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|---------------|-------|
| YEAR: | _____ |
| ADMISSION NR: | _____ |
| GRADE: | _____ |

BETESDA INDEPENDENT SCHOOL
APPLICATION FORM

This application must accompany a once-off, non refundable application fee of R350.00.
Application fee received: Date: _____ Receipt: _____

THIS FORM IS TO BE COMPLETED IN FULL BY THE PARENT / GUARDIAN. PLEASE NOTE THAT ALL SECTIONS OF THIS FORM HAS TO BE COMPLETED IN ORDER FOR THIS APPLICATION TO BE SUCCESFUL

Please provide the following documents

- | | |
|---|--------------------------|
| 1. Original transfer Card. | <input type="checkbox"/> |
| 2. Copy of unabridged birth certificate or ID Document. | <input type="checkbox"/> |
| 3. Copy of latest report. | <input type="checkbox"/> |
| 4. Proof of Residence. | <input type="checkbox"/> |
| 5. Certified Copy of I.D. for both parents / Guardians. | <input type="checkbox"/> |
| 6. Letter of Confirmation of Employment. | <input type="checkbox"/> |
| 7. 3 Month Bank Statement | <input type="checkbox"/> |

DETAILS OF LEARNER:

Surname: _____

First Names: _____

Name by which pupil is known: _____

Identity number: _____

Male / Female: _____

Date of Birth: _____

Age: _____

Place of Birth: _____

Home Language: _____

Cell phone number (learner) _____

ACADEMIC HISTORY

Present School: _____

Present Grade: _____

Grade to Enter: _____

Language of learning at previous school: _____

Grade/s repeated: _____

Grade/s condoned: _____

Is your child part of a special needs class? YES / NO. If yes, please provide details:

Is your child from a special needs school? YES / NO. If yes, please provide details:

Is your child currently attending any treatment from an **occupational** therapist?
If yes, please provide details:

Has your child's application to another school ever been rejected? YES / NO
If yes, please provide details:

Has your child ever been expelled or refused admission to a school? YES / NO
If yes, please provide details:

MEDICAL INFORMATION

Name of medical aid or medical plan: _____

Medical aid number: _____

Main Member's initials and surname: _____

Name of Doctor: _____

Contact number for Home doctor: _____

Any disabilities / allergies / chronic illnesses, including ADHD, ADD Autism or dyslexia, please specify:

GENERAL INFORMATION

Name of any Siblings at Betesda and their Grades:

Name and Surname: _____ Grade: _____

Name and Surname: _____ Grade: _____

PERSONAL INFORMATION OF PARENT / GUARDIAN:

| | <u>Relation: Father / Stepfather / Other</u> | <u>Relation: Mother / Stepmother / Other</u> |
|--------------------------------------|---|---|
| Full names: | | |
| Surname: | | |
| ID Number: (attach copy of I.D.) | | |
| Race: | | |
| Physical address: | | |
| Suburb: | | |
| Postal Address: | | |
| Town and postal code: | | |
| Tel number (H): | | |
| Tel number: (W): | | |
| Cell number: | | |
| E-Mail: | | |
| Company: | | |
| Occupation: | | |
| Name of Person responsible for fees: | | |

Please indicate method in which monthly schoolfees will be paid:

Cash Debit EFT Other: Please indicate: _____

ALTERNATIVE CONTACT PERSON:

Name and Surname: _____
Cell phone number: _____
Telephone number (W): _____
Relationship to learner: _____

DECLARATION AND AGREEMENT:

We declare that the abovementioned information is correct:

1. We undertake to notify the school in the case of any possible address changes taking place.
2. We undertake that the learner/applicant complies with all prescribed requirements.
3. We confirm that we are the legal parent(s)/guardian(s) of the abovementioned learner.
4. We undertake to honour all responsibilities, as stipulated in the application form.
5. We acknowledge and accept that school fees are payable upfront at the end of each month for the following month.
6. We agree that any procedural or electronic or administrative information can be kept on file, pertaining to school fee issues.
7. We agree to and allow the school to request the help of external creditors' organisations and associated organisations regarding credit resolution with reference to outstanding school fees.
8. We agree to and allow the school to contact any creditor or associated organisations and disclose any information needed pertaining to debt resolution with reference to school fees.
9. If we neglect to pay school fees monthly, we agree to and allow the school to keep this information on record and to notify any creditors or associated organisation to eventually make informed choices and decisions regarding the necessary steps involved to deal with the debt repayment. Creditor organisations are therefore allowed to disclose our information to other creditor organisations with reference to other creditors' organisations with reference to the process of debt repayment.
10. In the case of a dispute over the financial; state regarding the learner's school fees, the bursary shall be noticed in writing.
11. We undertake to notify the school in writing if we want to take our child out of the school and we undertake to return any books or equipment belonging to the school. No reimbursements will be considered should the parent fail to give suitable notification to the school regarding notice.
12. We understand that the school has the right to study and analyse the information given in the application form. If it is found that any of the information or documentation is fraudulent, the school may take any legal steps against the parent(s)/guardian(s) of the learner.
13. We undertake to ensure that the learner(s) attend school daily and that he/she will abide by the school rules.
14. We acknowledge receipt of the Code of conduct.
15. We acknowledge and confirm herewith that we accept it as binding.
16. Herewith we confirm our connectedness to the contract as whole, authorised by our signatures on the application forms, from the date of application to the date of termination.

We, the undersigned parent(s)/guardian(s) give permission that

1. Our child may participate in extramural activities of the school, including academic visits, excursions and field trips of historical or geographical nature.
2. If we cannot be reached in the case of an emergency, that the responsible person will apply the principles of "diligence paterfamilias" and act "in loco parentis"

We _____ acknowledge the declaration and agreement between the parent and School and declare that the information provided in the application form is correct, and by signing this form we give the permission for our information to be transparent. We understand that if any information is given incorrectly, legal steps will be taken against us as indicated in point no. 12. We acknowledge that we have read the School's Code of Conduct and are in agreement. We agree to: Betesda Independent School, its owner's, staff or Board Members will not be held responsible for any loss or injury occurred, for any financial outstanding amounts.

Signatures:

Father/Guardian

Mother/Guardian

If parent or Guardian is not available to sign this form, please provide reason: _____

In the event of a parent being deceased, suitable documents should be submitted to the office for confirmation.



ADMIN NR:

YEAR: _____

BETESDA INDEPENDENT SCHOOL

FINANCIAL CONTRACT

1. AGREEMENT WITH SCHOOL AND ACCOUNT PAYER.

- 1.1. The "account payer/s" as described in the Enrolment form filled by you, the account payer/s, in Section 2.3, herewith assumes liability for the account, and binds himself/herself as the person responsible for all fees payable to the school.
- 1.2. If the R350 application fee is not paid with the application form it can be assumed that the application is unsuccessful.

2. TERMS OF PAYMENT:

- 2.1. The school fees are determined at the end of each year for the next year. Each parent will be informed in writing of such change. The account holder is invoiced at the end of each month for the next up and coming month.
- 2.2. The account holder is to inform the school immediately if he/she has not received an invoice.
- 2.3. The school fees are payable before or on the last day of every current month for 12 (eleven) months or in advance before the 31st January.
- 2.4. In the event where the entire school fees are not paid at the beginning of the Academic year, a stop order is to be set on the Account payers account for the last day of every month payable upfront. (E.g. Payment made on 31st of January for the month of February, etc.)
- 2.5. School fees will be payable upfront with at least 1 (one) month as explained in point 2.4 above.
- 2.6. In the event of acceptance in the beginning or middle of the month, a payment of first month School fees, R1200 acceptance fee and R600 copy fee is payable on confirmation of child's accepted application. The Account payer will need to make another payment of First Month School fee, at the Beginning (1st) of the month for the current month and so forth.
- 2.7. In the event of an existing account not paid as expected, no further applications will be considered for the owing Account payer.
- 2.8. Acceptance fee of R1200, copy fee of R600 and First Month School fees, for the current month is to be paid within 7 days after written confirmation has been received that your child's application has been accepted.
- 2.9. Your child's acceptance into the school will be confirmed after the payment for R1200 acceptance fee, R600 copy fee and First Month School for the current month is paid. Acceptance fees are not refundable.

3. LATE PAYMENTS:

- 3.1. School fees not paid on the **last day of each month** will be considered as overdue.
- 3.2. Accounts overdue will be suspended and/or handed to our attorneys for collection and all costs incurred in the collection will be for the debtor's account.
- 3.3. In the event that your account is not paid on the **last day of each month**, the school reserves the right to refuse the learner(s) entry to the school's premises until the breach has been remedied.
- 3.4. In the event that your account is outstanding with 7 days or more, **the school reserves the right to withhold the learners report until the breach has been remedied.**

Initial: _____

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| ADMIN NR: <hr/> YEAR: <hr/> |
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4. BREACH OF CONTRACT:

- 4.1. In the event where the undersigned surety, account holder(s) or guardian commits a breach of contract of any of the terms of this Agreement and fail to remedy such breach from date of default, the school may in its sole discretion:
- Refuse the learner entry to the school’s premises until the breach has been remedied.
 - Take whatever legal steps that may be necessary.

5. GENERAL:

- 5.1. This agreement constitutes the whole agreement between the parties relating to the subject matter hereof.
- 5.2. As part of the rights with being an Independent School, the school has the right to withhold the learner’s report card, refuse the learner’s entry into the school’s premises due to overdue accounts and handover the overdue accounts to our attorneys.**

6. LEGAL FEES:

- 6.1. In the event where the school takes legal action against the account holder(s), he/she will be liable for all the legal fees involved with the attorneys.

7. CANCELLATION:

- 7.1. The account holder(s) undertakes to give 1 (one) month’s written notice of termination of the enrolment of a scholar and/or use of aftercare facilities. If notice is received in the last term of the school year, the account holder(s) undertake to give 1(one) whole term’s notice of termination.
- 7.2. If no notice is received, the account holder will still be liable for the fees equal to one full month or for the fees of the last term as per paragraph (7.1) above, which will include payment for December.
- 7.3. The school shall be entitled to terminate the enrolment of any learner under the following circumstances:

Summarily and with immediate effect, if the learner is guilty of an offence which, in sole opinion of the school, renders his/her continued enrolment at the school impossible. In which event the account holder(s), after deduction of all amounts otherwise owing to the school, will be refunded pro-rata proportion of any fees already paid in advance in respect of such learner, but not be entitled to the refund fee.

We the undersigned _____,
 I.D.: _____, hereby certify that we have read the FINANCIAL TERMS AND CONDITIONS OF BETESDA INDEPENDENT SCHOOL. We accept all liabilities owed to BETESDA INDEPENDENT SCHOOL and commit to the due and punctual payment of the registration fees of R1200 (once-off, non-refundable), school fees and any other amounts which may become due and payable to BETESDA INDEPENDENT SCHOOL or in respect of participation in or attendance of any extracurricular activity. We accept the Financial Terms and Conditions of which a copy has been kept.

ACCOUNT HOLDER:

Name and Surname: _____

Signature: _____

Date: _____



BETESDA INDEPENDENT SCHOOL

FEE CLEARANCE CERTIFICATE

(To be completed by the pupil's current school)

| | |
|--|-------------------------------|
| Name of Parent responsible for fees | |
| ID Number of parent or guardian responsible for fees | |
| Name of pupil / pupils | |
| Name of current school enrolled | |
| Annual fees for (Y/Y/Y/Y) | |
| Fees paid to date | |
| Fees outstanding | |
| Comment | <hr/> <hr/> <hr/> <hr/> <hr/> |

Principal Signature

School stamp:

| |
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| |
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BETESDA INDEPENDENT SCHOOL
FOR PARENTS USE

SCHOOL FEE STRUCTURE

GRADE R - 3

| | | |
|--|---|----------------|
| Acceptance Fee (Once-off, non-refundable, payable on confirmation of acceptance) | R | 1200.00 |
| Copy Fee – (annually - no copies will be supplied if not paid) | R | 600.00 |
| School Fees (per month) | R | 1480.00 |

GRADE 4 – 9

| | | |
|--|---|----------------|
| Acceptance Fee (Once-off, non-refundable, payable on confirmation of acceptance) | R | 1200.00 |
| Copy Fee – (annually - no copies will be supplied if not paid) | R | 600.00 |
| School Fees (per month) | R | 1800.00 |

Please use child's name and surname as reference for first payment, after first statement is received, a reference number will be created. This reference is to be used for any payments made to the school.

PAYMENT MUST BE MADE ON OR BEFORE THE 1st OF EACH MONTH.

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BANKING DETAILS

BANK: **FIRST NATIONAL BANK**
ACCOUNT NUMBER: **62386174941**
BRANCH CODE: **250655**
ACCOUNT HOLDER: **RUBY T/A BETESDA**