

ARBOR PRE-PRIMARY SCHOOL



Application for Enrolment Agreement of Tuition

Name of Learner: _____

FOR OFFICE USE ONLY			
Admission No.:		Unabridged Birth Certificate	
Acceptance Date:		Clinic Card plus 6-year vaccination if applicable	
Class:		Certified I.D copies of both parents	
Application Fee Received:		Proof of residence and/or work address: If Home Owner: W& L account If Rental: Lease Agreement Landlord W&L & I.D Affidavit	
Credit Check Date:		Previous School Report if applicable	
Credit Bureau Approval:		Credit Bureau Decline:	

1. LEARNER INFORMATION

Learner's Name and Surname:			
Proposed Grade of Entry:		Proposed Year of Entry:	
Date of Birth:	Present Age:	Gender:	BOY GIRL
Home Language:		Religion:	
Previous School:		Tel No. Previous School:	
Medical Aid:		Medical Aid No:	
Doctor's Name:		Doctor's Tel No:	
Number of Children in Family:		Position of Learner in Family:	
I/We have the following learners at: (*Provide Name and Surname and School)		Arbor Pre-Primary	Arbor Primary Other (specify)
1.			
2.			
3.			
Learner Residing with:	MOTHER	FATHER	OTHER – Specify _____

2. PARENT/GUARDIAN INFORMATION

	Parent / Guardian #1 (Main correspondence)	Parent / Guardian #2
Surname:		
First Name:		
ID Number:		
Occupation:		
Employer Name:		
Employer Tel Number:		
Employer Address:		
Home Tel Number:		
Cell Number:		
E-mail Address:		
Marital Status:	Married Divorced Single Separated Widowed	Married Divorced Single Separated Widowed
Residential Address:		
Postal Address:		

3. EMERGENCY CONTACT (Other than the parent)

Name and Surname:		
Relationship to learner:		
Contact Numbers:	Cell:	Tel:

4. GENERAL INFORMATION

Does the learner have any allergies? *Please tick applicable	YES	NO	Specify:
Physical Problems: (Include certificate / doctor's note if possible)			
Learning Problems: (Include documentation)			
Has the learner ever received professional assistance, i.e. OT, Speech Therapy/Assessments/Psychotherapy/Counselling	YES	NO	Specify:

5. FORMS TO ACCOMPANY THE APPLICATION

1. A certified copy of unabridged birth certificate	
2. Clinic Card	
3. Municipal Rates Account (not older than 3 months) or Rental Agreement	
4. I.D. copies of both parents/guardians	
5. Previous school's report.	
*Please note: <i>Both parents (if applicable) and learner MAY be required to attend an interview with the Principal.</i>	

6. ARBOR PRIMARY SCHOOL

Learners in Grade R applying for Grade 1 at Arbor Primary:

Enrolment at Arbor Pre-Primary does not guarantee placement for Grade 1 at Arbor Primary School. The application for Grade 1 is processed by the Gauteng Department of Education and is subject to change without notice.

7. TUITION FEES

Tuition fees at Arbor Pre-Primary School are compulsory for each year of education. Once off non-refundable administration fee of R800 per learner is payable upon acceptance. School fees must be paid into the following bank account:

Bank: Absa, Account Number: 4055478169, Branch Code: 632005.

Please indicate the method of payment by ticking the appropriate block.

1. Pay in full by no later than the 31 ST January of each year.	
2. Pay monthly – Effective from 1 ST January – 1 ST November (11 months per year)	

8. AGREEMENT OF TUITION AND INDEMNITY (Both parents where relevant are required to sign this form)

Name of learner:

8.1. **TUITION:** Arbor Pre-Primary is a private Pre-School owned by a Trust and governed by Trustees. Arbor Pre-Primary undertakes to provide the learner with sound tuition and education at Pre-Primary level.

8.2. **LOCUS STANDI:** The Guardian, by signature hereof, warrants and undertakes that he/she is the legal guardian of the learner in respect of whom the enrolment form applies, and hereby warrants that the particulars therein contained are true and correct. Should the signatory not be the Guardian, then he/she assumes all obligations and responsibilities in addition to those of the Guardian, according to the terms hereof.

8.3. **FEES:** I /we jointly and severally undertake to pay school fees and I/we understand the following:

- a) School fees are due and payable monthly in advance on the first day of every month from January to November if the monthly payment option is chosen.
- b) School fees are reviewed annually by the trustees and any discounts on school fees will be determined by the trustees.
- c) A non-refundable Enrollment Fee is payable once the learner is accepted at Arbor Pre-Primary.
- d) Should school fees not be paid timeously, tuition will be terminated and the above mentioned learner will be removed from Arbor Pre-Primary. Arbor Pre-Primary may legally enforce the payment of these compulsory fees.
- e) The parties to this agreement undertake to pay all legal fees on an attorney own client scale including but not limited to collection commission, and all disbursements, incurred by the school in the event of the School having to take legal action for the recovery of school fees.
- f) The Guardian undertakes, where requested by the School, to pay for some additional educational excursions and activities, which may be organized by the School and/or its duly authorized representatives, in which the learner may participate from time to time. Non-payment may result in the learner’s exclusion from such activities.
- g) Under no circumstances can a pupil go on an extra-mural excursion that the school arranges, if the family school fees are not up to date. This money goes to a third party and has no benefit for the School.

8.4. CREDIT BUREAU:

- a) I / we understand that the School may conduct credit enquiries with a credit information bureau and that the School may hold and process any information obtained about me/us regarding our / my abilities to pay school fees.
- b) I / we agree that if I / we fail to meet my / our school fee obligations, the school record my / our non-performance with a credit information bureau. I / we understand that any information conveyed to a credit information bureau by the school, will be available to other credit grantors and used in making credit risk management related decisions.
- c) I / we understand that the School reserves the right to verify all information supplied to them via this application. In the event of fraudulent documents submitted, the School reserves the right to de-register the learner and lay a criminal charge of fraud against any of the parties to this agreement.

8.5. INDEMNITY:

- a) I / we undertake to adhere to the School rules and disciplinary code and to the various amendments in the rules and disciplinary code that may be made from time to time.
- b) I / we understand and confirm that the Principal and any person duly authorized will act in loco parentis in any matter and at any time during which I / we have entrusted the learner into the care of the School.
- c) I / we understand that while every reasonable effort will be made to prevent losses or damage to the learner’s clothing and equipment, the School cannot be held liable for such.

- d) I / we undertake to reimburse the School for any damage to school property that maybe caused by the learner.
- e) The School undertakes to do all things necessary and take all reasonable precautions to ensure the safety and wellbeing of the learner.

8.6. **NOTICE:** I / we undertake to give one month's notice in writing of any intention to remove the learner from the School and furthermore to return any books and / or equipment to the School which the learner may have.

8.7. **GENERAL:**

- 1) I / we agree to provide the School with documentary evidence of any court orders or interdicts that may affect visitation rights to the learner. The School cannot be held responsible for contravention of such court orders if this information is withheld.
- 2) I / we accept responsibility for the immunizing the learner against contagious diseases and normal infections and shall produce proof thereof if required to do so.
- 3) I / we accept the responsibility of the learner's transport to and from the School. Arbor Pre-Primary School hours are from 08:00 until 13:00. I / we undertake to ensure that the learner is collected from Arbor Pre-Primary by 13:30 every school day. Alternatively, I / we will place the learner in a suitable aftercare facility.
- 4) I / we undertake to support the school's constitution and policy of admission (as well as the Code of Conduct if applicable), as defined and implemented by the trustees.
- 5) I / we understand that the School reserves the right to verify all information supplied to them via this application. In the event of fraudulent documents submitted, the School reserves the right to lay a criminal charge of fraud against any of the parties to this agreement.
- 6) I / we agree that this commitment in its entirety will be valid from the day on which it is signed by the parent/s to the day which the learner officially leaves the School. The trustees reserve the right to consider the admittance of learners to the School.
- 7) I / we agree that the learner be permitted to undertake group Edu metric and Psychometric tests which have been approved by the Director of Education. This will include testing required for school readiness.
- 8) I / we agree that the learner will attend school regularly and will only be absent for medical reasons. I / we undertake to inform the principal of the learner's absence from school. Parents declare that they are prepared to produce a doctor's certificate when required.
- 9) I / we agree and consent / do not consent to the school and / or its associates using, distributing, storing, indefinitely retaining, publishing, processing and /or duplicating special personal information (as in the Protection of Information Act,4 of 2013) which may include (but not limited to) the demographics and / or medical information of myself and the learner.
- 10) I / we understand that the School and / or its associates requires the information including (but not limited to) for the following purposes:
 - a. Using the information for the learner to participate and / or be involved in activities of all forms;
 - b. To comply with statutory requirements, including regarding the identity and contact details of myself and the learner.
 - c. To distribute, publish and / or store the information in digital, print and / or the media
 - d. To advertise, promote and market the School
- 11) I understand / consent that failing to consent to clauses 12, 13, and 15 in this document may result in the learner and / or myself being *inter alia* excluded from school activities and may result in the learner's achievements not being published.
- 12) I / we agree and consent to the learner being transported by and / or on behalf of the School to and / or from any and / or all activities, including (but not limited to) such transport as made available, arranged and / or offered by the School.

13) I / we hold the School, its employees ,agents ,representatives, all persons transporting the learner and / or associated with any and all activities (the “associates”) blameless and indefinitely indemnified against any and all claims, damages, losses, costs and/or action, howsoever, whenever and whatsoever arising, including (but not limited to) from the learner and / or you participating and / or being involved in any and / or all activities and /or being transported. This shall include (but not limited to) all costs and expenses which the School and / or the associates incurred and / or may incur.

14) I / we understand and agree that I and / or the learner will not have any right of recourse against the School in the event that I and / or the learner suffers harm, loss and / or damages.

15) I / we accept responsibility for immunising the learner against contagious diseases and normal infections and shall produce proof thereof if required to do so.

The parent / guardian declares that he / she is the legal guardian of the learner and is entitled to sign this document and shall be bound hereto both as parent / guardian, and in his / her personal capacity, jointly and severally the one absolving the other.	
I / we hereby choose my / our domicillium citandi et executandi (“domicillium”) being the address at which any notices regarding legal processes can be served on me / us (or deemed to have been served on me / us), should a dispute arise in respect of this agreement. I / we shall be entitled from time to time, by written notice to Arbor Pre-Primary School, to vary my / our domicillium to any other address within the Republic of South Africa, which is not a post office box or a post restante.	
ADDRESS:	ADDRESS:
.....
.....
Signed at on the day of	Signed at on the day of
Parent 1 NAME:	Parent 2 NAME:
SIGNATURE:	SIGNATURE: