

Klerksdorp Christian Academy

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Klerksdorp, Republic of South Africa



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Application Form 2019 - Grade R - 7

Please Note: An Application Fee of R 200,00 (only payable once) together with the Yearly Registration Fee (not refundable) as per Grade specified, is to accompany this application (refer pages 4 & 5).

Section A: Student Information

Names as on Birth Certificate or ID Document:

Surname:																												
First Name:																												
Second Name:																												
Third Name:																												
Date of Birth:	Y	Y	Y	Y	M	M	D	D	HOME LANGUAGE:																			
Child's ID No:																												
Sex:	Male												Female															
Email address:																												

Home Address: (This address must be the house address where child stays while attending this school)

Street:																								
Suburb:																								
City/Town:																					Code:			
Home Tel No:													Fax:											
Child's Cell No.																								
Does this address receive postal delivery?	Yes												No											
Postal Address:																								
Box No:																								
City/Town:																					Code:			

Name of previous School attended:																								
Province in which School is:					How did you hear about the school?																			
Apply for Grade:					Number of Grades repeated up to date (including present year):																			
Does this learner have any brothers or sisters in KCA?	Yes				No				If yes, please state how many.															
How many children in family?					Position of child in family?				Right Handed?				Left Handed?											

For office use only:												Placed in Grade:											
Registration Fee Paid:	R				Application Fee Paid:				Yes				No										
Tuition Fee:	R				Invoiced?:				Yes				No										
Date enrolled:	Y	Y	M	M	D	D	Birth Certificate:				Yes				No								
Registration No:					Previous Report:				Yes				No										
Computer No:					Principal's Reference:				Yes				No										
Probation?	Yes				No				Water & Light A/C				Yes				No						
ID Document:	Yes				No				Pass Report Year End				Yes				No						
Probation Period:					Salary Slip				Yes				No										

Section D: Medical Aid Scheme Information

Do you belong to a Medical Aid? Yes No

If yes, please state name of Medical Aid:

In whose name is the medical aid account?

Number of account:

Who is your doctor?

Tel No:

Name of person to contact in emergency:

Number of person to contact in emergency:(This number must always be available. If changed must let us know.)

Tel No:

If this is not possible may we take your child to the School Doctor? Yes No

If yes, will you pay the doctor directly? Yes No

Has your child's appendix been removed? Yes No

Has your child's tonsils been removed? Yes No

Does he/she suffer from:

Asthma	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
ADHD	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Epileptic fits	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Diabetes	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Heart condition	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Kidney condition	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Liver condition	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Does your child suffer from any allergies or chronic ailments? Yes No

If yes, please give details:

Is child on Chronic Medication? Yes No

If yes, please give details:

Section E: Scholastic Information

Has your child ever:
been expelled or suspended from or refused admission to another school? Yes No

If yes, please give details:

had any disciplinary difficulties? Yes No

If yes, please give details:

used tobacco, alcohol or drugs of any kind? Yes No

If yes, please give details:

Section F: School Fee Agreement for 2019 - Foundation & Intermediate Phase

Please complete this section if you are enrolling a child in Grd RR & R (4 - 6 yrs old) & Grd 1 to 6.

	Grade RR + R		Foundation Phase		Intermediate Phase			
	3 - 6 yr olds		Grade 1 - 3		Grade 4 & 5		Grade 6	
I Yearly Registration Fee (Not Refundable)	R 350,00		R 400,00		R 450,00		R 450,00	
II 07h30 -17h00 Tuition Year Fee * #	R 21 960,00	FD	R 27 360,00	FD	R 27 720,00	FD	R 27 840,00	FD
07h30 -13h30 Tuition Year Fee *	R 15 000,00	HD	R 19 560,00	HD	R 19 920,00	HD	R 20 040,00	HD
Book List Fee *	R 5 640,00	E	R 6 840,00	E	R 6 840,00		R 6 840,00	
TOTAL Full Day = FD + E	R 27 600,00		R 34 200,00		R 34 560,00		R 34 680,00	
TOTAL Half Day = HD + E	R 20 640,00		R 26 400,00		R 26 760,00		R 26 880,00	

* Fees Subject to change # Including light meal @ 13h30

Method of payment: Tick off the choice indicating your agreement on the manner in which you will pay your instalments:

I'll pay the full year's fee when school opens and receive a reduction of 5% discount on Tuition part

(The younger ones of a 2nd and 3rd child will get an added 5% discount on the Tuition part.) Discounts will not be >10% per child.

I will pay quarterly (Esp. learners outside North West province & borders of SA & account defaulters of previous year)

FD I need the Full Day option **HD** I need the Half Day option - Any changes need a 30 day notice from 1st day of month!

		Grade RR + R	Grade 1 - 3	Grade 4 & 5	Grade 6
<input type="checkbox"/> I will pay x 12 instalments (See Section H)					
Full Day Fee pm. X 12		R 1 830,00 FD	R 2 280,00 FD	R 2 310,00 FD	R 2 320,00 FD
Half Day Fee pm. X 12		R 1 250,00 HD	R 1 630,00 HD	R 1 660,00 HD	R 1 670,00 HD
Book List Fee X 12		R 470,00 E	R 570,00 E	R 570,00 E	R 570,00 E
TOTAL Full Day = FD + E		R 2 300,00	R 2 850,00	R 2 880,00	R 2 890,00
TOTAL Half Day = HD + E		R 1 720,00	R 2 200,00	R 2 230,00	R 2 240,00
Half / Full Day Cost @ 365 days /day		R57 / R76	R73/ R94	R73/ R95	R74/ R95

Please note:

- Grade R - 6 Educational Text books, Stationery & Exercise Books are supplied as per Book List.
- Educational tours, trips and visits are extra (Only if account is paid up can learner go on a tour).
- It is of the utmost importance that you treat school fees as priority. In the event of non-payment, you disqualify your child's attendance at this private school. Fees are payable in advance (not later than 7th of each month) as agreed upon (refer Section H). It's also agreed that no reports be given until fees are paid up until time of request.
- Cash deposits bank charges will be charged to parents account when Fees deposits are made directly at bank.
- Old pupils pay a fine of R300, unless Re-enrolment Contract + Registration Fee have been submitted the previous year.
- This agreement will form a legal basis for all future financial commitments but will be adjusted yearly according to revised school fees.
- The Full Day charge for the month will stay in place for any changes during the month from Full Day to Half Day. Any changes need a 30 day notice from 1st day of month.**
- No notification to change from Full Day to Half Day contract will be accepted after September.**
- Please note that the Booklist Fee is subject to change. (Copy may be requested). In case pupil leaves before school year ends, Book Fees are to be paid in full. Provision will be made for books & stationery not issued. (Refer also to Clause 24 & 25.12.3 of the Information Brochure)**
- Please provide an email address to which monthly Statements can be sent.**

Email :

If you are enrolling a child in Grade RR; R; Grade 1 - 6, please sign here that you understand the School Fee Agreement for 2019

Signature of Person Responsible : _____

Date: _____ / _____ / 20

Signature of Person Responsible : _____

Date: _____ / _____ / 20

Section G: School Fee Agreement for 2019 - Senior Phase (Primary School)

Please complete this section if you are enrolling a child in Grade 7.

Senior Phase	
Grade 7	
I Yearly Registration Fee (Not Refundable)	R 450,00
II 07h30 -17h00 Tuition Year Fee * #	R 27 840,00 FD
07h30 -13h30 Tuition Year Fee *	R 20 040,00 HD
Book List Fee *	R 6 840,00 E
TOTAL Full Day = FD + E	R 34 680,00
TOTAL Half Day = HD + E	R 26 880,00

* Fees Subject to change # Including light meal @ 13h30

Method of payment: Tick off the choice indicating your agreement on the manner in which you will pay your instalments:

- I'll pay the full year's fee when school opens and receive a reduction of 5% discount on Tuition part
(The younger ones of a 2nd and 3rd child will get an added 5% discount on the Tuition part.) Discounts will not be >10% per child.
- I will pay quarterly (Esp. learners outside North West province & borders of SA & account defaulters of previous year)
- FD** I will make use of the Full Day option **HD** I will make use of the Half Day option (Mark X your choice)
- Any changes need a 30 day notice from 1st day of month!

I will pay x 12 instalments
(See Section H)

Grade 7	
Full Day Fee pm. X 12	R 2 320,00 FD
Half Day Fee pm. X 12	R 1 670,00 HD
Book List Fee X 12	R 570,00 E
TOTAL Full Day = FD + E	R 2 890,00
TOTAL Half Day = HD + E	R 2 240,00
Half / Full Day Cost @ 365 days / day	R74/ R95

Please note:

- Grade R - 6 Educational Text books, Stationery & Exercise Books are supplied as per Book List.
- Educational tours, trips and visits are extra (Only if account is paid up can learner go on a tour).
- It is of the utmost importance that you treat school fees as priority. In the event of non-payment, you disqualify your child's attendance at this private school. Fees are payable in advance (not later than 7th of each month) as agreed upon (refer Section H). It's also agreed that no reports be given until fees are paid up until time of request.
- Cash deposits bank charges will be charged to parents account when Fees deposits are made directly at bank.
- Old pupils pay a fine of R300, unless Re-enrolment Contract + Registration Fee have been submitted the previous year.
- This agreement will form a legal basis for all future financial commitments but will be adjusted yearly according to revised school fees.
- The Full Day charge for the month will stay in place for any changes during the month from Full Day to Half Day. Any changes need a 30 day notice from 1st day of month.**
- No notification to change from Full Day to Half Day contract will be accepted after September.**
- Please note that the Booklist Fee is subject to change. (Copy may be requested). In case pupil leaves before school year ends, Book Fees are to be paid in full. Provision will be made for books & stationery not issued. (Refer also to Clause 24 & 25.12.3 of the Information Brochure)**
- Please provide an email address to which monthly Statements can be sent.**

If you are enrolling a child in Grade 7, please sign here that you understand the School Fee Agreement for 2019.

Signature of Person Responsible :	_____	Date:	_____ / _____ / 20
Signature of Person Responsible :	_____	Date:	_____ / _____ / 20

Section H: Financial Procedures Agreement

This section to be completed by all applicants.

The following policies & procedures will be followed and costs be charged when accounts are not paid on time as agreed upon (Remember always that it's a year fee broken up into smaller installments):

1. If any financial problem arises during the year, do not delay to inform the office as soon as possible, so that new arrangements can be made to prevent legal action being taken for recovery of the debt. We always have an ear to listen when circumstances arise, which are beyond your control.
2. **When payments are received, arrears will first be redeemed.**
3. A friendly reminder will be sent to the person responsible for paying the account. (Remember all fees are payable by the 7th of each month).
4. If there is no response, a final notice, giving three (3) days in which to pay the account will be sent to the person responsible for paying the account & interest will be charged @ 2% p.m. on o/s amount.
5. **If the account/amount due has still not been paid after the three (3) days, all classes are suspended and learner must be kept at home till the fees are paid up to date.**
6. Administration charges of R 70,00 will be charged on accounts for any unpaid cheques or debit orders to cover our administration costs caused by this default + phone costs w.r.t o/s accounts.
7. All accounts will be handed over for collections after 60 days and the total outstanding year fee will be payable immediately. It's mutually agreed upon that results will only be released once a/c's are pd up.
8. **Parents agree to give a written months notice in the event of taking a pupil out of school.**
No verbal notification accepted. Without this notice you will have to pay a full month's fee.
9. Parents acknowledge in terms of clause 8 above (and clause 25.12.3 of Information Brochure), that **the Book List Fees should be paid in full as all material & costs had been budgeted and all used manuals made by school are the school's property.** In case of any outstanding balance for for any reason interest will be charged as per clause 4. (Refer also Section F, clause 9 on page 4) Proportional allocation will apply where materials were not yet issued.

I/We accept that I/we shall be responsible for all costs (including attorneys and clients where applicable) involved in the recovery of any overdue amount owed by me/us and shall pay compound interest on all amounts due & charged at the maximum permissible rate allowed by the Usury Act.

I/We hereby agree that in the event of any proceedings arising out of any transaction between us, I/we consent to the jurisdiction of the Klerksdorp Magistrates Court, notwithstanding that the subjects of such dispute may be otherwise beyond the jurisdiction of such a court.

I/We agree that I/we have read and understood all the contents of the above and agree to be bound thereby.

I/We _____ are responsible for the account of _____
Print name please *Print name of learner*

I/We _____ are responsible for the account of _____
Print name please *Print name of learner*

Signed at _____ this _____ day of _____ 20 _____

Signature of Person Responsible for Account

Witness

Signature of Person Responsible for Account

Witness

Section J: Indemnity Release by Parents

To be completed by all learners and parents.

Whilst every precaution is taken by the Academy to ensure the safety of your child, the Academy, the facilitators, all employees, and also any agents, guests and other persons associated with the school of said facilitators, shall not be held responsible for any injury sustained or damage suffered to your child as a result of an accident while he/she is on the school premises (including the swimming pools), and or travelling in the school contracted transport vehicles or whilst participating in school outings, educational tours etc.

I/We _____ (father and mother) have read the above and agree, and I/we understand that my/our child is attending the Academy at my/our own risk and I/we will not hold the Academy responsible, should my/our child be injured as a result of an accident whilst at the school, travelling in school contracted transport or participating in school outings, educational tours, etc. This does not exclude neglect on the part of anybody.

I/We also understand that no excuses for children going to immoral places like pubs, clubs or gambling places, etc. will be tolerated. Drastic measures will be enforced if children get caught which can ultimately lead to suspension or expulsion.

Signature(s): _____
Father Mother

Date: _____ / _____ / 20

I, _____ (name of learner) understand the conditions as my parents explained it to me in abovementioned statements.

Signature of learner: _____

Date: _____ / _____ / 20

Section N: Signed "Disciplinary Code" Acknowledgement form

To be completed by all learners and Responsible person.

Learner

I, (learner's full names) in Grade

have read, understood and taken note of the contents of the "Disciplinary Code for Learners" and undertake to abide by it.

Date: Signature of Learner:

Parent / Responsible Person

I, parent / guardian / responsible person of
..... in Grade have read, understood
Name of Learner

and taken note of the contents of the "Disciplinary Code for Learners", and undertake that my child and I will abide by it.

Date: Signature of Responsible person:

Section O: Signed "Assembly Procedure" Acknowledgement form

To be completed by all learners and Responsible person.

Learner

I, (learner's full names) in Grade

have read, understood and taken note of the contents of the "Assembly Procedure for Learners" and undertake to abide by it.

Date: Signature of Learner:

Parent / Responsible Person

I, parent / guardian / responsible person of
..... in Grade have read, understood
Name of Learner

and taken note of the contents of the "Assembly Procedure for Learners", and undertake that my child and I will abide by it.

Date: Signature of Responsible person:

Section P: Transport arrangements:

Who will transport child to school?

Father Mother Guardian Other Taxi

If you indicated "Other" please supply name and relationship .

If you indicated "Other" please supply cell or home number .

If you indicated "Taxi" please supply Taxi driver's name and Cell phone number.

Name: Cell No.

Please note that you must notify the office should this information change during the year. This is for your child's safety.

Checklist

Before handing in this application form, please check that you have completed all the following sections and attached all the relevant documents to this application:

Check Section

<input type="checkbox"/>	Section A: Student Information
<input type="checkbox"/>	Section B: Family Information
<input type="checkbox"/>	Section C: Name and Address of Legal Guardian
<input type="checkbox"/>	Section D: Medical Aid Scheme Information
<input type="checkbox"/>	Section E: Scholastic Information
<input type="checkbox"/>	Section F: School Fee Agreement for Grade R - 6 : Foundation & Intermediate Phase
<input type="checkbox"/>	Section G: School Fee Agreement for Grade 7 : Senior Phase (Primary School)
<input type="checkbox"/>	Section H: Financial Procedures Agreement
<input type="checkbox"/>	Section I: Application to pay School Fees Onceoff /Monthly or Quarterly
<input type="checkbox"/>	Section J: Indemnity Release by Parents
<input type="checkbox"/>	Section K: Declaration of Learner
<input type="checkbox"/>	Section L: Religious Information
<input type="checkbox"/>	Section M: Confirmation of Information
<input type="checkbox"/>	Section N: Signed Disciplinary Code Acknowledgement form
<input type="checkbox"/>	Section O: Signed Assembly Procedure Acknowledgement form
<input type="checkbox"/>	Section P Transport arrangements

Documents ready with application form

<input type="checkbox"/>	2 Learner's ID photos
<input type="checkbox"/>	Learner's previous report - latest available
<input type="checkbox"/>	Copy of Learner's Birth Certificate
<input type="checkbox"/>	Principal's Reference on Learner [Form included]
<input type="checkbox"/>	Copy of ID of Parents/Guardian and Person responsible for account
<input type="checkbox"/>	Copies of a Furniture, Clothing or any other Account Statement
<input type="checkbox"/>	Copy of Water & Lights Account as proof of residence
<input type="checkbox"/>	Copy of Salary Slip of person responsible for school account
<input type="checkbox"/>	Study Permit

<input type="checkbox"/>	Y	Have you received a copy of "Disciplinary Code for Learners"?
<input type="checkbox"/>	Y	Have you received a copy of "Assembly Procedure for Learners"?
<input type="checkbox"/>	Y	Have you received a copy of Section I: Financial Procedure Agreement?
<input type="checkbox"/>	Y	Have you received a copy of relevant "School Fee Agreement"

Who?

All applications
All applications
Only if Legal Guardian
All applications
All applications
Only if Grade RR - 6
Only if Grade 7
All applications
All applications
All applications
All applications
All applications
All applications
All applications
All applications
All applications

All applications
All applications
All applications
All applications
All applications
All applications
All applications
All applications
All applications
Not SA Citizens

<input type="checkbox"/>	N
<input type="checkbox"/>	N
<input type="checkbox"/>	N
<input type="checkbox"/>	N