

A GUIDE TO THE TRINITYHOUSE ONLINE APPLICATION PROCESS

The below guide will make applying for your child's future education and easy process to follow.

Have a copy of these documents ready for upload:

- ✓ Your ID and your child's birth certificate
- ✓ Your child's latest academic school report
- ✓ Your latest school fees statement from the current school (if transfer card is unavailable)

Troubleshooting tips:

- This application portal works best on Google Chrome
- Any documents uploaded should not be bigger than 2MB in file size
- If your credit card doesn't work, please check that it is registered for 3D secured
- You can download Adobe Acrobat X Pro to reduce the size of your file (File > Save As > Reduced Size PDF)
- Always take note of your individual reference numbers (lead / application number) which begin with the prefixes LD or AP

HAVE A LEAD NUMBER

This is the reference number you would have received by SMS or email if you have enquired before, either via our website or Admissions Officer.

www.trinityhouse.co.za

APPLY NOW

Select the campus you wish to apply at and click 'Apply Now'

Enquired Earlier

Enter lead number and email address
(which you filled in on your original lead / enquiry form)

Grade Selection

Information will be pre-populated from details already provided when you completed the enquiry form

Student

Complete details and upload birth certificate, last academic school report and photo

Parent

Upload parent ID

Complete

Submit and pay the R550 non-refundable application fee

NO LEAD NUMBER

Parent did not complete details before

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APPLY NOW

Select the campus you wish to apply at and click 'Apply Now'

New Applicant

Grade Selection

Enter school phase, child's Grade and year of intake

Student

Complete details and upload birth certificate, last academic school report and photo

Parent

Upload parent ID

Complete

Submit and pay the R550 non-refundable application fee



TRINITYHOUSE

Pre-Primary • Preparatory • High

UNDERSTANDING OUR ACCOUNTS

WHERE TO PAY

In an effort to ensure the accurate allocation of your application / enrolment fees as well as tuition fees, we have specific bank accounts dedicated to these respective payments.

Whereas we are working towards streamlining the need for two accounts, we would like your support in utilising the below guide for the various payments. Please also pay close attention to the payment reference requirement in each instance.

If you need any assistance, please do not hesitate to contact your school Administrator or Group Share Services (gsssupport@advtech.co.za) directly.

1. APPLICATION / ENROLMENT FEES ACCOUNT

ADvTECH Schools Application and Enrolment

Account no.: 405 316 5877
Bank: ABSA Northgate
Branch Code: 515205



Payment Reference to be used
Application (AP) number of your child

1. TUITION FEES ACCOUNT

Trinityhouse Schools

Account no.: 407 216 1462
Bank: ABSA
Branch Code: 632005



Payment Reference to be used
SD number of your child

If you have any questions or concerns, please do not hesitate to contact your school.



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