



ST ANDREW'S PREPARATORY

St Andrew's Preparatory School

PO Box 187, Grahamstown, 6140, South Africa
Tel: +27 (0)46-603 2400 Fax: +27 (0)46 622 7044
E-mail: contactprep@saprepschool.com

Application for Admission

Please use block capitals

1. Surname of pupil:
2. First names: Male/Female.....
3. Preferred name:..... ID. No
4. Date of birth/...../..... Place and country of birth:.....
5. Home language (that is, language most frequently used at home). *If* relevant, state more than one language, e.g. English/Afrikaans or Xhosa/English:
6. Year and term when entry is desired:..... and Grade to be entered:.....
7. (a) Name and address of present school:.....
.....
- (b) Pupil's present Grade: Date of admission to present school:(month & year)
8. Any other schools attended:

Name of School and Town

Dates attended (months, years & grades)

.....

.....

.....

9. Religious denomination:..... Grades repeated
10. Is the pupil to be a boarder or a day scholar? Boarder Day scholar (Please tick the box)
11. Do you have any association with St Andrew's Prep: Yes: No:
If yes, please provide details, including House.....
.....
.....

Do you have any association with St Andrew's College or DSG: Yes: No:
If yes, please provide details, including House.....
.....
.....

Initials of both Parents

12. (a) Brothers: () () ()
 (Names and ages)
 Present schools
- (b) Sisters: ... () () ()
 (Names and ages)
 Present schools

13. Is there any additional information relating to this application which you consider should be brought to the attention of the Headmaster?

.....

14. Parent or Legal Guardian Information *Father* *Mother*

- | | | |
|--|-------------------|--------------------|
| (a) Title & initials: (Prof/Dr/Mr/Mrs/Ms) | | |
| (b) Surname: | | |
| (c) First name: | | |
| (d) Preferred name: | | |
| (e) Dates of birth: | | |
| (f) Occupation/Profession: | | |
| (g) Marital status: | | |
| (h) Identity No./ Passport No.
<i>(Passport no. for non-South Africans)</i> | | |
| (i) Citizenship: | | |
| (j) Residential address: | | |
| | | |
| | | |
| | Postal Code:..... | Postal Code:..... |
| (k) Postal address: | | |
| (for accounts, reports and
correspondence other than
email) | | |
| | Postal Code:..... | Postal Code: |
| (l) Home telephone: Code No..... | Code..... No..... | Code..... No..... |
| Business telephone: Code No..... | Code..... No..... | Code..... No..... |
| Fax: Code No..... | Code..... No..... | Code..... No..... |
| Cell: | | |
| E-mail: | | |

**Please note that you are obliged to notify us promptly of any changes of contact details.*

Initials of both Parents

(m) Employer:
Employer's contact details:
 Postal address:

 Tel.: () ()
 Fax: () ()
 E-mail:

(n) For the purposes of the Financial Intelligence Centre Act No. 38 of 2001 (FICA) the following is required:

- (i) Tax reference number
- (ii) Tax domicile
- (iii) Copy of service account not more than 3 months old
- (iv) Name of Applicant's Bank:
- (v) Name of Account Holder:
- (vi) Branch Code:.....
- (vii) Account No:

(o) Name and address of two references (one must be a business reference):

1. 2.....

 Tel.: () ()
 Fax: () ()
 Email:.....

Please note: a separate "Application for Admission" form for St Andrew's College must be completed when a pupil progresses in due course from Grade 7 to Grade 8, and admission to St Andrew's College is not guaranteed. The College entrance fees and deposits will then become applicable.

The following documents must please accompany this application:

1. *A copy of the last two reports from the pupil's present school (if the application is for the following year).*
2. *Photocopies of the front page of the Identity Documents of both parents/guardians (as detailed under No. 14 above).*
3. *A copy of the child's birth certificate, ID or passport.*

Initials of both Parents

Conditions of Enrolment

I, the undersigned, (Hereinafter referred to as the Applicant).....
(Full Names)
of (Physical Address).....

do hereby agree, personally and for and on behalf of my minor son/daughter/ward to be bound by the following terms and conditions of enrolment in the event of (Full Names)

(hereinafter referred to as the Pupil) being admitted to and enrolled as a pupil to St. Andrew's College (which incorporates St Andrew's Preparatory School, and is hereinafter referred to as the College), that:

1. The Applicant and the Pupil will be bound by the rules, regulations, policies and procedures of the College as laid down by the College Council, its Executive Committee and/or its Headmaster from time to time. The Applicant confirms that he/she will read and discuss the school rules contained in the handbook with his/her son/daughter/ward.

In particular, the Applicant will ensure that the pupil's attention is specifically drawn to the rules relating to Headmaster's Offences, which prohibit the following:

- (a) Any form of initiation or bullying, be it psychological or physical.
- (b) Unacceptable sexual behaviour or activity including the possession or circulation of pornography.
- (c) Theft; the borrowing of articles without owner's permission shall be construed as theft.
- (d) Cheating.
- (e) Possessing firearms, other dangerous weapons, or inflammable liquids.
- (f) Purchasing, possessing or drinking alcohol.
- (g) Purchasing, possessing or using any prohibited drug.
- (h) Purchasing, possessing or smoking tobacco.
- (i) Bunking school or Chapel.
- (j) Breaking bounds.

A contravention of one or more of these rules may lead to the pupil's expulsion from the College at the sole discretion of Headmaster acting in accordance with the provisions of the Trust Deed of the College as enshrined in an Act of Parliament. In the event of a pupil's expulsion from the College, the Applicant understands that he/she will nevertheless be liable for fees and disbursements up to the end of the term in which the expulsion takes place.

2. The Applicant, in his/her capacity as parent and/or guardian of the pupil consents to the exercise of the necessary parental powers by the Headmaster, Deputy Headmaster, Housemaster or nominated teacher over the pupil whilst the pupil is on the College premises and/or engaged in any activity in connection with or incidental to the College, whether academic, sporting, recreational or otherwise and they shall be deemed to be *in loco parentis*, having all necessary authority and without limiting the generality of the foregoing, the following:

- (a) in case of emergency, to give any consent that may be required for any medical treatment, operation, anaesthetics or blood transfusions.
- (b) to take any decision or furnish any consent or perform any act that they may be considered to be in the best interests of the pupil in the prevailing circumstances.

3. (a) (i) All boarding and tuition fees shall be due and payable termly in advance on the first day of each Term. Fees may be paid by way of a debit order or stop order provided prior arrangements have been made with the College and any costs relating thereto shall be debited against the Applicant's account. Cash payments will not be accepted and if a cash payment is made by way of direct deposit, the charges shall be added to the pupil's account.

(ii) An entrance fee, in such amount as may be determined by the College Council from time to time, shall be payable upon acceptance of the Application for enrolment.

(iii) In addition, a deposit of one term's fees shall be payable by an Applicant who lives outside the borders of South Africa, which shall be refundable at the termination of this Contract, after deducting the entrance fee (which is not refundable), less any outstanding amounts then due by the Applicant.

(b) All incidental expenses incurred during the course of the term shall be due and payable as and when charged and upon presentation of the College's statement of account.

Initials of both Parents

- (c) Interest shall accrue on all fees and disbursements not paid within 30 days of due date at a rate to be determined by the College Council from time to time which rate shall not exceed the maximum rate prescribed by law. The said interest shall be calculated and compounded monthly in arrears from due date to date of payment, both days inclusive.
- (d) The Applicant will be liable for the College's customary charges and necessary disbursements incurred in the administration relating to the late or non payment of the said fees and incidental expenses inclusive of, but not limited to, the payment of bank charges arising from unpaid cheques.
- (e) A Certificate given under the hand of the Finance Manager or his Nominee shall be prima facie and sufficient proof of any amount due by the Applicant to the College.
- (f) The Applicant shall furnish the College with an amount sufficient to cover all travelling expenses of pupils leaving the College or returning home for vacation or half-term, such amounts to be deposited with the College at the time the bookings are made or, alternatively, the Applicant shall provide the College with a written authorization for travel costs to be recovered by the College by way of the Applicant's credit card account.
- (g) The Applicant consents to the jurisdiction of either the Magistrate's Court, Grahamstown and/or the High Court of South Africa (East Cape Division), at the sole discretion of the College in respect of any action to be instituted by the College.
- (h) In the event that the College is obliged to institute legal action for outstanding tuition and related expenses due by the Applicant then, and in that event, the Applicant shall be liable to the College for all expenses incurred in collecting any amount owing by the Applicant, which expenses shall include all legal charges on the scale as between Attorney and own client, collection commission and tracing fees.
- (i) Without limiting or detracting from the College's rights to enforce payment of any and all monies due to the College by the Applicant, the College may, in its sole discretion:
 - (i) refuse the return of the pupil to the College after a half-term break or school vacation or send the pupil home;
 - (ii) in respect of Grade 12 pupils, if fees are not fully paid up by the time the matriculation entries are due to be dispatched to the Independent Examination Board, withhold the pupil's entrance for the Matriculation Examination.

4. Once the pupil has entered the College a clear Term's written notice of withdrawal must be given to the Headmaster, if the Applicant wishes to terminate this Contract for any reason and to withdraw the pupil prior to the final exit examination. If such notice is not given, a full Term's fees at the rate applicable for the next Term in which the pupil would have been, shall be paid in lieu thereof. Likewise, if the College elects for any reason to terminate this Contract, then it may do so, on giving the Applicant a clear Term's written notice of its decision to terminate the Contract at the end of the Term in question, at which time the Applicant must withdraw the pupil.

Where the Applicant wishes to remove the pupil from boarding and change to day scholar status, the Applicant shall also give a full Term's written notice to the College by the last day of the preceding Term, failing which the Applicant shall be obliged to pay a Term's boarding fees in lieu of such notice.

- 5. The Applicant accepts that the state of health of the pupil is of a material nature to his/her attendance at the College and undertakes to furnish the College, at the College's request, with a certificate certifying his/her good health, the acceptance whereof shall be in the sole discretion of the College.
- 6. The Applicant understands that the College will constantly endeavour to take such steps as may be reasonably required in the circumstances to do what it can to keep the pupil out of harm and free from loss, taking into account what can be reasonably foreseen and provided for in each case. Subject to the above, the Applicant and co-signatory hereto jointly and severally waive their own claims and indemnify the School, its employees and agents (for whom it may be found to be vicariously liable) against any claim of the pupil in respect of the event in question, howsoever it arises and including any loss, damage, costs or expense including legal costs suffered as a result of the pupil's enrolment or attendance at the College.

The Applicant accepts liability for any loss or damage suffered by the College relating to the enrolment of the pupil, howsoever caused.

7. For the purposes hereof, the College nominates as its address for service of all documents and notices, St Andrew's College, Somerset Street, Grahamstown, South Africa and the Applicant nominates as an address for service of all documents and notices, the address set out in paragraph 14 (j) above.

All notices required to be given in terms hereof shall be delivered to the nominated address or shall be sent by pre-paid registered mail to the aforesaid address and shall be deemed to have been received seven days after posting.

8. Any relaxation or deviation from the terms of this agreement shall not be deemed to be a waiver of the College's rights to enforce strict compliance with these conditions without further notice.

Initials of both Parents

9. This agreement shall be deemed to be concluded upon the enrolment of the pupil by the College, and on the payment of the entrance fee stipulated by the College and shall constitute the whole of the agreement between the parties and no amendment, alteration, addition or variation will be of any force or effect unless reduced to writing and signed by the parties.
10. The Applicant understands that the information contained in the application for admission form constitutes a material representation relevant to the acceptance of the enrolment of the Applicant's child as a pupil and the Applicant warrants that all information contained in the Application for Admission is true and correct.
11. The Applicant understands that by signing this form he/she consents to St Andrew's College conducting whatever enquiries may be considered necessary to verify any information given in this Application for Admission, including confirming his/her credit rating with a national Credit Bureau.

The information requested in the Application for Admission and in the Conditions of Enrolment must be fully completed and the original Application Form returned to the College before acceptance of the pupil can be considered. Incomplete forms will be returned for proper completion.

Dated at this day of.....
(Month) (Year)

Signed:(Father)(Mother)

.....
 (Full name in block capitals)

.....
 (Full name in block capitals)

(Parent — both Father and Mother or Guardian/Custodian/Other to sign)
whose liability in terms hereof shall be joint and several.