



CHELSEA PREPARATORY SCHOOL

ENROLMENT FORM

PARTICULARS OF LEARNER BEING ENROLLED

Surname of Learner

Name in full (shown on birth certificate)

Preferred name

Identity Number (copy is to be provided)

Date of Birth

Country of Birth

Home Language

Citizenship

Religion

Previous School

Grade and date required

Person responsible for fee payment

Siblings at Chelsea Preparatory

CONTACT DETAILS

Residential Address

.....

Postal Code:

Telephone (Home)

Father Work number E-mail

Father cell Father fax

Mother Work number E-mail

Mother cell Mother fax

EMERGENCY CONTACT PERSON

Name
Relationship to learner
Telephone number
Cell number

HEALTH

Please supply particular regarding your child's state of health, including allergies

State of health/allergies/conditions
.....
Medication prescribed
Name of Medical Aid
Medical Aid number
Name of Family doctor
Doctor's contact number
Doctor's address

Immunisation

Immunisation must be up to date before entering Grade R/One and is the responsibility of the parent to ensure that boosters are administered when required.
A copy of the immunisation card must be attached to this application form.

Administration of medication

Do you grant the school secretary authority to administer medication in the form of paracetamol/antiseptic ointment/antihistamine ointment should the occasion arise YES / NO

EXTRA-MURAL / RELIGIOUS ACTIVITIES

Do you have any objections to your child participating in any extra-mural activities? YES / NO

If YES, please furnish reasons:

Do you have any objections to your child participating in any religious activities? YES / NO

If YES, please furnish reasons:

Do you have any objections to your child being photographed during the course of his/her school life at Chelsea Preparatory; bearing in mind that any such photograph may be displayed/published? YES / NO

PARTICULARS OF PARENT/GUARDIAN

1. PARENT1 / GUARDIAN / SPONSOR

Relationship to learner

Father/Mother	Guardian	Grandparent	Step-parent	Other - indicate
---------------	----------	-------------	-------------	------------------

Surname: Mr/Mrs/Ms/Miss/Dr/Prof

First Names (in full)

Identity Number (copy to be supplied)

Marital Status

Married	Unmarried	Divorced	Widow/widower	Other - indicate
---------	-----------	----------	---------------	------------------

If married - please indicate how

Ante-Nuptial	Community of property	Customary marriage	Hindu/Muslim	Other - indicate
--------------	-----------------------	--------------------	--------------	------------------

Contact details

Residential Address:

.....Postal Code

Home telephone: Cell phone:

Postal Address:Postal Code

Occupation:

Name of Employer:

Employer's physical address

Employer's telephone number

Email Address: WorkHome

2.. PARENT 2 / GUARDIAN / SPONSOR

Relationship to learner

Father/Mother	Guardian	Grandparent	Step-parent	Other - indicate
---------------	----------	-------------	-------------	------------------

Surname: Mr/Mrs/Ms/Miss/Dr/Prof

First Names (in full)

Identity Number (copy to be supplied)

Marital Status

Married	Unmarried	Divorced	Widow/widower	Other - indicate
---------	-----------	----------	---------------	------------------

If married - please indicate how

Ante-Nuptial	Community of property	Customary marriage	Hindu/Muslim	Other - indicate
--------------	-----------------------	--------------------	--------------	------------------

Contact details

Residential Address:

.....Postal Code

Home telephone: Cell phone:

Postal Address:Postal Code

Occupation:

Name of Employer:

Employer's physical address

Employer's telephone number

Email Address: WorkHome

Learner resides with (mark)	Parent 1	or Parent 2
Correspondence to (mark)	Parent 1	or Parent 2
Person handling school accounts (mark)	Parent 1.....	or Parent 2.....

SCHOOL FEE PAYMENT OPTIONS

I,parent/guardian of
 hereby commit myself to the payment of annual school fees for the above learner at Chelsea Preparatory School. This agreement shall commence on the date of signature hereof by the Principal/Designate and shall expire on the child's last day at Chelsea Preparatory School.

Payment Options (Please indicate the payment method of choice)		
Option 1	In full by 28 February for a 10% discount on the annual school fees	
Option 2	10 equal monthly instalments via debit order, commencing February to November. See 7:3 of Undertaking by parents/guardians regarding 5% discount	

Banking details

BANK	
BRANCH NUMBER	
ACCOUNT NUMBER	
ACCOUNT NAME	

NB. I agree that should my cheque(s)/debit order(s) be rejected by the bank I will be liable for the respective bank charges and must compensate the school accordingly.

Signed: Date:

Witness: Date:

Witness: Date:

UNDERTAKING BY PARENTS / GUARDIANS

1. We hereby apply to have the child whose name appears on this form as a learner at Chelsea Preparatory School and confirm that he/she complies with the basic criteria.
2. I/We hereby certify that I/we have legal custody and/or guardianship in respect of the above named learner.
3. I/We undertake to adhere to the school rules and disciplinary code and to the various alterations in the rules and disciplinary code that may be made from time to time.
4. I/We understand and confirm that the Principal or any person duly authorised, will act in *loco parentis* in any matter and at any time during which I/we have entrusted our child to the care of the school.
5. I/We understand that while every reasonable effort will be made to prevent losses or damage to learner's clothing and property and equipment, the school cannot be held liable for such.
6. I/We undertake to reimburse the school for any damage to school property that may be caused by our child.
7. School fees in terms of Section 39/40/41 of the South African Schools Act
 - 7:1 School fees will be levied by the Governing Body of the school.
 - 7:2 The biological parents are jointly and severally liable for the payment of school fees which are statutory in nature.
 - 7:3 Our terms of payment are as follows:
 - a) in full by 28 February to qualify for a 10% discount on the annual school fees.
 - b) 10 equal monthly instalments, commencing February to November. On the condition that every monthly payment is provided for, a 5% discount on the annual school fees will be awarded on the final instalment
 - c) Addendum A must be completed and returned with this enrolment form.
 - 7:4 Should any single payment not be met in accordance to the option selected, the full balance shall immediately become due and payable.
 - 7:5 Parents who are unable to pay the school fees in full are entitled to apply for a partial exemption. This application has to be accompanied by a full declaration of income and expenditure, and signed by a Commissioner of Oaths. Applications forms are available at the Finance Office
 - 7:6 In the event of non-payment, the school is entitled to take legal action against each parent, the cost of which is accountable to the parents. The school may take such legal action irrespective of the marital status of the parent and/or the existence of maintenance and/or court orders. In addition, the school may record the non-payment with a credit information bureau which is conveyed to other credit grantors.
8. I/We undertake to give notice in writing of any intention to remove my/our child from the school and furthermore to return any books and/or equipment belonging to the school which our child may have in good condition.
9. 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 application.
10. I/We undertake to inform the school of my child's/children's absence from school. Parents/guardians declare that they are prepared to produce a doctor's certificate if and when required. Initial

11. I/We undertake to support the school's constitution and policy of admission, as defined and implemented by the Governing Body of the school together with the school's Code of Conduct which will be provided to me.
12. I/We undertake to inform the school of any change in address or contact details
13. The parent/guardian declares that he/she is the legal guardian of the child and is entitled to sign this document and shall be bound hereto both as parent/guardian, and in his/her personal capacity.

DECLARATION BY PARENT

ADDRESS: (the signatory hereto hereby chooses domicillium citandi et executandi (office)

.....

SIGNED on theday of20.....

ACCURACY OF INFORMATION

I,hereby declare that the information which I have recorded in this form is true and correct and by my signature below, I give the Chairman of the School Governing Body or his designate permission to check and confirm any of the details listed by me. I understand that should any of the information supplied be found to be **false**, my application will be disqualified

.....
PARENT 1 (Print name and relationship)

.....
PARENT 2 (Print name and relationship)

DECLARATION OF KNOWLEDGE OF SUBSIDY

I,have been duly informed of the right to apply for a subsidy in school fees.

.....
PARENT 1 (Print name and relationship)

.....
PARENT 2 (Print name and relationship)

Initial

CHELSEA PREPARATORY SCHOOL

Regulations for the exemption of parents from payment of compulsory school fees, in terms of the South African Schools Act 84 of 1996

ADDENDUM A

A. The questions which follow relate to the act and its subsequent amendments. The school is obliged to ask these questions and prospective parents/guardians are obliged to answer them.

B. Check list

1.	Has the principal informed you about the amount of the current annual compulsory school fees to be paid?	YES	NO
2.	Has the principal informed you that you are liable to pay compulsory school fees unless you are totally exempted from paying compulsory school fees?	YES	NO
3.	Has the principal informed you about your right to apply for exemption from paying compulsory school fees?	YES	NO
3:1	Do you wish to apply for such an exemption at this stage?	YES	NO
3:2	Do you wish to be assisted in such an application?	YES	NO
3:3	Have you been informed that application for exemption forms are available from the school?	YES	NO

C. You may request a copy of this form signed by the principal and yourselves.

.....
PRINCIPAL

.....
PARENT 1

.....
PARENT 2

.....
PRINT NAME

.....
PARENT 1

.....
PARENT 2

.....
DATE

.....
DATE

.....
DATE

.....
FULL NAME OF ELDEST CHILD AT CHELSEA PREPARATORY SCHOOL

PLEASE NOTE:

THE FOLLOWING DOCUMENTS MUST ACCOMPANY THIS ENROLMENT

	PARENT	SCHOOL
1. Proof of residency in our feeder area (Lights and Water account)		
2. The learner's most recent school report		
3. One recent ID-size photograph of the learner (attached to form)		
4. A CERTIFIED copy of learner's Birth Certificate		
5. Copies of both parent's/guardian's Identity Documents		
6. Copy of immunisation Card		
7. A signed declaration that the principal has informed the parent of the right to apply for school fee amendment		
8. Proof of income (should you wish to apply for subsidy) a) If employed, a certified copy of recent salary slip of BOTH parents b) If self-employed, a copy of the last <u>audited</u> Income Statement or a letter from SARS indicating your income c) Bank statement for three months (most recent) d) IRP5 (most recent)		
9. I do not wish to apply for a subsidy		

For Office Use Only

Result of application

Grade to which the child is allocated:

Date:

Principal