



UCT ONLINE
HIGH SCHOOL

POLICIES

ADMISSIONS POLICY

Adult Matric



in collaboration with

VALENTURE INSTITUTE



OVERVIEW

Purpose	This policy provides an overview of the information and rules relating to Adult Matric learner admissions.
Custodian	Senior Admissions Manager
SME	Governance Manager Chief of Student Experience Senior Academic Records Coordinator
Approval Authority	Executive Head of School and Chief Academic Officer
Version History	Version 2, Effective 8 January 2024



DEFINITIONS	4
GENERAL	5
POLICY	5
1.1. Mode of learning	5
2.1. Language of learning	5
3 General admissions principles	6
3.1 Admissions Criteria	6
4. Submission of application for admission	7
Application Process	7
5. Closing dates for applications	9
6. Confirmation of Final Placement	9
7. School fees	10



DEFINITIONS

“Academic Year”. Refers to a calendar period of 12 months. The academic year starts in January and ends in December of the year. Specific dates will be available on the website.

“Applicant”. An individual who has submitted an application to study with UCT Online High School for the Amended Senior Certificate (ASC).

“Conditional Offer”. A conditional offer of a place made to the applicant after attaining the minimum requirements based on the Admissions Criteria.

“Final placement”. Final placement is dependent on the payment of a non-refundable placement fee and the submission of particular documentation (and their verification, as required).

“Grade”. Refers to the accepted academic year group that an Adult Matric learner is placed in. UCT Online High School for the Adult Matric qualification includes learning for the grades of the qualification.

“Programme” (of the School). The complete offering that the School provides.

“Qualification”. The final award that an Adult Matric learner obtains for successfully completing the requirements of the Adult Matric qualification - the Amended Senior Certificate (ASC).

“School”. The school’s full name is UCT Online High School for the Adult Matric. “School” is the abbreviation that is used in this policy. The School has different curriculum offerings. The offering in this policy is the Adult Matric certification resulting in the Amended Senior Certificate (ASC) aligned with the CAPS curriculum.

“Learners”. Individuals within the prescribed age ranges attending the School will be referred to as Adult Matric learners.



GENERAL

1. This policy was developed by the custodians and adopted by the leadership of UCT Online High School for the Adult Matric, in collaboration with Valenture Institute. The School reserves its rights to amend this policy.
2. This policy shall at all times be interpreted and applied in a manner that protects and promotes the best interests of all Adult Matric learners concerned.
3. All admission applications should be directed to the Admissions Team.
4. No applicant shall be refused admission to the School on the basis of their race, gender, home language, religious beliefs, cultural beliefs, socioeconomic status, or any other arbitrary ground.

POLICY

1.1. Mode of learning

UCT Online High School for the Adult Matric is an institution that offers online learning. Adult Matric learners will need to be computer literate and have access to a computer with reliable internet connectivity that supports live conferencing tools. This is a prerequisite.

2.1. Language of learning

The School is a single-medium online school, where the medium of instruction is English.



3 General admissions principles

Applicants are required to submit their admission applications by the stipulated deadline to be considered for a place at UCT Online High School. Submission of an admission application and payment of the application fee and/or the Placement Fee does not guarantee a place. All applications received by the stipulated deadline will be considered and assessed in accordance with our admission criteria provided herein below.

3.1 Admissions Criteria

- 3.1.1 The selection of Adult Matric learners for admission to the School shall be based on an assessment of the following factors (in no particular order):
- 3.1.2 Applicants must be 21 years or older when they sit for their Amended Senior Certificate (ASC) Matric Examinations which are administered by the Department of Basic Education.
- 3.1.3 The applicant must have a South African identity document or passport and study permit in the case of foreign nationals.
- 3.1.4 Whether a complete application for admission (being a complete set of all information requested in terms of the online application) has been submitted with payment of the non-refundable Application Fee.
- 3.1.5 Whether the Adult Matric learner can independently meet the educational demands of the programme, regardless of any barriers to learning that may or may not exist. The School will not be offering additional support to Adult Matric learners with special educational needs.



N.B It is important to note that all barriers to learning can be accommodated if the Adult Matric learner can work independently within a mainstream curriculum and if the learner has access to the necessary external therapeutic support, as well as the funds required for implementing the support and/or assistive technology. This needs to be arranged by the Adult Learner themselves. We can recommend 'A Class Tutors', one of our official partners who offer tutoring and concession assistant services for Reading, Scribing, and Prompting during the Final Amended Senior Certificate (ASC) Examinations.

4. Submission of application for admission

Application Process

The School will process all applications as follows:

- 4.1 All applications for admission to the School must be submitted via the School website by the applicant.
- 4.2 The School will consider all applications received for admission to determine whether the applicants concerned are eligible for admission to the School in terms of the admissions criteria set out in this policy.
- 4.3 Once the application has been submitted, this will be reviewed in line with the admissions criteria in this policy and communication confirming whether the application for admission has been successful or unsuccessful will be sent to the applicant once a decision has been taken.



- 4.4 Successful applicants will be sent a conditional offer of admission pending the fulfilment of stipulated criteria. In the event that these criteria are not met the conditional offer for the grade of entry will be revoked.
- 4.5 Where an application for admission is conditionally successful, payment by the fee payer will be required to accept the place offered to the applicant by paying the stipulated non-refundable Placement Fee by the date indicated in the communication of acceptance issued by the School. This Placement Fee will be indicated on the conditional offer and is subject to the terms of the Fees Handbook.
- 4.6 The School reserves its right to rescind a conditional offer of a place to study at the School where the Placement Fee for the successful applicant has not been received by the School by the stipulated deadline.
- 4.7 If the School denies admission, the applicant may request reasons for such a decision from the School. These reasons will be provided in writing by the School within a reasonable time after receiving the applicant's request.
4. Once the non-refundable Placement Fee has been received, the applicant will be asked to upload further documentation via the School Portal.
- 4.1. All applications for admission to the School must be made online through the submission of the application form on the School's website. The School's prescribed online application form must be completed and agreed to by the applicant.
- 4.2. Please note that when you accept our offer to study at UCT Online High School for the Adult Matric you are legally bound by the School Policies and Handbooks available on the website.



These Policies form part of our contractual relationship with you. **For this reason, we encourage you to first read and familiarise yourself with the content of our School Policies before accepting our Offer of Study.**

5. The School reserves its rights to verify all information and any documentation supplied for admission and reserves its rights to take legal action against any individual who intentionally provides false information and/or documentation.

5. Closing dates for applications

Applications for admission to study at the School must be submitted the year preceding the year of study. To be considered for admission for a specific start date, however, the application must be submitted to the School before the closing dates, as indicated on the School's website. Prerequisite for enrollment to a start date is that all required documentation is provided by the relevant cut-off date and meets relevant promotional requirements for validation.

6. Confirmation of Final Placement

- 5.1. We require a copy of the applicant's identity document / passport.
- 5.2. Please note that it is an offence to provide false information regarding the age of an applicant.
- 5.3. The School reserves its rights to verify all information and documentation supplied by an applicant for admission, and reserves its rights to terminate the enrolment agreement and take legal action against any applicant who intentionally provides false information and documentation.



6.4 Upon receipt of all required documentation, the relevant team processes all information in accordance with relevant rules, policies and regulations. Final placement and enrollment is dependent on meeting all admissions requirements.

7. School fees

8.1 The fees are set by the School, and are subject to annual increases.

8.2 Where an application for admission to the School is successful and the conditional offer is accepted, the fee payer concerned has a contractual duty to pay the relevant school fees, unless they have been exempted from paying all or part of the fees payable.

8.3 A schedule of the school fees payable to the School for the relevant period of admission will be provided by the School.

8.4 It is every fee payer's responsibility to ensure that school fees are paid, and are up to date.