

For Placement in Standard/Form ----- Starting in the Year-----

Details of the child:

Surname----- First Names-----

Date of birth: -----Year -----Month -----Day Gender M/F-----

Nationality----- First Language----- Religion -----

Previous school attended----- Address-----

Details of Parent or Guardian:

A).Father/ Guardian Surname:----- First Name: -----

Nationality: ----- Passport No/ I.D:-----

Postal Address: -----

Residential Address:-----

Occupation: ----- Cell/Home: ----- Tel/Work :-----

Work Address: -----

B).Mother/Guardian Surname:----- First Name:-----

Nationality: ----- Passport No/ I.D:-----

Postal Address: -----

Residential Address:-----

Occupation: ----- Cell/Home: ----- Tel/Work: -----

Work Address :-----

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Emergency Details:

Contact Person Surname: ----- First Name:-----

Relationship to the child:-----Tel/Home:-----Cell:-----Work:-----

Family Doctor: -----Tel: -----

Illness or Allergies: -----

Siblings attending this school:

1. ----- Class -----

2. ----- Class -----

3. ----- Class -----

REGISTRATION FEE AND SCHOOL POLICY SUMMARY:

1. The following documents **MUST BE SUBMITTED** with the registration form.
 - ❖ A copy of the child’s passport / birth certificate.
 - ❖ A copy of the child’s immunization card for Standard One entrance.
 - ❖ Two passport size photos.
 - ❖ A letter of transfer if the child has been attending another school.
 - ❖ A current report from another school.
 - ❖ A proof of Electricity bill/ water bill. (Proof of Residence)
2. The payment of registration fee is **NOT A GUARANTEE** of placement
3. The Development Levy must be **PAID IN FULL** before the child assumes placement.
4. Book Levy (applicable for Secondary only) should be **PAID IN FULL** *before* school fees.
 - ❖ In regard to book levy, books are only loaned /leased to students and belong to the school. All books to be returned to school at the end of the year in the same condition. Lost or damaged books must be replaced or paid for by the parent or guardian.
5. School fees should be paid according to the stipulated school installment plan.
6. The Registration fee. Development fee and Book Levy are **NON REFUNDABLE**.
7. The school fees may be paid in full before the beginning of the term.

To assist families with their budgeting, the fees may be paid in three installments:

PAYMENTS	TERM 1	TERM 2	TERM 3
First Payment	Before the term begins	By end of March	By end of June
Second Payment	By end of January	By end of April	By end of July
Third Payment	By end of February	By end of May	By end of August

If payment is not made or is referred to drawer (bounce cheque) or delay in payment a penalty of P1000.00 is payable and legal action may be taken against parent or guardian. The first payment for the next academic year should be paid by October to reserve a place for the child.

8. Any school property that has been damaged by the child, the parents/ guardians will be liable to pay for the entire damage(s).

9. School fees are totally non-refundable unconditionally.

10. The school does not practice automatic promotion at the end of each academic year. As such the school has the right to insist on a child repeating a standard if the performance does not meet the criteria as defined by the management.

11. One term's notice must be given before a child is withdrawn from the school. Failure to do this will result in parents being liable for one term school fees.

Failure of payment may cause legal action. Parents or Guardian will be liable for any cost or risk regarding it.

12. Parents are liable to pay the whole term's school fees if a child attends school for one period (one lesson) in any term.

13. By signing the application form, parents/guardians agree to abide by the policies, rules and regulations as set by the school.

DECLARATION

I have read the registration, fee and policy Summary and agree to abide by its conditions, Furthermore; I declare that all the information written or attached is true and correct.

Name of Parent or Guardian -----

Signature (1) -----Passport No/I.D----- Date-----

Signature (2) -----Passport No/I.D----- Date -----

Received by -----Signature----- Date -----

