



## DUNAMAI HEA OPERATIONAL POLICIES

### Admission/Screening Policy

- 1) All applicants will be evaluated objectively without discrimination on the grounds of religion, race, sex or language. However, all applicants need to know that the ethos of the Academy is Christian and Bible-based.
- 2) In order to gain entrance to be hosted by the Academy, all learners transferring from conventional programs will be subject to Diagnostic Tests, after which the parents will be assisted in placing them on their correct level of performance
- 3) Only in exceptional cases will learners from non ACE schools in a grade higher than grade 7 (seven) be accepted
- 4) All potential home school parents will have to inform themselves of the AEE Home Education Policy as well as DUNAMAI's Operational Policies before enrolling with DUNAMAI HEA
- 5) All new Home school parents will be required to attend a Home Education Training Course provided by the Academy before starting with their home schooling. Failing to do so will result in their home school not being registered. After the completion of the Training they will complete the Home Educators Test as well as the Scoring Procedures Pace to be handed in to the Academy for moderation
- 6) All new Home school students from Grade 3 upward will be required to complete the Home School Student Orientation Pace, also to be handed in to the Academy for moderation purposes. After moderation, both parents and students will receive their completed PACES back for future reference
- 7) Registration fees are payable upon acceptance of their application documentation or at least seven days thereafter
- 8) All learners must reside with at least one parent/guardian who takes daily responsibility for the learner's academics
- 9) All potential home school parents need to familiarize themselves with the Service Agreement they enter in to with DUNAMAI HEA as well as the Financial Commitment and Commitment to Biblical Principles that they need to sign before acceptance into the Academy
- 10) All home school parents need to commit to the payment of their service fees promptly on or before the 7<sup>th</sup> of the first month of each term

- 11) The Notice period of their intention to stop home schooling and de-registration with DUNAMAI HEA and AEE is a THREE month period and the parents will be liable to pay the fees for their notice period
- 12) All PACEs and other educational material from AEE will be ordered on behalf of the home schools by the Academy. The home school accept the responsibility to pay all monies in this regard into DUNAMAI's bank account

## Financial Policy

All financial transactions shall be made in the name of the Academy

Proper Records and Books of Account shall be kept truly and correctly reflecting the administration of the Academy

The decision to increase the Service fees annually, rest solely with the Academy and will be within reasonable limits compared to the National Home Educators Academy situated at AEE National Office.

Home school parents take responsibility for payment of all required fees (e.g. Registration fees with AEE & DUNAMAI HEA, Graduation Fees, Service fees and fees for attending all forms of training e.g. Home School Training, Educators Convention and any Refresher Training as required by the Academy and AEE

Home school parents understand that it is their responsibility to visit the Academy for their Quarterly Visits concerning the academic and administrative matters of their home school.

Should they wish for the Academy staff to visit them for Quality Assurance purposes either at home or at a central location agreed upon by both parties, they agree to pay for the Academy's expenses toward the visit, as set out by the Academy

All home school parents accept the responsibility to pay their Service fees promptly and on time, not later than the 7<sup>th</sup> of the first month of each term. In doing so they understand that they are entitled to order and receive academic matter through the Academy. Failure to pay these Service fees will result in non-processing of orders of any academic matter until such time as their financial obligations in this regards has been met.

Collated Pace orders are done every month. Home schools that order once a month, understand that the Paces will only be delivered once their Service fees for that month are paid I full.

When ordering Paces for a whole term, the service fees for that term should be paid in full before Pace orders will be delivered.

If a home school wishes to order their Paces for the whole year in advance, their Service fees for the whole year need to be paid in advance as well, unless otherwise arranged with the Academy. They also need to understand that they will only be refunded for a term's fees, should they decide to de-register for any reason, before the end of the said year.

All home schools understand and undertake to purchase all curriculum material through DUNAMAI HEA. Orders will only be processed after payment has been received

Enrollment is for a full year and may thereafter be terminated by a THREE month notice in writing. Home school parents understand that they are still responsible to pay the fees for that THREE month notice period

## Statement of Faith

We at the Academy believe in:

the Godly inspiration of the Bible as God's Word in all parts and without error in its origin

the One true God, eternally existent Father, Son and Holy Spirit, who created Heaven & Earth and everything that can be seen and unseen out of nothing, and also created man in His own Image by a direct, immediate act

the pre-existence, incarnation, virgin birth, sinless life, miracles, substitutionary death, bodily resurrection, ascension to heaven and second coming of the Lord Jesus Christ

the fall of man, the need of regeneration by the operation of the Holy Spirit on the basis of grace alone, and the resurrection of all to eternal life or damnation

the spiritual relationship of all believers in the Lord Jesus Christ, living a life of righteous works, separated from the world, witnessing of His saving grace through the ministry of the Holy Spirit and because of that,

in faith we can confess that:

Jesus is Lord of our life and that we are the righteousness of God through the blood of Jesus. Once confessed, our sins are forgiven because Jesus made a single sacrifice for sin once & for all. We are more than conquerors, because we walk and live in total obedience to the Word and will of God for our lives. We can do ALL things through Christ who strengthens us. We clothe ourselves with the weapons of God for spiritual warfare; we put on the girdle of Truth, and the breastplate of righteousness and on our feet the willingness to spread the gospel of Christ. We take up the shield of faith and we cover our heads with the helmet of salvation. And then above all else we take up the Word of God which is the Sword of the Spirit. We confess it over our lives and make it a part of who we are. We confess to the powers and principalities that JESUS is Lord and there is NO other god. God created the heavens and the earth and He still reigns supreme over everything and over all.

We confess that we are blessed children of God so that we can be a blessing to others. We are prosperous in every area of our lives because the favour of God is on our lives. We are successful in everything we do because God's hand is on our lives. We have no lack in any area. God anoints us with supernatural health, wisdom, discernment and knowledge for everything we need to do. We confess this by faith in the POWERFUL NAME OF JESUS, our LORD and SAVIOUR!!!!

