

Application for Enrolment Grade 0000 - 11

Reg No: 1995/009710/08

Central Admissions Office

Address: 84 Salvia Road, Witpoort, Midrand, 1684

Email: admissions@kyalamischools.org **Tel:** 010 591 5004

THE FOLLOWING DOCUMENTS MUST ACCOMPANY THE APPLICATION FORM:

- A copy of the pupil's latest school report (Not applicable for pupils entering into grade 0000 - 0)
- A copy of the pupil's birth certificate
- Proof of residence (Municipal rates account or levies account)
- Proof of payment of the application fee of R500.00 to be paid into the following bank account:
Banking details: Kyalami Schools NPC, ABSA Bank, Branch: Fourways, Branch Code: 632005, Account No: 4113956041
- Application form must be signed by both parents/guardians and be emailed to **admissions@kyalamischools.org**

NB!! NO APPLICATION WILL BE PROCESSED WITHOUT PROOF OF PAYMENT OF THE APPLICATION FEE

CAMPUS CHOICE: (Indicate your preferred campus of enrolment with a **)	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30px; text-align: center;">☐</td> <td>Beaulieu Nursery School (BeNS) Grade 0000 - 0</td> </tr> <tr> <td style="text-align: center;">☐</td> <td>Beaulieu Preparatory School Grade 1 - 7</td> </tr> <tr> <td style="text-align: center;">☐</td> <td>Kyalami Prep Nursery School (KPNS) Grade 0000 - 0</td> </tr> <tr> <td style="text-align: center;">☐</td> <td>Kyalami Preparatory School Grade 1 - 7</td> </tr> <tr> <td style="text-align: center;">☐</td> <td>Beaulieu College Grade 8 - 11</td> </tr> </table>	☐	Beaulieu Nursery School (BeNS) Grade 0000 - 0	☐	Beaulieu Preparatory School Grade 1 - 7	☐	Kyalami Prep Nursery School (KPNS) Grade 0000 - 0	☐	Kyalami Preparatory School Grade 1 - 7	☐	Beaulieu College Grade 8 - 11
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☐	Kyalami Preparatory School Grade 1 - 7										
☐	Beaulieu College Grade 8 - 11										

PUPIL'S NAME & SURNAME:	TITLE	NAME	SURNAME
PARENT'S NAME & SURNAME:	TITLE	NAME	SURNAME
CONTACT NO'S:			
GRADE APPLICATION:	GRADE:	YEAR	
FAMILY DOCTOR:			
MEDICAL AID NAME:		NUMBER:	
MAIN MEMBER:		ID NO:	
WHERE DID YOU HEAR ABOUT US?	☐ MAGAZINE ☐ BILLBOARD ☐ WORD OF MOUTH ☐ SOCIAL MEDIA ☐ CURRENT PARENT ☐ REFERRAL		
<u>REFERRAL DISCOUNT PROGRAMME</u> REFERRING FAMILY NAME AND SURNAME: FAMILY ACCOUNT CODE: CAMPUS:			

Section A: Applicant's Information

[illegible][illegible][illegible][illegible]

M ☐ F ☐

[illegible][illegible]

Frequency	Percentage
1	10%
2	15%
3	25%
4	30%
5	15%
6	10%
7	5%
8	5%
9	5%
10	5%

non South African

English	Afrikaans	IsiXhosa	IsiZulu	Sepedi	Other
Setswana	Tshivenda	XiTsonga	IsiNdebele	Sesotho	

Page 10 of 10

Page 10 of 10

(For governmental statistical use)

Current School Information:

[illegible][illegible][illegible][illegible][illegible]

Medical Information:
(in case of emergency)

[illegible][illegible][illegible]

Section B: New Family Information

In the case of divorced or separated parents, please complete a separate Section B for each household. A household refers to one physical address and the adult(s) responsible for or involved in the pupil's care. To receive school reports and communications, each person must be registered as part of a household. Please attach each completed Section B to the application form. Parents who are divorced or separated are responsible for providing the School with all relevant information regarding their family circumstances to ensure that the School maintains accurate records and can act in the best interests of the pupil and safeguard their wellbeing.

Parent 1 Information:

Title: First Name:

Surname:

Relationship to applicant: Biological parent ☐ Step-parent ☐ Foster parent ☐ Guardian ☐ Other please specify

Date of Birth: Day: Month: Year:

ID Number:

ID Type: South African ID ☐ South Africa Passport ☐ Foreign Passport ☐

Nationality:

If not a South African Citizen, please provide copies of either your work, residence or study permit.

Mobile Phone:

Do you wish to receive SMSs from the school on this number? Yes: ☐ No: ☐

Email address:

Do you wish to receive Emails from the school on this address? Yes: ☐ No: ☐

Occupation:

Employer:

Work Phone:

Parent 2 Information:

Title: First Name:

Surname:

Relationship to applicant: Biological parent ☐ Step-parent ☐ Foster parent ☐ Guardian ☐ Other please specify

Date of Birth: Day: Month: Year:

ID Number:

ID Type: South African ID ☐ South Africa Passport ☐ Foreign Passport ☐

Nationality:

If not a South African Citizen, please provide copies of either your work, residence or study permit.

Mobile Phone:

Do you wish to receive SMSs from the school on this number? Yes: ☐ No: ☐

Email address:

Do you wish to receive Emails from the school on this address? Yes: ☐ No: ☐

Occupation:

Employer:

Work Phone:

Marital Status of Parents: Married: ☐ Separated: ☐ Divorced: ☐ Single: ☐

In the case of divorced or otherwise separated parents:

With whom does the pupil stay: Both parents ☐ Parent 1 ☐ Parent 2 ☐ Other:

Who is responsible for the payment of school fees?

Cell No: Email:

KYALAMI SCHOOLS (NPC) Conditions of Enrolment

1. A pupil's enrolment will be subject to the conditions stated hereunder or such other conditions which may have been determined by the Directors or their duly authorised representatives ("the Directors") 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 Directors 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 Directors and/or the Head.
5. The Directors 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 application fee in an amount to be determined from time to time and reflected on the application form.
7. **The enrolment of pupils shall be subject to the discretion of the Directors. 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 Directors, refuse to accept a pupil solely as a result of an unacceptable credit rating of the person(s) responsible for the account. Please sign here as indication that you have read paragraph 7.**

Signed: (Parent 1/Guardian 1) _____ (Parent 2/Guardian 2) _____

For enrolment at Beaulieu Preparatory School or Kyalami Preparatory School only - the following will apply:

8. For pupils enrolling at a predetermined future date, a non-refundable School Development Levy becomes payable within two weeks of an offer of a place. For a pupil enrolling during the course of the school year, the non-refundable School Development Levy becomes payable immediately upon acceptance. **Grade 0000 (Toddler class):** NO Development Levy is payable for placement in this year. The Development Levy will be introduced to secure the pupils' space in Grade 000. **Grade 000:** the School Development Levy will be payable in six portions (tranche payments) as determined by the Finance Committee. These tranche payments will be made over a period of six years, with the last payment due when the pupil is in Grade 2. **Grade 00:** the School Development Levy will be payable in five portions (tranche payments) as determined by the Finance Committee over a five year period with the last payment due when the pupil is in Grade 2. **Grade 0:** the School Development Levy will be payable in four portions (tranche payments) as determined by the Finance Committee over a four year period with the last payment due when the pupil is in Grade 2. **These payments are due in March of each year.**

For enrolment at Beaulieu College from applicants not within the Kyalami Schools Group, clause 9 will apply:

9. For pupils enrolling into Gr 8 prior to June 30th of the year preceding the year of entry, a non-refundable School Development Levy (SDL) is payable before or on June 30th of the year preceding the year of entry, failing which the place offered will be forfeited. For pupils enrolling into Gr 8 after June 30th of the year preceding the year of entry, the non-refundable SDL is payable within two weeks of an offer and subsequent acceptance of a place, failing which the place offered will be forfeited. For pupils enrolling for Gr 9-12 during the course of the year preceding the year of entry, the non-refundable SDL is payable within two weeks of an offer and subsequent acceptance of a place, failing which the place offered will be forfeited. For pupils enrolling into Gr 8-12 during the course of the year for entry in that year, the non-refundable SDL is payable immediately upon offer and subsequent acceptance of a place, failing which the place offered will be forfeited. **NO EXCEPTIONS WILL BE ALLOWED.**
10. Fees are payable, either annually or termly, 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. Termly payments are to be made on or before the first day of each term. Non-payment shall entitle the Directors to withdraw educational services and cancel the enrolment of the pupil forthwith. Over due payments may accrue interest compounded monthly. Should a cheque/debit order be returned by the bank, a surcharge may apply. It is agreed that 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 pupil.
12. **The Directors shall be given one term's written notice of termination of enrolment of a pupil, failing which the full amount of the following term's fees shall immediately become due and payable. NO EXCEPTIONS WILL BE ALLOWED.**
13. The Directors shall be entitled to terminate the enrolment of a pupil:
 - i. Summarily, and with immediate effect, if the pupil is guilty of any conduct, which in the sole opinion of the Directors, is inconsistent with such pupil's continued enrolment at the school, in which event such pro rata portion of any fees paid in advance in respect of such pupils shall be refunded.
 - ii. Upon one term's written notice.
 - iii. At the end of any academic year in the event that the pupil, in the sole opinion of the Directors, 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 Directors 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 Directors 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.

The parents / guardians (whether natural, adoptive or foster parents) hereby indemnify and agree to hold harmless Kyalami Schools (NPC), the Directors, 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 pupil or a third party as a result of or during the enrolment of the pupil 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:

Parent 1/Guardian 1

Parent 2/Guardian 2

Date

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