

# WERDA SCHOOL

## ENROLMENT FORM

Learner's  
Photo

LEARNER'S NAME :

DATE OF ENROLMENT:

GRADE REQUIRED:

ADMIN NUMBER:

~~~~~  
**THE FOLLOWING DOCUMENTS MUST ACCOMPANY THIS ENROLMENT FORM:**

(Failure to submit the listed documents will result in an invalid application)

|                                                                              | Parent<br>Check          | School<br>Check          |
|------------------------------------------------------------------------------|--------------------------|--------------------------|
| 1. Proof of residence in our feeder area (Lights/Water/Municipality account) | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. The learner's most recent school report                                   | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. One recent ID-size photograph of the learner (attached above)             | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. CERTIFIED copy of the learner's Birth Certificate                         | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Copies of both parent(s) / guardian(s) ID documents                       | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Death Certificate of parent if applicable                                 | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Copy of both sides of medical aid card                                    | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Copy of clinic card / immunization card                                   | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Most recent school fees statement                                         | <input type="checkbox"/> | <input type="checkbox"/> |

~~~~~  
**INFORMATION BOOKLET & CODE OF CONDUCT (SCHOOL RULES):**

I, the undersigned, hereby acknowledge receipt of the Information Booklet and Code of Conduct. I have read and made myself familiar with its contents.

\_\_\_\_\_  
Father's Signature

\_\_\_\_\_  
Mother's Signature

\_\_\_\_\_  
Learner's Signature



**HEALTH PARTICULARS OF LEARNER**

**ALLERGIES**

--

**PREVIOUS ILLNESSES**

**(Nature / Severity)**

--

**HAS THE LEARNER BEEN IMMUNIZED AGAINST (Tick with X)**

<b>TUBERCULOSIS</b>	<b>YES</b>		<b>NO</b>	
<b>POLIOMYELITIS</b>	<b>YES</b>		<b>NO</b>	
<b>LOCKJAW AND DIPHThERIA</b>	<b>YES</b>		<b>NO</b>	

**SPORT & CULTURAL ACTIVITIES PARTICIPATED IN AT PREVIOUS SCHOOL**

--

**EMERGENCY CONTACT PERSONS**  
**(OTHER THAN PARENT/GUARDIAN LISTED ON PAGE 4 + 5)**

**NAME OF EMERGENCY CONTACT PERSON 1**

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

**RELATIONSHIP TO LEARNER**

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

**CONTACT NUMBER**

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

**NAME OF EMERGENCY CONTACT PERSON 2**

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

**RELATIONSHIP TO LEARNER**

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

**CONTACT NUMBER**

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

**PARTICULARS OF PARENT/GUARDIAN**

**PARENT 1 / GUARDIAN 1 / SPONSOR 1 (circle the correct one)**

TITLE		INITIALS	
FIRST NAME(S)			
SURNAME			
ID NUMBER (attach copy)			
MARITAL STATUS	MARRIED	SINGLE	DIVORCED
IF MARRIED, INDICATE HOW	ANTE-NUMPTIAL (ANC)	COMMUNITY OF PROPERTY	CUSTOMARY
If other, provide details			
RELATIONSHIP TO LEARNER	BIOLOGICAL / LEGAL PARENT	GUARDIAN	STEP-PARENT
If other, indicate			
RESIDENTIAL ADDRESS			
HOME TEL NO			
CELL PHONE NO			
WORK TEL NO			
EMAIL ADDRESS			
POSTAL ADDRESS			
OCCUPATION			
NAME OF EMPLOYER			
TEL NO OF EMPLOYER			
EMPLOYER'S PHYSICAL ADDRESS			
GROSS INCOME (MONTHLY/ANNUAL)	R		

**PARENT 2 / GUARDIAN 2 / SPONSOR 2**

TITLE					INITIALS							
FIRST NAME(S)												
SURNAME												
ID NUMBER (attach copy)												
MARITAL STATUS	MARRIED		SINGLE		DIVORCED		WIDOW/ER					
IF MARRIED, INDICATE HOW	ANTE-NUPTIAL (ANC)		COMMUNITY OF PROPERTY		CUSTOMARY		OTHER					
If other, provide details												
RELATIONSHIP TO LEARNER	BIOLOGICAL / LEGAL PARENT		GUARDIAN		STEP-PARENT		OTHER					
If other, indicate												

RESIDENTIAL ADDRESS														
											CODE			
HOME TEL NO														
CELL PHONE NO														
WORK TEL NO														
EMAIL ADDRESS														
POSTAL ADDRESS														
											CODE			

OCCUPATION														
NAME OF EMPLOYER														
TEL NO OF EMPLOYER														
EMPLOYER'S PHYSICAL ADDRESS														
											CODE			
GROSS INCOME (MONTHLY/ANNUAL)	R													

**ADDITIONAL INFORMATION**

Learner resides with (indicate with X):	Parent/Guardian 1 ..... or Parent/Guardian 2 .....
Person responsible for school account (indicate with X):	Parent/Guardian 1 ..... or Parent/Guardian 2 .....

## ADMISSION AGREEMENT

This agreement constitutes a school loan as defined in section 1 of the National Credit Act, Act 34 of 2005, alternatively is an incidental credit agreement as defined in section 1 of the National Credit Act, Act 34 of 2005, and is primarily intended to govern the financial obligations of the parent to the school which is administered by the Governing Body of Werda School.

1. **Duration and amendment**

This agreement shall come into effect upon the successful admission of the learner to the school and shall remain in force until the learner leaves the School and until all financial and other obligations have been met. The agreement may only be amended in writing and no oral variations shall be of any force until written and signed by both parties.

2. **Financial matters**

- a) **School Fees:** The annual fees, as determined periodically, are payable annually in advance on the first school day of every year, unless arrangements have been made on the prescribed form. Should parents fail to make arrangements by completing and submitting the prescribed form, legal action may be taken forthwith to recover the annual school fees. No indulgence of latitude shall be construed as a waiver of notation of any of the rights of the school. Parents hereby waive compliance with section 41 (5) (A) of the South African Schools Act, Act 84 of 1996, a copy of which is available at the school.
- b) **Exemption from payment of School fees:** Parents shall apply annually for exemption from payment of school fees by completing and submitting the prescribed form to the school on or before 28 February of every year, or within 60 days of change of circumstances that occurs after 28 February of every year. Parents hereby accept that they shall bear the onus to prove any material change in circumstances. Should no application for exemption from payment of school fees be received as aforesaid, then parents shall be *ipso facto* barred from applying for exemption from payment of school fees. Parents hereby waive compliance with regulation 3(1)(c) of the Regulations for the Exemption of Parents from payment of school fees published in Government Gazette R1052 on 18 October 2006, a copy of which is available at the school.
- c) **Incidental Expenses:** Parents understand and accept that in addition to the school fees, the learner may incur further charges which are payable and that such charges may include (but are not limited to) the cost of leadership courses, lost text books and Media Centre books.
- d) **Touring Expenses:** Should the learner be selected for a touring team or other excursion away from the school, the estimated cost involved shall be payable not less than 30 days prior to the commencement of the tour, or as otherwise stated, and if not received, the learner will forfeit the opportunity to travel.
- e) **Non-attendance:** The fees and expenses shall be payable irrespective of whether the learner attends the school during the relevant period or not. No refund shall be given by the school for absence of the learner due to any cause whatsoever.
- f) **Notice of withdrawal:** Where the learner is removed before completing his final academic year, a full school term's notice is to be given in writing. Should such notice not be received before the commencement of the pupil's last term at the school, the parents shall be liable for the fees of the following term *in lieu* of due notice.
- g) **Costs:** Parents undertake to pay for all legal costs as between attorney and client, including any collection commission charges and tracing cost, in the event of attorneys being engaged to recover any amount due.
- h) **Liability:** Parents accept that their liability shall be joint and several, in one paying the other to be absolved, for the full amount at any time owing. In the event that the parents are separated or divorced then, by their signature hereto they acknowledge their joint and several liability and confirm that any agreement between them regarding the payment of the school fees is not binding upon the school.
- i) **Certificate of Liability:** A certificate signed by either the Principal or a person or a person/s authorized by the Principal or the Governing Body shall be *prima facie* proof of the amount owing to the school and it shall not be purpose of any legal proceedings instituted by the school and it shall not be necessary in such proceedings to prove the appointment of the designated person who signed the certificate.

3. **Discipline:**

All disciplinary matters relating to the education, training and extra-mural activities of the learner, shall vest in either the Principal of the school or a person/s authorized by the Principal or the Governing Body. The parents acknowledge that the learner will at all times be subject to the **Code of Conduct**, the relevant provisions of the South African Schools Act, Act 84 of 1996, and any relevant Regulations promulgated. In the event of the learner being expelled or suspended, no refund shall be payable for fees already paid or due. A copy of the **Code of Conduct** has been delivered to the parents, who hereby acknowledge receipt thereof.

4. **Acknowledgements and Indemnity:**

- a) Parents choose as their respective *domicilium citandi et executandi* for all purposes under this agreement at (physical address in South Africa)

Father/Guardian: .....

.....

Mother/Guardian: .....

.....

- b) The school, its staff and any other learners of the school, shall not be liable for any damages arising from injuries sustained by the learner or for any loss or damage to property from any cause whatsoever and whether occasioned on the School premises or not. Such exemption from liability shall also be extended to include any injury, damage or loss to the learner during any extra-mural activity whilst the learner, being about the affairs of the school, is nonetheless off the school's premises.
c) I hereby declare that the contents of the SGB Constitution, Language Policy, Code of Conduct and the Admission Policy were made available for me to read upon request.

5. **Important notice:**

- a) The school may hold and process by computer or otherwise any information obtained about the parent('s)/guardian('s) as a result of their liability for school fees. The school may conduct a credit enquiry and/or a credit information search about the parent('s)/guardian('s) with a credit information bureau, persons acting as their agents and/or other credit grantors. The school may transmit details of how the parent('s)/guardian('s) have performed in meeting their obligations in terms of their school fee obligations and share such information with other credit grantors for the purposes of making any credit risk management related decisions.
b) If the parent('s)/guardian('s) fail to meet their school fee obligations the school may record the parent('s)/guardian('s) non-performance with a credit information bureau. Any information conveyed to a credit information bureau will be available to other credit grantors and used in making credit risk management related decisions.
c) The school may monitor the parent('s)/guardian('s) payment behaviour by researching the parent('s)/guardian('s) record at one or more credit information bureaus.

Record and transmit details of how the parent('s)/guardian('s) has performed in terms of their school fee obligation reflecting how they have conducted themselves in meeting these obligations.

The parent('s)/guardian('s) acknowledge(s) and agree(s) that any information regarding their credit record, defaults in payment to the school, and details of how they have met their school fee obligations with the school may be disclosed to any other creditor on application to the school and/or a credit information bureaus.

.....
(Signature of Father/Guardian)

.....
(Date)

.....
(Signature of Mother/Guardian)

.....
(Date)

ACCEPTED

REJECTED

.....
Signature of Principal : N VAN ROOYEN

.....
Date