

APPLICATION FORM



ROEDEAN SCHOOL (SA)
INSPIRING A LIFE OF SIGNIFICANCE

Co Reg No. 1920/006399/08•NPO Reg: 022-307•PBO Reg No. 18/11/13/3488

The following documents must accompany this application:

- A non-refundable registration fee of R250
- A copy of your daughter's birth certificate
- Copies of both parents' identity documents/passports (non-SA citizens only)

This application form should be filled in and signed by both parents (unless one parent is solely responsible in all respects).

Bank Account: Roedeans School (SA)
First National Bank
Rosebank Branch: 253305
Account No: 54861162616

PUPIL DETAILS			
Surname			
First Names			
Identity No / Passport No			
Date of Birth		Grade to be entered	
Year of Entry		Religion	
Citizenship		Home Language	
Day Girl or Boarder (Gr 8-12)		Present Grade	
Present School			
Link to South African Old Roedeans Association (S.A.O.R.A.)			
Sibling/s at Roedeans			
PARENT DETAILS		Father	Mother
Title			
Surname			
Name in full			
Identity No / Passport No			
Occupation			
Area of Specialisation			
Company of Employment			
Home Address			
Postal Address			
Telephone (Home)			
Telephone (Business)			
Telephone (Cell)			
E-mail address			
Name and telephone number of two referees			

Princess of Wales Terrace, Parktown, Johannesburg 2193
 Private Bag X3031, Houghton 2041
 Tel: (011) 647 3200
 Web: www.roedeanschool.co.za
 Email: roedeans@roedeanschool.co.za

CONDITIONS OF ADMISSION

1. I shall accept the decision of the Head in all matters relating to School organization and discipline, and such decision shall be final. These matters include attendance at and participation in School activities and functions, dress codes, the conduct of pupils generally, and punishment, including suspension of expulsion from the School. I accept that all pupils are required to adhere to the School time-tables and curricular requirements and activities including, without limitation, all classes, examinations, sporting and extra- and co-curricular activities organized by the School even if this may coincide with the religious observances of individual pupils.
2. At the time of acceptance of an offer by the School, and by the first day of the first term of each year thereafter, I shall pay an advance payment of such amounts as may have been laid down by the Board from time to time. This is to secure a place in the School as against other potential applicants on the waiting list and for the purposes set out in what follows. Advance Payments will be held in accordance with the Consumer Protection Act, 2008 and all interest or other income therefrom will accrue to the School as income. Advance payments made in previous years will be taken into account in determining the annual amount to be paid. This advance payment will be forfeited if the pupil does not attend the School from the agreed date unless a full term's notice of intention not to attend shall have been given in writing. It will be refunded only when the School has received payment of its final account after the pupil has left the School, and I shall not be entitled to apply any set-off. The School shall be entitled, in its sole discretion, to appropriate the advance payment or any portion thereof towards payment of any amount due to the School by me whatever cause and whenever arising.
3. I shall pay in advance, and by no later than the first day of each term, the tuition fees and other charges set out in the Fees Schedule which may be amended from time to time in accordance with the provisions of paragraph 5. These fees include the fees laid down by the Board for tuition together with all other fees charged or incurred on behalf of the pupil for the extras arranged or supplied with my consent or which, in the opinion of the Head, are necessary for the pupil. Other charges may be raised from time to time and these must be paid within three weeks of the rendering of an account. The Head is entitled to suspend or exclude the pupil from the School if any such fees have not been paid on due date. The Board will be entitled to charge interest on all overdue accounts at 2% above the rate charged by the School's bankers. Reports and/or other documentation may be withheld by the School until the full indebtedness of the parent to the School at any time has been discharged.
4. The School reserves the right to vary these conditions, including the fees of tuition, boarding, and other extras from time to time in its entire discretion, after giving not less than one term's notice to the parent. Failure by the School to enforce any of these conditions shall not constitute a waiver of the School's rights. A 5% rebate on tuition fees is given if fees for the full year are paid in advance by 31 January. This percentage is subject to review annually and may be varied at the School's discretion subject to one term's notice to the parent.
5. Either party may terminate the contract by giving one full term's notice in writing to the other, such notice to reach the other on or before the first day of the term at the end of which the withdrawal of the pupil is to take place. If I fail to give such notice, I shall nevertheless be liable for payment in full for the fees (for tuition and boarding) for the term in question whether the pupil attends or not. This is without prejudice to the right of either party to terminate the contract without notice for any material breach by the other, or in the case of serious misconduct on the part of the pupil.
6. I shall not be entitled to any rebate of fees if the pupil is absent for any portion of any term owing to illness or any other cause.
7. The School shall be entitled to instruct its attorneys to attend to the collection of any overdue accounts and I shall be liable for payment of all costs so incurred, on the scale as between attorney and own client, including collection commission, whether the legal proceedings are instituted by the School's attorneys or not.
8. My liability to the School is joint and several with the other signatories to this application.
9. The Head or, in his or her absence, a deputy-head is in loco parentis for the pupil when that pupil's parents are away or when they cannot be reached in sufficient time for urgent decisions to be taken regarding the education, health or welfare of the pupil.

10. I agree that the School may check and confirm any information on the application form and may make any enquiries it deems are necessary, and in particular to check my credit worthiness with my bankers, any financial institution that does credit verification or the last school the pupil attended.
11. I consent to the School disseminating my name and contact details only to other parents, staff or responsible persons engaged or authorized by the School for school related purposes, unless at any time I instruct the School in writing to the contrary. I consent to the School collecting, storing and sharing credit information about me pertaining to my payment of fees with any other educational institution or other relevant organization.
12. Having regard to the best interest of the pupil and to the duties on the School relating to the education of the pupil and to her support and care while at School or under the supervision of the School, I consent to the School processing the personal information of the pupil, including the collection from and disclosure to third parties. The information will be processed by the School for the purpose of educating the pupil and for providing for her support and care while at School or under the supervision of the School. The School undertakes that such information will be processed only in accordance with the provisions of and subject to the conditions set out in the Protection of Personal Information Act, 2013. Processing of personal information will include, but is not limited to collecting and storing the names and contact details of myself and the pupil; the pupil's health, including photographs with or without the name of the pupil in School publications or press releases; and supplying information and references for the pupil to other educational institutions.
13. The School will from time to time inform parents of the finishing times of School activities in which pupils may be involved. Parents are required to collect pupils within 30 minutes after the finishing times. Parents will be responsible for their child after the finishing times of any school activity whether or not they are on school premises.
14. I agree that the laws of the Republic of South Africa shall apply to all dealings between me and the School.
15. Roedeian is a Christian School with a strong Anglican bias - however it is not a Church School. People of all established religions are welcomed at the School. All pupils must attend all religious services. These include, without limitation, holy-communion, hymn singing, chapel services, assemblies, and the annual valedictory service (which is compulsory for the Upper IV and matriculation classes and is held either in the Roedeian Chapel or in St George's Church, Parktown). They do not have to participate in the service but are expected to show respect, e.g. sit/stand with the others.
16. I have read the Guiding Principles of Roedeian School (SA) NPC and am prepared to subscribe to its aims and ethos.

These conditions should be signed by both parents (unless one parent is solely responsible in all respects, not only as to guardianship but also custody).

We/I apply for admission to Roedeian School (SA) for our/my daughter.

We/I agree that our/my daughter's admission will be subject to the conditions of admission which appear on this form, or such conditions as may have been laid down by the Board at the time of admission.

Father's signature

Mother's Signature

Date:_____

Date:_____