

# APPLICATION FORM



Corner Buiten, and  
1<sup>st</sup> Streets,  
Krugersdorp North

PO Box 235  
Rant-en-Dal, 1751

Telephone: 011 953 1078/9

Fax: 011 953 4570

Office use only:	
Accepted:	Yes /No
Receipt No:	
Admission No:	

Year:	
Credit Check:	
Grade admitted:	
Account ref:	

PHOTO
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**This application must be accompanied by a R600 non-refundable assessment fee.**

Monies may be deposited directly into the school's bank account.

Account name: St Ursula's School  
Bank: Standard Bank  
Account number: 021401365

Branch: Key West (005841)  
Please fax proof of payment to 011-953-4570

## Details of Prospective Pupil: (Please complete in BLOCK LETTERS)

Surname:				
First names:		M	F	
Preferred name:				
Date of Birth (Y/M/D):		ID Number:		
Country of birth:		Citizenship:		
Home language:		Religion:		
If Catholic, date of baptism:				
Proposed grade of entry:		Proposed year of entry:		
Pupil's cell phone no:		Siblings at St Ursula's	YES	NO
If yes:	Name:		Grade:	
	Name:		Grade:	
Present School:		Previous Schools:		
Contact number		Contact numbers:		
Reason for leaving present school:				

Initials:	
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**To be completed by the parent or guardian with whom the applicant normally resides:**

Name and surname:			
Home address:			
	Postal code:		
Postal address:			
	Postal code:		
Telephone (Home):		Cell phone:	

**All correspondence will be sent to this postal address, unless otherwise requested.**

**Please note:** It is imperative that you keep the school advised of any change of address. If we are not able to contact you at the address supplied, we will assume that the application is to be cancelled.

**Father/ Male Guardian**

Title:		Father's / Guardian's full names:			
Father's residential address:					
Father's / Guardian's occupation:					
Father's / Guardian's business address (including name of employer):					
Contact numbers (Work):			Fax:		
Cell phone number:			Email:		
ID / Passport number:					
Relationship to child:					
Marital status:	Married:		IN	OUT	of Community of property
Divorced:		Widowed:		Deceased:	
				Separated:	
				Single:	

**Next of Kin: (not residing at same address as parent)**

Name:		Telephone:	
Address:			
Relationship:			

Initials:	
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### Mother / Female Guardian

Title:		Mother's / Guardian's full names:							
Mother's residential address:									
Mother's / Guardian's occupation:									
Mother's / Guardian's business address (including name of employer):									
Contact numbers (Work):				Fax:					
Cell phone number:				Email:					
ID / Passport number:									
Relationship to child:									
Marital status:	Married:		IN	OUT	of Community of Property				
Divorced:		Widowed:		Deceased:		Separated:		Single:	

### Next of Kin: (not residing at same address as parent)

Name:		Telephone:		
Address:				
Relationship:				

### GENERAL

Is your son / daughter related to anyone connected with the school? Please state the name of this person and the relationship:

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If not, please state how you heard about St Ursula's (e.g. advertisement, educational directory, member of staff, friend)

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Which other schools have you applied to, if any?

Have you applied to St Ursula's before, and if you have which year?

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Initials:

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**REFERENCES: Family references (e.g. Minister of religion)**

<b>Name:</b>	<b>Telephone:</b>	<b>Relationship:</b>
<b>Name:</b>	<b>Telephone:</b>	<b>Relationship:</b>

Please note:

1. Acceptance of this application and the assessment fee does not guarantee a place for the applicant.
2. When a place is offered to the applicant, such offer is conditional upon signature of the learner/parent/s or guardian/s of the Code of Conduct.

**The following documents must accompany this application:**

	2 x ID photographs of the child
	Certified copy of Birth Certificate
	A copy of child's latest school report
	A copy of the child's Baptismal Certificate, if the child is Catholic
	A certified copy of both parents/guardians identity documents
	Certified copy of ID of person responsible for payment of school fees
	Clinic card/Immunisation card (for Pre-Primary and Primary Schools only)
	Proof of residence
	Proof of income (of person paying school fees)

<b>Dated this:</b>		<b>day of</b>		<b>20</b>	
<b>Signature of Father / Guardian</b>					
<b>Names of Father</b>					
<b>Signature of Mother / Guardian</b>					
<b>Names of Mother/ Guardian</b>					
<b>Witness</b>					

<b>Initials:</b>	
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## FINANCIAL CONDITIONS

For the admission of the above mentioned pupil to St Ursula's School are:

Name of pupil:			
Name of person responsible for school account:			
Name of bank account holder:			
Bank:		Current account number:	
Branch name:		Branch number:	
Signature of person responsible for account:			
Witness:			

### PLEASE NOTE:

1. A non-refundable administration fee of R600.00 is required with all applications.
2. Thereafter the following conditions will be strictly adhered to:
  - 2.1 Fees must be paid monthly in advance in cash, or by direct debit i.e. not later than the first working day of the month. Payments can be made annually or in equal amounts monthly from 1<sup>st</sup> January to 1<sup>st</sup> November. All fees must be settled in full by the 1<sup>st</sup> of November.
  - 2.2 School fees can be paid **directly** into the school banking account. Details are as follows: St Ursula's School, Standard Bank, Account No: 021401365, Branch Code: 005841 (Key West Branch).
  - 2.3 No pupil will be allowed to return to classes for a new term unless the previous term's fees have been settled in full.
  - 2.4 A full term's written notice of removal shall be given or, in lieu thereof, the fees for a term paid, irrespective of the reason for removal.
3. The Executive reserves the right of requiring of parents/guardians concerned, the immediate removal of a pupil who, in their opinion, is not profiting from the education given in the school, or whose influence they judge harmful to the spirit of the school. In this event no claim shall arise for the remission or return of any portion of the fees payable for that term.
4.
  - 4.1 If your child is accepted into St Ursula's School then a non-refundable deposit in the amount of R5 000.00 (five thousand rand) for Primary and High School is payable upon submission of this document to St Ursula's School.
  - 4.2 If your child is going to the pre-school then a R3000 (three thousand rand) deposit is required.
  - 4.3 When your child progresses to the primary school then a further R2000 (two thousand) deposit is required. (R5000 deposit – R3000 deposit = R2000)

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- 5 The school maintains a strict code of discipline. This could include measures such as detention or suspension. Parents/guardians should be aware that detentions could entail them having to make alternative transport arrangements for their children.
- 6 Parents/guardians and learners need to sign the school's Code of Conduct.

The school may check and confirm any information on the application form and may make any enquiries it deems necessary, in particular to check my credit worthiness with any credit bureau and/ or the last school the pupil attended.

	I have read and understood the information in this document.
	When all documentation has been completed by the school, a copy will be sent back to the parents/guardians. The school will keep the original documentation on file.

FULL NAME:			
SIGNATURE:		DATE:	