



Attach  
Learner's ID  
photo - recent

# APPLICATION FORM

PLEASE COMPLETE ALL SECTIONS

<b>REGISTRATION 'S DATE</b>
____/____/20____(dd/mm/yy)

<b>CHILD'S SURNAME</b>	<b>CHILD'S FORENAMES</b>

<b>CHILD'S DATE OF BIRTH</b>
____/____/20____(dd/mm/yy)
<b>GENDER:</b> <b>MALE</b> <input type="checkbox"/> <b>FEMALE</b> <input type="checkbox"/>

<b>DIVISION FOR WHICH APPLICATION IS BEING MADE</b> Mark with a (x) where appropriate	
<b>PRIMARY SCHOOL</b> <input type="checkbox"/> <b>GRADE:</b>	<b>HIGH SCHOOL</b> <input type="checkbox"/> <b>GRADE:</b>

<b>FOR OFFICE USE ONLY</b>
<b>ADMISSION DECISION</b>

## PERSONAL DETAILS OF LEARNER

PLACE OF BIRTH	DATE OF BIRTH: dd-mm-yy								
IDENTITY DOCUMENT/PASSPORT NUMBER									
CITIZENSHIP		RACE		HAND PREFERENCE: RIGHT <input type="checkbox"/> LEFT <input type="checkbox"/>					
HOME LANGUAGE (S)		LANGUAGE OF INSTRUCTION							

## FAMILY INFORMATION

<b>1. FATHER'S NAME:</b> ID No <table border="1" style="width: 100%; height: 20px;"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table> (ID COPY-PLEASE ATTACH A CERTIFIED) <b>1. FATHER'S OCCUPATION:</b> WHO IS THE FEE PAYER? <b>1. HOME ADDRESS (1) (NOT P.O. BOX) - attach proof of Address</b>            <b>1. WORK ADDRESS (1) (NOT P.O. BOX) - attach payslip</b> COMPANY'S NAME:           POSTAL CODE- TEL (W): <table border="1" style="width: 100%; height: 20px;"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table> CELL: <table border="1" style="width: 100%; height: 20px;"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table> E-MAIL: <table border="1" style="width: 100%; height: 20px;"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table> MARITAL STATUS: RELIGION/DENOMINATION-																																																																																	<b>2. MOTHER'S NAME:</b> ID No <table border="1" style="width: 100%; height: 20px;"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table> (ID COPY-PLEASE ATTACH A CERTIFIED) <b>2. MOTHER'S OCCUPATION:</b>           <b>2. HOME ADDRESS (2) (NOT P.O. BOX) - attach proof of Address</b>           <b>2. WORK ADDRESS (2) (NOT P.O. BOX) - attach payslip</b> COMPANY'S NAME:           POSTAL CODE- TEL (W): <table border="1" style="width: 100%; height: 20px;"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table> CELL: <table border="1" style="width: 100%; height: 20px;"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table> E-MAIL: <table border="1" style="width: 100%; height: 20px;"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table> MARITAL STATUS: RELIGION/DENOMINATION-																																																																																
TO WHICH ADDRESS SHOULD THE INVOICE STATEMENTS BE SENT? <table border="1" style="width: 50px; height: 20px;"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table> 1 <table border="1" style="width: 20px; height: 20px;"><tr><td></td><td></td></tr></table> OR                 2 <table border="1" style="width: 20px; height: 20px;"><tr><td></td><td></td></tr></table>																																																																																																																																																																	

## NEXT OF KIN

SURNAME:	FIRST NAMES:																																																																																
ID NUMBER (Please attach a certified copy):																																																																																	
Home Address (Not P.O. Box)           Postal Code:	Tel (H): <table border="1" style="width: 100%; height: 20px;"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table> Tel (W): <table border="1" style="width: 100%; height: 20px;"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table> CELL: <table border="1" style="width: 100%; height: 20px;"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table> E-MAIL: <table border="1" style="width: 100%; height: 20px;"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																																																																																

## EMERGENCY BACK-UP - Please fill out two contacts

NAME:	NAME:
Relationship to learner:	Relationship to learner:
Contact No.:	Contact No.:
Place of contact:	Place of contact:

## LAST SCHOOL ATTENDED

NAME OF THE SCHOOL (S)	CONTACT DETAILS	REASONS FOR LEAVING
1. <input style="width: 95%;" type="text"/>	TEL No. <input style="width: 95%;" type="text"/>	
Period Attended ----- From _____ To _____		
2. <input style="width: 95%;" type="text"/>	TEL No. <input style="width: 95%;" type="text"/>	
Period Attended ----- From _____ To _____		
3. <input style="width: 95%;" type="text"/>	TEL No. <input style="width: 95%;" type="text"/>	
Period Attended ----- From _____ To _____		

**THE FOLLOWING MUST ACCOMPANY THIS APPLICATION FORM WHICH SHOULD BE FORWARDED TO THE SCHOOL**

	YES (✓)	NO (x)
Non-refundable registration fee of R300,00 (Grade R)		
Non-refundable registration fee of R500,00 (Grades 1 - 9)		
January fee or Month the learner registered (Grades R-11)		
Down payment fee of R1500 (Grades 10 & 11 only)-Non-refundable		
Certified copy of child's birth certificate/identity document		
<ul style="list-style-type: none"> <li>• Original copies of school reports:                             <ul style="list-style-type: none"> <li>➢ Latest end of - term report</li> <li>➢ Latest end of - year report</li> </ul> </li> </ul>		
• Transfer card & Learner Profile		
• Certified copy of divorce order if child's parents are divorced		
• Certified copy of parents' ID/Passport		
• Certified copy of next of kin's ID/Passport		
• Testimonial from previous school		
• Certified copy recent Municipality, Telephone or Retail Store bill		

CHILD'S (x2)

ID (recent)

PHOTO

### ATTENTION

- ❖ I attest that the above information is true. I have answered all the questions above to the best of my knowledge and I am not withholding any information.
- ❖ I have read, understood, signed and have a copy of the general regulations and conditions of admissions.
- ❖ I will notify the school in writing if any of the above information changes.

**SIGNATURE OF PARENT**

**DATE:                      dd-mm-yy**

-	-	-	-	2	0	-	-
---	---	---	---	---	---	---	---

## LETTER OF UNDERTAKING

❖ How did you know about the school: \_\_\_\_\_

**I understand and accept the following conditions:**

- a) One calendar month 's notice is required in writing to remove a child from Education Alive School (The school)
- b) Parents are liable for the full school fees charged for the relevant months of the year.
- c) Fees are due on or before the 1<sup>st</sup> of every month. Interest at the maximum usury rate will be charged on all late fees, until such time the school fees and recovery fees are settled. Fees are usually payable in advance and are paid for twelve (12) months in any academic year unless a learner registers after January. Fees are, therefore, paid as follows:

Month of registration	Period of payment	No of months
January	Jan -December	12
February	Feb - December	11
March	Mar - December	10
April	April - December	9
May	May - December	8
June	June - December	7
Etc.	Etc.	Etc.

- d) The school hours are from **08h00 - 14h30 (Monday - Friday)**
- e) The school is not responsible for any child left at the school after closing time (14:30hrs).
- f) Only authorised persons are allowed to visit learners during school hours. Other visitors are prohibited.
- g) Should any fees not be paid on time, I understand and accept that the school will take whatever legal action it deems fit to recover the outstanding fees due and that **ALL COSTS** relating to recovery of arrears, including but not restricted to fee for tracing, collection or legal action (on a client - attorney scale), will be recovered from myself. I may also be handed over to the credit bureau, for me to be black listed.
- h) I accept that if my account is not settled in full, my child/children could be suspended from all school activities.

**SIGNATURE OF PARENT/GUARDIAN** \_\_\_\_\_

**DATE:** \_\_\_\_\_ / \_\_\_\_\_ 20\_\_\_\_\_

## CERTIFICATE OF INDEBTEDNESS

**I ACKNOWLEDGE AND/OR ACCEPT** that a certificate of indebtedness issued by an authorised signatory of the school, whose status and designation need not be proved, shall be conclusive proof of the facts stated therein should I not contest its correctness within seven days of receipt thereof.

**I ACKNOWLEDGE THAT** the certificate shall be conclusive proof of including but not limited to

- a. any amount owing to the school;
- b. the interest rate applied to the amount owing;
- c. the date and or period for which interest is to be calculated;
- d. the cause of action;
- e. and the fact that the amount outstanding is due and payable.

In the event that I dispute the correctness of the accuracy of any aspect of the contents of the certificate, I shall be obliged to adduce evidence in rebuttal within seven days of the receipt of the certificate from the school. I shall bear the onus to prove such a rebuttal.

The certificate of indebtedness shall constitute a liquid document upon which provisional sentence summons can be issued against me for outstanding fees. I shall not dispute the liquidity of the certificate. (Specify status: e.g. employer- position: accountant, attorney, bank manager, etc provide address and telephone numbers)

Signed at \_\_\_\_\_ (place), this \_\_\_\_\_ day of \_\_\_\_\_ month of \_\_\_\_\_ year.

Signature (father/guardian)

Signature (mother/guardian)

\_\_\_\_\_

\_\_\_\_\_

**OBLIGATIONS OF THE SCHOOL WITH REGARD TO PARENTS/LEARNERS THAT COMPLY TOTALLY WITH SCHOOL FEES RESPONSIBILITIES.**

**THE SCHOOL SHALL:**

- Provide learners with suitably qualified educators.
  - Provide teaching facilities that will enhance learning from time to time as the need arises.
  - Organise extra-mural activities to the benefit of the learners.
  - During health emergencies learners will be provided with medical assistance (First Aid) until appropriate medical personnel arrive at the school and the learner taken to the clinic.
- 
- Learners who have paid in advance and wish to leave the school for one reason or another, shall receive a refund of any balance of fees; such a refund is only made where the Parent/learner complies with the appropriate notice procedure as stipulated above.
  - It is the responsibility of the school to provide transport for the learners who have paid for such services and/ or to supervise and control them in all activities that take place outside of the school's premises.
  - The use of alcohol, drugs, cigarettes, dangerous weapons or violent behaviour of any type as well as forming Gangs for notorious activities are prohibited. Disciplinary action will be taken against offenders.
  - The school shall not hesitate to reconsider the appointment of an educator, should he/she be incompetent in the general opinion of the learners and management after a fair hearing.

**GENERAL REGULATIONS AND CONDITIONS OF ADMISSION**

**FEES AND ADMISSION**

1. Learners may be registered at any time. Acceptance is by interview with the Principal. He/she is asked to pay a non-refundable registration fee/down payment of **R300 (Grades R) / R500 (Grades 1 -9) /R1500 (Grades 10-11)** to reserve a place.
2. A school report is required from the Principal of the candidates' last school. Parents must disclose to the Principal before admission any feature of the child's personality, physical and mental health which might affect his/her fitness for education and membership of the school. The Principal shall be entitled to discuss with the child's family doctor all such matters.
3. Each month's/term's fees are payable and deposited into school's bank account in advance, on or before the first day of registration for the month/term for which they are due. **Cash payments are not accepted by the school and on no occasion should a parent/child come to the school with cash for the payment of fees. Parents must pay fees direct into the school's bank account and a copy of the deposit slip sent to the school.**
4. Parents are liable for all school fees. Any learner whose fees are in arrears will have difficulties receiving tuition, therefore, ensure that your payments are up-to-date at all times.
5. Payment of fees after the 7<sup>th</sup> attracts 5% interest.
6. Discount on fees is 5% per parent regardless on the number of children.

**This is to encourage parents to settle their children's fees promptly.**

**However, the discount is forfeited after the 3<sup>rd</sup> of each month if the fees remain unpaid.**

7. The Directors reserve the right to alter the fees from time to time. Save in exceptional cases, notice of an alteration will be given not later than one month before the first day of the term for which they are payable.
8. A month's notice in writing must be given before the withdrawal of a learner from the school. No remission of fees will be considered for enforced absence due to illness, indiscipline, etc school fees are not refunded for the temporary closure of the school due to epidemic, or other causes.
9. The Principal is hereby authorised by the parents in loco parentis, to take and or authorise all decisions in relation to the learner as may be, in the opinion of the Principal, in the best interest of the learner when no contact can be made with any parent or other person authorised as above.

10. The Principal reserves the right to request the temporary or permanent withdraw of any child if satisfactory conduct is not maintained, without remission of fees.
11. Full compensation is payable by parents for loss or damage to property belonging to the school caused by their child.
12. The school cannot accept liability for any theft, loss or damage to property belonging to the parents or the child howsoever caused.
13. From time to time, the school publishes brochures and other information about its activities which may contain photographs of learners or examples of learner's work. Parents are deemed to have agreed to such publication unless the school is specifically notified to the contrary in writing.

#### ATTENDANCE AND HEALTH

Leave of absence is only granted for a very special reason, and must be obtained from the Principal. If a child needs to be absent from school for illness or any other reason, the parent is to phone or inform the school immediately and a confirming letter sent with the child on his/her return.

#### UNIFORM

We expect the school uniform to be worn in the classroom as well as the required dress for the sports activities during sports respectively. Please mark clothing and personal possessions clearly with the owner's name.

#### POPIA COMPLIANCE/ MEDIA CONSENT

The school is committed to ensuring the confidentiality of all personal information provided to us. All information received are stored with the necessary security standards in place. This information will not be shared with unauthorised persons and will be processed lawfully within the confines of the school administration. Furthermore, personal information will not be shared externally unless required by law, following the correct procedures or for emergency medical purposes. By signing below, you acknowledge that the school collected, processed and stored information provided by you and consent to this information being used by teaching, administrative and financial staff. The school will retain this information for the duration of your child's enrolment and will follow the relevant data retention, archiving and destruction procedures in place. Furthermore, you agree to the school making use of photographs or other images and recordings of your child in the following ways:

1. the school communicator showing learners involved in school activities,
2. school social media or the school website,
3. brochures for marketing purposes,
4. Newspapers, magazines, newsletters etc. to recognise achievements. You reserve the right to request the removal of any images/recordings at any time where reasonably possible.

#### GENERAL

The entire staff of the school welcome consultation with parents on any school matters. Please make appointments with the school Secretary.

*I have read and understood the regulations and conditions printed here, and I agree to abide by them.*

**Signature of Parent:** \_\_\_\_\_ **Date:** \_\_\_\_\_ / \_\_\_\_\_ /202\_\_\_\_\_

**PRINT NAME & SURNAME:** \_\_\_\_\_