



2027

APPLICATION FORM

Student name	
Grade applied for	
Application date	
Year applied for	
For office use	Received by: Status:

A little about The Button Foundation

Please read this section before completing the application.

The Button Foundation was founded in 2008. Individualised education became a need in the 1990s as more parents opted for Home Education. We recognised a need for families who had to educate their children while working or without the required skills. For many families, mainstream education is not an appropriate option.

Home Education can also be a choice made to adapt education to the needs of an individual student. Every family and student has different circumstances, goals and needs, and therefore each student's educational experience will differ. Our goal is to suit the needs of each student as far as the applicable legal framework allows.

During the formative years, important factors in an individual's life develop, including the ability to cope with different situations, become a meaningful part of society and develop a balanced view of life. Students may face behavioural, moral, emotional and other influences that can create challenges. Our aim is to educate students about these challenges, help them develop resilience and self-confidence, and provide the educational attention they need and deserve.

We strive to assist students according to their specific learning styles. Each student is evaluated prior to admission. This evaluation may take up to three days so that we can determine the student's learning style, educational barrier, emotional state or another factor that could hinder learning. Where appropriate, we may recommend additional assessments such as an eye test, Dyslexia or Dyscalculia evaluation by an educational psychologist, or a review of medication.

Our programme is intentionally simple and flexible. Additional time and short breaks may be incorporated to support concentration. We believe every student has the right to an education and to a quiet, supportive and learning-friendly environment. We also teach students that they have a responsibility to respect the rights of others to the same conditions.

Positive discipline forms part of our interaction, and rewards are linked to genuine and deserving effort. Parents/guardians are expected to play an open and meaningful role in the student's education. Regular family meetings form part of the programme, with two-way communication encouraged between parents/guardians and tutors.

The legal framework of a Support Centre

Important: Support Centres are not schools.

The Button Foundation provides the following support services:

- Tutorial and educational support services.
- Opportunities for students to be tutored by competent educators according to their needs, in consultation with the parent/guardian.
- Opportunities for students to be assessed by competent assessors according to their needs and requirements.
- Qualified and registered invigilators for formal assessments according to the requirements set by the examination board, SACAI.
- Remedial services.
- Language and reading services.
- Assistance with curriculum implementation according to the needs of the student, in consultation with the parent/guardian.

The Button Foundation is a Support Centre, and therefore the following applies:

- No formal uniforms.
- Attendance is not compulsory and is at the discretion of the parent/guardian.
- Report cards are acquired and provided by the service provider of the curriculum.
- Registration and communication with the curriculum provider remain the responsibility of the parents/guardians.
- Registration at the Department of Education remains the responsibility of the parent/guardian for students below 15 years of age and/or Grade 9 and below.

Student Information

STUDENT INFORMATION

Full names	
Student surname	
ID number	
Student age	
Student cell number	
Highest grade passed	
Current grade	
Grade applied for	
Previous school/centre name	
Principal name	
Principal contact number	
Principal email address	
Has the student been expelled before?	Yes ☐ No ☐
If yes, please explain	
Does the student struggle with any educational barriers?	Yes ☐ No ☐

Educational barriers – please select all applicable:

- | | | |
|---|---|--|
| ☐ Dyslexia | ☐ Dysgraphia | ☐ Dyscalculia |
| ☐ Irlen Syndrome | ☐ Synesthesia | ☐ ADD |
| ☐ ADHD | ☐ Bipolar Disorder | ☐ Asperger Syndrome |

Approved assessment concessions – please select all applicable:

- | | | |
|---------------------------------|---|---|
| ☐ Reader | ☐ Separate venue | ☐ Break sessions |
| ☐ Scribe | ☐ Extra time | ☐ Medication / medical |

Are there any court orders that might affect his/her education?	Yes ☐ No ☐ Details:
Does the centre have permission to share student information with relevant parties for educational purposes?	Yes ☐ No ☐
Does the centre have permission to use photos of the student on social media and for promotional use?	Yes ☐ No ☐
Will the student be joining the aftercare programme?	Yes ☐ No ☐

DOCUMENTATION REQUIRED

ID / Birth certificate	☐
Latest school report	☐
Any psychological /educational reports	☐

Parent Information

FATHER

Full names	
Surname	
ID number	
Residential address	
Cell number	
Email address	
Marital status	
Occupation	
Employment company	
Address of employment	
Superior / Manager	
Superior / Manager contact no	
Superior / Manager email address	

DOCUMENTATION REQUIRED

ID – certified	☐
Proof of residence	☐

MOTHER

Full names	
Surname	
ID number	
Residential address	
Cell number	
Email address	
Marital status	
Occupation	
Employment company	
Address of employment	
Superior / Manager	
Superior / Manager contact no	
Superior / Manager email address	

DOCUMENTATION REQUIRED

ID – certified	☐
Proof of residence	☐

ADDITIONAL INFORMATION

Additional information or requests	
Who will be allowed to collect the student from the centre? (Provide names and contact numbers)	

Accountholder Information

ACCOUNTHOLDER INFORMATION

Full names	
Surname	
ID number	
Residential address	
Address of employment	
Cell number	
Email address	
Occupation	
Company employed	
Superior / Manager	
Superior / Manager contact number	
Superior / Manager email address	
Marital status	
Next of kin name	
Next of kin contact	
Next of kin address	
Next of kin relationship	
WhatsApp and email address where statements will be sent	

DOCUMENTATION REQUIRED

Accountholder ID – certified	☐
3 months bank statements	☐
3 months Proof of income	☐
Proof of residence	☐

Payment Terms and Conditions

TERM	CONDITION
Due date	Payments are due and payable strictly on or before the 28th of each month in advance.
Duration	This serves as a binding agreement between the Accountholder and The Button Foundation for the academic year from the date of signature until 31 December 2027.
Payment method	Payments are to be made into the Button Foundation's bank account using the relevant reference.
Monthly provident fund	This is payable with centre fees on or before the 28th of each month in advance.
Additional unforeseen costs	Damage to centre property or further costs related to this account not mentioned in this agreement will be covered by the Accountholder.
Educational fees	All educational fees are the responsibility of the Accountholder.
Cancellation of agreement	Should the student be removed prematurely, regardless of the reason, a 90-day notice period is required. A student cancellation form must be signed by the Parents/Guardians/Accountholder. If no form is received, fees for the remainder of the agreement period will be payable. Cancellation will not be accepted after 1 September 2027 for the 2027 academic year.
Accounts in arrears	Accounts in arrears for more than 90 days will be handed over for collection to the legal department. Student attendance will be halted while the account remains in arrears, the account will be deactivated, and a reactivation fee of R250 will be payable upon reactivation. The Button Foundation reserves the right to withhold services where fees are outstanding. The Button Foundation is a service provider and not a school; parents/guardians remain responsible for the provision of Home Education.
Penalties	A 15% penalty fee on the full current arrears amount will be added to the account on the 28th of each month once the account is more than 60 days in arrears.
Provident fund beneficiaries	Students who qualify for the programme and a discount will be disqualified as soon as the payment arrangement is not strictly adhered to. Standard fees will then become payable and the Accountholder will remain bound by this agreement.
Agreement duration by grade	Grades 6 –11 fees are payable over 12 months, with the first instalment due on 28 December for the start of the academic year and the final instalment due on 28 November. Grade 12 fees are payable over 11 months, with the final instalment due on or before 28 October.
Attendance	Fees are payable regardless of the student's attendance and/or commitment.
Handover	Accounts in breach of contract will be handed over to Nicol Davis and Associates Collections, Johannesburg. 021 802 2720. info@nicoldavis.co.za.

I, _____, Accountholder of (student) _____, herewith agree to the above terms and conditions.

Signed at _____ on this _____ day of _____ 2026/2027.

ACCOUNTHOLDER	WITNESS 1	WITNESS 2	THE BUTTON FOUNDATION REPRESENTATIVE
Name: _____	Name: _____	Name: _____	Name: _____
Signature: _____	Signature: _____	Signature: _____	Signature: _____

The Button Foundation Annual Fees

Grade	Annual Registration Fee (non-refundable)	Monthly Provident Fund	Monthly Tuition Fee	Aftercare Programme
Grade 6	R5 200.00	R200.00	R4 600.00	R180 per day attended
Grade 7–9	R7 800.00	R200.00	R5 400.00	R180 per day attended
Grade 10	R8 500.00	R200.00	R5 800.00	R180 per day attended
Grade 11	R9 000.00	R200.00	R5 800.00	R180 per day attended
Grade 12	R9 500.00	R200.00	R6 200.00	R180 per day attended

Annual Registration Fee: Includes stationery and supplies for the whole year. Portfolio monitoring and all courier fees are included. Excursions and additional costs are not included.

Monthly Provident Fund: Covers upkeep of the premises and gardens, printing costs, and accidental breakage of centre property. Purposeful breakage will be added to the Accountholder's costs. This fund also contributes to the sponsorship programme of students who qualify.

Monthly Tuition Fee: Contributes to tutor salaries, lease of premises, utilities and other nominal expenses.

Aftercare: Collection times are strictly by 17h00. Collections after 17h00 will be charged an additional R50 per 10 minutes lapsed.

Additional Expenses: Excursions, photography packages and similar items are optional and will be suggested with order forms or permission forms.

Textbooks: Textbooks are to be supplied with the curriculum and are the responsibility of the parent/guardian. The Centre can assist with textbook quotations.

Laptops: Laptops are compulsory for students in the FET phase studying Computer Applications Technology.

Casio Calculators: Casio calculators are required and are to be supplied by the parent/guardian.

Grade 10–12 Assessments: The curriculum provider requires Language Assessments, Visual Arts, Hospitality Studies and Consumer Studies to be assessed by an approved assessor appointed by them. The Centre can assist with these arrangements.

Educational Information

Grade 10–12 subjects: Compulsory

- | | |
|--|--|
| ☐ Home Language - English | ☐ Home Language - Afrikaans |
| ☐ First Additional Language - English | ☐ First Additional Language – Afrikaans |
| ☐ Life Orientation | ☐ Lewens Orientering |
| ☐ Mathematics | ☐ Wiskunde |
| ☐ Mathematical Literacy | ☐ Wiskundige Geletterdheid |

Grade 10–12 subjects: Elective (choose at least 3)

- | | |
|---|--|
| ☐ Tourism | ☐ Toerisme |
| ☐ Geography | ☐ Geografie |
| ☐ History | ☐ Geskiedenis |
| ☐ Visual Arts * | ☐ Visuele kuns * |
| ☐ Computer Applications Technology | |
| ☐ Engineering Graphics Design ** | ☐ Ingeneurs Grafika en Ontwerp ** |

* Visual arts will incur additional costs for the accountholder as external assessments are involved. The equipment needed for Visual arts will not be provided.

** Engineering Graphics and Design requires a complete drawing set that will not be provided.

Important: Subject not listed above will **not be facilitated**. Should a student already have subjects other than the above, The Button Foundation will **administrate** the assessments only. No tuition will be offered. Please indicate the subjects already registered if any:

Computer Applications Technology requirements

Software:

- | | |
|---|---|
| ☐ Windows 10 | ☐ Microsoft Office 365 |
| ☐ Microsoft Word | ☐ Microsoft Excel |
| ☐ Outlook | ☐ PowerPoint |
| ☐ Access | ☐ Note++ |

Hardware:

- | | |
|--|---|
| ☐ Dual Core CPU or higher | ☐ 32 GB internal storage space |
| ☐ 4 GB RAM or higher | ☐ High-resolution screen |
| ☐ USB port | ☐ Headphones |
| ☐ Mouse | ☐ Laptop bag |

Indemnity

1. By placing this student in the care of The Button Foundation, we acknowledge that the team of professionals will always have the best interests of the student at heart.
2. All policies and recommendations will be taken into account when we make decisions while the student is enrolled at The Button Foundation.
3. We will not hold the Centre, staff or students accountable in case of loss, injury or death.
4. We undertake not to claim from, nor institute legal action against, The Button Foundation, its owners, staff members, directors or agents, and hereby indemnify and absolve them from liability or claims of any nature whatsoever.
5. We will work in harmony with the Centre and support decisions affecting the educational well-being of the student and other students, including disciplinary measures taken by The Button Foundation.
6. We will confirm issues or concerns raised by the student with the Centre in order to avoid manipulation.
7. We will communicate queries directly to The Button Foundation management.
8. We agree / do not agree that the student's information may be used and shared professionally, only when needed for educational purposes (for example, with social workers, doctors, psychologists or psychiatrists).
9. We agree / do not agree that the student's information or photographs may be used and shared professionally and discreetly on social media or other platforms for marketing or promotional purposes.
10. In the event that a sponsor or Accountholder withdraws sponsorship, it remains the responsibility of the parent/guardian to continue paying all fees and keep the account up to date.
11. We acknowledge that the Centre has a swimming pool on the premises. Use thereof will be decided upon by management and is not part of the educational use of the premises. We confirm that the student is able to swim should he/she accidentally fall into the pool. If the student cannot swim, we will provide proof of participation in a swimming training programme. We will not hold the Centre, staff, students or board members accountable for loss of items dropped in the pool or for injury or death, whether accidental or otherwise.
12. We understand that staff members at The Button Foundation are trained and equipped to educate and provide training for the specific requirements of each student. We will cooperate with and support the Centre regarding training schedules, assessment schedules, assessment measures, teaching methods and disciplinary measures decided upon by the administrative team. We are willing to implement suggested changes and routines to enhance the student's education.
13. We agree to pay for any damage incurred by the student, whether to The Button Foundation or to a third party.
14. We acknowledge that The Button Foundation reserves the right to amend this indemnity policy without notice and that we will accept any amendments.

I / We _____ & _____

Parent/Guardian of (student) _____ herewith agree to the above indemnity.

Signed at _____ on this _____ day of _____ 2026/2027.

Parent/Guardian	WITNESS 1	WITNESS 2	THE BUTTON FOUNDATION REPRESENTATIVE
Name: _____	Name: _____	Name: _____	Name: _____
Signature: _____	Signature: _____	Signature: _____	Signature: _____

Student Code of Conduct

Important: Parents are responsible for revising the code of conduct with the student so that they know what is expected of them.

Dress code

- Boys are required to be clean-shaven and wear neatly trimmed hair. Attire should be presentable, neat and clean. Shoes are compulsory.
- Boys are not allowed to wear jewellery.
- Girls are required to dress modestly. Revealing clothing will not be allowed. Swimming costumes must be one-piece; bikinis are not permitted.
- Hairstyles should be neat and presentable. Hair should not hang over the face and eyes, as this affects the visual part of education. Girls above 16 may wear modest make-up and hair colour, subject to management approval.
- Brand-name clothing and items such as backpacks are strongly discouraged. The focus is on education, progress, values and consideration for others.

Technology

- Cellphones are not permitted for students below Grade 10. Grade 10-12 students may obtain permission. Note that this is a privilege and is merit based. This privilege might be revoked.
- Communication is directed to Centre management via the WhatsApp group provided. Urgent calls may be made to management.
- Students who misuse or damage Centre laptops, headphones or mice will be held accountable and may face disciplinary action. The Accountholder remains responsible for damage incurred.

General behaviour

- Bullying and fighting are not tolerated and sanctions will be imposed. The Button Foundation deals with educational barriers and not behavioural problems; students who repeatedly misbehave may be deregistered.
- All superiors and fellow students must be addressed and treated with respect. Obedience is a priority.
- Students may not use foul language. Strict sanctions will be enforced.
- The Button Foundation only enrolls non-smoking students. This means the student does not smoke at all. If it becomes evident that a student is a smoker, he/she will be deregistered with immediate effect.
- Accountholders are responsible for damage caused by the student to Centre or fellow students' property.
- Students are required to move about quietly and respectfully. Running is not permitted.

Lost and Found

- Students are responsible for their belongings. Lost items will be kept in the Lost and Found section and may be retrieved at a cost of R10 per item. Unclaimed items will be donated to charity.

Stationery and books

- Students will receive a stationery pack at the start of the year. These items will **not** be replaced. Stock counts will be done regularly and lost or broken items will be charged to the Accountholder. Stationery will be marked. Books are to be treated with respect. Students who lose books or stationery and attend classes without them may face disciplinary action.

Surveillance

- Please note that the premises are equipped with surveillance cameras.

I, _____ (student), agree to the above Student Code of Conduct and commit myself to the requirements. I will accept discipline as decided upon by the administrative team. I understand that I have rights as well as responsibilities.

Signed at _____ on this _____ day of _____ 2026/2027.

Student	Parent/Guardian	WITNESS	THE BUTTON FOUNDATION REPRESENTATIVE
Name: _____	Name: _____	Name: _____	Name: _____
Signature: _____	Signature: _____	Signature: _____	Signature: _____

Additional Information

Parents/Guardians/Accountholders are encouraged to share any additional information or requests with The Button Foundation.

ADDITIONAL INFORMATION / REQUESTS

DOCUMENTATION TO BE INCLUDED	✓	NOTES
Accountholder ID – certified	☐	
Accountholder's 3 months bank statements	☐	
Accountholder's 3 months Proof of income	☐	
Accountholder's Proof of residence	☐	
Parent / Guardian Father ID – certified	☐	
Parent / Guardian Father Proof of residence	☐	
Parent / Guardian Mother ID – certified	☐	
Parent / Guardian Mother Proof of residence	☐	
Student ID / Birth certificate	☐	
Latest Scholastic reports	☐	
Psychological / Educational reports	☐	
Payment terms and conditions signed (Page 7)	☐	
Educational information – Subjects selected (Page 9)	☐	
Indemnity signed (Page 10)	☐	
Student code of conduct signed by parent/s and student (Page 11)	☐	

FOR OFFICE USE ONLY	✓	NOTES
All documents received	☐	
Verification and background check completed	☐	
Student assessment completed	☐	
Board submission done	☐	
Approved	☐	
Documents processed by		