



AMITY INTERNATIONAL SCHOOL : “We nurture talent”

GDE Reg No: 70023265

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Website: <http://amitysa.co.za>

NPO : 2013/090771/12

ADMISSION CONTRACT : 2024

entered into between

AMITY INTERNATIONAL SCHOOL (A FEE PAYING SCHOOL)

(hereinafter “the School”)

duly represented by

Ms L. S. Rautenbach 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 / parent responsible for school fees)

and

_____ (full names and surname)

in his / her capacity as

(Initial here)

_____ (state capacity – parent / guardian / parent responsible for school fees) (hereinafter collectively referred to as “the parties”)

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 on 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	
Sport 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 (If passport, date of birth)		
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:

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

MEDICAL AID	
Medical aid name	
Medical aid number	
Name of Principal member	
ID number of principal member	
DOCTOR'S DETAILS	
Name	
Contact number	
ALLERGIES	
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.)	
CONTACT DETAILS OF PERSON/S TO CONTACT IN CASE OF A MEDICAL EMERGENCY (WHEN PARENTS ARE NOT AVAILABLE)	
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 promptly 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 (or as advised e.g. February to December)**.

4.6 School fees must be paid on / or before the 1st 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 1st 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 **1st of February** of the relevant academic year, a 5% (five percent) discount shall be applicable.

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 1st of February (as per clause 4.9.1 above), **the further 5% discount as per clause 4.9.2.2 above will not apply.**

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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 FULL NAME & GRADE / ACC. NO

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 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;

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 learner's 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:

(Initial here)

PLEASE COMPLETE ALL FIELDS IN CLEAR, LEGIBLE, PRINT WRITING

	First person responsible for payment of fees Father – <u>please complete all fields</u>	Second person responsible for payment of fees Mother – <u>please complete all fields</u>
Title and Surname		
First Name		
Home Address		
Postal Address		
Please note that in the interest of the environment and accurate delivery, our preferred communication channel is electronic. Kindly list the applicable detail where we are SURE to reach you via this method of communication		
Email Address		
Occupation		
Current Employer		
ID Number		
Work Telephone Number		
Home Telephone Number		
Cell Number		
Signature		

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

- 5.1 Parent/s or guardian who wishes 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 such a 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;
 - 6.4.2 Academic performance;
 - 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.\

See attached Annexure A : Indemnity Form

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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 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 learner's:

- 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 SA 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/guardians:

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

(Initial here)

- 10.6.2.6 Identity document or passport / date of birth when using a Passport.
- 10.6.2.7 Current proof of residence less than 3 (three) months' old .g. water & electricity 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 1st 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 both Reception and Accounts Departments 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 _____ 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:

AMITY INTERNATIONAL SCHOOL

Thus done and signed at _____ on this _____ 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, 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: _____

(Initial here)

ANNEXURE A : INDEMNITY FORM

I, _____ (full names of parent/legal guardian), Identity Number/ Passport number _____ of the under-mentioned, over whom I have custody and control, hereby consent to my son/daughter/ward (full names) _____ in Grade _____ participating in various activities (including sports activities, camps and educational outings) arranged, organized or offered by the School, and, where relevant, to his/her being transported to and from the said activities by means of transport made available by the school for that purpose.

I further agree to the condition that, **while every precaution will be taken for the safety and welfare of my son/daughter/ward** and for the care of his/her possessions, I will hold blameless and indemnify all persons, Amity International School and all other organisations associated with the activity, should any prejudice, loss, damage, illness or injury occur to my son/daughter/ward during the above activity. This includes indemnity against recovery of costs resulting from damage, loss and/or medical conditions or hospitalisation.

I furthermore appoint the school staff accompanying the tour or group, or supervising the activity to act *in loco parentis* in respect of my son/daughter should the need therefore arise.

Address : _____

Contact Number : _____

 Signature of Parent/Guardian

 Date

Witnesses:

1. _____
 Full Name

 Signature

2. _____
 Full Name

 Signature

RELEVANT INFORMATION CONCERNING YOUR SON/DAUGHTER'S CONDITIONS/CIRCUMSTANCES

Does your son/daughter have any medical condition or allergy of which the teachers accompanying the group need to be aware?

Yes No

If so, please provide details:

(Initial here)

Should medication/hospitalisation be necessary please indicate (if applicable):

- a) Name of your Medical Aid Society : _____
- b) Medical Aid No : _____
- c) Name of principal, member of Medical Aid (usually father) _____
- d) Contact details of Medical Practitioner to be contacted for medical history if necessary:

- e) Emergency contact telephone number/s over the period of the activity/camp/tour:
Telephone: (work) _____ (Home) _____
(Cell) _____

Signature of Parent/Guardian

Date

Full name of Witness

Signature

THE SCHOOL RESERVES THE RIGHT TO DECLINE THE APPLICATION SHOULD ALL DOCUMENTATION NOT BE SUBMITTED

(Initial here)