



KOWIE FOUNDATION SCHOOL  
Cell : 081 748 5012  
P O Box 37  
PORT ALFRED  
6170

APPLICATION FOR ADMISSION

This application is subject to acceptance by Kowie Foundation School

Copies of the learner's birth certificate and the front page of the Parent/Guardian's Identity Document or Passport (if not South Africa citizen) must accompany this form

**PLEASE USE BLOCK CAPITAL**

1. Surname of learner: \_\_\_\_\_
2. First names of learner: \_\_\_\_\_
3. Learner's preferred name: \_\_\_\_\_ Gender: \_\_\_\_\_
4. I.D. No.: \_\_\_\_\_
5. Date of Birth: \_\_\_\_\_ Nationality: \_\_\_\_\_
6. Home Language (used most frequently at home): \_\_\_\_\_
7. Date when entry is desired: \_\_\_\_\_ Suggested Grade entry: \_\_\_\_\_
8. Name and Address of present school: \_\_\_\_\_  
\_\_\_\_\_
- Learner's present grade: \_\_\_\_\_ Date of admission to present school: \_\_\_\_\_
9. Please list any other schools attended from Gr.0 upwards: \_\_\_\_\_  
\_\_\_\_\_
10. Present state of health (see attached Health form to be completed): \_\_\_\_\_
11. Religious denomination: \_\_\_\_\_

\_\_\_\_\_ Initial

**12. Please fill in learner's sibling's names, ages and school/tertiary education institutions they attended:**

NAME OF SIBLING	AGE	SCHOOL OR TERTIARY EDUCATION

**13. Parent information (where relevant, please delete descriptions not applicable)**

	FATHER OR LEGAL GUARDIAN	MOTHER
A) Title and Initial		
B) Surname		
C) First Names		
D) Date of Birth		
E) Occupation		
F) Identity Number		
G) Passport Number		
H) Citizenship		
I) Residential Address		
J) Postal Address		
K) Home Telephone Number		
Business		
Fax		
Cell		
E-mail		

**14. In case of emergency, contact details of person other name parent or guardian**

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**15. Employer information**

Name of Employer: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

\_\_\_\_\_ Initial

**KOWIE FOUNDATION SCHOOL****MEDICAL ADMISSION FORM**

Full name: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Entry Grade: \_\_\_\_\_

Full name and surname: FATHER: \_\_\_\_\_

MOTHER: \_\_\_\_\_

Phone (H): \_\_\_\_\_ (B): \_\_\_\_\_ (Cell): \_\_\_\_\_

Residential Address: \_\_\_\_\_

**MEDICAL AID DETAILS**

Name of Scheme: \_\_\_\_\_ Option: \_\_\_\_\_

Principal Member: \_\_\_\_\_ ID No.: \_\_\_\_\_

Medical Aid No.: \_\_\_\_\_ Dependant Code: \_\_\_\_\_

*Please Note: A copy of both sides of Medical aid card, together with a copy of the identity book of the principal member must accompany this form***PLEASE SUPPLY THE FOLLOWING VITAL INFORMATION FOR OUR RECORDS:**

Date of Last Tetanus Toxoid Injection: \_\_\_\_\_

Allergies (Bee stings, medication, nuts etc): \_\_\_\_\_

Operations (Grommets, tonsillectomy etc): \_\_\_\_\_

Serious Illness (Rheumatic fever, hepatitis, malaria, etc): \_\_\_\_\_

Permanent Conditions (Asthma, diabetes, ADHD, etc): \_\_\_\_\_

Permanent Treatment (inhalers, insulin, Ritalin, etc): \_\_\_\_\_

Psychological History (depression etc): \_\_\_\_\_

Other (bed-wetting, fear of the dark, etc): \_\_\_\_\_

(Please supply details on a separate sheet, if necessary)

Name of Doctor: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

**CONSENT TO OPERATE**

I agree that if, in the opinion of a nominated staff member, if an emergency has arisen and the parents cannot be contacted, the staff member, has authority to permit a Medical Practitioner nominated by him/her to carry out any treatment, or administer a general anaesthetic, or perform any operation that may be considered necessary in the circumstances, on my child.

\_\_\_\_\_

Date: \_\_\_\_\_

Legal Guardian

Initial \_\_\_\_\_

**TO BE COMPLETED AND CO-SIGNED**

**BY THE FATHER/MOTHER/GUARDIAN/CUSTODIAN PARENT**

**WHO IS NOT THE ABOVE MENTIONED APPLICANT**

1. I am the father/mother/guardian/custodian parent of the child referred to in Paragraph 1.
2. I have read the contents of the application form and confirm that the contents thereof, as completed by the responsible parent/guardian, are true and correct in all respects.
3. I confirm that the responsible parent/guardian is duly authorised to complete and sign the Application form and has done so with my full knowledge and approval. I acknowledge and accept liability in terms thereof to be joint and several.

\_\_\_\_\_  
**Signature**

**Father/Mother/Guardian/Custodian Parent**

**(Delete where not applicable)**

**Initial** \_\_\_\_\_

## **DECLARATION BY THE APPLICANT**

I, the undersigned (full names) \_\_\_\_\_

(hereinafter referred to as the Applicant) of (Physical Address) \_\_\_\_\_

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Do hereby agree to be bound by the following terms and conditions of enrolment in the event of (full names) \_\_\_\_\_ (hereinafter referred to as the Learner) being admitted and enrolled as a Learner at Kowie Foundation School (hereinafter referred to as the School):

1. The Applicant and Learner will be bound by all and any rules, regulations, policies and procedures of the School as laid down by the School's Board of Trustees or the teachers' from time to time. The Applicant confirms that he/she will read and discuss the school rules with their son/daughter/ward.
2. The Applicant, in his/her capacity as parent and/or guardian of the Learner consents to the exercise of the necessary parental powers by the teacher over the Learner whilst the Learner is on the School premises and/or engages in any activity in connection with or incidental to the School, whether academic, sporting, recreational or otherwise and they shall be deemed to be "in loco parentis", having all necessary authority and without limiting the generality of foregoing, the following:-
  - *In case of emergency, to give consent that may be required for any medical treatment, operation, anaesthetics or blood transfusions;*
  - *To take any decision or furnish any consent or perform any act that they may be considered to be in the best interests of the Learner in the prevailing circumstances.*
3. The Learner will be subject to the rules and system of disciplines laid down by the Board of Trustees, Governing Body and Teacher's from time to time.

\_\_\_\_\_ **Initial**

4. All school fees shall be due and payable each month in advance for twelve months (starting 2018) of the year. Bank or foreign exchange charges levied by our bankers will be for parent's account. Fee may be paid directly into the School Account. No cash will be accepted and if a cash payment is made by way of a direct deposit, the cash deposit fee shall be added to the Learner's account. **Please note this application will be considered incomplete if proof of a stop order is not submitted by 1 December 2017**
5. Refunds or rebates of school fees will not be granted in circumstances in which the cessation of services by the School is as a consequence of conduct by the Learner and/or the Applicant or illness or any other incapacity of the Learner.
6. An entrance fee of **R1500.00** per pupil or such amount as may be determined by the Board of Trustees or Governing Body from time to time shall be payable upon acceptance of the application for enrolment. The Applicant understands that this is a non-refundable entrance fee.
7. In addition to the above, the Applicant shall be obliged to make payment of the School's customary determined charges and necessary disbursements incurred in the administration and collection relating to the late and non-payment of fees and incidental expenses inclusive of, but not limited to the payment of bank charges relating to the payment of bank charges arising from unpaid cheque.
8. An Invoice given under the hand of the Bursar/Secretary of the School shall be prima facie and sufficient proof of any amount due to the School.
9. The Applicant accepts liability for any loss or damage suffered by the School arising from the loss or damage to any instrument, equipment or property of the School and whether occasioned by theft, misuse or negligence of the Learner. The Applicants liability shall be commensurate to the cost and repair or replacement of property.
10. The Applicant consents to the jurisdiction of the Magistrate's Court in Port Alfred and/or High Court of South Africa, Grahamstown, the forum at the sole discretion of the School and its aforesaid organs, to determine any dispute arising from the enrolment of the Learner and between the Applicant and School.

\_\_\_\_\_ **Initial**

11. In the event the School is obliged to institute legal proceedings in either the Magistrates Court and/or High Court of South Africa (Grahamstown), for outstanding school fees and related expenses due by the Applicant, then and in that event, the Applicant shall be liable to the School for all expenses incurred in collecting any amount owing by the Applicant, which expenses shall include all legal charges on the scale as between attorney and own client, all collection and tracing charges.
12. The Applicant hereby accepts the Schedule of Fees applicable to the School as prescribed from time to time and will be bound thereby. The present school fees are R2500.00 per month for the school year of 2016. The proposed school fees for 2018 will be R2650.00 per month. This amount will be agreed upon and finalised by October 2017.
13. The Applicant accepts and agrees that any credit balance reflected on the Learner's fee account at any time would not attract interest.
14. Without limiting or detracting from the School's rights to enforce payment of all monies due to the School by the Applicant, the School may at its sole discretion:-
  - 14.1 withhold the Learner's school report if fees for any given term have not been settled by the end of the said term;
  - 14.2 refuse the return of the Learner to the School after a school holiday.
15. Should the Applicant wish to terminate the Learner's enrolment at the school, the Applicant shall give a full term's written notice to the School, failing which the Applicant shall be obliged to pay a term's fees in lieu of notice together with any other amounts due to the School. A full term is reckoned from the first day of teaching of the term to the end of the term which the termination is to take effect. A school term is 3 months long and therefore the notice is to be given at the beginning of the term for same to be valid.
16. Likewise, if the School elects for any reason to terminate this contract, it may do so, on giving the Applicant a clear term's written notice of its decision to terminate the contact at the end of the term in question, at which time the Applicant must withdraw the Learner.

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17. Notwithstanding the above, in circumstances where the teacher's and the Chairperson of the School's governing body in their discretion determine a shorter period of notice to be appropriate, then the School may give the Applicant thirty days written notice of such termination, signed by both the teacher's and the Chairperson.
18. The Applicant understands that the School will constantly endeavour to take such steps as may be reasonably required in the circumstances to do what it can to keep the Learner out of harm and free from loss, taking into account what can be reasonably foreseen and provided for in each case. Subject to the above, the Applicant and co-signatory hereto jointly and severally waive their own claims and indemnify the School, its employees and agents (for whom it may be found to be vicariously liable) against any claim of the Learner in respect of the event in question, howsoever it arises and including any loss, damage, cost or expense including legal costs suffered as a result of the Learner's enrolment of attendance at the School.
19. The Applicant accepts liability for any loss or damage suffered by the School relating to the enrolment of the Learner, howsoever caused.
20. For the purposes hereof, the School nominates as its address for service of all documents and notices, Kowie Foundation School, P O Box 37, Port Alfred, 6170, South Africa and the Applicant nominates as an address for service of all documents and notices, the address set out in page 2 item 13(J)
21. All notices required to be given in terms hereof shall be hand-delivered to the nominated address or shall be sent by pre-paid registered mail to the aforesaid address and shall be deemed to have been received seven days after posting.
22. The Applicant accepts that personal items of the Learner are not covered in respect of any risks by the School's insurance and that it is the responsibility of the Applicant to arrange the necessary and appropriate insurance to cover the Learner's personal belongings as well as any musical instrument hired from the School.
23. This agreement shall be deemed to be concluded upon the enrolment of the Learner by the School, and on the payment of the entrance fee, stipulated by the School being R1500.00 and shall constitute the whole of the agreement between the parties and no amendment, alteration, addition or variation will be of any force or effect unless reduced to writing and signed by the parties.

\_\_\_\_\_ **Initial**



24. The Applicant understands that the information contained in the Application for admission form constitutes a material representation relevant to the acceptance of the enrolment of the Applicant's child as a Learner and the Applicant warrants that all information contained in the Application for Admission is true and correct.
25. The Applicant understands that by signing this form he/she consents to the School conducting whatever enquiries may be considered necessary to verify any information given in this Application for Admission.
26. The information requested in the Application for Admission and the Conditions of Enrolment must be fully completed and the original Application Form and **completed Stop Order** are to be returned to the School before acceptance of the Learner can be considered. Incomplete forms will be returned for proper completion. Proof of Stop Order, payment of the entrance fee of R1,500.00, the Application for Admission and the Conditions of Enrolment duly completed will deem the forms complete.
27. The School's governing body will consider this Application and Contract to be null and void if this document is altered in any way.

Dated at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 201\_\_

\_\_\_\_\_  
Signature of Applicant

**NOTE:**

**The information submitted and contained in the completed “APPLICATION FOR ADMISSION” form (pages 1 – 10) as well as the “CONSENT/INDEMNITY” forms (pages 1 – 3) shall be completed prior to admission and deemed to apply for the full duration of the learners attendance.**

\_\_\_\_\_ Initial