

# AMITY INTERNATIONAL SCHOOL

## ADMISSION CHECKLIST FOR REGISTRATION OF LEARNER FOR

Name of learner: \_\_\_\_\_

Grade: \_\_\_\_\_

Year of admission: \_\_\_\_\_

Documents required	Received
1. Admission fee of R1500 to be paid upon request for admission which is non-refundable	
2. Father's ID - Certified	
3. Mother's ID - Certified	
4. Learner's ID/Birth certificate - Certified	
5. Confidential Report	
6. Immunization Card	
7. Latest Report	
8. Transfer Card	
9. 2 x coloured ID photo's	
10. Code of Conduct for parents	
11. Code of Conduct for learners	
12. Financial Obligation Form	
13. Initial every page of contracts	
14. Medication Authorization Form	
15. Proof of Residence	
16. Please note that we require a study permit from Home Affairs if you are not a resident of South Africa	


\*For any queries – please contact the school

\*We appreciate your co-operation



Mrs S Kotze

Principle



Mrs K Doward

Bursar



**ADMISSION CONTRACT: 2020/2021**

entered into between

**AMITY INTERNATIONAL SCHOOL**

(hereinafter "the School")

duly represented by

S.M. Kotze as principal of the school, who warrants she is duly authorised to conclude this agreement

and

\_\_\_\_\_ (full names and surname)

in his / her capacity as

\_\_\_\_\_ (state capacity – parent / guardian)

and

\_\_\_\_\_ (full names and surname)

in his / her capacity as

\_\_\_\_\_ (state capacity – parent / guardian)

and

\_\_\_\_\_ (full names and surname)

in his / her capacity as

\_\_\_\_\_ state capacity – parent / guardian / person responsible for school fees)

and

\_\_\_\_\_ (full names and surname)

in his / her capacity as

\_\_\_\_\_ (state capacity – parent / guardian / person responsible for school fees)

(hereinafter collectively referred to as "the parties")

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WHEREAS the parties have agreed, subject to the provisions contained in this agreement, to enrol the learner described hereunder at the school and the school will offer the learner the tuition offered at the school, now therefore the parties record and agree to the following:

**1. LEARNER INFORMATION:** (as reflected on identity document or birth certificate)

Surname:	
First Name/s in full:	
Preferred name:	
Date of Birth:	
Identity number:	
Country of birth:	
If not born in SA, date of entry to SA:	
Passport number:	
Study Permit / SA Qualifications Authority permit number:	
Religious denomination:	
Home language:	
Learner's cell phone number (if available):	
Race:	
Name, address, telephone and fax number of present school:	
Present grade:	
Language of instruction at present school:	
First additional language at present school:	
Grade applied for:	
Cultural activities participated in at present school:	
Sports activities participated in at present school:	
Leadership positions at present school:	

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## 2. FAMILY INFORMATION:

### 2.1.

	Father / Guardian (If guardian, state relationship to learner)	Mother/ Guardian (If guardian, state relationship to learner)
Title (Dr/Mr/Mrs/Miss/Ms):		
Relationship to learner:		
Surname:		
First name:		
Identity number / passport number:		
Occupation:		
Name of employer / Company:		
Work address:		
Residential address (including suburb):		
Postal address:		
Postal Code:		
Telephone number - Home:		
Telephone number - Work:		
Cell number:		
E-mail address:		
Fax number:		

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2.2 Learner is living with: (Please mark applicable option)

Both parents

Father

Mother

Legal guardian

2.3 Learner's current physical address:

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Postal code: \_\_\_\_\_

2.4 Marital status of parents: (Please mark applicable option)

Married

Widow

Widower

Divorced

Single parent

2.5 Number of Children in the Family: \_\_\_\_\_

Female: \_\_\_\_\_ Male: \_\_\_\_\_

Ages: Female \_\_\_\_\_ Male: \_\_\_\_\_

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### 3. MEDICAL INFORMATION:

#### 3.1.

<b>Medical aid</b>	
Medical aid name:	
Medical aid number:	
Name of principal member:	
ID number of principal member:	
<b>Doctor's details</b>	
Name:	
Contact number:	
<b>Allergies</b>	
Known medical allergies (e.g. Penicillin etc.)	
Known medical conditions (e.g.: asthma, diabetes, epilepsy, etc.)	
Special needs of learner (e.g. wheelchair use, etc.):	
<b>Contact details of person/s to contact in case of a Medical Emergency (when parents are not available):</b>	
Name:	
Relationship to learner:	
Telephone number - Home	
Telephone number - Work	
Cell number:	

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3.2 No medication will be administered to a learner – unless an **AUTHORIZATION FORM** (Annexure A) has been properly completed and signed by both Parent / Guardian and Physician and the medication has been received in an appropriately labelled container.

3.3 **NO MEDICATION IS AVAILABLE AT SCHOOL TO LEARNERS.**

4. **FINANCIAL OBLIGATIONS AND SCHOOL FEES PAYABLE:**

Note: A credit check will be done on both parents and/or guardian or the person(/s) responsible for payment of the account, prior to admission

4.1. The tuition fees as well as other monthly charges (collectively referred to as the “school fee(/s)”) as specified and adjusted by the Management of the School (hereinafter the “School Management”) from time to time, are payable as set out herein.

4.2. The fee structure for each year is available from the Admissions Office.

4.3. A non-refundable **enrolment fee**, as determined by the School Management will be payable for a learner attending the School as a new enrolment. Proof of such payment shall be submitted with this agreement.

4.4. Upon the acceptance of a learner to the School, the equivalent of **one (1) month’s school fee is payable immediately**. This payment is allocated to the learner’s first month of tuition.

4.5. All school fees for an academic year, excluding *ad hoc* additional charges, are payable over a period of eleven (11) months i.e. January to November **monthly in advance**.

4.6. School fees must be paid on / or before the 7<sup>th</sup> day of each consecutive month. In the event the learner is registered in the beginning of an academic year, **the second payment is due on the 7<sup>th</sup> of February**. In the event that a learner is enrolled after the start of the academic year, school fees will be charged on a *pro rata* basis for the balance of the year, as calculated by the finance office.

4.7. **Interest shall be levied on all late payments (30 days or more) at prime rate.**

4.8. Statements will be issued on a monthly basis to the learners.

4.9. **Discount on school fees:**

4.9.1. If the annual school fees are paid in full on or before the **7<sup>th</sup> of February** of the relevant academic year, a 5% (five percent) discount shall be applicable.

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4.9.2. If more than one sibling attends the School, the following will apply to school fees:

4.9.2.1. Learner in the most senior grade – no discount; and

4.9.2.2. Each subsequent sibling - 5% (five percent) discount;

4.9.3. Please note that if more than one sibling attends the School and school fees are paid in full on or before the 7<sup>th</sup> of February (as per clause 4.9.1 above), **the further 5% discount as per clause 4.9.2.2 above will not apply.**

4.10. **ALL PAYMENTS TO BE MADE DIRECTLY TO THE SCHOOL'S BANK**

**ACCOUNT:**

ACCOUNT NAME: AMITY INTERNATIONAL SCHOOL

BANK: ABSA

BRANCH: QUAGGA CENTRE

BRANCH CODE: 632005

ACCOUNT NUMBER: 408 198 2920

REFERENCE: LEARNER'S REGISTERED FULL NAME & GRADE  
OR DEDICATED ACCOUNT NUMBER

4.11 No cheques will be accepted.

4.12 **No cash payments will be accepted at the school.** Cash payments can be made directly to the school's bank account.

4.13 **School fees paid in advance by the parent/s and/ or guardian are not refundable in the event that the learner leaves the School during the academic year.**

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4.14 **Monies paid towards Excursions/Traveling/Shows/Camps are not be refundable if / when the learner cannot attend.**

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4.15 **Overdue accounts**

4.15.1 **Arrear school fees from the previous year/s:** If an arrear account for a learner is not settled in full within the relevant academic year, the learner shall not be permitted to enrol at the School for the next academic year.

4.15.2 **Non-payment of the current year's school fees:**

4.15.2.1 In the event that the monthly payment of school fees is in arrears, the person/s responsible for payment should immediately contact the School for alternative arrangements to settle the arrear school fees;

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4.15.2.2 If the school fees are in arrears for a period of more than thirty (30) days, and the person/s responsible for the payment thereof has not made alternative arrangements with the School, the arrear account/s will be handed over for collection and the person/s responsible for payment of school fees will be liable for all legal costs associated with the collection of the arrears.

4.15.2.3 If the arrears are not settled by the end of the term, the learner will be de-registered at the end of the term.

4.16 In the event a third party(/ies) (other than the parents / guardian of the learner) is responsible for payment of the learners school fees, such person(/s) must furnish the following information, sign hereunder in the signature block and initial each page of the agreement as acknowledgement that he/she accepts the terms and conditions of the agreement:

<b><u>Details of first person responsible for the school account</u></b> (if other than parent/guardian)	
Full names and surname:	
ID number:	
Postal address:	
Postal code:	
Physical address:	
Postal code:	
Telephone number - Home	
Telephone number - Work	
Signature:	
<b><u>Details of second person responsible for the school account</u></b> (if other than parent/guardian)	
Full names and surname:	
ID number:	

[Initial here]

Postal address:	
Postal code:	
Physical address:	
Postal code:	
Telephone number - Home	
Telephone number - Work	
Signature:	

5. **WITHDRAWAL OF LEARNER/S at the instance of the parent / guardian:**

- 5.1. Parent/s or guardian who wish to withdraw learner/s from the School, must inform the School's finance office and admissions office in writing at **least one (1) month in advance.**
- 5.2. In the absence of such notice, a further one (1) month's school fees will be charged and payable unless good cause can be shown for not providing the required notice.
- 5.3. The one (1) months' notice period does not apply to the final term of a learner's Matric year, but it DOES apply at any other time, including the end of the primary school phase.

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6. **DEREGISTRATION OF LEARNERS at the instance of the school:**

- 6.1. Learners may be deregistered at any time as described in paragraph 4.15 for non-payment of school fees.
- 6.2. The school reserves the right to deregister a learner in the event that the continued relationship between the school and learner and/or parent(/s) and/or guardian(/s) reaches a such state of disintegration that the continuance of such relationship is detrimental to the normal functioning and ethos of the school.
- 6.3. Learners may be deregistered in accordance with the School's disciplinary procedures.
- 6.4. All new learners are subject to a term's probation with the main determining criteria being:
- 6.4.1. behaviour;

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- 6.4.2. academic performance; and
- 6.4.3. payment history of school fees.

7. **RULES & REGULATIONS:**

- 7.1. The parent/s and/ or guardian as well as the learner, undertake to support the School fully and abide by the terms of this Admission Contract, the School's rules and regulations, Code of Conduct and any other rules and regulations laid down by the Principal, Deputy Principal and/or the School Management.
- 7.2. All learners are subject to the discipline and the Rules of the School as expressed in the Learner's Code of Conduct and as determined further by the School Management.

8. **INSURANCE:**

It is the responsibility of the parent/s or guardian to ensure that all personal belongings of the said learner are adequately insured against loss, as the school cannot be held responsible for loss or damage to the personal property of any learner.

9. **INDEMNITY:**

The parent/s or guardian of the learner agree that while the said learner is enrolled at the School and is conveyed or transported at any time for any purpose whatsoever, it shall be at own risk. We understand this to mean that we agree to allow the learner to be conveyed or transported on the understanding that, while all reasonable care shall be taken to ensure the safety of the learner/s, the school, parents who are acting for the School or individual employees of the School, shall not be liable in law to the said learner for any damage arising from of a bodily injury to the learner. Should the parent/s or guardian or learner become liable to pay medical or other expenses to any third party as a result of bodily injuries suffered by the said learner as aforesaid, such parent/s or guardian or learner will have no claim against the School or any individual so affiliated to the school:

10. **ADMISSION POLICY:**

- 10.1. All learners will be enrolled, regardless of their race, colour, creed, gender and/ or religion.

- 10.2. All learners admitted to the School for the first time may be required to write a test to assess their competency in English, Afrikaans and Mathematics. This is done in the interest of the learner to establish whether there are gaps in the learner's knowledge for the intended grade the learner is to enter. Such testing is done at the sole discretion of the Principal as determined during the initial interview.
- 10.3. The School Management has a discretion to accept / reject learner's applications and this decision will be final.
- 10.4. Applications of a sibling/s of a learner already enrolled at the School, will receive preferential consideration.
- 10.5. After the maximum quota of a class has been filled, prospective learners will be placed on a numbered waiting register. Prospective learners on this waiting register will be informed and admitted once a place becomes available in accordance with their position on the waiting register.
- 10.6. The following documents are required, together with the signed admission contract, in order for the School to consider the application for admission:

**Note:** Please ensure that you provide **certified** copies of the required documents. Original documents will not be accepted but must be simultaneously presented for confirmation.

10.6.1. Learner's:

- 10.6.1.1. Unabridged birth certificate
- 10.6.1.2. Identity document / passport;
- 10.6.1.3. Immunisation chart;
- 10.6.1.4. Last report from the learner's previous school.

10.6.2. Foreign learners:

- 10.6.2.1. Unabridged birth certificate;
- 10.6.2.2. A study permit or a SA Qualifications Authority permit;
- 10.6.2.3. Proof of South African residency (if not available, then (9.7.2.2));
- 10.6.2.4. Valid passport (if not available, then (9.7.2.2)).

Each parent's / guardian's:

- Identity document or passport;
- 10.6.2.5. Current proof of residence less than 3 months' old e.g. water & lights account or rental agreement.
- 10.6.2.5.1. Guardian's proof of guardianship.

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10.6.2.5.2. In the event a person other than the learner's parent / guardian is responsible for the school fees, that person's:

10.6.2.6. identity document or passport;

10.6.2.7. current proof of residence less than 3 months' old e.g. water & lights account or rental agreement.

10.6.2.7.1. Proof of payment of enrolment fee to the Admissions Office at School.

10.7. The original transfer form / card and the original previous year-end or term-end report must be presented to the School as soon as available, if the learner is accepted, but not later than the 1<sup>st</sup> day of the new school year / term.

10.8. Admissions during the academic year – All assessment tasks / portfolio files for each subject, must be handed in to the Admissions Office if / when learner is accepted.

#### 11. **CHANGE OF CONTACT DETAILS:**

In the event that a parent/s and/or guardians and/or learner's and/or person who is responsible for payment of school fees contact details change, the parent/s and/or guardians are responsible to **immediately** inform the School thereof. Such contact details include but are not limited to cell phone numbers, e-mail addresses, physical addresses etc.

#### **PARENT(/S) / GUARDIAN(/S):**

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

#### Witness 1:

Full names and surname:

\_\_\_\_\_

Signature:

\_\_\_\_\_

Signature of parent / guardian:

\_\_\_\_\_

#### Witness 2:

Full names and surname:

\_\_\_\_\_

Signature:

\_\_\_\_\_

Signature of parent / guardian:

\_\_\_\_\_

[Initial here]

**AMITY INTERNATIONAL SCHOOL:**

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

Witness 1:

Full names and surname:

\_\_\_\_\_

Signature:

\_\_\_\_\_

Witness 2:

Full names and surname:

\_\_\_\_\_

Signature:

\_\_\_\_\_

\_\_\_\_\_

(Signed on behalf of Amity International School)





**PROTECTION OF PERSONAL INFORMATION ACT ("POPI")**

As the parent / guardian of the enrolled learner, for which we request admission to the school with this application form, we confirm that the information contained in this application form is voluntarily provided to the school and that the school may:

1. Store the data in the school's files, electronic programs and systems.
2. Generate academic, attendance, behaviour and other school related records with it.
3. Provide both the information and use the data generated for the purpose of providing services for the relevant enrolment of the learner and to generate and monitor his / her academic progress at the school, including but not limited to contact parents / guardians, facilitate the placement of the learner in a class, admission to exams, competitions, leagues etc., the regular updating of records, entries on the learner's disciplinary record, to do research and report on the school's demographics or progress and other achievements.
4. Pass on and generate information when required and / or requested, including but not limited to school reports, credentials and confidential reports and for statistical purposes for research purposes when legally required by the authorities.
5. If the learner is admitted to the school, I (parent / guardian) **give consent / does not grant permission\*** that photographs of the learner may be used for the school's marketing (\*circle the applicable). If you do not want to grant permission, please provide a reason:

.....  
.....  
.....  
.....

I / we the parent(s) / guardian(s) of the enrolled learner hereby give permission to the board of directors and / or the authorized representative to verify the information appearing in the application form and to confirm information with a third party if necessary.

I / we the parent(s) / guardian(s) of the enrolled learner hereby confirm that the information provided by me / us is both true and correct. I / we understand that if I / we provide any information that is false and incorrect, it may impair my / our child's admission and result in my / our child's admission to the school being refused.

Signatures:

\_\_\_\_\_  
FATHER / GUARDIAN\*

\_\_\_\_\_  
MOTHER / GUARDIAN\*

\*If the guardian, your relationship with the enrolled learner: .....

DATE: .....\*

