

## APPLICATION FOR ADMISSION

of a learner and the payment of school fees for 20\_\_\_\_\_

Please note: a separate form must be completed per learner!

Contractual agreement between Hoërskool Bergvlam (hereafter referred to as 'the school') represented by

\_\_\_\_\_

in capacity as chairperson of the School Governing Body

AND

\_\_\_\_\_

Full names and surname of Parent / Guardian (hereafter referred to as 'the parent')

(Identification Number of parent)

The parent hereby applies for admission to the school, for

\_\_\_\_\_ in Gr \_\_\_\_\_ for the year 20\_\_\_\_\_

(name of learner)

1. The parent agrees to:
  - a) The Admission Requirement
  - b) The Code of Conduct and Disciplinary Code;
  - c) The Mission of the School;
  - d) The conditions applicable for the payment of school fees as stipulated in the Admission Brochure of the school for 2007 which must be seen as part of this Agreement – available at [www.bergvlam.co.za](http://www.bergvlam.co.za).
2. I choose the following address to be my *domicilium citandi et executandi* (Where I reside):

**Postal Address**

**Physical Address**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Code \_\_\_\_\_

\_\_\_\_\_ Code \_\_\_\_\_

- 2.1 I undertake, **in the event of a change of address** to notify the school in writing within 7 days of the change, or change it on Saspac Global myself.
  - 2.2 I undertake, **in the event of a change of my contact number/s**, to notify the school **immediately**, or change it on Saspac Global myself.
  - 2.3 If I neglect to notify any change of address or contact numbers as in paragraph 2, I will be liable for any costs incurred.
3. **SCHOOL FEES**
- a. The prescribed school fees (as agreed on at the parents meeting) are from time to time subject to increase and the parents/guardian will be liable after written notice. The increased amount will be read as part of this agreement.
  - b. School fees are **payable in advance**, before or on the **7<sup>th</sup> day of each month**. The final payment must be made by 31 October of each year (payment over 10 months), or 31 December of each year (payment over 12 months).
  - c. Failure to make payment by the due date will result in the School Governing Body instituting the necessary Legal Action at the parents' cost for recovery of the outstanding fees.
  - d. A Fee of R500 per child is payable on acceptance of admission. **This fee is non-refundable.**



- e. I take note that a school fees account which is in arrears for longer than 90 days, without making the necessary arrangements with the Finance Office, will be handed over to the school's debt collecting company.
- f. **If I neglect to fulfil the payment terms, the full outstanding amount will be payable immediately.**
- g. I will be liable for all legal fees as well as any other cost incurred, in order to recover the prescribed school fees.
- h. **I undertake to pay the fees for consumable stock (Gr 10-12), which is applicable to certain learning areas, before the end of the first school month.**
- i. A certificate, in which any outstanding amount (with interest added) indicated, will be sufficient proof of the amount indebted and that it will not be necessary to prove the appointment and / or authorisation of the signatory. This certificate will be regarded as a liquid document for the purpose of obtaining a temporary jurisdiction.
- j. Exemption option: According to the SA School's Act you may apply for exemption of school fees to the Governing Body.
- k. **Both parents, even if divorced, are jointly and separately, responsible for paying school fees.**

**OPTIONS FOR PAYMENT (please tick preferred box)**

- School Fees that are paid in full by the last day of February receive discount.
- Signing of a stop order at your bank for 10 months.
- EFT Transfers / Direct banking (**Please always use your child's admission number as the reference – will show on school fee statement sent via e-mail**).
- Monthly cash payments.

I / We, Mr. \_\_\_\_\_, with ID No: \_\_\_\_\_

and

Mrs. / Ms \_\_\_\_\_, with ID No: \_\_\_\_\_

hereby jointly and/or separately accept the responsibility of our child/ren's School Fees.

\_\_\_\_\_  
Signature – Father/Guardian

\_\_\_\_\_  
Signature – Mother/ Guardian

**4.1 PERMISSION TO USE PHOTOGRAPHS**

I understand and acknowledge that, from time to time, informal photographs are taken of the School's learners, and that, insofar as these photographs are placed in the possession or control of the School, these photographs might be used by the School in the electronic and / or printed media which use will be solely for purposes of marketing the school as well as congratulating achievers.

**4.2 PERMISSION FOR THE UTILISATION OF SUPPORT SERVICES**

I hereby give permission to my child to utilise the school's support services when necessary / to be referred by the principal / deputy principal / grade tutor. I do understand that I will at all times be notified of the school's involvement with my child.

**5. DECLARATION OF PARENTS / LEGAL GUARDIANS:**

- a. We, the undersigned parents, legal guardians, hereby certify that the information given by us in this Application for Admission is complete and accurate.
- b. We also agree to the terms and conditions as set out in the Code of Conduct of the school.
- c. We accept that the School is based on Christian principles and values and undertake that this will not be undermined.
- d. Any false declaration regarding the permanent address of the learner will be regarded in a serious light and legal action may be taken against offenders.
- e. The School Governing Body may visit me at my place of residence at any time to ascertain that information given is correct and the School Governing Body reserves the right to check admission details with my employer.
- f. I will ensure that my child complies with the general rules and discipline of the school, including the dress code. I will support my child and attend functions when possible.
- g. My child will take responsibility for any textbooks or other school property, (which he/she damages or loses); such items will be replaced or repaired by the applicant.

**6. INDEMNITY:**

- a. I accept that all reasonable precautions will be taken regarding the safety and well-being of my child.
- a. I also agree to indemnify the School and all parties involved in the various activities relating to the School against all risks, claims, losses and injuries, which my child may suffer, provided that all reasonable precautions are taken.
- b. On written official acceptance of my child by Hoërskool Bergvlam, I will be presented, by the school, with a copy of the code of conduct, list of school uniform suppliers, stationery list and the school homework book, which includes the mission statement and rules of the school.
- c. I agree to bind my child and myself to these rules and regulations which I undertake to discuss with him/her.
- d. Should my child require urgent medical/surgical/dental treatment and the school is unable to contact me or a person designated by me, within reasonable time, I cede my powers as parent/guardian to the Principal or her/his delegate to stand "IN LOCO PARENTIS".

**7. CONSEQUENCES OF FALSE DECLARATION:**

Should the School Governing Body of Hoërskool Bergvlam at any given time find that a false declaration was signed, your child will forfeit his/her place in Hoërskool Bergvlam.

I, ....., parent/guardian of .....

hereby stated that I **HAVE READ AND UNDERSTAND ALL OF THE ABOVE-MENTIONED STIPULATIONS.**

Signed at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Full name of witness

\_\_\_\_\_  
Date