



Application for Enrolment Form

THE APPLICATION MUST BE ACCOMPANIED BY:

- 2 Passport photos (preferably in colour)
- Certified copy of ID Document or Passport of **both** parents and/or guardians
- Certified copy of Unabridged Birth Certificate
- Copy of Immunization Card and copy of Medical Aid Card
- Financial Clearance Certificate (completed by previous school)
- Certified copy of student's most recent School Reports
- Proof of payment of aR300 non-refundable administration fee. No Postal Orders or cheques will be accepted.

BANKING DETAILS:

**ST MARY'S DSG, STANDARD BANK, HATFIELD (BRANCH CODE 011 545),
ACCOUNT NO. 011 974 281.** Reference: Your daughter's name, surname, grade and year of entry (eg. 'Gr 8 2015)

ATTACH ONE (1)

PHOTO HERE

PLEASE

SECTION A: STUDENT'S DETAILS

SURNAME

FULL NAMES (as per attached Birth Certificate)

PREFERRED NAME

CHILDREN IN YOUR FAMILY	1	2	3	4
POSITION OF STUDENT IN FAMILY	1	2	3	4

DATE OF BIRTH

ID OR PASSPORT NUMBER

____ Y ____ M
CURRENT AGE

____ Y ____ M
AGE AT ENROLMENT

ENTRY DATE TO SOUTH AFRICA
(IMMIGRANTS)

COUNTRY OF BIRTH

CITIZENSHIP

ALLERGIES / MEDICAL CONDITIONS

YEAR OF ENTRY
TO ST MARY'S DSG _____

LANGUAGES: PLEASE SELECT 1ST ADDITIONAL LANGUAGE

- AFRIKAANS ISIZULU SEPEDI IMMIGRANT FRENCH

GRADE TO ENTER _____

**Immigrant French is an option if your daughter qualifies as an immigrant candidate.
Senior School Immigrant French learners are required to submit an Immigrant Status Application form with supporting documents at registration.
Junior School Immigrant French options to be discussed with Junior School Principal.**

DAY SCHOLAR (Gr 0-12)	BOARDER (Gr 5 – 12)
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INFORMATION REQUIRED FOR CENSUS / STATISTICAL PURPOSES

Asian	African	Coloured	Indian	White	Other
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RACE/ETHNICITY

Afrikaans	English	Ndebele	Sepedi	SiSwati	South Sotho
Tsonga	Tswana	Venda	Xhosa	Zulu	

HOME LANGUAGE

RELIGIOUS DENOMINATION

OTHER LANGUAGES

SIBLINGS: Are other siblings currently at St Alban's College or WHPS?
Please indicate grade and institution:

ASSOCIATION TO ST MARY'S DSG: Is mother a St Mary's DSG Old Girl,
or are any other family members Old Girls? Please indicate:

First & Maiden Name : _____

Relationship: _____ House: _____

From Year: _____ Gr _____ To Year: _____ Gr _____

DETAILS OF ALL CHILDREN IN YOUR CARE WHO ARE CURRENTLY ATTENDING THIS SCHOOL

NAME AND SURNAME OF SISTERS	GRADE	YEAR

SECTION B: PREVIOUS SCHOOLS

PRESENT SCHOOL _____ CONTACT NUMBER _____

DATE OF LEAVING _____ HAS ADMISSION TO ANY SCHOOL EVER BEEN REFUSED? Yes No

LAST GRADE PASSED _____ YEAR _____ GRADE/S REPEATED _____ YEAR/S _____

SECTION C: FAMILY INFORMATION

CANDIDATE'S RESIDES WITH

Biological Parent/S	Legal Guardian/S	Adoptive Parent/S
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ARE YOU A SINGLE PARENT FAMILY? Yes No

IF YOU ARE A SINGLE PARENT FAMILY, PLEASE ANSWER THE FOLLOWING QUESTIONS:

ARE YOU A SINGLE PARENT FAMILY BECAUSE OF PERSONAL CHOICE, DEATH, DIVORCE, SEPARATION OR OTHER REASON? PLEASE EXPLAIN.

WHO IS THE PRIMARY CARE-GIVER? (NAME AND RELATIONSHIP TO THE CHILD)

WHAT IS THE LEGAL STATUS OF THE CHILD'S RELATIONSHIP WITH THE OTHER PARENT?

WHAT IS THE LEGAL RELATIONSHIP BETWEEN THE PARENTS OF THE CHILD?

IF A 2ND REPORT IS REQUIRED, WHO MUST IT BE ADDRESSED TO:

IF CHILD IS NOT LIVING WITH BOTH BIOLOGICAL PARENTS, PLEASE COMPLETE THE FOLLOWING:

THE BIOLOGICAL FATHER	Has Access Rights	Yes	No		Is an Emergency Contact	Yes	No
	Is a Legal Guardian	Yes	No		Is Living with the Child	Yes	No
THE BIOLOGICAL MOTHER	Has Access Rights	Yes	No		Is an Emergency Contact	Yes	No
	Is a Legal Guardian	Yes	No		Is Living with the Child	Yes	No

This information is critical, not only in providing the very best pastoral support for our children, but it also allows us to operate fully within the framework of the law. All information is treated with full confidentiality.

SECTION D: DETAILS OF ACCOUNT HOLDER

ID NUMBER																			
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TITLE, FULL NAME & SURNAME (As per ID)

CITIZENSHIP _____ RELATIONSHIP TO SCHOLAR _____ MARITAL STATUS _____

EMPLOYER _____ OCCUPATION/ POSITION (Please write in full, i.e. research assistant) _____

PHYSICAL ADDRESS		CONTACT NUMBERS	Work Tel No
			Home Tel No
			Mobile No
Email Address			

SECTION E: DETAILS OF BIOLOGICAL/ADOPTIVE FATHER / LEGAL GUARDIAN

ID NUMBER																			
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TITLE, FULL NAME & SURNAME (As per ID)

CITIZENSHIP _____ RELATIONSHIP TO SCHOLAR _____ MARITAL STATUS _____

EMPLOYER _____ OCCUPATION/ POSITION (Please write in full, i.e. research assistant) _____

PHYSICAL ADDRESS		CONTACT NUMBERS	Work Tel No
			Home Tel No
			Mobile No
Email Address			

SECTION F: DETAILS OF BIOLOGICAL/ADOPTIVE MOTHER / LEGAL GUARDIAN

ID NUMBER																			
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TITLE, FULL NAME & SURNAME

CITIZENSHIP _____ RELATIONSHIP TO SCHOLAR _____ MARITAL STATUS _____

EMPLOYER _____ OCCUPATION/ POSITION (Please write in full, i.e. research assistant) _____

PHYSICAL ADDRESS		CONTACT NUMBERS	Work Tel No
			Home Tel No
			Mobile No
Email Address			

SECTION G: EMERGENCY/ALTERNATIVE CONTACT

NEXT OF KIN / FAMILY / FRIEND

CONTACT NUMBER

CONSENT

NB: IN A CRITICAL SITUATION, PLEASE BEAR IN MIND THAT THERE MAY NOT BE TIME TO REFER TO YOUR CHILD'S RECORDS. THE SCHOOL THEREFORE RESERVES THE RIGHT TO UTILIZE THE QUICKEST MEDICAL SERVICE AVAILABLE.

I, _____, being the parent/legal guardian of _____ hereby agree that the appointed St Mary's DSG practitioner may carry out emergency treatment as may be necessary.

SIGNATURE OF PARENT / GUARDIAN

DATE

SECTION H: ST MARY'S DSG FOUNDATION

The St Mary's DSG Foundation exists primarily for the establishment of a fund which will finance bursaries for pupils whose parents would not ordinarily be able to afford the school fees. A voluntary donation of R300 per learner per term (being a donation for the purpose of Section 18A of the Income Tax Act No.58 of 1962) will be added to your account.

Please indicate, by marking with an X in the appropriate box, if you would like to become a member of the Foundation (or not)

<input type="checkbox"/>	Yes, I would like to become a member of the St Mary's DSG Foundation and agree to a voluntary donation of R300 per learner per term
<input type="checkbox"/>	No, I would not like to become a member of the St Mary's DSG Foundation

SECTION I: NON REFUNDABLE ENROLMENT FEE AND SCHOOL FEE PAY OPTIONS

Please indicate the preferred payment options with an X

NON REFUNDABLE ENROLMENT FEE	ONCE OFF	TWO PAYMENTS	
		Only applicable to enrolment fees payable during year prior to entry	
SCHOOL FEE PAYMENT OPTIONS	MONTHLY *	TERMLY	ANNUAL

**THE MONTHLY PAYMENT OPTION IS ONLY AVAILABLE TO SOUTH AFRICAN IDENTITY DOCUMENT HOLDERS WHO ARE RESIDING IN SOUTH AFRICA.*

SECTION J: DECLARATION

I/We, the undersigned, _____ hereby certify that the information given by us on this application is complete and accurate. We agree to the conditions as set out below.

- I/We accept that the school is based on Christian principles and undertake not to undermine this position.
- I/We accept joint and several liability to the School for the due and punctual payment of all fees, subscriptions, levies or other amounts which may become due and payable to the School or in respect of participation in or attendance of any extra- curricular activity.
- I/We accept that the monthly tuition and boarding fee payment options are only available to South African residence and South African Identity Document holders.
- I/We understand that our daughter/ward may be required to write an entrance test and/or have an admission interview with the Principal, and that the offer of a place in the School will be dependent on the results of that test.
- It is assumed that pupils enrolled in the school live with their parents or the legal guardian/s, and if not at school, that the learner is under their care.
- I/We consent to the School requesting a personal credit check from an approved ITC agent and a Financial clearance from the learner's previous school.

NB: The signatures of both parents and/or guardians are required or in the case of a single parent family, the signature of the legal guardian is required, with supporting documentation thereof. In the case of a divorce, a certified copy of the divorce order regarding custody and the person responsible for fees must be provided.

- I/We accept that the agreement arising from the signing of this application shall, notwithstanding the place of signature, be deemed to have been concluded in Pretoria.

SIGNATURE OF BIOLOGICAL/ADOPTIVE MOTHER / LEGAL GUARDIAN

DATE

SIGNATURE OF BIOLOGICAL/ADOPTIVE FATHER / LEGAL GUARDIAN

DATE

SIGNATURE OF ACCOUNT HOLDER

DATE

SECTION K: AGREEMENT (both parents/guardians, where relevant, are required to sign this form)

THIS SHOULD BE READ WITH THE SCHOOL'S DEBTORS' POLICY WHICH IS AVAILABLE ON THE SCHOOL'S WEBSITE.

NAME OF PUPIL: _____ (hereafter referred to as the Learner)

I/We the undersigned, (hereafter jointly referred to as the Parents/Guardians), agree that, should our daughter/ward be accepted as a pupil at St Mary's DSG (hereafter referred to as the School), a contract will come into existence between me/ourselves and the School, subject to the conditions set out below. I/We further agree that I/we will be jointly and severally liable for the payment of all fees, costs and disbursements arising from this contract.

- 1 **FEES:** All school fees, as fixed from time to time by the Governing Body of the School, will be paid in advance not later than the first day of each school term. Please refer to the school's debtors' policy for further information.

A non-refundable enrolment fee is payable upon notification that the Learner has been accepted for enrolment. Please note that the enrolment fee is NOT part of the school fees. Should your daughter/ward for any reason not attend the School once the payment had been made, this enrolment fee remains non-refundable.

Interest shall be paid at prime rate on all school fees, costs and disbursements which are in arrears. In the event of the Parents/Guardians falling into arrears with the payment of any school fees, costs and/or disbursements, the School, after giving ten days' written notice after receipt of the final demand letter to the Parents/Guardians, reserves to itself the right to discontinue any account, to summarily cancel any agreement relating to credit terms, to withhold examination results, reports and testimonials and/or to cancel, immediately, the Learner's enrolment at the School. In the event of the School exercising any of these powers, all amounts owing shall become due and payable forthwith, including, but not limited to, past and current term fees in lieu of notice. A statement prepared by the Business Manager or Financial Manager, showing the amount owing to the School, shall be sufficient and satisfactory proof of the amount due to the School. Should the Parents/Guardians refuse or neglect to pay fees, costs or disbursements for which they are liable, the School will take legal action for the collection of same. In such event, the Parents/Guardians will be jointly and severally liable for the payment of all fees, charges and costs on attorney and own client scale, together with collection commission and tracing fees.

- 2 **RULES:** The learner shall comply with all the rules, regulations, policies and procedures laid down by the Governing Body of the School and by the Head respectively. The Head may, with the approval of the Chairperson or Deputy Chairperson of the Governing Body, expel the Learner from School if the Learner violates any of the rules, regulations, policies or procedures, or if the Learner's conduct, in the opinion of the Head, is inconsistent with the School's interests or the Learner's continued enrolment at the School. In this event, the Parents/Guardians of the Learner concerned will be liable for the School fees for the rest of the term during which the Learner is expelled, together with any charges incurred. The Parents/Guardians hereby give permission to the Head to authorize from time to time, and when it is deemed necessary, searches of the person and possessions of the Learner with the object of establishing the possible presence of any drugs or other habit-forming substances. Such permission is subject to the condition that no male person may perform such a search.

- 3 **AUTHORITY OF THE HEAD:** The Head is hereby authorised by the Parents/Guardians, at all times during School terms, to act in loco parentis. This power will be exercised in the best interest of the Learner, as determined by section 28(2) of the Constitution of South Africa, 1996, and in terms of all relevant education laws of the country. This power includes the granting of consent for medical treatment, operations and anaesthetics. The Head or her/his Deputy will consult with the Parents/Guardians as far as possible, but in the case of an emergency, the Head or her/his Deputy will act in a manner which, in her/his opinion, is in the best interest of the Learner.

4 **PARENT'S GENERAL OBLIGATIONS:**

4.1 You will inform the School in writing, prior to admission and enrolment, of any special educational needs of your Child known to you.

4.2 In order to fulfil our obligations, we need your co-operation. Without detracting from any specific obligations contained in this contract, you are required to: fulfil your own obligations under these terms and conditions; encourage your Child in her studies, and give appropriate support at home; keep the School informed of matters which affect your Child; maintain a courteous and constructive relationship with School staff; ensure that your Child meets all of her obligations in terms of participating in and attending all aspects of the integrated day; and attend meetings and otherwise keep in touch with the School where your Child's interests require you to do so.

4.3 The Head may in his/her discretion require you to remove or may suspend or expel your Child if your behaviour is in the reasonable opinion of the Head so unreasonable as to affect or likely to affect the progress of your Child or another child (or other children) at the School or the well-being of the School staff or to bring the School into disrepute.

4.4 The Head may, at his/her discretion, require you to remove or may suspend or expel your Child from the School, if he/she considers that your Child's attendance, progress or behaviour (including behaviour outside school) is seriously unsatisfactory and in the reasonable opinion of the Head the Child's removal is in the School's best interests or those of your Child, other children or the wider School community. In this case, you will be asked to remove your Child either immediately and without notice, or at a specified date that is shorter than a full term, with or without notice in any form, as is reasonable under the circumstances. The School will not be required to give you a full term's written notice under these circumstances. Should the Head exercise this right any prepaid fees will be refunded to you.

4.5 The School Rules set out examples of offences likely to be punishable by suspension or expulsion. These examples are not a closed list and a child may be expelled or suspended for offences which are not included in these examples. In particular, the Head may decide that suspension or expulsion for a lesser offence is justified where there has been previous misbehaviour by the child or the circumstances of the case otherwise justify such action.

4.6 **POLICIES OF THE SCHOOL**

4.6.1 You declare that you have read and understood the Policies of the School as adopted and published by the School from time to time and agree to abide by these Policies. The School undertakes to make electronic copies of all policies available on request and free of charge, or on the School's website.

4.6.2 You undertake to comply with all the rules and regulations of the School and acknowledge that it is your responsibility to make yourself familiar with the policies.

4.6.3 You acknowledge that you are responsible for your Child, whether on the property of the School or not, after the notified finishing times of any school activity/event/function and that you will ensure that your Child obeys all school rules and policies where they apply to the Child.

- 5 **INDEMNITY:** I/We hereby indemnify, hold harmless and absolve St Mary's DSG from any claim that we hereby by law might have against the School for the death of or injury to our daughter/ward; medical expenses incurred as a result of such death or injury; or any damage to property of our daughter/ward

Initial of Mother/Guardian

Initial of Father/Guardian

or ourselves. For purposes hereof, it matters not that such death, injury or damage have occurred on or outside school premises or during or outside normal school hours, provided that such death, injury or damage occurs as a result, directly or indirectly of school activities.

6 **INSURANCE:** It is the responsibility of the Parents/Guardians to ensure that all personal belongings of the said pupil are adequately insured against loss, and the school cannot be held responsible for loss or damage to the personal property of the pupil.

7 **PROTECTION OF PERSONAL INFORMATION:** By entering into this contract, and unless you at any time instruct the School expressly and in writing to the contrary, your consent is given for the School to:

- a) collect, store and process credit information about you and any third party or divorced or separated parent responsible for payment of any or all amounts comprised in the fees;
- b) collect, store and process names, contact details and information relating to yourself and your daughter/ward, and to such information being made available to other parents/guardians, staff or responsible persons engaged or authorized by the School for School-related purposes to the extent required for the purpose of managing relationships between the School, parents/guardians, and current learners as well as providing references and communicating with the alumni of former learners;
- c) include photographs, with or without name, of your daughter/ward in School publications, social media or in press releases to celebrate the School's or your daughter's/ward's activities, achievements or successes;
- d) supply information and a reference in respect of your daughter/ward to any educational institution which you propose your daughter/ward may attend. We will take care to ensure that all information that is supplied relating to your daughter/ward is accurate and any opinion given on his/her ability, aptitude and character is fair. However, the School cannot be liable for any loss you or your daughter/ward is alleged to have suffered resulting from opinions reasonably given, or correct statements of fact contained, in any reference or report given by us; and
- e) inform any other school or educational institution to which you propose to send your daughter/ward of any outstanding fees.

The School may not distribute or otherwise publish any of your personal information in its possession, unless you give your consent, in writing, to the School that it may do so. Should this be the case, the School may only distribute or otherwise publish the information specified in your consent to the people and for the purpose stated in your written consent.

8 **CANCELLATION OF ENROLMENT:** Should the Parents/Guardians wish to terminate this contract, for any reason, they shall give A FULL TERM'S NOTICE OF CANCELLATION of enrolment of the Learner or, in lieu thereof, pay a full term's fees, including boarding fees. Such notice must be in writing, and must reach the Head of School not later than the first day of the last term that the Learner will attend the School or the Boarding house. This notice shall either be faxed, emailed or hand delivered to the School (in which event, the onus of providing receipt by the addressee shall be on the sender of such notice), or shall be sent by registered post to the applicable "domicilium". (This condition does not apply to the final term of the Learner's Matric year, but it DOES apply at any other time, INCLUDING the end of the Primary School phase or if the learner is leaving the Boarding facility only). If the Head does not receive such notice timeously, and your daughter is withdrawn from the school and/or boarding, you will be liable for a full term's fees (tuition and boarding) in lieu of notice and you will be required to settle all outstanding accounts immediately.

If the Head deems it in the interest of the School, or in the interest of a Learner, she/he may terminate this contract on giving the Parents/Guardians of the Learner 30 days' notice in writing. Notwithstanding the above, when the Head and the Chairperson of the Governing Body deem it necessary, in the interest of the School, they may give twenty-four hours' written notice of termination of the Learner's enrolment. In both cases of termination of the Learner's enrolment, mentioned above, the Parents/Guardians will remain liable for the balance of the term's tuition and boarding fees.

9 **AMENDMENT OF CONDITIONS OF ENROLMENT:** The School shall be entitled to amend the conditions of enrolment after giving one term's written notice to all parties concerned.

SIGNED AT _____ ON THE _____ DAY OF _____ 20____ _____ SIGNATURE: ACCOUNT HOLDER <u>POSTAL ADDRESS:</u> _____ _____ _____ _____	SIGNED AT _____ ON THE _____ DAY OF _____ 20____ _____ SIGNATURE BIOLOGICAL/ADOPTIVE FATHER / LEGAL GUARDIAN <u>POSTAL ADDRESS:</u> _____ _____ _____ _____	SIGNED AT _____ ON THE _____ DAY OF _____ 20____ _____ SIGNATURE BIOLOGICAL/ADOPTIVE MOTHER / LEGAL GUARDIAN <u>POSTAL ADDRESS:</u> _____ _____ _____ _____
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KINDLY NOTE THAT INCOMPLETE APPLICATION FORMS WILL NOT BE PROCESSED.



THE APPLICATION PROCESS:

- Complete and return the application form with the supporting documentation as listed. Please follow up with us if you do not receive an acknowledgement of our receipt of your form.
- Documents may initially be emailed to the Admission Secretary to secure a place on the waiting list. However the original must be submitted to the school for the process to be concluded.
- Applicant will be invited for an assessment when a place in the required grade becomes available.
- Senior School: House placements and New Girls Packs will be sent to parents by October of the year preceding entry.

THE APPLICATION PROCESS:

- Complete and return the application form with the supporting documentation as listed. Please follow up with us if you do not receive an acknowledgement of our receipt of your form.
- Documents may initially be emailed to the Admission Secretary to secure an assessment appointment. However, the original must be submitted to the school for the process to be concluded.
- House placements and New Girls Packs will be sent to parents by October of the year preceding entry.
- Please note that payment of any monies (i.e. Administration fee), without the supporting documentation, does not guarantee enrolment at St Mary's DSG and that applications which are incomplete or inaccurate in any respect will not be considered.

KINDLY NOTE:

- Incomplete application forms will not be processed.
- You are obliged to notify us promptly of any changes of contact details.

ST MARY'S DSG BANKING DETAILS:

STANDARD BANK, HATFIELD (BRANCH CODE 011 545), ACCOUNT NO: 011 974 281

Reference: Your daughter's name, surname, grade and year of entry (eg.'Gr 8 2015)

If she believes in herself... she will fly

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A Member of the Independent Schools Association of Southern Africa

