



WILLOW ACADEMY

A department of Word of Faith Christian Centre

ADMISSIONS

ADMISSIONS CHECKLIST

To ensure the timely processing of your application, please ensure all the following documents are included:

1.	Willow Academy application form	
2.	Copy of latest academic report	
3.	Copy of school fee account for the last two years	
4.	Two colour ID photographs	
5.	Certified copy of birth certificate of pupil or identity document (not older than three months)	
6.	Certified Copies of both parents'/guardians' identity documents (not older than three months)	
7.	Certified Copy of Marriage or Death Certificate	
8.	Proof of residence (RICA document e.g. cellphone bill)	
9.	Copy of three months' pay slips of person/s responsible for fees	
10.	Three months bank statements for each parent	
11.	Pastoral recommendation (document enclosed with application)	
12.	Psychometric/Psychological/Audiological reports (if applicable)	
11.	Student Visa (for foreign learners only)	
12.	R500 Non-Refundable Application Fee (payable with application):	
13.	Divorce Decree (if applicable)	
14.	Clinic Card/Vaccination Record	

For Office use only:	Date of application received:
Assessment Date:	Outcome:
Financial Review Date:	Outcome:
Principal Interview Date:	Outcome:
Financial Interview Date:	Outcome:
Acc No:	Captured on Sasams: