



The Immaculate Equestrian Academy Elite

Plot 12B, End Road, Golfview, Apple Orchards
Cell no. 082 087 3538 or 0160650080 e-mail info@iea-elite.co.za or director@iea-elite.co.za

Application form

Dear parent/applicant

Admission requirements for Post Matric Equine Studies Course:

1. A National Senior Certificate (Grade 12) or the recognized equivalent qualification.
2. Learner's need to have some previous horse care experience and riding experience in order to get through the syllabus timeously.
3. In order to write the Modules 3 & 4 exam learners must have reached the age of 18 years.
4. Learner's may not take any exam if they are pregnant.
5. A matric certificate is required to write the Module 5 exam.

Thank you for applying to *The Immaculate Equestrian Academy Elite*. Before completing this form, take heed:
Any false information applied will jeopardise your child's application for admission and continued registration.

The following documents must accompany this application to qualify consideration for admission to The IEA Elite.

1. One RECENT (2017) ID size PHOTOGRAPH of the learner.
2. A certified copy of the student's ID Document.
3. The learners's matric certificate or equivalent.
4. Certified copies of BOTH PARENTS OR GUARDIANS' ID documents.
5. In the case of a deceased parent/s, a certified copy of the DEATH CERTIFICATE/S.
6. Proof of your STREET ADDRESS. (Your most recent Rates and Taxes account reflecting the physical address or Deed of Sale complete with revenue stamp).
7. In the case of DIVORCED OR SEPARATED, BOTH PARENTS are to provide a certified copy of their respective STREET ADDRESSES.

Upon completion and submission of the application form and supporting documents the office will schedule an interview between yourselves and the equestrian department. The interview, together with the information in your application form will determine if your child is a suitable candidate for this academy. Expect an email & telephone call in this regard.

The once off application fee must be paid at the time of the interview R500.00. Please pay this fee in cash or with card as we do have credit card facilities on the premises. This fee is non refundable.

The office will contact you to advise you of the successful application. The academy does not have to provide a reason for declining an application.

On receipt of a provisional acceptance letter from the office, a non refundable acceptance fee and full deposit must be paid to the academy to confirm your child's enrolment. This deposit will be held and will be repayable without interest upon termination of this contract, provided there are no outstanding fees to *The Immaculate Equestrian Academy Elite*. Refunds only take place in December.

Until the acceptance fee and full deposit has been paid in full, the learner has not been accepted into the academy and the space remains unreserved. The January fees are payable by 1st of January. Fees are always paid in advance on or before the 1st. Upon acceptance we will issue you with a handbook of information as well as a uniform, stationery and book list.

Post Matric Subjects

The IEA Elite realises that there is a need for suitably qualified staff within the ever growing equine industry all over the world. The IEA Elite was established in order to fulfil the need for qualified personnel by offering a comprehensive equestrian career training course at its well-equipped academy south of JHB.

Learners attend lectures as well as gain essential practical experience while in attendance at The IEA Elite.

Equine Course curriculum encompasses 7 main areas/subjects of study namely and consists of Theory and Practical components.

- 1) Stable yard management
- 2) Equine Nutrition, the care and feeding of horses.
- 3) Equine Studies
 - Equine Anatomy, including the circulatory system, digestive system, etc.
 - Equine Health Care.
- 4) Stud management
- 5) Business studies
- 6) Event co-ordination & management
- 7) Riding proficiency (horse riding and horse training)
- 8) Equine riding instructor training
 - Show Jumping coach
 - Equitation coach
 - Dressage coach
 - Endurance coach
 - Vaulting coach
 - Therapeutic Riding Instructor

Equine Course activities include field-trips to: Feed manufacturers, racehorse trainers, veterinary clinics, stud farms, equestrian shows, riding schools and show venues and more...

We provide equestrian training in line with EQASA (Equestrian Qualifications Authority of Southern Africa) syllabus and requirements of the EQASA certificate examinations. We are a CEEPSA registered training centre.

We equip learners with the required skills for the following 7 career paths within the horse industry:

- Groom
- Head Groom
- Stable Yard Management
- Equine Stud Management
- Equestrian Riding Instructor
- Equine Vets Assistant
- Assistant Race Horse Trainer

During the one year course learners will write the first 4 Modules of the EQASA (old SANEF) exams and upon successful completion of each exam, will achieve the following National Qualifications:

- EQASA Module 1 - Certificate of Basic Stable Yard Skills
- EQASA Module 2 - Certificate of Advanced Stable Yard Skills
- EQASA Module 3 - Certificate of Horsemanship
- EQASA Module 4 - Certificate of Horse-mastership & Preliminary Riding Instruction.

In the second year learners will complete the 5th Module of the EQASA (old SANEF) exams and upon successful completion of the exams will achieve the following Module 5 (level 1) International Qualification:

- EQASA Module 5 - Certificate of Horse-mastership, Horsemanship & Riding Instruction Level 1

For more information on how to obtain the following 2 levels please contact the office.

- EQASA Module 6 - Certificate of Horsemanship, Horse-mastership & Riding Instruction - Level 2
- EQASA Module 7 - Certificate of Horsemanship, Horse-mastership & Riding Instruction - Level 3

The learners responsibilities include taking care of the needs of the stabled horses as well as exercising the horses. The care of the horses includes making sure that the horses are fed and watered correctly and their stables are kept clean. During the course, learners may make use of our horses or their own to take lessons, use in lectures, take on out-rides, etc. Equestrian services will be taught and learners will practice these services such as horse riding lessons, livery services, schooling of horses, specialized grooming services. At The IEA Elite we aim to produce well equipped personnel who will have the knowledge, confidence and practical experience to be able to work successfully in any sphere of the ever growing equine industry in South Africa. EQASA has identified 30 career paths (riding & non-riding) in the industry.

Post Matric learner details

Please complete the following form in full: (Tick where applicable).

Did learner matriculate? _____

Last school attended by learner: _____ Tel no: _____ Fax no: _____

Learner's Surname: _____

Learner's First Names: _____

Learner's Date of Birth: _____

Learner's Cell no (if applicable): _____ Learner's e-mail address: _____

Learner's ID no/Birth certificate no: _____

Learner currently resides with:	Both parents	Mother	Father	Guardian	Other/Caregiver
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Please fill in full details of contact person in the case of an emergency:

Surname:	
First name:	
Telephone no:	
Doctor's name:	
Telephone no:	
Name of medical aid:	
Medical aid no:	
Main member:	

Please fill in full details of an additional contact person in the case of an emergency:

Surname:	
First name:	
Telephone no:	
Relationship with learner	

In the event where an emergency has arisen and medical treatment be deemed necessary for the learner, the Board or their delegated official shall have the authority to consent to such medical treatment, including surgical intervention, on the parent/guardians behalf. The parent/guardians accept that all precautions will be taken to ensure the safety and welfare of the learner and that they will be held responsible for the payment of medical and/or hospital accounts where applicable.

Please specify any allergies:	
Please specify any medical ailments	
Have you recently in the past 6 months had a tetanus injection?	
State any Medication you may be taking on a Regular Basis:	
State any serious injury or illnesses you may have suffered during the last 5 years:	

Please tick:

Gender	Male	Female					
Ethnic group	African	Coloured	Indian	White	Other		
Home language	Afrikaans	English	IsiNdebele	IsiXhosa	IsiZulu	SePedi	SiSwati
	SeTswana	TshiVenda	XiTsonga	SeSotho	Other		

Please don't forget the accompanying documents: The following documentation must accompany this application

1. Copy of Applicant's I.D.
2. Copy of Applicant's Guardian's I.D. if the Applicant is a Minor
3. Copy of Applicant's Passport if not an SA Citizen
4. Certified Copy of Matriculation Certificate or Equivalent Qualification or, copy of latest school report
5. Motivation letter
6. Reference Letter
7. Curriculum Vitae
8. 2 x Colour I.D. Photos
9. Copy of any certificates of achievement or attendance
10. References: Give details of at least 2 Referees (These may not be direct family members)

Riding Ability (circle the appropriate level):

1. Non Rider (never ridden)
2. Novice Rider (walk and trot)
3. Intermediate (established in walk, trot, canter, jump 60cm) once or twice a week
4. Competent Rider (Balanced in all Basic paces, jumps a course of 1m, able to perform some lateral movements eg Leg yield and shoulder in) rides two or three times a week
5. Advanced Rider (provide competitive background) rides three or four times a week, competes regularly in chosen discipline/s.

Learner's : Weight _____ & Height: _____

Parent 1 / Guardian - Information

Please fill in or tick the relevant boxes:

Marital Status:	Married	Remarried	Divorced	Single	Widowed	Separated
Relationship:	Legal parent	Guardian	Grand parent	Step parent	Foster parent	Other:
Title:	Mr	Mrs	Miss	Other:		
Surname:	_____					
Name:	_____					
ID no:	_____					
Home address:	_____			Postal address:		
	_____			_____		
	_____			_____		
Home Telephone no:	_____					
Cell no:	_____					
Occupation:	_____					
Employer/Company name:	_____					
Physical work address:	_____					

Work telephone no:	_____					
E-mail address	_____					

Signature _____ Date _____

Parent 2 / Guardian - Information

Please fill in or tick the relevant boxes:

Marital Status:	Married	Remarried	Divorced	Single	Widowed	Separated
Relationship:	Legal parent	Guardian	Grand parent	Step parent	Foster parent	Other:
Title:	Mr	Mrs	Miss	Other:		
Surname:	_____					
Name:	_____					
ID no:	_____					
Home address:	_____			Postal address:		
	_____			_____		
	_____			_____		
Home Telephone no:	_____					
Cell no:	_____					
Occupation:	_____					
Employer/Company name:	_____					
Physical work address:	_____					

Work telephone no:	_____					
E-mail address	_____					

Signature _____ Date _____

Post Matric Fees 2019

Administration fees once off payment	
Application fee: (payable in cash upon test)	R500.00
Acceptance/registration fee: (payable upon acceptance) nonrefundable	R5 000.00
Academic deposit: Refundable in December (payable upon acceptance)	R5 000.00
Boarding deposit: Refundable in December (payable upon acceptance)	R5 000.00
Day scholar fees:	Monthly
Post Matric – Equine studies	R5 500.00 x 11 months
Boarding weekly/term fees: optional	
Option 1 – sleeps 3 post matric’s in same room	R4 100.00 x 11 months
Option 2 -sleeps 2 post matric’s in same room	R4 600.00 x 11 months
Option 3 - private room in post matric’s boarding house	R5 650.00 x 11 months
Uniform and text book fees:	
IEAE post matric uniform & text book pack:	R6 900.00
First Aid Level 1 Course (Indorsed by SA First Aid League.)	R 980.00
Seminars per person. We may attend two or three such events in a term	R 350.00 - R 550.00
Registration fees for EQASA - the year.	R 480.00
Stabling of own horse	R3 250.00 x 12 months
Full bait (see baiting contract for more details)	R3 450.00 x 11 months

Post matric’s are required to own a horse or full bait a horse throughout the academic year (11 months)

Fees paid annually in advance will qualify for an approximate 7.5% discount.

CONDITIONS OF PAYMENT OF NONREFUNDABLE ENROLMENT & COURSE FEES

Application fee of R5,000.00 is payable once learner has been accepted onto the course and is confirmed by receipt of an acceptance letter. This application fee is nonrefundable & guarantees a place on the course for the new course year intake. For the purpose of this document and the course fee plan, this nonrefundable enrolment fee is deemed separate from the course fees which are payable as set out below.

Due to the nature of the course, the core subjects of all the modules are linked and are taught from the course commencement. Therefore, once the course has commenced, in the event of the learner not completing the course, for whatever reason the full course fee is payable by the parent/guardian/learner (ie the person responsible for payment).

By the signing of the enrolment page all parties agree to this stipulation and all conditions as is written in this communication document.

Signature: Father

Signature: Mother

Signature: Learner

IEAE Representative

Date

Fees agreement terms and conditions

1. Tuition fees exclude certain exam fees and text books are additional to fees.
2. The IEA Elite may conduct a credit enquiry and/or credit information search about the parties with a credit information bureau, persons acting as their agents and/or credit grantors.
3. Monthly tuition fees are paid in 11 equal payments on the 1st day of each month until/including 1st November.
4. The academic and boarding fee deposit are refundable and will be refunded in full, interest free will be paid in December only provided correct termination of this contract has been followed, that one terms notice has been given and there are no outstanding fees.
5. The acceptance fee is NONREFUNDABLE and will be used towards the development of The IEA Elite.
6. The IEA Elite reserves the right to restrict admission of any learner in respect of whom monies to the academy are outstanding.
7. The IEA Elite reserves the right to withhold learner academic reports and exam results whose accounts are not paid up at the end of the tuition terms.
8. The IEA Elite reserves the right to restrict a learner from writing the examinations whose exam fees and tuition accounts are not paid in full.
9. A one term notice in writing, is required when withdrawing a learner from The IEA Elite. A one terms notice will be charged to accounts on immediate withdrawal. Furthermore, to return any books and/or equipment belonging to the academy which the learner has in their possession.
10. A 7.5% discount will be applied for annual payments paid on or before the 7th January each year. **Fees paid termly in advance receive a 3.5% discount.** Refunds will be given should there be termination of this agreement subject to a 10% fee being levied on the amount available for refund over the remaining 11 month period of the year in which the advance payment was made.
11. All payments received will be applied firstly to the reduction of interest, legal fees and fees in lieu of notice, sundry charges and arrears applicable and then to the reduction of current tuition fees.
12. In the case of a parent, guardian, or person responsible for the payment of fees being sequestered and there are arrear fees, the learner's attendance at the tutor centre will be immediately suspended. The learner's continued attendance will be subject to all fees being paid in advance.
13. Sundry charges will be charged: for outings, enrichment & cultural lessons, and certain activities where outside facilitators are paid to do presentations, etc.
14. Although The Board will always endeavour not to increase tuition fees during the year, it reserves the right to do so if circumstances require it. A 10% increase in fees can reasonably be expected each year to provide for inflation and other costs.
15. A late payment charge will be levied at the rate of 15% on all accounts not settled by due date being the 1st of each month. Annual fees not paid in full by the 7th January and monthly fees not paid by the 1st day of each month will be regarded as overdue.
16. Non payment of account shall entitle The Board to cancel the enrolment of the learner forthwith. Should a debit order be returned by the bank, a surcharge of R250.00 will apply.
17. All bank charges for cash deposits will be for the debtors account. We encourage parents to pay for tuition fees via EFT.
18. The Board may in their sole discretion, grant refunds and make changes or adjustments to fees and other charges. A one month written notice shall be given.
19. The Board is then entitled to instruct the academy's attorneys to attend to the collection of outstanding accounts and both parents (whether natural, adoptive or foster parents) shall be jointly and severally liable for the payment of all costs incurred, on the scale as between attorney and own client, including collection fees.
20. Signature by the applicant/parents/guardian/caregiver of these terms and conditions shall be deemed to be an acknowledgement that the signatory has read, understood and agreed to the terms and conditions regarding the payment of the annual tuition fees for each respective academic year.
21. This commitment in its entirety will be valid from the date on which it is signed by the parent/guardian to the date on which the learner officially leaves the academy.

I/We undertake to adhere to the terms and conditions of the fee agreement.

Signature: Father

Signature: Mother

Signature: Guardian

IEAE Representative

Date

Undertaking by parents / guardian / caregiver

1. I/We hereby apply to have the child whose name appears on this form registered as a learner at *The Immaculate Equestrian Academy Elite* and confirm that he/she complies with the basic criteria.
2. I/We undertake to adhere to the academy rules and disciplinary code and to the various alterations in the rules and disciplinary code that may be made from time to time.
3. I/We understand and confirm that the Board of the academy or any person duly authorized, will act in *loco parentis* in any matter and at any time during which my/our child is entrusted to the care of the academy.
4. I/We understand that while every reasonable effort will be made to prevent loss or damage to learners clothing and equipment, the academy will not be held liable.
5. I/We undertake to reimburse the academy for any damage to property that may be caused by my/our child.
6. I/We agree that he/she will attend tuition regularly and will only be absent for medical reasons. I/We undertake to inform the secretary of our child's/children's absence from the academy. Parents/guardians declare that they are prepared to produce a doctor's certificate if and when required.
7. I/We understand that the academy reserves the right to verify all information supplied to it via this application.
8. I/We accept the responsibility of the learner's transport to and from the academy.
9. I/We undertake to support the academy's constitution, as defined and implemented by the Board.
10. I/We undertake to inform the admin office in writing of any change of address and/or information completed on this application.
11. This commitment in its entirety will be valid from the day on which it is signed by the parents/guardians until such day on which the learner officially leaves the academy.

The Immaculate Equestrian Academy Elite reserves the right to suspend a learner or terminate the registration of a learner at the discretion of the Board.

DECLARATION

I/We hereby declare that the information which I/we have recorded in this form is true and correct and by my signature below, I give the Board and his/her designate, permission to check and confirm any of the details listed by me. I understand that should any of the information supplied by me, be found to be false, legal action may be taken against me.

I/We further declare that I/we are the parent/legal guardian of the child and thus entitled to sign this document, and shall be bound hereto both as parent/guardian, and in my personal capacity.

Parent 1/Guardian (print name)

Signature

Date

Parent 2/Guardian (print name)

Signature

Date

General indemnity form

I/We _____

Parent/s and or guardian/s of: _____

do hereby indemnify *The Immaculate Equestrian Academy Elite*, their employees, representatives and contractors. I/We will not hold the aforementioned entities liable for any loss, damage, theft, injury or death sustained by owners, learners or their guests, family of such owner or learner, horses or ponies howsoever caused. I/We indemnify, and hold harmless, the above entities against any claim in this regard. My/Our signature hereto binds my/our estate and dependants to this indemnity.

The above mentioned learner and/or their property, including consequential or special damages of any nature, arising from negligence, including gross negligence or any other cause, howsoever arising from:

1. The transportation of the aforementioned learner, to or from school in respect of any school or sport activities and/or outings.
2. Any event which might occur at any of the academy premises, including but not limited to, the playground and stable yard.
3. Riding is a dangerous sport and therefore, riding is entirely at your own risk.

I/We have read and fully understand the nature and content hereof and agree to be bound hereby.

Signature: Father

Signature: Mother

Signature: Learner

IEAE Representative

Date