



# Leap

DISCIPLESHIP YEAR

**APPLICATION  
FORM  
2025**  
ADDENDUM A



Application Package for training and accommodation services from  
*Leap Discipleship Year*  
for the 2025 academic year.

This Application Form is for prospective students who wish to apply for admission to the Leap Discipleship Year (“Leap”), a non-profit company based in Wellington, that provides ministry training, as well as accommodation and services to registered students.

## APPLICATION PROCESS

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The following steps are required to apply to Leap and for us to process your application:

- Step 1:** Applicants must complete and sign this Application Form and submit it (via post or e-mail) with payment of the non-refundable Admin Fee of R300.00 on submission of their Application Form.
- Step 2:** Once we have received the completed Application Forms we schedule an interview with each Applicant. After conducting interviews and considering the Application Forms, Leap will finalise which Applicants will be accepted into their selected program.
- Step 3:** Leap will send successful candidate’s a Letter of Acceptance detailing further steps to be taken by those Students and confirmation of curriculum, accommodation, fees and deposits required by Leap. Unsuccessful candidates will be notified.
- Step 4:** After a student has been interviewed and accepted, that student has a month’s time (4 weeks) to pay their deposit to us. Your deposit will ensure your place in the program. Students are to make payment of the fees and deposit detailed in their Letter of Acceptance to Leap no later than 1st of December 2024, even if your interview does not commence a month before that. These fees are paid prior to the start of their year, which starts the day you move in.
- Step 5:** Acquire a valid Passport as well as apply for police clearance by 30 November 2024.

Please note that the starting date and the terms for 2025 will be confirmed in the last quarter of 2024, and all applicants will be notified of these dates when they are available.

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1 Leap requires a non-refundable deposit that is equal to a monthly instalment of Fees. The deposit will be used the following year as the last (December) instalment. \*Interviews which take place after 1 November 2023 will need to be paid before 9 December 2023.

## LEAP OFFERS THE FOLLOWING SERVICES

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- > The Leap Discipleship Year (Leap) is a one year discipleship program.
- > Full time accommodation on campus (Self Catering)
- > Photo copy facilities & printing services;
- > Information Technology Service (Network set-up; Internet Access setup);
- > Internet access Service.

## TRAINING

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- 3.1** Prospective students apply for a one year non-accredited discipleship program with Leap Discipleship Year. Please note that students will not receive an accredited certificate or degree, but a non-accredited certificate of attendance. The purpose of this program is to ground a student's Biblical Foundations and assist them with character development and growth.

## ACCOMMODATION

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- 4.1** For the sake of creating a vibrant community culture amongst our students, we encourage Leap students to take up accommodation on the Leap premises, except in the case of there being no accommodation available, in which case you will be notified of this as soon as possible.
- 4.2** All accommodation is self-catering facilities.
- 4.3** Accommodation costs are for a fixed period of 12 months of the year.
- 4.4** Included in accommodation: Water + electricity, parking area, self-catering with basic supplies.
- 4.5** Keys to your room will be available at a deposit of R200. Once you hand your keys in at the end of the year, your R200 will be refunded.
- 4.6** Students making use of the Leap Accommodation will be required to store all their belongings in their cupboards or remove items that cannot be stored in their cupboards from their rooms during certain Leap holidays. During these times, conferences will be held at Provenance and the rooms might be used for this purpose. Students who do not have alternate accommodation for the holiday times, will be assisted by the Leap staff

## BILLING

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### 5.1 Student Fees

**5.1.1** Student fees can be paid in full prior to the year if desired.

**5.1.2** Alternatively, students have the option to pay it over 12 equal monthly instalments. These fees are to be paid by the 1st of each month by debit order <sup>2</sup>.

**5.1.3** Please note that students contract with Leap for a full year and these fees and costs will be payable even if the Student discontinues their studies for whatever reason prior to completion of their full course year.

### 5.2 Student Fees and Costs are made up of the following:

- Admin Fees
- All Additional books & material
- Class Fees
- Leap Outreach Costs
- Leap Orientation & Debriefing Camp Costs
- Year-end Function/Graduation Ceremony Costs
- Team Wear Costs
- Four 12 SA Conference <sup>3</sup>
- Exposure to Joshua Generation congregations & travel costs
- Internet & access to network infrastructure

#### Student Fees Exclude:

- The use of the telephone, fax machine, photocopier and printer for personal use.
- Accommodation and food
- Any expenses around general JoshGen Church events (gatherings, meetings etc.)
- Additional international outreaches
- Additional team wear

**5.2.1** Accommodation services are billed annually and you have the option to pay it once off, or over 12 equal monthly instalments. All prices are fixed.

**5.2.2** Account Details are under the Account Details Section found on page 17 of this Application form. Please do NOT post cash to us. If you are making cash payments, rather deposit it to our bank account listed later on.

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2 Our Debit Order Form is attached hereto as Annexure 'Leap DEBIT ORDER'.  
3 [www.joshgen.org.za](http://www.joshgen.org.za) | [www.four12.co.za](http://www.four12.co.za)

## BILLING

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**5.2.3** If you are under 18 years of age then you are required to have a parent or guardian co-sign with you.

**5.2.4** Any errors and omissions in this Form supplied by us are excluded, and will be subject to correction.

### 5.3 IT Services

**5.3.1** Our IT services include: network setup, personalised e-mail address, e-mail server storage and internet bandwidth over an ADSL network line, which is accessible over Wi-Fi. (This is a monitored service and we can track what users do on the Internet, and you agree to this monitoring)

**5.3.2** We also reserve the right to cancel your access to the network or internet in the case of misconduct or abuse of the network or inappropriate internet use). All these services are included in the course fees, except if specifically stated otherwise.

**5.3.3** Please make sure that your Tablet, PC, Laptop or Notebook has original licensed and legal versions of the operating system and other software on it. No illegal copies or pirated software or digital media is allowed. If your Tablet, PC, Laptop or Notebook contains any illegal or unlicensed software or digital media then we reserve the right to restrict you from access to our IT Network

## RAISING ADDITIONAL FUNDS

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Students that are in the process of raising sponsors to pay for their student fees can also use the Contribution Form, which will be supplied on acceptance. Remember to specify that the funds are for a specific student in the “Kind of Contribution” section of the form. The form and the money will then come directly to Leap, and we will automatically allocate these contributions to your invoices for student fees and other costs detailed herein.

## PRACTICAL CONSIDERATIONS FOR NEW STUDENTS

Students will spend time at the Leap campus as well as on Outreach and Breakaways, and will require different things for these different roles/experiences. Therefore we have compiled a list, divided into two sections, to help Students bring all these necessities along. Please note that everything on this list is compulsory unless specified as optional. Only those who will be using the Leap campus facilities for accommodation need to take note of the accommodation column on the left in the following table.

LEAP CAMPUS	OUTREACHES, ETC
<b>ACCOMMODATION</b>	
<ul style="list-style-type: none"> <li>• Duvet, pillow, fitted sheet, extra blanket for cold nights. A second set of bedding is advisable.</li> <li>• Please bring a desk lamp and/or bed lamp.</li> <li>• Mattress Protectors are compulsory for all students on campus.</li> <li>• Computer or Laptop (highly recommended). We also provide a resource centre facility with accessible computers.</li> <li>• Lead and Multiplug.</li> </ul> <p><b>Optional:</b></p> <ul style="list-style-type: none"> <li>• A fan.</li> <li>• Iron.</li> </ul>	<ul style="list-style-type: none"> <li>• Sleeping bag, extra blanket, fitted sheet (optional), pillow.</li> <li>• Torch (optional).</li> </ul>
<b>CLOTHING</b>	
<ul style="list-style-type: none"> <li>• There is no formal dress code, but we do expect you to dress neatly and appropriately for class. We are hosting guest lecturers at times and would like to project a good image. Bring clothes for both extremes, as it gets very hot in summer and we have snow-capped mountains in Winter, here in Wellington.</li> </ul>	<ul style="list-style-type: none"> <li>• We will travel to various places and you will attend many different occasions, from doing relief work in informal settlements to Semi-Formal events (Guys a tie, girls a dress)</li> <li>• (Team Wear) Bring 2 full length, blue / black jeans, comfortable for wearing and working purposes.</li> <li>• Comfortable/training clothes &amp; shoes for practicing and doing dramas &amp; other outreach preparations.</li> </ul>

## PRACTICAL CONSIDERATIONS FOR NEW STUDENTS

LEAP CAMPUS	OUTREACHES, ETC
<b>TOILETRIES</b>	
<ul style="list-style-type: none"> <li>• Toilet bag</li> <li>• Swimming and bath towel. (Two sets)</li> <li>• Other Toiletries</li> </ul>	<ul style="list-style-type: none"> <li>• Clearly marked toiletry bag.</li> <li>• Sun block cream &amp; hat</li> <li>• Mosquito repellent</li> <li>• Towel</li> </ul>
<b>EATING UTENSILS</b>	
<ul style="list-style-type: none"> <li>• All accommodation offered is self-catering. Cutlery, crockery and basic cookware will be provided.</li> </ul>	<ul style="list-style-type: none"> <li>• Clearly marked eating utensils' bag</li> <li>• Mug, plate, bowl, spoon, knife and fork for travel and camp purposes.</li> <li>• Tea towel and washing cloth or sponge.</li> </ul>
<b>OTHER</b>	
<ul style="list-style-type: none"> <li>• ESV English Bible (Compulsory), other versions of the Bible are welcome and advised. The ESV will be the version primarily used in the class situation.</li> <li>• An English-Afrikaans dictionary is especially advisable to Afrikaans speaking students.</li> <li>• Washing pegs (Marked).</li> <li>• Passport (optional)</li> <li>• ID book.</li> <li>• Any medication you might need.</li> <li>• Pen &amp; paper/diary</li> <li>• Stationary</li> <li>• Water bottle</li> </ul>	
<b>HOUSEHOLD SUPPLIES</b>	
<ul style="list-style-type: none"> <li>• As part of the self-catering living arrangements, all household supplies like cleaning products, dish-washing liquid, toilet paper, etc. will be for the students own account, and will be purchased together in rooms / student cottages</li> <li>• Please do not bring your own laundry detergent, as laundry pods are sold per wash which includes the expenses to use the machine, water and electricity.</li> </ul>	



## CONTACT INFORMATION

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Please feel free to contact us at any time if you need assistance.

**Office Hours:**

Monday - Thursday: 9:00 AM - 4 PM Friday: 9:00 AM - 3:00 PM

**Office:** 021 873 6542

**Email:** [info@jgc-leap.co.za](mailto:info@jgc-leap.co.za)

Please go through this Application thoroughly and make sure that you have filled in all the required information. Also make sure you have read and understood our Terms & Conditions, attached hereto, and then return a signed copy of this application form to our offices at:

**Leap, PO Box 247, Wellington, 7654; or [info@jgc-leap.co.za](mailto:info@jgc-leap.co.za)**

Thank you for considering our service offering. If you have any questions, please feel free to contact us.

Kind Regards

**Leap**

## DEFINITIONS IN THESE TERMS AND CONDITIONS

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- 1.1** “Agreement” means this Agreement whereby an arrangement made between Leap Discipleship Year agrees to provide certain services to its customers and the Terms and Conditions therein.
- 1.2** “Applicant” or “You” means the person who applied to the Leap Discipleship Year for provision of the Services as per this Application, and shall include your guardian or parent, if applicable.
- 1.3** “Application” means the application form submitted by prospective students to Leap to enrol with Leap and use its services.
- 1.4** “Premises” means the property and buildings at 59 Main Road, Wellington, 7655.
- 1.5** “Services” means the provision of the Services selected by the Applicant, such as amongst others Training, Accommodation, Internet Connectivity, Network Connectivity, Telecommunications, Transport and whatever else that other service may be is rendered to Students. (Leap Discipleship Year Applicants)
- 1.6** “Students” means a successful Applicant enrolled with Leap;
- 1.7** “Leap Discipleship Year” means Leap Discipleship Year NPO, with Registration Number 2002/023624/08, and shall include any of its subsidiaries or holding companies, and any person or entity to whom we transfer any of our rights or obligations under this Agreement;
- 1.8** “We, us, our” means Leap Discipleship Year, our subsidiary and holding companies, any subsidiary of any of our holding companies and any person to whom we transfer any of our rights or obligations under this Agreement.

## APPLICATION AND AGREEMENT

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- 2.1** By making an application to us you are offering to enter into this Agreement with us, but we are under no obligation to accept your application.
- 2.2** During the Interim Period only Section 3 of this Agreement will be effective. The Interim Period refers to the day that you sign this Application, or the day we receive your application, whichever comes later.
- 2.3** This Agreement will only commence on our acceptance of your application (which will be communicated to you in our Letter of Acceptance in writing), and you agree to be bound by the Terms and Conditions of this Agreement.

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## INTERIM MEASURES

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- 3.1** During the period of submission of your Application to us and prior to us approving or declining the Application, the following terms will govern our relationship:
- 3.1.1.** Your Application will be considered on the information that you give us, and you hereby warrant that all the information provided by you is truthful, accurate, correct and complete.
- 3.2** Should we elect to accept your Application then this will be communicated to you in a Letter of Acceptance, at which point the remainder of this Agreement will come into force. However, the fact that we have entered into an agreement with you does not mean we will do so in the future.
- 3.3** We therefore expressly reserve the right to
- 3.3.1.** refuse to enter into any further/more agreements with you, and/or
  - 3.3.2.** Terminate this Agreement and desist from providing one or more services to you.

## SERVICES

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- 4.1** We hereby agree to provide an accepted student with the Services as detailed in the Application Information sent to you by us, subject to the approval of the Directors of the Leap Discipleship Year.
- 4.2** You agree to enter our premises and use our Services at your own risk, and subject to your right of admission to our premises being reserved.
- 4.3** If we are affected by any circumstances beyond our reasonable control (including, without limitation, flood, fire, extreme weather, any strike, electricity failure, lock-out or other form of industrial action, or act of God) hereinafter referred to as “force majeure”, then we shall not be deemed to be in breach of this Agreement, or otherwise be liable to you, by reason of any delay in performance or non- performance of any obligations hereunder to the extent that such delay or non-performance is due to any force majeure.
- 4.4** The Services and our Premises that you use under this Agreement have certain rules and regulations to adhere to, and you shall be responsible to remain informed about these rules and regulations concerning each service you use, and to strictly abide by these. The rules and regulations of the Services rendered to you under this agreement is also part of these Terms and Conditions, and can also be given to you at the start of your course.

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## CHANGING OF TERMS AND CONDITIONS

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- 5.1.** We reserve the right to change, repeal, replace or add (hereinafter referred to as “Changes”) to the Terms and Conditions of this Agreement or any of the Services, upon written notice to that effect to you (hereinafter referred to as the “Change Notice”), before any Changes become effective. If you choose to continue to use our Services after we have sent the Change Notice to you, then those Changes will apply to you, and you will be bound to the new Agreement or Services within 5 days after receipt of the Change Notice.
- 5.2.** Such Changes does not mean a new agreement has been made between us.
- 5.3.** Should you choose not to be bound to the proposed Changes then you must advise us of this in writing by no later than 5 working days after receipt of the Change Notice, where after we shall consider your objections. In the interim you may not use the Services affected by the proposed Changes, until such time as your objections have been finally dealt with as set out hereunder.

## BILLING AND STATEMENTS

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- 6.1** We will email your account statements to you on a monthly basis and the invoices will be due and payable by the 7th of each month. Statements will show all amounts due for payment, all payments made as well as your outstanding balances still to be paid; and inform you of any amounts which you must pay to us on or before the due date stated on the statement.
- 6.2** It is your responsibility to check your statements and notify us of any incorrect amount or calculations without delay so that we can either, credit or refund your account, if need be. Failure to advise us within the aforesaid stated time will result in us assuming that the Statement or Invoices are correct in all respects.
- 6.3** You agree and undertake to make payment to us of the amount as indicated on your statement, by the due date.
- 6.4** All payments shall either be made by debit order or in cash at our offices in 59 Main Road, Wellington, 7655; or via Electronic Funds Transfer to our bank account, but any payment will only be properly made when we receive and process it.

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## LEAP RULES

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- 7.1** In signing the Application form I agree to :
- 7.1.1.** Submit myself to the rules and regulations of Leap concerning lectures, exams and other academic activities as well as to any decision made in this regard by the Leap leadership.
  - 7.1.2.** Submit myself to the rules set out in regard to accommodation on campus as well as on outreach.
  - 7.1.3.** Submit myself to being involved in Christian outreaches as well as to any decisions made by the leadership in regard to these outreaches;
  - 7.1.4.** Hereby give my consent to any action taken in the case of medical emergencies and under take to settle all medical costs thereof.
  - 7.1.5.** Promptly pay all student fees as stated above and submit to the regulations as stated in the Prospectus concerning student fees.
  - 7.1.6.** Keep and uphold the values of Leap at all times and will submit to any decision made by Leap in this regard.

## BREACH & TERMINATION

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- 8.1** If you fail to pay any amount that is due or if you fail to comply with any of the material conditions of this Agreement, or if your estate is sequestrated, or if you die, or if you make any untrue or incorrect statement or representation in your application, or do anything that may prejudice our rights or image; then we reserve the right to -
- 8.1.1.** Cancel this Agreement in which case all amounts owing to us by you will become due and payable immediately; and/or
  - 8.1.2.** Without incurring any liability therefore, we may notify any interested family member, parent or guardian or donor or Church Elder to which you submit, in our discretion, and you hereby agree to us doing so; and/or
  - 8.1.3.** Summarily suspend any Services provided to you without appeal or recourse by you.
- 8.2** You may terminate this Agreement at any time should you wish to do so, upon 3 months written notice to us by registered mail, e-mail, or hand to hand delivery of a letter to this effect to our Leap Principle, but always subject to our rights to immediate payment of the full outstanding amounts owing to us.
- 8.3** Accommodation: Do take note that the accommodation is a 12 month contract and therefore you will be liable to pay the outstanding amount of the remaining months until the end of that calendar year immediately upon termination of this contract.

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## YOUR PRIVACY

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- 9.1** Subject to the Regulation of Interception of Communications Act (“RIC”), Act 70 of 2002, that we may intercept, block, read, delete, disclose and use all communications sent or otherwise communicated to over our or through our Services. You also agree that your consent satisfies the requirements of Electronic Communications and Transactions Act and RIC for consent in “writing” as defined.

## RELATIONSHIP

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- 10.1** You agree that you shall at all times act in the best interest of Leap, and shall disclose all material facts to them that may have an effect on their business, your involvement with them, or your theological training and calling to ministry.
- 10.2** This agreement does not create a partnership or agency between the parties and neither party shall be liable for the debts of the other party, howsoever incurred.
- 10.3** Each of the parties will neither bear any financial responsibility for the other nor accept any liability incurred by the other unless such undertakings are agreed and signed for jointly, other than the terms set out herein, nor will any party hereto be engaged by or act as consultant to any other party.

## ARBITRATION

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- 11.1** Any dispute, difference or question which may arise at any time hereafter between you and the Leap Discipleship Year touching the true construction of this agreement or the rights and liabilities of the parties hereto shall, unless otherwise herein expressly provided, be referred to the decision of a single arbitrator to be agreed upon between the parties, or, in default of agreement for 14 (FOURTEEN) days, to be appointed at the request of either party in accordance with, and subject to, the provisions of the Arbitration Act 42 of 1965 or any statutory modification or re-enactment thereof for the time being in force

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## GENERAL

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- 12.1** If for any reason or purpose we do not immediately enforce or implement any of our rights in terms of this Agreement, it does not mean that we have abandoned, given up or waived any of those rights.
- 12.2** It is agreed that we may cede, assign or transfer any of our rights or obligations under this Agreement or arrange for any other person to carry out any of our rights or obligations under this Agreement without your consent and without notice to you. We can delay enforcing our rights under this Agreement without losing them.
- 12.3** This agreement embodies the entire undertaking of the parties and there are no promises, terms, conditions or obligations, oral or written, express or implied, other than those contained herein. No agreement varying, adding to, deleting from or cancelling this agreement (including this clause) and no waiver of any right under this agreement shall be effective unless in writing and signed by or on behalf of the parties.
- 12.4** These Terms will be governed by the laws of the Republic of South Africa, and you consent to the jurisdiction of the Cape High Court in the event of any dispute.
- 12.5** If any of the provisions of this Agreement are found by a court of competent jurisdiction to be invalid or unenforceable, that provision will be enforced to the maximum extent permissible so as to give effect to the intent of this Agreement, and the remainder of the Agreement will continue in full force.

## LIABILITY

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- 13.1** We will not be held liable for any
- 13.1.1.** Loss or damage sustained by you or any third party regarding either the services or this agreement.
  - 13.1.2.** Injury or loss of life occurred of whatsoever nature to you or any belongings or property of yours or any third parties belongings or property that you are using on or outside of our premise

I (The Student) am fully capable to conduct into this agreement without any assistance and/or have the full consent of my parents/guardian/partner to conclude this agreement.

I would like to receive the above services that I selected in this Application Form and have read and under-stood the Terms and Conditions, which is attached hereto, and forms part of the contract between myself/parent/ guardian and Leap, and to which the aforesaid selected services are subject to.

**Signature of Applicant** \_\_\_\_\_

DD / MM / YYYY