



CARTER HIGH SCHOOL

22 CARTER DRIVE, PIETERMARITZBURG 3201 • TEL: (033) 3451922 • POSTAL: PRIVATE BAG X3, CASCADES 3202
E-Mail: admissions@carterhigh.co.za • Website: www.carterhigh.co.za

APPLICATION FOR GRADE **8** of 2027

Dear Parent / Court Appointed Legal Guardian
of Learner's Full Name per Birth Certificate/ID

Thank you for requesting application forms regarding the admission of the Learner to Carter High School. Carefully read through the terms and conditions first, as set out in this 12 page document before completion.

1. To be completed by **Biological parent** or **Court Appointed Legal Guardian** only.
2. **Contact** the Admissions Officer should you need help completing your application **before** making an appointment to return.
3. **NO photocopying** will be done at the school.
4. It is essential that you **apply to at least three (3) other schools besides Carter High** as we have far more applicants than we can accommodate and cannot guarantee placement.
5. Selection will be made in compliance with the procedures laid down by Carter High SGB and the KwaZulu-Natal Education Department.
6. All applicants will receive communication as to the outcome by email. **Please make sure that email addresses and contact numbers are legible and valid.**
7. Successful applicants may be required to be interviewed by a member of the School's Management Team. **ONLY BIOLOGICAL PARENT/S AND/OR COURT APPOINTED LEGAL GUARDIANS** will be allowed to attend the interview with the Learner.
8. **DO NOT** purchase any Carter High School uniforms until you have received an official letter from the Principal/HOD, confirming your child's acceptance to a grade.

Please note: FAILURE TO COMPLY & SUBMIT ACCURATE DOCUMENTS as detailed below will RENDER YOUR APPLICATION INCOMPLETE & DISQUALIFIED.

BIOLOGICAL PARENTS	COURT APPOINTED GUARDIANS / FOSTER
1. FULLY COMPLETED APPLICATION FORM <i>(Mandatory) Make sure to sign and initial as required</i>	1. FULLY COMPLETED APPLICATION FORM <i>(Mandatory) Make sure to sign and initial as required</i>
2. IDENTITY DOCUMENTS (Mandatory)	2. IDENTITY DOCUMENTS (Mandatory)
2 (two) Certified copies of Learner's unabridged birth certificate	2 (two) Certified copies of Learner's unabridged birth certificate
1 (one) Certified copy of ID for mother OR death certificate if applicable	1 (one) Certified copy of ID for court appointed mother figure
1 (one) Certified copy of ID for father OR death certificate if applicable	1 (one) Certified copy of ID for court appointed father figure
3. FAMILY STATUS (Selective to family situation)	3. FAMILY STATUS (Selective to family situation)
MARRIED - 1 (one) Certified copy of marriage certificate (if applicable)	MARRIED - 1 (one) Certified copy of marriage certificate (if applicable)
DIVORCED - 1 (one) Certified copy of divorce decree (if applicable)	UNMARRIED - FULLY Completed & Commissioned Single Parent Affidavit - see page 10
UNMARRIED - FULLY Completed & Commissioned Single Parent Affidavit - see page 10	1 (one) Certified copy of court order

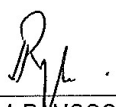
SEPARATED - Commissioned police affidavit (if applicable)
4. FINANCIAL (Mandatory)
. EMPLOYED - An original copy of recent salary slip for BOTH parents and/or 3 months bank statements
.UNEMPLOYED - affidavit indicating previous employment details
.SELF EMPLOYED - copy bank statements for last 3 months
ORIGINAL proof of current residence
5. HEALTH RECORDS (Mandatory)
1 (one) Certified copy of the Learner's immunization/ clinic card. Must be vaccinated for polio, measles, TB, diphtheria, hepatitis & Tetanus
1 (one) Copy of the medical aid card (back and front) if applicable
6. SCHOOL RECORDS (Mandatory)
1 (one) Copy of the Learner's most recent school report and most recent end of year report. Make sure copies are legible
Testimonial/ Character reference from current Grade HOD
FULLY Completed co-curricular interests & participation document page 12 (<i>Learner to complete</i>)
1 (one) Copy of previous year and current year school fee statement & FULLY Completed financial clearance document page 11 (<i>current school to complete</i>)
GRADES 9 to 11 ONLY – 1 (one) Commissioned affidavit stating why you need to move the Learner from the current school

4. FINANCIAL (Mandatory)
. EMPLOYED - An original copy of recent salary slip for BOTH parents and/or 3 months bank statement
.UNEMPLOYED - affidavit indicating previous employment details
.SELF EMPLOYED - copy bank statements for last 3 months
ORIGINAL proof of current residence
1 (one) Certified copy of document for grant received
5. HEALTH RECORDS (Mandatory)
1 (one) Certified copy of the Learner's immunization/ clinic card. Must be vaccinated for polio, measles, TB, diphtheria, hepatitis & Tetanus
1 (one) Copy of the medical aid card (back and front) if applicable
6. SCHOOL RECORDS (Mandatory)
1 (one) Copy of the Learner's most recent school report and most recent end of year report. Make sure copies are legible
Testimonial/ Character reference from current Grade HOD
FULLY Completed co-curricular interest & participation document page 12 (<i>Learner to complete</i>)
1 (one) Copy of previous year and current year school fee statement & FULLY Completed financial clearance document page 11 (<i>current school to complete</i>)
GRADES 9 to 11 ONLY – 1 (one) Commissioned affidavit stating why you need to move the Learner from the current school

RETURNING YOUR COMPLETED DOCUMENT

By appointment only, we do not accept walk-ins or emailed documents. Email admissions@carterhigh.co.za or contact 033 3451922 Admissions Officer to setup appointment to return your application to school before the published deadline. Allow for 30 minutes.

Thank you for your time and we look forward to receiving your completed forms.



 MR A RAMGOOLAM
 PRINCIPAL

ENROLMENT AGREEMENT

TERMS AND CONDITIONS

of

--

Learner's Full names and Surname herein referred to as "the Learner"

This agreement serves to confirm the financial obligations of the parents of the Learner with Carter High School ("the school") as governed by the School's Governing Body ("SGB")

1. DURATION AND AMENDMENT

These terms and conditions shall come into effect upon the successful admission of the Learner to the school and shall remain in force until the Learner leaves the school and until all financial and other obligations have been adhered to. The Terms and Conditions may only be amended in writing and no oral variations shall be of any force until reduced to writing and signed by the parties.

2. FINANCIAL MATTERS

- a. **School Fees:** Carter High School is a fee paying institution. The annual fees, as determined from time to time, are due and payable annually in advance on or before 28/29 February, as the case may be, however the school allows for 3 (three) payment options. 2026 school fees are R37000.00 per Learner, per annum. Annual increase is expected at a rate up to but not exceeding 10%. *Please sign against your choice below*

		Signature Required here
SINGLE	Full payment on or before 28/29 February of each academic year	
MONTHLY	10 (ten) equal monthly instalments starting 1 st Jan till 1 st Oct	
QUARTERLY	4 (four) equal payments at the beginning of Term 1, Term 2, Term 3 and Term 4.	

Should parents fail to honour their legal obligation to school fees in the time frames agreed upon or fail to make alternate arrangements in the event of change of financial circumstances, legal action may be taken forthwith to recover the FULL annual school fees irrespective of whether the school year has been concluded or is in progress. No indulgence or latitude shall be construed as a waiver or notation of any of the rights of the school.

- b. **Exemption from payment of School fees:** Parents shall apply annually for exemption from payment of school fees by making a formal request in writing to the school, then completing and submitting the prescribed form to the school on or before 28/29 February of every year, or within 60 days of change of circumstances that occurs after 28/29 February of every year. Should no application for exemption from payment of school fees be received as aforesaid, then parents shall be *ipso facto* barred from applying for exemption from payment of school fees.
- c. **Incidental Expenses:** Parents understand and accept that in addition to the school fees, the Learner may incur further charges which are payable and that such charges may include (but are not limited to) the cost of leadership courses, tours, Consumer Study practical levies / Visual Art material fees, lost text books and library books.
- d. **Touring Expenses:** Should the Learner be selected for a touring team or other excursion away from the school, the estimated cost involved shall be payable not less than 14 days prior to the commencement of the tour, or as otherwise stated, and if not received, the Learner will forfeit the opportunity to travel.
- e. **Non-attendance:** The fees and expenses, as determined from time to time, shall be payable irrespective of whether the Learner attends the school during the relevant period or not. No refund shall be given by the school for absence of the Learner due to any cause whatsoever.
- f. **Notice of Withdrawal:** Where the Learner is removed before completing his final academic year, a full school term's notice is to be given in writing to the Admissions Officer and Principal. Should such notice not be received before the commencement of the pupil's last term at the school, the parents shall be liable for the fees of the following term *in lieu* of due notice.
- g. **Costs:** Parents undertake to pay for all legal costs as between attorney and client, including any collection commission charges and tracing cost, in the event of attorneys being engaged to recover any amount due to the school.
- h. **Liability:** The parents, for the duration of the Learner's education at the school, bind themselves jointly and severally, the one paying the other to be absolved, for the payment of all amounts due to the school. In the event that the parents are separated/unmarried/divorced, then by the signature hereto, they acknowledge their joint and several liability and confirm that any agreement between them regarding the payment of school fees is not binding on the school.
- i. **Certificate of Liability:** A certificate signed by either the Principal or Finance department shall be *prima facie* proof of the amount owing to the school and it shall not be necessary to prove the amount in any legal proceedings instituted by the school and it shall not be necessary in such proceedings to prove the appointment of the designated person who signed the certificate. The parent confirms having adequate financial resources to pay all fees, incidental and travelling expenses as and when required.

- j. **Deposit:** The parents accept that an amount of **R5500.00 (Five thousand, five hundred rand)** is due and payable within 30 days of official acceptance, to secure the Learner's place in the grade. The parents acknowledge that, should they wish to withdraw the Learner from school after the deposit has been paid, only 50% of the deposit will be refunded.

3. **ATTENDANCE**

The parents of the Learner undertake to ensure that the Learner attends school regularly and should the Learner be absent from school for any reason, to notify the **PRINCIPAL** in **WRITING**, stating the reason(s) for absence.

The parents agree that the Learner will be at school before 07h50 in the morning and be fetched no later than 15h30 in the afternoon, provided they are not attending an extra mural activity and that transport to school and from school will not pose a hindrance to attendance.

4. **IN LOCO PARENTIS**

The parents agree that the Principal and/or his designates may act *in loco parentis* in the event of any injury or accident in which the Learner may be involved.

5. **SCHOOL ACTIVITIES**

The parents of the Learner hereby give consent for the Learner to take part in all school activities.

6. **MEDIA**

The parents agree that the school may post or otherwise use appropriate photos/videos of the Learner on the school ICT network, school related social media sites, in the press with regards to the representation and/or achievement, and in school related marketing material.

7. **DISCIPLINE**

All disciplinary matters relating to the education, training and extramural activities of the Learner shall vest in either the SGB or the Principal or a person or persons authorized by them. The parents acknowledge that the Learner will at all times be subject to the **Code of Conduct** (as amended from time to time), the relevant provisions of the South African Schools Act 84 of 1996, as amended, and any relevant regulations promulgated. In the event of the Learner being expelled or suspended, no refund shall be payable for fees already paid or due.

8. **COMMUNICATION POLICY**

Our primary mode of communication with parents/guardians is via the D6 communicator, email and our WhatsApp groups and broadcasts. You will be sent emails/WhatsApps on a group list periodically; updating you on all the many and varied events at the school. There are also WhatsApp groups for each class where short term notices will be posted. Please keep your details up-to-date with the school. All written communication to the school must be via email.

9. **PROTECTION OF PERSONAL INFORMATION**

In order to secure and maintain the enrolment of the Learner at the school, as well as all aspects relating to such enrolment and the education of the Learner, it is necessary for the school to process personal information of the Learner and parents. Such personal information may be shared with and obtained from related third party operators and/or external business partners who provide a service to the school, as well as other third parties who may have justifiable interest in obtaining the information, such as a professional body with authority over the school. Examples provided are for purpose of illustration, and do not purport to limit the effect of this clause:

- Collecting and making use of information related to the Learner, for the purposes of managing their affairs and wellbeing throughout the duration of enrolment at the school;
- Collecting and making use of the financial information of parents for application and enrolment purposes, and for the purpose of carrying out the financial business of the school;
- Supplying personal information and references in respect of the Learner as and when requested by the parents and for educational purposes;
- Collecting, storing and utilising camera/video recording, images and personal information of the Learner during school events, sports events and press releases;
- Collecting and processing personal information of the Learner and/or parents to manage relationships between the school, other parents, Learners, staff and/or third parties authorised to carry out school business; and/or
- Sharing the Learner's and/or parents information with third party operators, in a manner consistent with the purposes of this agreement and the Learner's education. Sharing may include publishing the parent's information on social media databases, platforms and groups including but not limited to WhatsApp groups, for educational purposes and purposes consistent with fulfilling this agreement.

In signing this enrolment agreement, the parents consent to the use of the personal information and that of the Learner. The school undertakes to:

- Keep confidential any personal information shared with it, save where it is necessary to disclose such information in accordance with this agreement and/or any other legitimate purpose of the school; and
- Take the necessary and reasonable steps to protect any such personal information provided.

In the event of any change of personal information supplied to the school, the parents undertake to keep the school notified and promptly advise of any changes in respect thereof and to keep such information updated and current

The parents are entitled to withdraw their consent to the sharing provisions of this clause at any time in writing, which written notification shall be sent to the school's information officer, and upon receipt thereof, such information shall be removed from the school's records, save for the information that is required for the purposes of maintaining enrolment and this agreement.

In the event that consent in terms of this agreement is withheld and/or withdrawn, the parents accept that:

- the school may not be in a position to fulfil its contractual obligations to the Learner and parents as set out in this agreement and that it may negatively impact their and the Learner's continued enrolment and relationship with the school;
- the school retains the right to process any personal information belonging to the Learner and/or parents in order to comply with any legislation or legal obligations imposed by the school; and

- the school shall not be liable for any loss of the Learner and/or parents is alleged to have suffered resulting from any disclosure of personal information as regulated by this provision. The parents hereby indemnify the school against any claim which the Learner may institute against the school or related parties arising from such disclosure upon the Learner becoming a major.

10. ACKNOWLEDGEMENTS AND INDEMNITY

- a. Parents choose as their respective *domicillium citandi et executandi* for all purposes under this agreement at (physical address in South Africa)

Father / Legal Guardian:

Mother / Legal Guardian:

The school, its staff and any other Learners of the school, shall not be liable for any loss or damage to property from any cause whatsoever arising and whether occasioned on the School's premises or not. Such exemption from liability shall also be extended to include any damage or loss to the Learner during any extramural activity whilst the Learner, being about the affairs of the school, is nonetheless off the school's premises.

(Mark with a ✓(tick) in applicable box.)

- Has the principal (or delegate) informed you about the amount of the annual school fees to be paid? (as per application form)
- Has the principal (or delegate) informed you that you are liable for the payment of school fees unless you are totally/partially exempted from paying school fees?
- Has the principal (or delegate) informed you about your right to apply for exemption from paying school fees?
- Do you wish to apply for such exemption?
- Do you wish to be assisted in making such application?
- Has the principal (or delegate) provided you with the prescribed form for an application for exemption?

YES	NO
YES	NO
YES	NO
YES	NO
YES	NO
YES	NO

I have read through the terms and conditions as specified above and fully understand the contents therein. I hereby declare that the information which I have recorded in this agreement is true and correct and by my signature below bind myself to the terms and conditions as set out in this agreement. I understand that should any of the information supplied be found to be false, my application may be disqualified.

Signed at

on this

day of

2026

Parent	Full Name	Signature	SA ID Number (13 digit)	If Legal Guardian, confirm relationship to Learner (e.g. uncle/aunt)
1				
2				

APPLICATION FOR ADMISSION

PARTICULARS OF LEARNER						
Surname	(as per birth certificate)					
Full names	(as per birth certificate)					
Preferred Name						
Date of Birth		SA ID Number (13 digit)				
Gender		Foreign ID number		NB Foreign citizens see documents required - page 9		
Religion		Home Language				
Dexterity (Specify Right, Left Handed or Ambidextrous)		Other Home Language				
Population Group ✓ (tick) applicable	Black	Coloured	Indian	White	Other (Please Specify)	
Present School						
Present School Address						
Learner's Home Address						

Please ✓ (tick) either the YES or NO

Has applicant repeated a school year?	YES / NO	If YES, which grade?
Has remedial teaching been necessary at any time?	YES / NO	If YES, please specify
Does the Learner have any allergies?	YES / NO	If YES, please state what treatment is required in case of an emergency
Does the Learner have any physical disabilities or problems?	YES / NO	If YES, please specify
Is the Learner registered and receiving a grant?	YES / NO	If YES, please specify
Are there any emotional factors which might affect the Learner's activities at school?	YES / NO	If YES, please specify
Does the Learner have a sibling at school? If YES supply sibling's FULL name and surname and grade / admin number		

PARTICULARS OF FATHER OR LEGAL GUARDIAN

**If Legal Guardian, provide court order*

**If the father is deceased, please provide a copy of the death certificate*

**If divorced, the biological father's details must be completed (NOT the stepfather's details)*

Relationship to child (Mark with ✓)	Biological Father / Legal Guardian				Title (Dr, Mr, Prof)	
Surname (per ID/passport)				First Names (per ID/Passport)		
SA Identity Number (13 digit)						↓ NB Foreign citizens see documents required - page 9
Foreign Passport Number				Country of Origin		
Marital Status (Mark with ✓)	Married	*Divorced	Widowed	Remarried	**Single	**Single parent affidavit (page 10) must be FULLY completed
If Married (Mark with ✓)	Ante-nuptial	Customary Marriage	Hindu / Muslim	Community of Property	Other	
Postal Address						
Home Address Physical Address						
WhatsApp Number				Other Cell phone Number		
Contact number in case of emergency if parent not available						
Personal Email address						
Name of Employer						
Job Title				Employee/ Pay no		
Work Telephone Number				Work email address		
Gross Income			Do you receive any grant? (Mark with ✓)	YES / NO	If YES please specify type	
Self Employed (Mark with ✓)	YES / NO	Name of Business				

***If the Parents are divorced or separated, who has custody of Learner?**
Provide court decree/ custody agreement as proof.

PARTICULARS OF MOTHER OR LEGAL GUARDIAN						
<i>*If Legal Guardian, provide court order</i> <i>*If the mother is deceased, please provide a copy of the death certificate</i> <i>*If divorced, the biological mother's details <u>must</u> be completed (NOT the stepmother's details)</i>						
Relationship to child (Mark with ✓)	☐ Biological Mother / ☐ Legal Guardian				Title (Dr, Mr, Prof)	
Surname (per ID/passport)			First Names (per ID/Passport)			
SA Identity Number (13 digit)						↓ NB Foreign citizens see documents required - page 9
Foreign Passport Number			Country of Origin			
Marital Status (Mark with ✓)	☐ Married	☐ *Divorced	☐ Widowed	☐ Remarried	☐ **Single	**Single parent affidavit (page 10) must be FULLY completed
If Married (Mark with ✓)	☐ Ante-nuptial	☐ Customary Marriage	☐ Hindu / Muslim	☐ Community of Property	☐ Other	
Postal Address						
Home Address Physical Address						
WhatsApp Number				Other Cell phone Number		
Contact number in case of emergency if parent not available						
Personal Email address						
Name of Employer						
Job Title					Employee/ Pay no	
Work Telephone Number			Work email address			
Gross Income			Do you receive any grant? (Mark with ✓)	YES / NO	If YES please specify type	
Self Employed (Mark with ✓)	☐ YES / ☐ NO	Name of Business				

***If the Parents are divorced or separated, who has custody of Learner?**
 Provide court decree/ custody agreement as proof.

LEARNER'S FAMILY STRUCTURE: (Mark with ✓ next to your choice)

Resides with Parents		Resides with Father		Resides with Mother	
Resides with Legal Guardian		**Boarding Establishment		**Other	
**If BOARDING ESTABLISHMENT or OTHER please complete section below in full					
Full name of caregiver			Employer OR Boarding Establishment		
Physical address				Cell phone number	

FOREIGN CITIZENS – MUST supply these documents for application

Two (2) certified copies of Learner's valid Birth Certificate/Passport
Two (2) certified copies of mother's valid ID document/Passport (Should either parent be deceased, please enclose a copy of his/her death certificate)
Two (2) certified copies of father's valid ID document/Passport (Should either parent be deceased, please enclose a copy of his/her death certificate)
Two (2) certified copies of the Learner's valid study permit/visa
Two (2) certified copies of the mother and father's valid work/study permits

MEDICAL AID INFORMATION

Name of Medical Aid	
Option / Scheme	
Main Members Details	

APPLICATIONS AT THREE (3) OTHER SCHOOLS – IN ORDER OF PREFERENCE

	Name of School	Date application submitted
1		
2		
3		

I hereby declare that the information which I have recorded in this application is true and correct and by my signature below, I give the Chairperson of the SGB or his designate, permission to check and confirm any/all of the details listed by me. I understand that should any of the information supplied be found to be incorrect or false, my application will be disqualified.

Parent	Full Name	SA Identity Number (13 digits)	Signature	Date
1				
2				

REMINDER: ONLY HAND DELIVERED APPLICATIONS WILL BE ACCEPTED

AFFIDAVIT OF CUSTODIAN PARENT - SINGLE PARENT / LEGAL GUARDIAN

Information marked with ** is Mandatory – Do not omit ID & Contact information otherwise your affidavit is invalid

I, the undersigned, (person applying for enrolment)

Full name

SA Identity Number (13 digit)

do hereby make oath and say:

- All the facts alleged herein are both true and correct and are, unless otherwise stated, within my personal knowledge and belief.
- I am the custodian parent of the Learner(s) in respect of who I am making application for enrolment.

The **UNABRIDGED BIRTH CERTIFICATE** of each Learner in respect of who I am making application for is annexed hereto. For clarity sake I confirm that my application is for the following Learners:

Learners Full Names and Surname (as per birth certificate)

Current Grade and School

SA Identity Number (13 digit)

- I am unable to supply the financial information of **ABSENT NON CUSTODIAN PARENT** in my application for the following reasons:

- I confirm that the full details of the **ABSENT NON CUSTODIAN PARENT**, whose information is omitted from the application is as follows (**Information marked with ** is Mandatory**)

**Name of ABSENT Non Custodian parent (full names and surname per ID)			
**SA Identity Number (13 digit)			
**Physical Address			
Employer Name and Address			
Email Address			
**Cell phone Number		Work contact Number	

I confirm that I have personally verified the above information as being true and correct.

Signature

I certify that the Deponent as acknowledged that he/she knows and understands the contents of this Affidavit, which was

signed and sworn to before me at [] on the [] day

[] of 2026, the Regulations Contained in Government Notice No. R1648 of 19th August 1977 having been compiled with.

Signature

COMMISSIONER OF OATHS

Full names

Address

Capacity

Area



CARTER HIGH SCHOOL
Financial Clearance certificate
(For the current school)

Dear Principal/ Bursar

The parent/guardian is making an application for admission at our school. Please could you assist our school by completing the following:

Learner's Full Name			
Grade & Class		Lurits Number	
Mother's/ Legal Guardian's Name			
Father's/ Legal Guardian's Name			
Current School Name			
School Address			
School contact number			
School email address			

Is this a NON-FEE PAYING school? (Mark with ✓) **YES / NO** - if **NO** please complete the following:

Current Annual School fees	
----------------------------	--

I hereby confirm that the above Learner's fees for this year are/in (✓ and provide amount if applicable)

UP TO DATE	ARREARS	Amount	REDUCTION	Amount granted
Comment on overall record of school fee account				

(Final statement for current year will be accepted provided it has the original school stamp on it.)

Completed by (Full name and designation required)

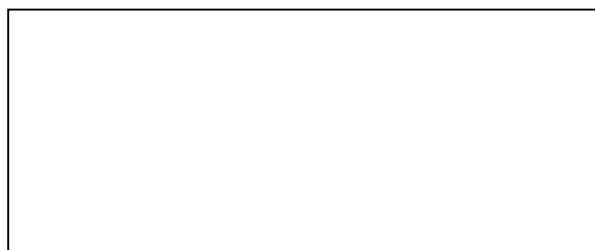
Thank you for your assistance.

Current school stamp

Yours faithfully



MR A RAMGOOLAM
PRINCIPAL



CO – CURRICULAR INTERESTS & PARTICIPATION*(To be completed in Learner's own handwriting)*

What are your interests & hobbies?

What do you most enjoy doing in your spare time?

What other school activities did you take part in this/last year?

Have you done any service for the school? (working in library, catering committees)

Do you participate in any activities not offered by your school? (Karate, ballet)

Briefly let us know why you would like to come to Carter High and why you think this is the best school for you?

ACHIEVEMENTS**ACADEMIC** (List achievement and year obtained)**CULTURAL** (List achievements and year obtained)**SPORT** (**Please provide proof for Midlands and Provincial participation)

Participation (Mark with X)	Athletics	Basketball	Cricket	Cross Country	Hockey	Netball	Squash	Swimming	Soccer	Tennis	Other
Participation without team selection											
1 st Team											
A, B, C teams											
**Midlands											
**Province											
Other											

REFERENCES *(Name & email required)*

CURRENT GRADE REGISTRAR	ACADEMIC GRADE HOD	SPORTS	CULTURAL