credit card payments.
- **The student's initials and surname followed by the child's date of birth and the grade should be used as a reference on all Alpha bank payments.** For example: J Smith180495 GRADE 6

SECTION F: LEARNER INFORMATION

LEARNERS ATTENDING TUTORING FACILITIES:

1. The Tutor Head/Facilitator is required to enrol as a Tutor with Alpha Education SA. Please ensure your Tutor is listed
2. A Form T001 (Client Consent Form) is required for us to provide access for the Tutor to the Portal. This is mandatory in terms of the POPI ACT. No access will be granted to a Tutor without the parent's consent using this form.
3. **A valid parent and tutor email address is required.**
4. All test/exam invigilators must be trained and certified by Alpha Education SA. The Tutor Head is required to contact Alpha Education SA regarding this.
5. Tutors will be required to apply to be an examination venue.
6. Irregularities such as but not limited to; plagiarism, pre-viewing of question papers, assistance, non-supervision are mandatory offences and will be subject to prosecution according to the policy laid down by Alpha Education SA which conforms to the Department, SACAI and UMALUSI requirements.
7. All submission of work is done electronically. We will not accept courier deliveries of hardcopies.
8. Work must be kept readily available in case our external moderators for Grade 10, 11 & 12 require the original hard copies.
9. Submission of hard copies requested for external moderation to Alpha Education SA is for the parent's account. Alpha Education SA picks up the cost for submission to the External Moderator.
10. The Tasks, Test, Practicals & Examinations known as the Site-Based Assessment (SBA) is compulsory and must be submitted to verify results for the report. **An incomplete SBA will result in non-progression to the next grade.**

LEARNERS STUDYING AT HOME

1. June, and Year-end Examinations for Grade 4 to Grade 11 may be written at home under supervision.
2. Grade 10 & 11 may be written under supervision of an annually Alpha registered and certified invigilator that is NOT a parent, family member or Facilitator. All examinations will be invigilated via Google meet, Zoom or Teams, please ensure you have sufficient data and hardware for this requirement.
3. Grade 12 examinations and practical examinations will be invigilated and recorded via an online platform to be finalised by SACAI. This is mandatory and is not negotiable and may carry an additional fee.
4. Invigilator Certification is required annually at a fee of R500-00 and is subject to successful completion of the course material and test.
5. Irregularities such as plagiarism, pre-viewing of papers, assistance, non-supervision and other forms of cheating are mandatory offences and will be subject to prosecution according to the policy laid down by Alpha Education SA which conforms to the Department, SACAI and UMALUSI requirements.
6. **A valid email address with the Portal app is required for validating the Portal connection.**
7. All submission of work is done electronically. We will not accept courier deliveries of hardcopies.
8. Work must be kept readily available in case our external moderators for Grade 10, 11 & 12 require the original hard copies. Lost hard copies will result in the repeating of the task, test or exam at an additional expense.
9. Submission of hard copies requested for external moderation to Alpha Education SA is for the parent's account. Alpha Education SA picks up the cost for submission to the External Moderator.
10. The Tasks, Test, Practicals & Examinations known as the Site-Based Assessment (SBA) is compulsory and must be submitted to verify results for the report. **An incomplete SBA will result in non-progression to the next grade. In the case of Grade 12, this will result in an incomplete subject which will be regarded as a fail even if the learner achieves 100% in the final examination. SACAI has the right to deny access to the examination venue if these tasks are not submitted by the deadline date.**

E-GRADE LEARNERS – Package #3

This package has the following requirements

1. The course is compatible and requires any CAPS e-books or CAPS hardcopy books.
2. Blank Templates for the year planner and Attendance Register are provided on request and need to be completed by the parent/tutor to make up the Portfolio of Evidence file.
3. The Tasks, Test, Practicals & Examinations known as the Site-Based Assessment (SBA) is compulsory and must be submitted to verify results for the report. **An incomplete SBA will result in non-progression to the next grade.**
4. A reference list of the books used with ISBN numbers is required to verify that the correct CAPS books have been utilised. Please place the list in the Portfolio of evidence file
5. All correspondence and submission is done electronically in pdf format unless otherwise stipulated. No hard copies will be accepted unless requested by Alpha Education SA
6. Hard Copies must be kept in the Portfolio of Evidence and made available on request. Please store for a minimum of 3 years.

GRADE 12 EXAMINATIONS

1. Grade 12 June and Prelim exams may be written at home under supervision of an annually certified Alpha Invigilator. Certification closes on the 28th February. All examinations will be invigilated via an online platform to be advised. This is mandatory and may carry additional fees.
2. The invigilator may not be a parent, family member or subject tutor.
3. Final examinations are presented by SACAI at UMALUSI approved SACAI venues. Allocation is done annually in May and may vary from year to year. There is an additional cost for the examination venue. **Please note we do not know what venues are available until we are notified in May of the current Academic Year. Alpha Education SA can only present a preferred choice of venue off the SACAI exam venue list. We cannot guarantee the placement in the preferred venue. This may result in distance travelling to and from the venue. Please make necessary arrangement as soon as the learner has been allocated the venue.**

WORK SUBMISSION – All Learners

- Alpha Education SA will only accept electronically submitted work. Hard copies need to be stored in a safe place and be readily available on request. If requested for external moderation the courier cost will be for the parent's account.
- Please submit in pdf format with the correct cover page.

CONCESSIONS

1. Applications for concessions are done annually by 28th February of the Academic year. Medical reports and proof of previously granted accommodations are required. Please contact Alpha Education SA for more information.
2. Concession learners are required to pay additional costs for separate venues and any other fees as specified by the examination venue.

Please email application with accompanying documents to:

- Grade 10 - 12: customercare@alphaedsa.co.za
- Grade 7-9: seniorphase@alphaedsa.co.za
- Grades RR-3: admin@alphaedsa.co.za
- Financial & Legal queries may be addressed to Mrs Delport on director@alphaedu.co.za

Please note that your application will only be processed once all the above (See page 1 Checklist) documentation is correctly completed and submitted with proof of payment reflecting in our bank account. An incomplete or delay in submission will delay approval. Please submit ALL documents in pdf format and label them correctly.

We look forward to being of service to you and to be a partner in your child's education.

Kind regards

The Alpha Team

"May 2026 be an exceptionally successful year in your child's education."