

# APPLETON COLLEGE

## ENROLMENT APPLICATION

<b>SURNAME</b>		<b>PASSPORT PHOTO</b>
<b>GIVEN NAMES</b>		
<b>REQUIRED GRADE</b>		
<b>REQUIRED YEAR</b>		

The following must accompany this signed and completed contract and handed over to the Registration Office:			Checklist	
1 A Copy of the pupil's most recent report;				
2 Passport size photo, less than 6 months old;				
3 A copy of the pupil's identity document;				
4 Copy of Clinic Card;				
5 Transfer documents from previous school;				
6 Certified copies of parents/guardians Identity documents;				
7 Proof of Payment of R3500 Registration fees;				
8 Payment of Development Fund R500;				
9 Payment of Class Yearly Outing & Fundraiser Payment R900;				
10 Completed Indemnity Form				
Please indicate applicable:				
School Fees received	Debit Order Instruction	Yearly Payment	Half Yearly Payment	
Aftercare use			Yes	No
Special medical care needed			Yes	No

This Enrolment Form includes the Pupil's, Parent/Guardian Details, Enrolment Contract, Pupil's Medical Information Form, Indemnity Declaration and In 'loco parentis' Document, Debit Order Instruction Form and Aftercare Enrolment Form. The School Rules & Regulations and Code of Conduct forms part of the whole agreement between the parties.

**Please read the document, Initial each page and hand in at the School's Administration Office.**

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## PUPILS' AND PARENT'S / GUARDIAN'S DETAILS

PUPIL'S DETAILS				
NAME		SURNAME		
DATE OF BIRTH		ID NUMBER		
GENDER		RELIGION		
NATIONALITY		PREVIOUS SCHOOL		
SIBLINGS, NAMES & GRADES	NAME	GRADE	NAME	GRADE
	NAME	GRADE	NAME	GRADE
ACADEMIC ACHIEVEMENTS				
SPORT/CULTURAL ACHIEVEMENTS				
CONTACT PERSONS IN CASE OF AN EMERGENCY:	NAME 1	RELATIONSHIP EG GRANDPARENT	CONTACT NO	
	NAME 2	RELATIONSHIP	CONTACT NO	
	NAME 3	RELATIONSHIP	CONTACT NO	
PARENTS/GUARDIANS INFORMATION				
FATHER / GUARDIAN 1		MOTHER / GUARDIAN 2		
TITLE		TITLE		
FIRST NAME		FIRST NAME		
SURNAME		SURNAME		
MARITAL STATUS		MARITAL STATUS		
ID NO		ID NO		
OCCUPATION		OCCUPATION		
EMPLOYER		EMPLOYER		
WORK TEL		WORK TEL		
HOME TEL		HOME TEL		
CELL NO		CELL NO		
E-MAIL ADDRESS		E-MAIL ADDRESS		
POSTAL ADDRESS		POSTAL ADDRESS		
PHYSICAL ADDRESS		PHYSICAL ADDRESS		

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**I/We, parent(s)/guardian(s) of**

Full Names of Pupil,

Confirm herewith the admission of the Pupil mentioned above to

**APPLETON COLLEGE PTY LTD**

at 1 Boundary Rd Sundowner, Randburg, P.O. Box 1248, Ruimsig, 1732

**Registration No 2004/009668/07**

(Hereafter referred to as APPLETON or APPLETON COLLEGE or the SCHOOL)

This contract becomes valid with the signature thereof and stays valid for the duration of the pupil's stay at Appleton College.

**1. Interpretation**

In this tuition agreement, except in a context indicating that some other meaning is intended,

- 1.1 **"day"** means any day of the week, excluding Sundays and public holidays;
- 1.2 **"month"** means a calendar month,
- 1.3 **"school year"** means a period of 12 consecutive months, beginning in January and ending in December;
- 1.4 expressions in the singular also denote the plural, and vice versa;
- 1.5 words and phrases denoting natural persons refer also to juristic persons, and vice versa; and
- 1.6 pronouns of any gender include the corresponding pronouns of the other gender.
- 1.7 **"Parent/s"** include guardians and **"Guardian/s"** include parents, of the pupil.
- 1.8 For the purpose of this agreement, children shall include adopted children, or any child under the care and control of the Parent/guardian (hereinafter referred to as "the Pupil" or "the student" or "the child").
- 1.9 Clause headings appear in this agreement for purposes of reference only and shall not influence the proper interpretation of the subject matter.

**2. SCHOOL FEES**

- 2.1 APPLETON COLLEGE shall advise the Parent of the Fees applicable to the Pupil for each ensuing School Year in September/October. Such notice to be given by APPLETON COLLEGE in the form of a written letter, which will be sent to the Parent via the Pupil. The Fees applicable for each school year will also be available from APPLETON COLLEGE's administration office.
- 2.2 It is specifically agreed by the Parent that the notice of amendments to Fees for the ensuing year as provided for in 2.1 above is adequate in terms of this agreement.
- 2.3 All Fees shall be paid via debit order into APPLETON COLLEGE's bank account, (details of which are APPLETON COLLEGE, **NEDBANK, NORTHGATE BRANCH, ACCOUNT NUMBER: 1698073844**). Payments to be made MONTHLY IN ADVANCE, and no later than the first of the month. The parents/guardians gives herewith permission to APPLETON COLLEGE Private School to give his/her bank instruction to the payment of school fees via debit order, monthly in advance, should the parent not choose the yearly or half-yearly payment options. The parent/s or Guardian/s will supply their bank details on the 'Debit Order Instruction Form' that is part of the Enrolment Contract

**3. PAYMENT OF SCHOOL FEES**

- 3.1 The parent/s, guardian/s hereby agrees to fully pay the fees by means of debit order as in 2.3 above, commencing on 1 January of the School Year and thereafter on the 1<sup>st</sup> day of each succeeding months, OR School Fees shall be deemed to be payable in full on or before 1 January of the School Year or two (2) half yearly payment will be made to the school, the first on or before the 1<sup>st</sup> of January of the School year and the second before or on the 1<sup>st</sup> of June of the school year.

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- 3.2 A non-refundable Admission fee and the first month's school fee are to be paid fully prior to the child being admitted to the school. This proviso will be strictly applied at all times.
- 3.3 In the event of the Parent electing to pay the school fees as provided for in 3.1, should any one instalment not be paid on due date, the full balance then outstanding shall immediately become due and payable.
- 3.4 APPLETON COLLEGE reserves the right to charge interest on arrear Fees from the date on which they were due until the date of payment thereof, at the rate of 5% above the prime lending rate as quoted by APPLETON COLLEGE'S bankers (Nedbank Limited)

#### **4. DURATION OF AGREEMENT**

This Enrolment Agreement becomes valid on signature hereof and stays valid for the duration of the Pupil's attendance of the school. The terms of this agreement shall not be effected by the parents prematurely removing the child from the school, and in this regard APPLETON COLLEGE's rights will be fully reserved.

#### **5. CANCELLATION OF AGREEMENT**

- 5.1 Either party may give notice of cancellation of this agreement to the other party by means of 1 (one) full term's written notice to the other party.
- 5.2 In the event of notice being given in terms of 5.1 above, the Parent shall remove the pupil from the school on the last working day of the month applicable to the notice period and shall be liable for the years fees on a pro rata basis up to the end of that particular month.

#### **6. DISCIPLINARY MATTERS**

- 6.1 APPLETON COLLEGE have a Code of Conduct and School Rules & Regulations pertaining to discipline and general behaviour of its pupils. The Pupil and Parents agrees to the abovementioned Code and Rules & Regulations. The School is concerned for the safety and well-being of all its students and therefore regards acceptance thereof by all its Pupils as very important.
- 6.2 APPLETON COLLEGE does not allow bullying of any kind and strive to create a happy environment for all its students.
- 6.3 All disciplinary matters pertaining to the education and training of the Pupil in all its facets shall vest in the Principal of APPLETON COLLEGE or in a person authorized thereto in writing by the Principal.
- 6.2 The school has an established Legal Department that will advise on matters involving principles of law. No disciplinary action will be taken without due consultation with this section and parents will always be advised should a student be involved in any serious matters.

#### **7. OBLIGATIONS OF THE PARENT**

- 7.1 The Parent/s agree to accept with this document, the Enrolment Contract, the General School Information Form, the Medical Information Form, Particulars of Pupil, Parents/Guardians Form, Indemnity Declaration and Appointment of 'In loco parentis' Form, Debit Order Instruction Form, Aftercare Enrolment Form, the Code of Conduct of the School, and the School Rules & Regulations, all of which are to be read as if specifically incorporated herein, and any amendment thereto from time to time.
- 7.2 The Parents/Guardians agree to notify the School within 7 (seven) days of any changes in terms of addresses, contact details, e-mail addresses, telephone numbers, marital status of parents/guardians and or any other information in regards to the pupil that the school should know of.
- 7.3 The Parents/Guardians agree to have the Pupil immunized against all normal infections and/or contagious diseases and to submit proof of such immunization.
- 7.4 The Parents/Guardians agree to mark all clothing of the Pupil clearly and not to allow the Pupil to bring any valuables or unacceptable, or illegal or dangerous or inappropriate items to school.
- 7.5 The Parents/Guardians agree to notify the School immediately of any absence of the Pupil from APPLETON COLLEGE and to provide the reasons for such absence. A letter or doctor' certificate can be requested if a Pupil is absent for a period exceeding 3 (three) days.

#### **8. BREACH**

Should the Parent commit a breach of any provisions of this agreement and fail to remedy such breach within 7 (seven) days of receiving written notice from APPLETON COLLEGE requiring the Parent to do so, then APPLETON COLLEGE shall be entitled, without prejudice to its other rights in law, to cancel this agreement or to claim immediate specific performance of all the Parent's obligations whether or not due for performance at that time, without prejudice to APPLETON COLLEGE's right to claim any damages suffered by it as a result of any breach.

#### **9. GENERAL**

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- 9.1 No alterations, cancellation, variation of, or addition hereto shall be of any force or effect unless reduced to writing and signed by the parties to this agreement or their duly authorized representatives.
- 9.2 This document together with the Enrolment Contract, the General School Information Form, the Medical Information Form, Particulars of Pupil, Parents/Guardians, Indemnity Declaration and appointment of 'In loco parentis' Form, Aftercare Enrolment Form, Debit Instruction Form, the Code of Conduct of the School, and the School Rules & Regulations contain the entire agreement between the parties and neither party shall be bound by any undertakings, representations or warranties not recorded herein.
- 9.3 NO indulgence, leniency or extension of time which either party may grant to the other, shall in any way prejudice the Grantor or preclude the Grantor from exercising any of their rights in the future.
- 9.4 Neither party may cede or assign their rights or delegate their obligations in terms of this agreement without the prior written approval of the other which approval shall not be unreasonably withheld.
- 9.5 The parties hereby choose domicilium citandi et executandi for all purposes under this agreement at the address as set forth on the face of this agreement or at whichever other in writing.
- 9.6 Any notice in terms of this agreement to be directed by one party to the other shall be sent to the addressee at the addressee's postal address as stated on the face of this document, in which event the said notice shall be deemed to have been received by the addressee 10 days after same was dispatched, unless the contrary is proved.
- 9.7 Should any legal action be instituted by APPLETON COLLEGE against the Parent/Guardian arising out of this agreement, the Parent shall be liable to pay all legal costs on the scale as between attorney and own client.
- 9.8 A certificate signed by an authorized official of APPLETON COLLEGE as to any amount owed by the Parent to APPLETON COLLEGE in terms of this agreement shall be prima facie proof of all the facts stated in the certificate and it will not be necessary to prove the appointment or authority of the official who signs the certificate. Such certificate shall be binding on the parties to this agreement and shall be a liquid document for the purpose of provisional sentence or summary judgment proceedings against the Parent.
- 9.9 It is specifically recorded that APPLETON COLLEGE is not party to any agreements entered into between the Pupils parents or guardians, in terms of liability for any fees due to APPLETON COLLEGE in respect of the Pupils tuition (e.g. divorce agreements). In this regard it is specifically recorded that the signatory/ies hereunder warrant that they are responsible for the payment of any fees due to APPLETON COLLEGE.

## **10 CONDITIONS OF ADMISSION**

- 10.1 The parent/s guardian/s of the pupil and the pupil accepts herewith the Rules & Regulations and Code of Conduct of APPLETON COLLEGE.
- 10.2 The parent/s guardian/s hereby acknowledge and confirm that they are personally liable for all terms and conditions herein and to be effected in terms hereof, including other documents that forms part of this agreement as in 7.1.
- 10.3 The Parents/Guardians and pupils undertake to uphold the School's good name and reputation at all times.
- 10.4 The parent/s guardian/s accept that personal possessions of the pupil are not covered in any risk insurance by APPLETON COLLEGE and that the parent/s guardian/s are responsible for supplying adequate cover for the pupil's possessions.
- 10.5 The parent/s guardian/s accepts liability for any loss or damage suffered by APPLETON COLLEGE arising from any conduct of the pupil, however caused.
- 10.6 The parent/s guardian/s accepts that APPLETON COLLEGE will constantly endeavour to take such steps as may be reasonably required under circumstances, to provide a safe environment.
- 10.7 The parent/s guardian/s hereby indemnify and hold blameless APPLETON COLLEGE, its shareholders, directors, employees and agents against any loss, damage or injury which may be sustained from whatever cause, except gross negligence, whether on APPLETON COLLEGE's property or enroute thereto or there from or in the course of any extramural activity or organised outing in which the pupil or his/her parent/s guardian/s may participate.
- 10.8 The parent/s guardian/s confirm that all information provided by them is accurate and complete. They further confirm that they understand that this information is a material representation of themselves and is relevant to the acceptance of the pupil to the School.
- 10.9 The parent/s guardian/s confirm that any change in information supplied in this agreement, including but not limited to the parent/s guardian/s marital status, residential status or employment status does not alleviate the agreement made herein, and any such change will be reported, immediately, in writing to APPLETON COLLEGE.
- 10.10 This Enrolment Contract constitutes the whole agreement between the parties and no amendment, alteration, addition, variation, representation or warranties, whether expressed or implied, will be of any force or effect unless reduced to writing and signed by both parties.
- 10.11 All legal correspondence between the parent/s guardian/s sent by APPLETON COLLEGE shall be delivered by hand, either directly to the

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parent/s guardian/s or via the pupil or sent by pre-paid registered post. The correspondence shall be deemed to have been received on the date of delivery or on the 5<sup>th</sup> business day after posting. In regard to all correspondence by the parent/s guardian/s to APPLETON COLLEGE, the onus of proof of delivery shall rest on the parent/s guardian/s

- 10.12 The parent/s guardian/s acknowledge that APPLETON COLLEGE shall be entitled to recover all legal costs incurred by it, in order to enforce its rights under this agreement, including but not limited to attorney and own client fees and collection and tracing fees.
- 10.13 The parent/s guardian/s understand that by signing this form he/she/they consent to APPLETON COLLEGE conducting whatever enquiries may be considered necessary to verify any information given in this application, including confirming his/her credit rating with a national credit bureau and contact with previous schools of the pupil.
- 10.14 APPLETON COLLEGE shall be entitled to cancel this agreement by giving the applicant 3 (three) months notice to this effect.
- 10.15 The parent/s guardian/s acknowledge that the inability of the pupil to attend school or the absence of the pupil from the school does not relieve the obligation to pay school fees.
- 10.16 Three (3) calendar months notice must be given in writing of a pupil's intention to leave APPLETON COLLEGE or three (3) month's notice will be billed and payable in lieu of notice.
- 10.17 The parent/s guardian/s accept joint and several liability for the due and punctual payment of such school fees, subscriptions, levies or other amounts which may become due and payable to APPLETON COLLEGE or in respect of attendance or participation by the pupil in any extra-mural or school related activities.
- 10.18 The parent/s guardian/s confirm that all information herein is accurate, correct and complete.
- 10.19 The parent/s guardian/s confirm that they have read and understand the rules and regulations as put forth in this agreement.

Thus done and signed at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_

	SIGNED	WRITTEN NAME	DATE
<b>Father / Parent Guardian 1</b>			
<b>Mother/ Parent Guardian 2</b>			
<b>For APPLETON COLLEGE</b>			

To be signed by both parents and/or guardians.

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# APPLETON COLLEGE

## INDEMNITY AND APPOINTMENT 'IN LOCO PARENTIS' DECLARATION

I, the undersigned, \_\_\_\_\_ parent/s, guardian/s of \_\_\_\_\_  
\_\_\_\_\_ **acknowledge that in certain situations there may be insufficient time to contact parent/s, guardian/s or refer to medical records, and consequently the school representative is authorised to utilise the most appropriate medical services available.**

**And we therefore:**

1. Delegate to the Head of the school or his/her representative, the power to authorise whatever medical treatment he/she in their sole discretion deems necessary for the pupil, and in doing so agree that the Head and/or his/her representative should act in loco parentis.
2. Delegate to APPLETON COLLEGE, its Head and his/her representatives, parental powers over my child during any school activity, in the classroom, on the school grounds, on the sport fields, during practise, recess or any other school activities undertaken and during transport to and from these activities.
3. Understand that all school or school related activities are undertaken at our/my and our/my child/ren's own risk.
4. Indemnify and hold APPLETON COLLEGE, its shareholders, directors, employees and agents harmless in respect of all loss or damage, whether to person or to property, from any cause howsoever arising, which may be sustained by the pupil or parent/s guardian/s stipulated or his/her property or possessions, whilst on school property or under school control during any school excursion, activity or outing, or as result of medical treatment administered under paragraph 1 above.

Herewith I/we as parent/s or guardian/s agree that this indemnity and appointment in loco parentis shall commence on the date of signature hereof and remain in force and effect for the duration of the pupil's enrolment at APPLETON COLLEGE.

Thus done and signed at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_

	SIGNED	WRITTEN NAME	DATE
Father / Parent Guardian 1			
Mother/ Parent Guardian 2			
For APPLETON COLLEGE			

To be signed by both parents and/ or guardians.

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**APPLETON COLLEGE****MEDICAL INFORMATION FORM**

Student Full Names			PREVIOUS ILLNESSES:	
Gender				
Medical Aid Scheme				
Membership No				
Principal Member				
Name of Doctor				
Doctor Tel No				
Student Blood Type				
	<b>Tick</b>			<b>Tick</b>
Allergies		Anaphylaxis		PREVIOUS OPERATIONS:
Asthma		Blood Pressure		
Diabetes		Drug Sensitivity		
Eczema		Epilepsy		
Hay fever		Headaches		
Fits/Blackouts		Heart condition		
Nose bleeds		Sight/hearing Problems		
Is your child taking medication? YES NO	Please state medication?			
Please state any physical or psychological issues				
Please supply any other relevant medical information				

The Parent/s and Guardian/s of the pupil give herewith permission to APPLETON COLLEGE , its Head and his/her representatives to exercise the necessary parental powers, over my child during any school activity, on the school grounds, sport fields or any other school activities undertaken and during transport to and from these activities. I/we further confirm the Head of the school or his/her representative/s appointment in loco parentis, having all necessary authority and without limiting the generality in case of an emergency, regarding any medical treatment, operation, or blood transfusions.

The Parent/s/Guardian/s of the pupil accept/s responsibility for payment of all medical and related costs, and undertake/s to refund APPLETON COLLEGE immediately on demand, such funds dispersed by APPLETON COLLEGE.

The Parent/s/Guardian/s must give written permission and directions for the administration of any medication taken during school hours or after school activities.

Thus done and signed at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_

	SIGNED	WRITTEN NAME	DATE
<b>Father / Parent Guardian 1</b>			
<b>Mother/ Parent Guardian 2</b>			
<b>For APPLETON COLLEGE</b>			

To be signed by both parents and/ or guardians

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CHILD'S NAME		GRADE	DATE
PARENT 1 NAME		Contact No:	
PARENT 2 NAME		Contact No:	
EMERGENCY CONTACT PERSON		Contact No:	
EMERGENCY CONTACT PERSON		Contact No:	
Medical Conditions/Allergies			
Medical Aid Name		Medical Aid Tel No:	
Medical Aid Membership No		Main Member:	
House Doctor Name		Tel No:	

### Terms & Conditions

- Aftercare fees are payable monthly in advance by the first of the month via debit order or yearly in advance or half yearly in advance.
- Aftercare automatically includes lunch.
- A Term or three (3) calendar months notice must be given in writing before a pupil leaves Appleton Aftercare.
- I/we accept joint and several liability to Appleton College for the due and punctual payment of such Aftercare Fees or other amounts which may become due and payable to Appleton College.
- By signing this Aftercare enrolment, I/we agree and confirm that the Indemnity form, as contained as part of the main Enrolment Contract has been completed in full and all terms and conditions associated with the main contract apply in full to the Enrolment and services in Appleton Aftercare.
- By signing this Enrolment form I/we confirm that the relevant Debit Order Instruction Form, as contained as part of the Enrolment contract has been completed in full and may be updated to include the monthly Aftercare Fee (unless the Annual Payment Option has been selected)

	SIGNED	ID NUMBER	DATE
Father / Parent Guardian 1			
Mother/ Parent Guardian 2			

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**CHILD'S NAME**

**GRADE**

**DATE**

**MY BANK DETAILS**

<b>Account Holder</b>	
<b>Bank</b>	
<b>Branch name</b>	
<b>Branch number</b>	
<b>Type of Account</b>	
<b>Account Number</b>	

I/We hereby request 'instruct' and authorise APPLETON COLLEGE to draw against my/our account with the above mentioned bank (or any other bank or branch to which I/we may transfer my/our account) the monthly sum debited to my account, as well as any arrears amount as agreed upon with the school in writing on the  0<sup>th</sup>  25<sup>th</sup>  30<sup>th</sup>  1<sup>st</sup> day of each and every month (please select one date) commencing on month \_\_\_\_\_ of year \_\_\_\_\_ and continuing (as the case may be).

**A cancelled cheque should be attached for bank identification purposes or Current accounts only. Please attach a blacked-out copy or confirmation letter from your bank for Savings or Transmission accounts.**

*I further authorise the school to deduct my (3) three month notice period by debit order in the event that my child/children terminate their enrolment at APPLETON COLLEGE, during this period (as per signed "Enrolment Contract Form" or "Inskrywingsvorm". All such withdrawals from my/our bank account by APPLETON COLLEGE shall be treated as though they had been signed by me/us personally.*

*I/we understand that the withdrawals hereby authorised will be processed by computer through a system known as the ACB Magnetic Tape Service, and I also understand that details of each withdrawal will be printed on my bank statement or on an accompanying voucher.*

*This authority may be cancelled by me/us by giving APPLETON COLLEGE 3 (three) calendar months notice in writing, sent by pre-paid registered post or delivered personally to the APPLETON COLLEGE Finance Office, but I/we understand that I/we shall not be entitled to any refund of amounts which APPLETON COLLEGE have withdrawn while this authority was in force if such amounts were legally owing to APPLETON COLLEGE.*

*Receipt of this instruction by APPLETON COLLEGE shall be regarded as receipt thereof by my/our bank (whichever it is or will be).*

**Thus done and signed at \_\_\_\_\_ on this day \_\_\_\_\_ of \_\_\_\_\_ 20\_\_**

SIGNED	NAME IN FULL	DATE

*Signature as used for signing cheques*

**Initial**