



APPLICATION FOR ENROLMENT GRADES 0000 – 12

This application form must be signed by both parents. The form must be returned with the R500 registration fee per pupil, which is non-refundable. The school's bank details are on page 4 of this form. Return to Waterberg Academy, P O Box 655, Vaalwater, 0530. **No application will be processed without proof of payment of the registration fee, the accompanying documents and the necessary signatures on the attached conditions of enrolment.**

THE FOLLOWING DOCUMENTS MUST ACCOMPANY THE APPLICATION FORM:

- A copy of the pupil's latest school report (Not applicable for pupils entering into grade 000 – R).
- A copy of the pupil's birth certificate.
- Two photographs of pupil (passport size).
- Application must be signed by both parents/guardians.
- Copy of both parents Identity Documents.
- Proof of residence (Municipal rates account).
- Proof of payment for the registration fee of R500.00.

NAME OF PUPIL			
GENDER		DATE OF BIRTH	
DAY SCHOLAR / BOARDER		CURRENT AGE	
GRADE APPLICATION		COMMENCEMENT DATE	

FOR OFFICE USE:	<u>Registration Fee Payment</u>	<u>Date</u>	<u>Receipt Number</u>
FOR OFFICE USE:	<u>Once off Non-Refundable Desk Fee</u>	<u>Date</u>	<u>Receipt Number</u>
FOR OFFICE USE: Boarders Only	<u>Once off Non-Refundable Bed Fee</u>	<u>Date</u>	<u>Receipt Number</u>
FOR OFFICE USE: Foreign Pupils Only	<u>Once off Refundable Deposit</u>	<u>Date</u>	<u>Receipt Number</u>

Finance Department Account No.Allocation	
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Section A: Applicant's Information

Surname:

First Names:

Preferred Name:

Date of Birth: Day:

 Month:

 Year:

Gender:

Date of Proposed Entry: Day:

 Month:

 Year:

 Into Grade:

ID Number:

ID Type:

Nationality:

Home Language:

If other, please specify:

Religious affiliation:

Current School Information:

Present School:

School Telephone:

Headmaster or -mistress:

Current Teacher:

 Grade:

Medical Information (in case of emergency)

Family Doctor:

Telephone Number:

Medical notes:

Chronic Medication:

1		for
2		for
3		for

Allergies

1	
2	
3	

Handicaps or Disabilities:

Contact Information:

Learner's mobile phone:

Learner's email address:

Section C: Family Information

Residential Address:

 Postal Code:

Occupying as: Owner Lessee Other:

Postal Address:

 Postal Code:

Home Telephone Number:
Facsimile Number:

Family Medical Information:

Which medical is the child registered with:
Medical Aid Number:

Who is the Principal Member of the Medical Aid:
Emergency Contact*
Telephone Number:

* Please do not use one of the parents as the emergency contacts.

Parents/Guardians confirmation of agreement of enrolment.

We agree that our child's admission is subject to the Conditions of Enrolment as determined by the Board of Governors.

Signatures: _____
Father: Mother:

Dated: Day: Month: Year:

WATERBERG ACADEMY BANKING DETAILS:

For security reasons, and for the safety of your children and our staff, we do not encourage cash payments to be made at the school premises. The preferred method of payment is via EFT (Electronic Banking), or a cash deposit at any branch of First National Bank. There is a branch of F.N.B. in Vaalwater.

BANK : First National Bank
Branch Code : 260247
Account Name : Waterberg Academy
Account Number : 620 438 22445
SWIFT Code : FIRNZAJJ260247
Reference : Pupil's name



CONDITIONS OF ENROLMENT

1. A learner's enrolment will be subject to the conditions stated hereunder or such other conditions which may have been determined by the Board of Governors or their duly authorised representatives ("the Board") from time to time.
2. The Conditions of Enrolment may be amended upon one term's written notice.
3. No indulgence or extensions of time granted by the Board shall constitute a waiver of its rights to enforce any condition herein.
4. The parents agree to be bound by the rules, regulations, policies and procedures of the school, as determined from time to time, and announced by the Board and/or the Head.
5. The Board may accept applications for enrolment in respect of any living individual eligible to attend the school.
6. Applications for enrolment shall be in the form specified and shall be accompanied by a non-refundable registration fee in an amount to be determined from time to time and reflected on the application form.
7. The enrolment of learners shall be subject to the discretion of the Board. **In the normal course of events, a credit check may be made on the person(s) responsible for the payment of the school fees. The cost of this check will be for the school's account. The school may, in the absence of the Board of Governors, refuse to accept a learner solely as a result of a poor payment record at this or other schools.**
8. For day scholar learners enrolling at a predetermined future date – a non-refundable once-off Desk Fee becomes payable within two weeks of an offer of a place. For a learner enrolling during the course of the school year, the non-refundable Desk Fee becomes payable immediately upon acceptance. **NO EXCEPTIONS WILL BE ALLOWED.**
9. For boarding scholars enrolling into the hostel at a predetermined future date – a non-refundable once-off Bed Fee also becomes payable within two weeks of an offer of a place. For a learner enrolling during the course of the school year, the non-refundable Bed Fee becomes payable immediately upon acceptance. **NO EXCEPTIONS WILL BE ALLOWED.**
10. Fees are payable, either annually, quarterly / termly, or monthly over 11 months, strictly in advance, free of exchange, deduction or set off. Annual payments are to be made on or before the first day of the first term. Quarterly, termly payments are to be made on or before the first day of each term. Monthly payments are to be made by the seventh calendar day of every month. **Non-payment shall entitle the Board to withdraw educational services and cancel the enrolment of the learner forthwith.** Should a cheque/debit order be returned by the bank, a surcharge of R250.00 may apply. It is agreed that annual fees paid in advance will be deposited by the school and held in accordance with the Consumer Protection Act, with interest or other income therefrom to accrue to the school as income.
11. Fees are not all-inclusive and the school shall be reimbursed for all additional expenditure incurred by the school on behalf of the learner.

12. The Board shall be given one term's written notice of termination of enrolment of a learner, failing which the full amount of the following term's fees shall immediately become due and payable. NO EXCEPTIONS WILL BE ALLOWED.

13. The Board shall be entitled to terminate the enrolment of a learner i.e.:-
Summarily, and with immediate effect, if the learner is guilty of any conduct, which in the sole opinion of the Board, is inconsistent with such learner's continued enrolment at the school, in which event such pro rata portion of any fees paid in advance in respect of such learners shall be refunded.
 - ii. Upon one term's written notice.
 - iii. At the end of any academic year in the event that the learner, in the sole opinion of the Board, has failed to pass such examinations or assessments as were specified or is otherwise unsuitable for promotion to the following year of study.
14. The Board may in its sole discretion make changes or adjustments of fees and other charges and shall give one term's written notice thereof.
15. The Board shall be entitled to instruct its attorneys to attend to the collection of outstanding accounts and both parents (whether natural, adoptive or foster parents) shall be jointly and severally liable for the payment of all costs incurred, on the scale as between attorney and own client, including collection fees.
16. The parents (whether natural, adoptive or foster parents) hereby indemnify and agree to hold harmless Waterberg Academy, the Board of Governors, the Head and Staff, or the authorised agents or representatives of the aforementioned, against any and all claims, howsoever arising, including negligence, arising out of any injury, death, loss, damage, cost or expense, including legal costs, suffered by the learner or a third party as a result of or during the enrolment of the learner at the school.

As parents/guardians we hereby sign below as indication that we have read, understood and accept the content of the Conditions of Enrolment as described above.

Signatures: _____ _____ _____
 Father/Guardian Mother/Guardian Dated

Names: _____ _____ _____
 Father/Guardian Mother/Guardian Dated

Pupil's name: _____