



St Catherine's Empangeni

APPLICATION FOR ADMISSION

P O Box 162 Empangeni 3880 - Telephone 035 7723041 - Fax 035 7726114
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 Nonprofit Organization No: 072-220

PLEASE COMPLETE THIS FORM USING BLOCK LETTERS

SECTION A: DETAILS OF PUPIL

Surname

First Name/s

Male / Female

Date of Birth

ID No

Passport No.
(if no ID available)

Citizenship

Home Language

Religious Denomination

Dexterity

right-handed	left-handed	ambidextrous
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Previous SchoolProvince/Country.....

Does your child have any siblings who have attended or who are attending this school?

Yes	No
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If Yes, Name and Grade of Siblings:

Name	Grade

Grade into which admission is required

Day Scholar OR Weekly Boarder *(for Grades 8 to 12 girls only)*

Date when admission is required

How will your child get to and from school?

SECTION B: CONTACT DETAILS OF PARENTS/GUARDIANS:

	FATHER/GUARDIAN	MOTHER/GUARDIAN
Surname		
First name		
Postal Address		
Physical Address		
Tel. No. (H)		
Tel. No. (W)		
Cell Phone No.		
E-mail Address		
Occupation		
Employer Name		
Signature		
Date		

Declaration by parents/guardians

Irrespective of whether or not I am also the “Person Responsible for Payment of School Fees” as set out in Section D hereof, by my signature above I confirm that:

- I am aware of the fact that St Catherine’s School is a private school at which payment of school fees is compulsory in order to secure continued admission for my child(ren).
- I am aware of the school fees and other additional costs payable and am also aware that the fees are quoted on a PER TERM basis, and not an annual basis.
- I am aware that, should I wish to remove my child(ren) from the school, I am required to give one term’s notice or make payment of a term’s fee in lieu of notice before removing my child(ren) from St Catherine’s School.
- I accept that I am a co-principal debtor for payment of school fees together with my spouse and the “Person Responsible for Payment of School Fees” as set out in Section D hereof.

SECTION C: CONTACT DETAILS OF PERSON(S) WITH WHOM THE PUPIL WILL LIVE WHILST ATTENDING SCHOOL: *(if this person is the father or mother of the child, please enter "Father" or "Mother" under "First names" only and move on to Section D*

PERSON WITH WHOM PUPIL WILL LIVE	
Surname	
First names	
Postal Address	
Physical Address	
Telephone Number (Home)	
Telephone Number (Work)	
Cell Phone Number	
E-mail Address	

**SECTION D: CONTACT DETAILS OF PERSON FROM WHOSE ACCOUNT
PAYMENT OF COMPULSORY SCHOOL FEES WILL BE MADE:**

(Both parents are obliged to complete the section below)

PERSON RESPONSIBLE FOR PAYMENT OF FEES	
Surname	
First names	
Postal Address	----- -----
Physical Address	----- -----
Telephone Number (Home)	
Telephone Number (Work)	
Cell Phone Number	
E-mail Address	
Occupation	
Name of Employer	
Payment option selected	Annual payment <input type="checkbox"/> Termly payment <input type="checkbox"/> Debit order <input type="checkbox"/>
Signature	
Date	

PERSON RESPONSIBLE FOR PAYMENT OF FEES	
Surname	
First names	
Postal Address	----- -----
Physical Address	----- -----
Telephone Number (Home)	
Telephone Number (Work)	
Cell Phone Number	
E-mail Address	
Occupation	
Name of Employer	
Payment option selected	Annual payment <input type="checkbox"/> Termly payment <input type="checkbox"/> Debit order <input type="checkbox"/>
Signature	
Date	

Declaration by Person Responsible for Payment of School Fees

By my signature above I confirm that:

- I am aware of the fact that St Catherine’s School is a private school at which payment of school fees is compulsory in order to secure continued admission for the child whose admission is sought on this application.
- I am aware of the school fees and other additional costs payable and am also aware that the fees are quoted on a PER TERM basis, and not an annual basis.
- I am aware that, should I wish to remove this child from the school, I am required to give one term’s notice or make payment of a term’s fee in lieu of notice before removing the child from St Catherine’s School.

- I accept that I am principal debtor for payment of school fees for the child.
- I am aware that a non-refundable Registration Fee of R500.00 (five hundred rand) is payable upon submission of an Application for Admission.
- I am aware that, once the child is accepted, a non-refundable Acceptance Fee of
- R1 000.00 (one thousand rand) is payable. These fees are to cover the costs of administration relating to the registration, assessment and acceptance of the child.

SECTION E: SUPPORTING DOCUMENTS FOR ADMISSION AND ACCEPTANCE

ADMISSION

Parents are required to:-

- complete and return the Application for Admission Form;
- pay the Registration Fee;
- supply a photocopy of your child's Birth Certificate;
- supply a photocopy of your child's most recent School Report;
- supply a Fee Clearance Certificate from your child's previous school;
- supply a head and shoulders photograph of your child;
- bring your child for an assessment, when requested;
- supply a copy of your child's clinic card (Pre-school Applications only).

The person responsible for the payment of school fees must attach:-

- a certified copy of their ID document;
- a certified copy of their proof of physical address;
- a copy of their most recent payslip;
- last three month's bank statements;
- a completed and signed Debit Order Authority where the debit order option has been selected as the preferred payment method in Section D.

ACCEPTANCE

You will be notified whether your child has been accepted or not.

On acceptance, you will be requested to sign an Acceptance of the School's Code of Conduct and pay the Acceptance Fee, which will confirm your child's place.

Should your child not be accepted, no further correspondence will be entered into. St Catherine's is a private school and receives no financial support from the Government. The Principal and/or Board of Governors reserve the right to refuse admission to the school if the person responsible for payment of school fees cannot demonstrate to the Principal and/or Board's satisfaction that they are able to afford payment of the school fees.