



SA College Private School, Pretoria

Cnr. Hospitaal Road & Edmond Street
Arcadia,
Pretoria

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2022 ENROLMENT FORM

Date: DD / MM / YYYY

1 - LEARNER INFO:

Surname:
First Names:
Preferred name:
ID/Pass No:
Learner Cell No:

E
2022 Grade: Age:
Nationality:
Date of Birth:
Gender: Day Month Year

Is last report card attached? Y N **NB: Original to be handed in by the first School day**

2 - ACADEMIC HISTORY:

- School Last Attended: Last grade passed: Year:
(Name and City) Contact Details of School:

How did you come to know about SAC? Gr Repeated:
(if any)

3 - PARTICULARS OF RESPONSIBLE PERSON(S):

(A) Relationship to learner Title: Surname:
Work Tel No: First Names:
Home Tel No: ID No/Pass:
Cell No: Nationality:
Residential Address: Postal Code:
Work Address: Postal Code:
Occupation: Employer:
E-Mail: Employer Tel:
(Please inform the school of any address or number change)

(B) Relationship to learner Title: Surname:
Work Tel No: First Names:
Home Tel No: ID No/Pass:
Cell No: Nationality:
Residential Address: Postal Code:
Work Address: Postal Code:
Occupation: Employer:
E-Mail: Employer Tel:
(Please inform the school of any address or number change)

4 - Next of Kin: Title: Surname:
Relation to learner: First Names:
Work Tel No: Home Tel No: Cell No:
Supply country code if applicable:

5 - TOTAL COSTS: - Please cross payment set selected 1 Monthly 2 Termly 3 Annual
First payment made: R Total Cost: R Received by (Name/Signature)

Each party signing this contract is jointly and severally responsible for payment of all due amounts and agree to all terms and conditions set out on the reverse

SIGNATURE Person A: (Date)
SIGNATURE Person B: (Date) Turn the page...

Please note that Registration is only finalised when the school deems that the requirements have been met.

6 LEGAL DECLARATION OF INDEMNITY

- a) Neither the School nor any official employee or representative of the School acting in his/her capacity as such shall be liable for any damage arising out of:
 - i. the death, bodily harm, loss of health or illness of any learner, howsoever caused; and
 - ii. the destruction of or damage to any property owned by or in the custody of any learner, howsoever caused.
- b) The learner and parent/guardian hereby indemnifies the School against any claim made against the School in respect of any damage arising out of the commission, omission, fault or other action on the part of the learner.
- c) I hereby give permission that he/she may attend any excursion/event organised by the school with the permission of the Principal.

7 GENERAL CONDITIONS

I/We the undersigned hereby,

- a) acknowledge that the provisions of the declaration of indemnity above is understood and hold myself/ourselves bound thereby; and by all other provisions of this document and by the rules and regulations of the School for the time being in force or as they may be altered, during the time the learner is registered; and
- b) declare that I/we know that, should he/she during his/her attendance at the School undergo training in any workshop, laboratory or any other place of training or attend any excursion, exercise event or sporting activity whether within or outside the School, he/she may be exposed to risks to life or to bodily injury or to health involved in such training, excursion, exercise, event or sporting activity; and
- c) certify that the information given on this form is accurate and complete in all respects; and
- d) acknowledge that the learner wants to successfully complete this academic year and undertakes to attend all classes; and
- e) **agree to the following: (i) For enrolment into grade 7, 8 and 9: The learner must achieve at least Level 4 (50%) in English, Level 3 (40%) in Maths and second language and any other 3 subjects, and Level 2 (30%) in any other 2 subjects. (ii) For enrolment in Grade 10, 11 and 12: The learner must achieve at least Level 4 (50%) in English, Level 3 (40%) in Maths/Maths Lit and any other language offered, as well as in 2 other subjects, and Level 2 (30%) in the other 2 subjects. (iii) For a learner to qualify to take Maths in Grade 10, he/she must have Level 4 (50%) in Grade 9. (iv) In Grade 10 and 11 he/she must maintain 45% per term to continue with the subject, else it is agreed that he/she will take Maths Literacy and Tourism. The school reserves the right, in its sole discretion, to set its own admission policy requirements per grade. (v) ANY MATRICULATION LEARNER WHO FAILS THE FIRST AND/OR SECOND TERM OR TRIAL EXAMINATION MAY NOT CONTINUE IN GRADE 12 OR ENTER FOR OR WRITE THE FINAL EXAMINATION. IF THE LEARNERS FAILS, AS DESCRIBED ABOVE, I/WE INSTRUCT THE SCHOOL TO PLACE THE LEARNER IN GRADE 11 FOR THE REST OF THE ACADEMIC YEAR OR TAKE OTHER APPROPRIATE STEPS AS IT MIGHT DEEM NECESSARY. I/WE WILL FULLY SUPPORT THE SCHOOL IN THIS MATTER; AND**
- f) agree to assist the above mentioned learner in all respects of this application and hold himself/herself, and myself/ourselves, bound by all the provisions thereof and by the rules and regulations of the School for the time being in force or as they may be altered; I/we agree to all the contents, rules, regulations, terms and conditions as set out in this document as well as any official notification as issued by the school from time to time. I/we will also ensure that my/our child/ward adheres to the same. I/we understand and agree that the school reserves the right of admission; and
- g) hold myself responsible for and undertake to pay unconditionally all payments and charges payable to the School in respect of the said application as and when they fall due for payment. The **total costs** include all tuition fees, except additional fees for CAT, vernacular and foreign languages, up to R6450, R7140, R7800 for Grades 0-7, 8-9 and 10 -12 respectively and payments to cover non-tuition related expenses (for services, items etc.). I agree that arrears in any payment could at any given point result in withdrawal of privileges, i.e. outings, tours etc.; exclusion from entrance to selected examinations. **I undertake to pay the full total of all costs and payments for the total period should the learner be excluded from school due to poor attendance or failure to comply with school rules, or inadequate performance;** and
- h) choose the residential address on record/written as domicilium citandi et exutandi for service of all legal notices and processes until I advise the school in writing of my/our new address, which will then become our/my new legal domicile. I agree that the school reserves the right to place the learner in the grade the school deems applicable, and to cancel the application if any false information is supplied, or, at the discretion of the Principal, should the learner fail to adapt to the school environment or conform to the school rules, or if the learner is unable to cope academically. The school further reserves the right to require that a learner pass the previous term before continuing the next term. I/We will ensure that the learner attends all remedial classes, additional sessions and completes all work given by the school to endeavour to ensure the child does not fail a term; and
- i) undertake to pay the costs and payments determined annually by the school and I understand that failure to attend classes will not reduce my liability for the full academic year. **I UNDERSTAND THAT THIS CONTRACT MAY NOT BE CANCELLED DURING THE FIRST ACADEMIC YEAR OF ATTENDANCE AND THEREAFTER ONLY BY GIVING A FULL TERM'S NOTICE BY NOT LATER THAN THE LAST SCHOOL DAY OF THE PREVIOUS TERM. I AGREE THAT COSTS AND PAYMENTS ARE NOT REFUNDABLE OR TRANSFERABLE.** Under exceptional circumstances, if written notice is given before 1 March of the first academic year of schooling the school board may, at its sole discretion, consider a refund of part of the prepaid payments at the time of the submission, where such written submission is made at such a time and in such a manner as the school determines. **I agree that if any payment due under this contract remains unpaid, or if the school allows me/us any form of extended payment and I/we default and fail to pay any single instalments by the due date thereof, the whole balance will be deemed to have become due and payable, and if attorneys or collection agents are instructed to recover any amounts due, I will be liable for all costs on an attorney/client basis and collection charges. Should the school be unable to partially or fully supply the service of education due to government intervention I agree that my full school fees will still be due;** and
- j) authorise the School to use my details, as the parent or guardian responsible for the payment of the student's account, to perform a credit check on me and list me at any credit bureau if any outstanding payments are not paid by the due date; and
- k) confirm my child's attendance at the School for the full academic year. If I change my payment set during the year, a R250 administration fee will be levied. Each reminder for arrears fees will attract a R150 administration fee. I undertake to pay the fees, which includes tuition fees, strictly according to the payment dates indicated. Should my child fail in the current year, I agree that the school retains him/her in his/her current grade and I undertake to pay the fees applicable to that grade. The school reserves the right, in its sole discretion, to cancel the application should there be any fees outstanding at the commencement of the year or at any stage during the academic year or if the behaviour or academic performance of the learner is not up to the high standard expected by the school, or if the learner is absent without a valid reason for more than 6 consecutive days or 10 cumulative days during the school year; and
- l) accept that each person signing this application form is responsible for the **TOTAL COST** as presented as well as the adjusted school fees year on year and that the fee structure for the applicable year, available from the school, will be binding. The fact that instalments fall due at different times or over a period does NOT imply that the academic year may be terminated at any time. I/We also accept that the school fees are payable annual in advance, but can be paid in instalments as provided; and
- m) consent to the learners person and property being randomly searched while on the premises of the school, by the Principal or his/her nominated representative, provided that female learners shall be searched by female persons and male learners by male persons. The consent is also applicable to random drug and alcohol testing; and
- n) understand that both parents are jointly and severally liable for the account even if the account is paid by a third part/bursar; and
- o) acknowledge that this contract is strictly valid for 1 academic year and shall terminate after that academic year unless extended by the school by means of re-enrolment. Any further admission beyond the academic year is strictly reserved by the school, who in its sole discretion may decide to admit the learner for a further subsequent year and under such conditions as it may deem necessary or expedient. No learner has the right, or is entitled, to be automatically admitted for the following year and Age Cohort's will be applied to overaged learners as per the school's policy; and
- p) consent to the taking of pictures of my child and to the fact that my child's picture may be used on social and other media while and even after my child in no longer attending the School; and
- q) agree, understand and accept all the contents, rules, regulations, terms and conditions as set out in this document; and
- r) consent that in terms of POPIA (The Protection of Personal Information Act) the school may use the information provided by the parent for the approval of the child's application as well as for the ongoing management of the contract; and
- s) confirm that I/we will respond timeously to letters, e-mails, SMS, calls and other electronic communication and that I/We will ensure our personal contact details are up to date at all times.

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SIGNATURE OF LEARNER

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SIGNATURE OF PARENT/S

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WITNESS

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Date

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Signed at