



Kyalami Schools
(NPC)

Application for Enrolment Grade 000 – 12

Reg No: 1995/009710/08

Central Admissions Office: PO Box 31065, Kyalami, 1684

Address: Unit 1, Beaulieu Office Park, Cnr Stallion and Papenfus Road, Beaulieu Estate.

Email: admissions@kyalamischools.org **Tel:** 010 591 5004 **Fax:** 086 6066 390

THE FOLLOWING DOCUMENTS MUST ACCOMPANY THE APPLICATION FORM:

- A copy of the pupil's latest school report (Not applicable for pupils entering into grade 000 – 0)
- A copy of the pupil's birth certificate
- Proof of residence (Municipal rates account or levies account.)
- Proof of payment of the application fee of R500.00 to be emailed to admissions@kyalamischools.org.
Banking details: KSNPC, First National Bank, Branch: Sandton City, Branch Code: 250655, Account Number: 625 103 716 94
- Application must be signed by both parents/guardians

NB!! NO APPLICATION WILL BE PROCESSED WITHOUT PROOF OF PAYMENT OF THE APPLICATION FEE

CAMPUS CHOICE: (Indicate your preferred campus of enrolment with a **)	Beaulieu Preparatory School Grade 000 – 7	<input type="checkbox"/>
	Kyalami Preparatory School Grade 000 – 7	<input type="checkbox"/>
	Beaulieu College Grade 8 – 12	<input type="checkbox"/>

PUPIL'S NAME & SURNAME:	<input type="text"/>		
PARENT'S NAME & SURNAME:	<input type="text"/>	CONTACT NO:	<input type="text"/>
GRADE APPLICATION:	GRADE:	YEAR OF ADMISSION:	<input type="text"/>
FAMILY DOCTOR:	<input type="text"/>	CONTACT NO:	<input type="text"/>
MEDICAL AID NAME:	<input type="text"/>	NUMBER:	<input type="text"/>
PRINCIPAL MEMBER:	<input type="text"/>	ID NO:	<input type="text"/>

Kindly provide the schools with a copy of your medical aid card at the beginning of each year.

For office use:				
Registration Fee Payment:	Non Refundable Development Levy Payment:			
		Amount Paid:	Receipt Number:	Date:
Date:	<input type="text"/>	Grade 000	<input type="text"/>	<input type="text"/>
Receipt No:	<input type="text"/>	Grade 00	<input type="text"/>	<input type="text"/>
Or		Grade 0	<input type="text"/>	<input type="text"/>
EFT	<input type="text"/>	Grade 1 – 12	<input type="text"/>	<input type="text"/>
Assessment:	<input type="text"/>	Date:	<input type="text"/>	Time:
Interview:	<input type="text"/>	Date:	<input type="text"/>	Time:

Section A: Applicant's Information

Surname:

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 First Names:

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 Preferred Name:

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 Date of Birth:

	D	D		M	M		Y	Y		Y	Y												
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Gender: M F
 ID Number:

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 ID Type:

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 Nationality:

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Please supply study permit if non South African

Home Language:

English	Afrikaans	IsiXhosa	IsiZulu	Sepedi	Other
Setswana	Tshivenda	XiTsonga	IsiNdebele	Sesotho	

 If other, please specify:

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 Religious affiliation:

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(For governmental statistical use)
 Population Group:

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Current School Information:

Present School:

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 School Telephone:

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 Headmaster or -mistress:

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 Current Teacher:

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 GRAD E:

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Pupil's mobile phone:

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 Pupil's email address:

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Medical Information: (in case of emergency)

Allergies / Medical notes:

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 Chronic Medication:

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 Special Needs / Disabilities:

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Section B: New Family Information

In the case of divorced or separated parents, please complete an additional and separate "Section B" for each household. A household has one physical location and contains one or two adults connected to a pupil. These adults may be parents, foster-parents, grandparent, sponsors or other parties involved in the life of the pupil in some way. In order to receive reports and other communication from the school, a person must be registered as part of a household. Attach each page of section B to the application form. Divorced parents must take note that they are responsible to provide the school with the divorce decree to ensure that the School has the correct information available at all time where this is necessary to safeguard the pupil.

Father's Information:

First Name:																					
Surname:																					
Relationship to applicant	Biological parent					Step-parent					Foster parent					Guardian			Other		
Date of Birth:	Day:			Month:			Year:				please specify										
ID Number:																					
ID Type:	South African ID					South African Passport					Foreign Passport										
Nationality:																					
<i>If not a South African Citizen, please provide copies of either your work, residence or study permit.</i>																					
Mobile Phone:																					
Do you wish to receive SMSs from the school on this number?											Yes:		No:								
Email address:																					
Do you wish to receive emails from the school at this address?											Yes:		No:								
Occupation:																					
Employer:																					
Work Phone:											Fax:										

Mother's Information:

First Name:																				
Surname:																				
Relationship to applicant	Biological parent					Step-parent					Foster parent					Guardian				
Date of Birth:	Day:			Month:			Year:													
ID Number:																				
ID Type:	South African ID					South African Passport					Foreign Passport									
Nationality:																				
<i>If not a South African Citizen, please provide copies of either your work, residence or study permit.</i>																				
Mobile Phone:																				
Do you wish to receive SMSs from the school on this number?											Yes:		No:							
Email address:																				
Do you wish to receive emails from the school at this address?											Yes:		No:							
Occupation:																				
Employer:																				
Work Phone:																				
Marital Status of Parents:	Married:		Divorced:		Separated:		Single:													

In the case of divorced or otherwise separated parents:

With whom does the pupil stay?	Both parents:		Mother only:		Father only:		Other:			
Who is responsible for the payment of school fees?										
Cell no:										
Email:										

Section C: Residential & Siblings

Residential Address of Parent / Guardian

																		Postal Code:			

Does the pupil reside at the above address:

Occupying as:

Owner	Lessee	Other
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Postal Address of Parent / Guardian:

																		Postal Code:			

Home Telephone No:

Facsimile No:

Emergency Contact Person*

Telephone Number:

Relationship to child:

** Please do not use the parents as the emergency contact.*

Other Siblings:

Current School (If applicable):

_____	Name:	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																					
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Other Information:

Willing to serve on school governance (Father):

Willing to serve on school governance (Mother):

Where did you hear about the school? _____

We agree that our child’s admission is subject to the Conditions of Enrolment as determined by the Board of Directors.

Signatures: _____
 Father / Guardian Mother / Guardian

Dated: Day:

--	--

 Month:

--	--

 Year:

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1. A pupil's enrolment will be subject to the conditions stated hereunder or such other conditions which may have been determined by the Directors or their duly authorised representatives ("the Directors") from time to time.
2. The Conditions of Enrolment may be amended upon one term's written notice.
3. No indulgence or extensions of time granted by the Directors shall constitute a waiver of its rights to enforce any condition herein.
4. The parents agree to be bound by the rules, regulations, policies and procedures of the school, as determined from time to time, and announced by the Directors and/or the Head.
5. The Directors may accept applications for enrolment in respect of any living individual eligible to attend the school.
6. Applications for enrolment shall be in the form specified and shall be accompanied by a non-refundable application fee in an amount to be determined from time to time and reflected on the application form.
7. **The enrolment of pupils shall be subject to the discretion of the Directors. In the normal course of events, a credit check may be made on the person(s) responsible for the payment of the school fees. The cost of this check will be for the school's account. The school may, in the absence of the Directors, refuse to accept a pupil solely as a result of an unacceptable credit rating of the person(s) responsible for the account. Please sign here as indication that you have read paragraph 7.**

Signed: (Father/Guardian) _____ (Mother/Guardian) _____

For enrolment at Beaulieu Preparatory School or Kyalami Preparatory School only – the following will apply:

8. For pupils enrolling at a predetermined future date, a non-refundable Development Levy becomes payable within two weeks of an offer of a place. For a pupil enrolling during the course of the school year, the non-refundable Development Levy becomes payable immediately upon acceptance. For pupils enrolling into grade 0, the non-refundable Development Levy becomes payable before or on 31 March of the year preceding their commencement at Beaulieu Preparatory School or Kyalami Preparatory School. For pupils enrolling into grade 000, the Development Levy will be payable in three portions as determined by the Finance Committee over a three year period with the last payment due when the pupil is in grade 0. These payments are due in March of each year. **NO EXCEPTIONS WILL BE ALLOWED. For pupils enrolling into grade 00, the Development Levy will be payable in two portions as determined by the Finance Committee over a two year period with the last payment due when the pupil is in grade 0.**

For enrolment at Beaulieu College from applicants not within the Kyalami Schools Group, clause 9 will apply:

9. For pupils enrolling into Gr 8 prior to June 30th of the year preceding the year of entry, a non-refundable Development Levy (DL) is payable before or on June 30th of the year preceding the year of entry, failing which the place offered will be forfeited. For pupils enrolling into Gr 8 after June 30th of the year preceding the year of entry, the non-refundable DL is payable within two weeks of an offer and subsequent acceptance of a place, failing which the place offered will be forfeited. For pupils enrolling for Gr 9-12 during the course of the year preceding the year of entry, the non-refundable DL is payable within two weeks of an offer and subsequent acceptance of a place, failing which the place offered will be forfeited. For pupils enrolling into Gr 8-12 during the course of the year for entry in that year, the non-refundable DL is payable immediately upon offer and subsequent acceptance of a place, failing which the place offered will be forfeited. **NO EXCEPTIONS WILL BE ALLOWED.**
10. Fees are payable, either annually or termly, in advance, free of exchange, deduction or set off. Annual payments are to be made on or before the first day of the first term. Termly payments are to be made on or before the first day of each term. Non-payment shall entitle the Directors to withdraw educational services and cancel the enrolment of the pupil forthwith. Overdue payments may accrue interest compounded monthly. Should a cheque/debit order be returned by the bank, a surcharge may apply. It is agreed that fees paid in advance will be deposited by the school and held in accordance with the Consumer Protection Act, with interest or other income therefrom to accrue to the school as income.
11. Fees are not all-inclusive and the school shall be reimbursed for all additional expenditure incurred by the school on behalf of the pupil.
12. **The Directors shall be given one term's written notice of termination of enrolment of a pupil, failing which the full amount of the following term's fees shall immediately become due and payable. NO EXCEPTIONS WILL BE ALLOWED.**
13. The Directors shall be entitled to terminate the enrolment of a pupil:
 - i. Summarily, and with immediate effect, if the pupil is guilty of any conduct, which in the sole opinion of the Directors, is inconsistent with such pupil's continued enrolment at the school, in which event such pro rata portion of any fees paid in advance in respect of such pupils shall be refunded.
 - ii. Upon one term's written notice.
 - iii. At the end of any academic year in the event that the pupil, in the sole opinion of the Directors, has failed to pass such examinations or assessments as were specified or is otherwise unsuitable for promotion to the following year of study.
14. The Directors may in its sole discretion make changes or adjustments of fees and other charges and shall give one term's written notice thereof.
15. The Directors shall be entitled to instruct its attorneys to attend to the collection of outstanding accounts and both parents (whether natural, adoptive or foster parents) shall be jointly and severally liable for the payment of all costs incurred, on the scale as between attorney and own client, including collection fees.
16. The parents (whether natural, adoptive or foster parents) hereby indemnify and agree to hold harmless Kyalami Schools (NPC), the Directors, the Head and Staff, or the authorised agents or representatives of the aforementioned, against any and all claims, howsoever arising, including negligence, arising out of any injury, death, loss, damage, cost or expense, including legal costs, suffered by the pupil or a third party as a result of or during the enrolment of the pupil at the school.

As parents/guardians we hereby sign below as indication that we have read, understood and accept the content of the Conditions of Enrolment as described above.

Signatures: _____

Father/Guardian

Mother/Guardian

Dated: