

APPLICATION GUIDE

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



✓ Tips to know before you get started:

- This application portal works best on Chrome
- If your credit card doesn't work, please check that it is registered for 3D Secure Payments
- Any documents uploaded should not be larger than 2MB in file size
- You can download Adobe Acrobat X Pro to reduce the size of the file (File > Save As > Reduced Size PDF)
- Always take note of your unique reference numbers provided such as Lead and/or Application numbers which begin with the prefixes LD or AP
- Have a digital copy of these documents ready to upload;
 - **Your ID and your child's Birth Certificate**
 - **ID of person responsible for fees (if different to parent)**
 - **Your child's latest academic school report**



Visit www.pinnaclecolleges.co.za/Rynfield

Click **APPLY**

HAVE A LEAD NUMBER

This is the reference number you would have received via SMS or email if you have enquired before, either via our website or Admissions Officer. (e.g. LD100XXXXX)

Select **ENQUIRED EARLIER**

ENTER LD 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

Ensure captured details are correct and upload birth certificate, latest academic school report and photo

NO LEAD NUMBER

If Parent/Guardian has not completed their contact details before.

Select **NEW APPLICANT**

GRADE SELECTION

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

STUDENT

Complete Student details and upload birth certificate, latest academic school report and photo

PARENT / GUARDIAN

Upload Parent/Guardian ID

Please note that the contact details captured for Parent/Guardian 1 will receive application communication and will be responsible for the acceptance of the Online Enrolment Offer Letter

APPLICATION FEE PAYMENT

The R500 non-refundable application fee is payable online via the PayU gateway

COMPLETION & USER LOGIN DETAILS

Congratulations, you have now successfully applied. Confirmation will be sent via email. Your application Username and Password will be provided. An Admissions Officer will be in contact shortly.

If you're experiencing any difficulties with the application process, contact us on **087 350 0090**