



KLERKSDORP CHRISTIAN ACADEMY

CELEBRATING 30 YEARS OF QUALITY EDUCATION

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APPLICATION FOR ADMISSION AGREEMENT 2020

The following agreement must to be printed out and signed. Once signed please return to the office either by scanning then emailing it to us or physically.

I, the undermentioned, am responsible for paying the account of (*child's full name*)

In Grade

and hereby make application for payment of school fees once off or by instalment and undertake to pay each month's / term instalment at the beginning of the month/term and acknowledge that, at this private school, non-payment forfeits my right to school reports and access to class until account is paid up.

I, (Name of Person Responsible for Account)

SIGNED AT _____ THIS _____ DAY OF _____ 20 _____

Signature of Person Responsible for Account: _____

For Office Use Only

App / Reg Fee Paid:	<input type="text"/>	Placed in Grade:	<input type="text"/>
School Fees:	<input type="text"/>	Invoiced?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Date enrolled:	<input type="text"/> Y <input type="text"/> Y <input type="text"/> M <input type="text"/> M <input type="text"/> D <input type="text"/> D	Birth Certificate:	<input type="checkbox"/> YES <input type="checkbox"/> NO
Registration No:	<input type="text"/>	Previous Report:	<input type="checkbox"/> YES <input type="checkbox"/> NO
Computer No:	<input type="text"/>	Principal's Reference:	<input type="checkbox"/> YES <input type="checkbox"/> NO
Probation?	<input type="checkbox"/> YES <input type="checkbox"/> NO	Pass Report Year End	<input type="checkbox"/> YES <input type="checkbox"/> NO
ID / Passport:	<input type="checkbox"/> YES <input type="checkbox"/> NO	Bank Statements	<input type="checkbox"/> YES <input type="checkbox"/> NO
Probation Period:	<input type="text"/>	Salary Slip	<input type="checkbox"/> YES <input type="checkbox"/> NO
Study Permit	<input type="checkbox"/> YES <input type="checkbox"/> NO	Proof of Address	<input type="checkbox"/> YES <input type="checkbox"/> NO



SECTION 1: FINANCIAL AGREEMENT

This section to be completed by all applicants.

PRICE BREAKDOWN	GRADE RR-R	GRADE 1	GRADE 2-3	GRADE 4-5	GRADE 6-7
Application Fee (Once Off)			R200		
Registration Fee (Yearly)			R450		
Monthly Tuition Fee	R700	R950	R1150	R1350	R1540
Monthly *Booklist Fee	R500	R650	R650	R650	R650
Monthly Aftercare Fee			R650		

*Fees Subject to Change *# Including Light Meal @ 13H30 for Full Day

SCHOOL FEES (PAYABLE OVER 12 MONTHS)			
CLASS	MONTHLY FEE	TOTAL FOR YEAR	ANNUAL ADVANCE PAYMENT (5% Discount on Tuition)
GRADE RR-R (Half Day)	R1 200	R14 400	R13 980
GRADE RR-R (Full Day)	R1 700	R20 400	R19 980
GRADE 1 (Half Day)	R1 600	R19 200	R18 630
GRADE 1 (Full Day)	R2 250	R27 000	R26 430
GRADE 2-3 (Half Day)	R1 800	R21 600	R20 910
GRADE 2-3 (Full Day)	R2 450	R29 400	R28 710
GRADE 4-5 (Half Day)	R2 000	R24 000	R23 190
GRADE 4-5 (Full Day)	R2 650	R31 800	R30 990
GRADE 6-7 (Half Day)	R2190	R26 280	R25 356
GRADE 6-7 (Full Day)	R2 840	R34 080	R33 156

METHOD OF PAYMENT

12x Monthly
 4x Term
 Full Year (5% Discount on Tuition excludes Booklist)

PLEASE NOTE

- Grade R-7 Educational Textbooks, Stationery & Exercise Books are supplied as per Booklist.
- Educational tours, trips and visits are extra (Only if account is paid up can child 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 2). It's also agreed that no reports be given until fees are paid up until time of request.
- Cash deposit bank charges will be charged to parent's account when Fees paid are made directly at bank.
- Re-enrolment + Yearly Registration Fees must be submitted before the year end to avoid a penalty of R300 for late re-enrolments.
- 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 written notice from 1st day of month.
- No notification to change from After Care 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).

If you are enrolling a child in Grade RR; R; Grade 1-7, please sign here that you understand the School Fee Agreement for 2020.

Signature of Person Responsible for Account: _____ Date: ____/____/20__



SECTION 2: 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 instalments):

1. **When payments are received, arrears will first be redeemed.**
2. 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).
3. 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% per month on outstanding amount.
4. **If the account/amount due has still not been paid after the three (3) days, all classes are suspended, child must be kept at home till the fees are paid up to date.**
5. 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 accounts are paid up.
6. **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.
7. Parents acknowledge in terms of clause 6 above (and clause 25.12.3 of Information Brochure), that **the Booklist 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.
8. Proportional allocation will apply where materials were not yet issued.
9. If any financial problem arises during the year, do not delay informing the office as soon as possible to prevent legal action being taken for recovery of the debt.

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 Child

I/We _____ are responsible for the account of _____
Print Name Please Print Name of Child

Signed at _____ this _____ day of _____ 20 _____

Signature of Account Holder(s)

Witness

Signature of Account Holder(s)

Witness



SECTION 3: TERMS AND CONDITIONS

This section to be completed by all applicants.

I/We, the undersigned, hereby certify that the information provided in this Application for Admission is complete and accurate. We acknowledge that enrolment is subject to detailed terms, conditions and requirements for admission as specified in the **Information Brochure**.

I/We acknowledge that we have read the Information Brochure, understand the Disciplinary Code, Assembly Procedure and will accept an offer of placement for our child at the School in accordance with the terms and conditions as set out therein. These documents, as amended from time to time, are available from the School.

I HAVE READ AND UNDERSTAND THE FOLLOWING:

INFORMATION BROCHURE DISCIPLINARY CODE ASSEMBLY PROCEDURE

I/We hereby confirm that I/We accept the Bible as the inspired Word of God as referred to in I Timothy 3:16 "Every part of Scripture is God-breathed and useful one way or another – showing us truth, exposing our rebellion, correcting our mistakes, training us to live God's way." (The Message translation) and accept that the Word of God is self-explanatory.

NB: THE SIGNATURES OF THE ACCOUNT HOLDER AND BOTH PARENTS AND/OR LEGAL GUARDIANS ARE REQUIRED WHERE APPLICABLE.

PERSON RESPONSIBLE FOR ACCOUNT

FULL NAME _____

SIGNED AT _____ THIS _____ DAY OF _____ 20 _____

SIGNATURE _____

FATHER/ STEPFATHER / LEGAL GUARDIAN

FULL NAME _____

SIGNED AT _____ THIS _____ DAY OF _____ 20 _____

SIGNATURE _____

MOTHER/STEPMOTHER/LEGAL GUARDIAN

FULL NAME _____

SIGNED AT _____ THIS _____ DAY OF _____ 20 _____

SIGNATURE _____



SECTION 4: INDEMNITY

This section to be completed by all applicants.

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. If a child leaves the school without permission, we cannot be held responsible.

In the event of the aforesaid child making use of bus services, I acknowledge that I am aware that such service is operated by an independent contractor and that the School nor the Klerksdorp Christian Academy Board of Directors accepts any responsibility, therefore.

I/We the undersigned, 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.

The parent/legal guardian of the under mentioned child who is enrolled as such and accepted by the School, subject to the terms set out herein:

NAME OF LEANER: _____

PERSON PARENT/LEGAL GUARDIAN/PERSON RESPONSIBLE FOR ACCOUNT

FULL NAME _____

SIGNED AT _____ THIS _____ DAY OF _____ 20 _____

SIGNATURE _____

WITNESSES

1. _____

2. _____



ACKNOWLEDGEMENT BY LEARNER/PARENT/GUARDIAN

I, as learner, acknowledge that I form an integral part of the school and I recognise that my behaviour, actions and attitude reflect both on me as an individual and as a member of the school. I know that my main priority at school is to learn and to succeed academically, as well as to take part in physical activities and to grow as a person.

As part of and as a representative of this school, I acknowledge that I have a responsibility to do my part for my academic growth and development and will therefore:

- Attend school regularly and punctually.
- Allow every other learner the right and opportunity to learn.
- Refrain from any action that might disrupt a class or jeopardise learning.
- Use every opportunity to learn from my educators, fellow learners and my homework.
- Conduct myself in a manner that upholds the principles of the South African Constitution and the school's reputation.
- Immediately report all incidents of social misconduct to a member of staff.
- Maintain a neat and tidy environment when acting as a supporter or spectator at any school activity or event.
- Do my homework and assignments punctually, neatly and to the best of my ability.
- Do my best each day to improve my work by learning from my mistakes and using them to my benefit.
- Refrain from leaving the classroom during instruction/teaching time for any reason whatsoever, unless deemed valid by the educator.
- Refrain from any action which discredits the school, me and my family.
- Make maximum use of the facilities at school and display respect for those facilities.
- Do all I can to preserve school property, including the gardens, for the use and benefit of all present and future learners of the school.
- Return all equipment/property made available to me for my use and enjoyment to school at the appointed time and in the same condition in which it was when it was handed to me, fair wear and tear excepted.
- Compensate the school or other persons for the loss of or damage to any property due to my negligence.
- Be loyal to the school and display loyalty in my behaviour and speech.
- Uphold the traditions and the rules of the school.
- Uphold the qualities of truth, motivation, discipline and hard work.
- Strive to develop emotionally, socially, spiritually and academically in all the opportunities that are presented to me at school.
- Be an active member of the school through participation and ensuring that I meet all school commitments, including financial, academic, sporting or social commitments.
- Show respect to all people's rights, including the right to equality and dignity.

I acknowledge that I have read the contents of the Information Brochure, Disciplinary Code, Assembly Procedure and I agree to be bound by the contents of the code of conduct, drug and alcohol policy, school disciplinary policy and all other school policies and rules.

LEARNER FULL NAMES

DATE

LEARNER SIGNATURE

I acknowledge that I, the parent of the above learner, have read the Information Brochure, Disciplinary Code, Assembly Procedure, learner's pledge and I agree to explain the content of and do what reasonably could be expected of me to assist in ensuring that my child adheres to code of conduct and attached addendum/s. I agree that, should my child commit any of the above transgressions, the school will have the right to follow the above disciplinary procedures and I agree that my child and I will comply with the imposed sanction/s.

PARENT/GUARDIAN FULL NAMES

DATE

PARENT/GUARDIAN SIGNATURE