



CHECK LIST OF DOCUMENTATION - PRIMARY AND HIGH SCHOOL APPLICATIONS CLOSE - 31 JULY 2018 AT 12H00

	ID <u>Photo</u> of learner
	Court order or guardianship (if applicable)
	Learner's birth certificate/ID book/ passport
	ID of parents
	Previous school reports 2017 - first term of 2018
	Copy of municipal account
	Proof of employment
	Self-employed: business registration certificate/ Tax clearance
	Transfer from another city - proof thereof
	Sign where applicable and initial every page

PLACES IN ALL GRADES WILL ONLY BE AVAILABLE WHEN CURRENT LEARNERS LEAVE THE SCHOOL.

IF YOUR DAUGHTER IS ACCEPTED, A NON – REFUNDABLE DEPOSIT OF - R6000, IS PAYABLE WITHIN 14 WORKING DAYS . NON-PAYMENT RESULTS IN WITHDRAWAL OF THE SPACE RESERVED.

THE LANGUAGE OF LEARNING AND TEACHING IS ENGLISH



2019 APPLICATION FORM

PLEASE ATTACH A COLOUR PASSPORT PHOTO HERE	<u>FOR OFFICE USE</u>	<u>FOR OFFICE USE</u>	<u>FOR OFFICE USE</u>
	Application received: Date: _____ Accepted: _____ Waiting List: _____ Date: _____	Notes: _____ _____ _____ _____ _____ _____	Notes: _____ _____ _____ _____ _____ _____

**Please complete in full and in BLOCK LETTERS and submit by
31 July 2018 at 12h00 to:**

The Admission Secretary, St Michael's School. P. O. Box 12110, Brandhof, 9324.

PLACES IN ALL GRADES WILL ONLY BE AVAILABLE WHEN CURRENT LEARNERS LEAVE THE SCHOOL.

NO APPLICATION FORM WILL BE ACCEPTED IF NOT FULLY COMPLETED. PLEASE ENSURE THAT YOU COMPLETE AND SIGN THE APPLICATION FORM WHERE APPLICABLE AND THAT ALL RELEVANT DOCUMENTS ARE ATTACHED.

Application for admission to Grade for 2019 as a
Day Girl / Boarder (please circle)

LEARNER DATA		
Learner's Surname		
Learner's Full Names		
Known as (Name):		
Date of Birth	Day.....Month.....Year.....Present age.....	
ID No / Passport No		
Learner's cell No		
SA Citizen / Immigrant		
Learner's home address		
PARENT DATA		
	Father	Mother
Title and Surname		
Initials and First Name		
ID / Passport Number		
Home Language		
Profession/Occupation		
Employer/Name of Company		
If Self Employed, please state nature of business		
Home: Code & Tel No		
Work: Code & Tel No		
Fax: Code & No		
Cell. Phone numbers		
E-mail address		

Initial/Sign



Married/Divorced/Single		
Residential address		
Postal address		

SUPPORTING DATA	
Biological Sister at SMS? Name and Grade	
Daughter of Old Girl? Yes / No	
If yes, maiden name and last year	
Number of children in the family - Ages	
Other Language/s	
Religious Denomination	
Name of present school	
Address of present school	
Principal of present school	
Telephone number of present school	

DETAILS OF PERSON RESPONSIBLE FOR THE SCHOOL FEES	
Name	
Relationship to the Learner	
Home: Code & Tel No	
Work: Code & Tel No	
Fax: Code & No	
Cell. Phone numbers	
E-mail address	
Residential address	
Postal address	
Payment method	<input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Annually

NB. ONLY FULLY COMPLETED FORMS SUBMITTED WITH LATEST ASSESSMENT REPORT WILL BE PROCESSED.

APPLICATION FORMS WILL NOT BE ACCEPTED WITH ORIGINAL DOCUMENTATION, MUST BE COPIES

An application that is not successful will NOT be carried over to the next year. St Michael's School reserves the right to refuse the application of an **under-age learner** if the school believes this could have detrimental effects on the child's development. The age norm per grade is the **Grade number plus 6. e.g. Grade 3 + 6 = 9 years old.**

NB. The particular Grade for which your daughter is applying may have only a limited number of places available each year. The school will allocate places to such vacancies according to its admission policy. Receipt by the school of this application does **NOT** guarantee that a place will be offered to the applicant; therefore **please apply at other schools as well.**

PLACES IN ALL GRADES WILL ONLY BE AVAILABLE WHEN CURRENT LEARNERS LEAVE THE SCHOOL.

I, the undersigned, as parent / legal guardian undertake to apply at other schools as St Michael's can only accept a limited number of applications.

Signature: Parent/Guardian _____

Initial/Sign _____

APPLICATION FORMS CANNOT BE ACCEPTED WITHOUT THE FOLLOWING DOCUMENTATION BEING ATTACHED: PLEASE NOTE ALL COPIES MUST BE CERTIFIED

- Certified copy of Court Order or guardianship. (if applicable)
- Certified copy of learner's birth certificate / ID book / passport, if immigrant. Immigrants must supply study permits once accepted.
- Certified copy of ID book of parents/guardians. Copy of Court Order or guardianship / curatorship certificate. (if applicable)
- Certified copy of previous school's report, all four terms **(2017) and** first term report for **2018**.
- Certified copies of parents' latest municipal account (water, electricity and property taxes ONLY). If renting, attach statement.
- Certified or on an original letterhead, a letter from the parents' employers and person responsible for fees confirming the nature of employment contract (i.e. Type, Position and Employment Period).
- Certified copies of business registration certificate and a valid Tax clearance certificate, in the case of self-employed parents and person responsible for fees payment.
- **Late applications made because of transfer need to be confirmed by employer in writing.**
- The applicant's CV and/or copies of certificates, awards, etc., may also be added.

IMPORTANT INFORMATION.

- **Please ensure that you apply at a number of other schools.** If you do not hear from the school by **1 November 2018**, your daughter has not been accepted into the school and will be placed on the waiting list.
- **The Language of learning and teaching at St Michael's is English. The learner should therefore be able to communicate fluently in English.**
- The date of submission of the application form is not a criterion used for admission.

All applications are processed after the closing date.

- Permission will not be requested if photos of your daughter are used for promotional or marketing purposes of the school.

Initial/Sign



DECLARATION

- I, _____ parent /guardian of the learner do hereby declare that all the information provided to the School on this application form is true and correct.
- I acknowledge that if the information on this form is incomplete or the relevant documents are not attached, the application will not be processed.
- We undertake to accept and abide by the Admission Policy and Code of Conduct of the School, and all other policies, rules and regulations of the School's Governing Body.
- I declare that I/We are in a financial position to pay the school fees as adopted.
- I undertake to pay a non-refundable deposit amount of R6000.00 by no later than 14 working days after my daughter has been accepted by the school, the amount of which will become deductible from the fees due during the first term. **NON-PAYMENT OF DEPOSIT BY THE DUE DATE WILL RESULT IN THE WITHDRAWAL OF SPACE RESERVED FOR MY DAUGHTER.****
- I undertake to pay all fees due in advance at the beginning of each term. I understand that the payments received will firstly be credited to the school account and then boarding fees. Failure to settle boarding fees in advance will result in the learner being requested to vacate the hostel with immediate effect.
- I acknowledge that St Michael's is a **FEE-PAYING SCHOOL** in terms of the applicable legislation. Thus the payment of school fees is compulsory and furthermore I accept an obligation to contribute financially towards the education the learner will receive, liability of which may be enforced by due process of the law in the event of non-payment.
- I undertake to pay the fees strictly in accordance with the payment arrangements agreed to on the Acceptance form.
- I shall be liable to pay interest on overdue school fees at a rate of 2% per month calculated from due date to payment in full.
- Parents/guardian will be liable for all the legal costs incurred in the event of any outstanding fees being handed over for collection through the school's attorneys, Parents/guardian will be liable for all the legal costs incurred. The account shall be handed over after 90 days from the date the fees became due.
- We, the undersigned, confirm joint responsibility for the payment of the school fees and hostel fees.

PERSONAL DETAILS		SIGNATURE	DATE
Father	Name		
	ID no.		
Mother	Name		
	ID no.		
*Guardian	Name		
	ID no.		
Person responsible for payment, if not Parent or Guardian	Name		
	ID no.		