

HOLY FAMILY COLLEGE

PARKTOWN 1905

APPLICATION FOR ADMISSION

Grade and year you are applying for: (please tick)

Grade	Pre-school (from Age 1)	R	1	2	3	4	5	6	7	8	9	10
Year of entry												

NO APPLICATION WILL BE PROCESSED WITHOUT ALL REQUIRED INFORMATION

LEARNER NAME AND SURNAME	
DATE OF BIRTH	
PHOTO	

DOCUMENTS FOR APPLICATION (Please attach to application form):

	Copy of Birth Certificate
	Copy of last school report
	Testimonial from last school
	Copy of ID/ Passports (person responsible for fees and/or parents)
	Proof of non-refundable application fee R300
	Copy of custody court papers if applicable
	Immigrant learners: Copy of study permit, passport pages showing legal status in SA
	Copy of immunisation record
	3 Months bank statements
	Proof of residence
	Proof of income (payslips)
	1 x photograph of learner

How did you hear about our school?
What attracted you to our school?

Please complete the application form and deliver or email to: info@holyfamily.co.za

LEARNER INFORMATION

Surname: _____

First names: _____ Preferred Name: _____

Date of birth: _____ Male / Female: _____

Learner's ID/Passport number: _____

Citizenship: _____ Home language: _____

Residential address: _____

_____ Code: _____

Postal address: _____

_____ Code: _____

Learner Cell Number: _____ Home Tel: _____

Religion: _____

Learner Current school:

Name of School: _____ Grade _____

Tel: _____ Email: _____

Second Language at school: _____

Details of any remedial teaching or therapy received: _____

SIBLINGS' INFORMATION

Complete if the learner has a sister/brother **currently** at Holy Family College (**not cousins**):

Name of sibling: _____ Grade: _____ House: _____

Name of sibling: _____ Grade: _____ House: _____

If Roman Catholic, please indicate which Sacraments have you received:

SACRAMENT	Year and Parish
Baptism	
First Holy Communion	
Confirmation	

PARENTS' / GUARDIANS' INFORMATION

Mother / Guardian:

Living:

Deceased:

Surname: _____ First names: _____

ID/Passport number: _____

Residential address: _____

Postal address: _____ Code: _____

Home telephone: _____ Work telephone: _____

Email: _____ Cell: _____

Occupation: _____ Employer: _____

Home Language: _____

Marital Status: Single Married Step-mother Divorced Foster

If Divorced, who has legal custody? _____

Father / Guardian:

Living:

Deceased:

Surname: _____ First names: _____

ID/Passport number: _____

Residential address: _____

Postal address: _____ Code: _____

Home telephone: _____ Work telephone: _____

Email: _____ Cell: _____

Occupation: _____ Employer: _____

Home Language: _____

Marital Status: Single Married Step-mother Divorced Foster

If Divorced, who has legal custody? _____

PAYMENT DETAILS - BOTH PARENTS / SPONSOR TO SIGN

Father:

Surname: _____ First names: _____

ID/Passport number: _____

Residential address: _____

Postal address: _____ Code: _____

Home telephone: _____ Work telephone: _____

Email: _____ Cell: _____

Occupation: _____ Employer: _____

Mother:

Surname: _____ First names: _____

ID/Passport number: _____

Residential address: _____

Postal address: _____ Code: _____

Home telephone: _____ Work telephone: _____

Email: _____ Cell: _____

Occupation: _____ Employer: _____

Sponsor: (if applicable)

Surname: _____ First names: _____

ID/Passport number: _____

Residential address: _____

Postal address: _____ Code: _____

Home telephone: _____ Work telephone: _____

Email: _____ Cell: _____

Occupation: _____ Employer: _____

Emergency contact (other than parents or guardians):

NEXT OF KIN:

Surname: _____ First names: _____

Relationship to learner: _____

Home telephone: _____ Work telephone: _____

Email: _____ Cell: _____

MEDICAL DETAILS

MEDICAL AID

Medical Aid Name: _____ Membership number: _____

Main Member: _____

Surname

First Names

FAMILY DOCTOR

Name of Doctor: _____

Contact Tel: _____ Cell: _____

Known Medical conditions:

Legal documentation from a doctor needs to be provided should the learner suffer from any of these conditions or any other condition including allergies.

Heart problems		Epilepsy		Blood pressure		Uses Glasses	
Hearing		Ulcers		Depression		Asthma	
Migraines		Diabetes		Anxiety		Other: *	
ADD/ ADHD		Tuberculosis		Blackouts			

*Other: _____

Allergies: (if any) _____

Medication (including Chronic): _____

Has the learner had any illness, disability, accident or psychological disorder in the past 5 years?

Has the learner ever been a victim or personally witnessed any abuse, serious trauma such as murder or violent crime? _____

Any other relevant information you would like to disclose?

ADMISSION PROCEDURE

Applicants for admission must comply with the following procedures:

1. When a parent / guardian applies for admission of a Learner to a school, the parent must present an official birth certificate of the learner to the Head of College. If the parent is unable to submit the birth certificate, the learner may be admitted conditionally until a copy of the birth certificate is obtained from the regional office of the Department of Home Affairs. It is an offence to make a false statement about the age of a child.
2. The parent must ensure that the admission of the learner is finalised within three months of conditional admission.
3. On application for admission to the primary school, a parent must show proof that the learner has been immunised against the following communicable diseases: polio, measles, tuberculosis, diphtheria, tetanus and hepatitis B. If the parent is unable to show proof of immunisation, the school must advise the parent on having the learner immunised as part of the free primary health programme.
4. When a learner transfers from one school to another, the Head of the first school must complete a transfer card and hand it to the parent, or forward it to the Holy Family College. The learner's transfer card must be attached to the application form for admission to the receiving school. If the transfer card is not available, the Head of College of the receiving school may admit and place the learner in a grade on the basis of the following documentation: the last report card issued by the previous school; other equivalent documentation from the previous school; or a written affidavit from the parent stating the reason for not having the transfer card and the grade the learner attended at the previous school.
5. All applications are subject to an interview as part of the admission process. At least one parent/guardian must accompany learner. In the Foundation Phase only, a placement test or school readiness test may be requested. All learner applications must accompany a character reference from his / her current school.
6. Applicants who are not South African citizens must also provide a relevant study permit or proof of permanent residence.

<p>Requirements: Certified copies of the following documents must accompany this application:</p> <ol style="list-style-type: none"> a. The identity documents/passports of parents/guardians. b. The birth certificate and Identity Document / passport of the learner. c. The latest school report of the learner. d. Proof of income for parents/guardians (3 latest payslips). e. 3 months bank statements. f. Proof of residence. g. Testimonial Form from last school h. Immigrant permit/status (if applicable) 	<ol style="list-style-type: none"> i. Proof of payment of R300 non-refundable administration fee. j. Two current ID-sized photos of the learner. k. If the learner is accepted, a NON-REFUNDABLE APPLICATION FEE OF R3 500 IS REQUIRED.
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BANKING DETAILS

First National Bank - Rosebank,
 Branch: 253305,
 Account number 5037 105 8569.
 Ref: Child's name and surname.

FEES TERMS AND CONDITIONS

1. Standard payment terms: tuition fees are payable monthly, **in advance**, but by no later than the first day of each school term.
2. Annual payment: tuition fees paid in full for the following year, by no later than 31 December, will be discounted by 10%. If fees are paid in full by the end of February of each year, a discount of 5% will apply.
3. Monthly payment: payment is to be made by the first day of each month, commencing in January, by electronic funds transfer, future dated electronic payment or stop order, and will be charged in line with the monthly fee schedule (payments spread over 11 months).
4. Penalties: we reserve the right to amend your payment option should you not meet the payment terms. It is your responsibility to arrange alternative payment arrangements with the Finance Office should there be a need to do so. If payment is not received as agreed, the whole amount outstanding will become due and payable immediately and will be handed over.
5. Sundry charges: payment of sundry charges levied, not covered in the fees (sports tours, books, study skills programmes, etc.) is due in the month charged. Sundry charges levied will be advised, in writing, prior to being raised against your child's school fee account.
6. Application fee: a non-refundable application fee of R300 is payable on submission of your child's application for admission.
7. Enrolment fee: a confirmation enrolment fee of R3 500 is payable on acceptance of your child into Holy Family College. **This fee is non-refundable.**

GENERAL CONDITIONS

1. Applicants authorise the school to carry out credit checks, and in the event of fees not being paid authorise the school to inform any relevant credit bureau and have their name listed with them.
2. If parents / guardians /sponsors receive any communication in connection with fees and are not the responsible fee payer, it is their responsibility to ensure that the communication reaches the responsible party.
3. Late payments will attract a surcharge of R100.
4. All fees statements will be emailed or sent home with learners for parents / guardians /sponsors who do not have email. Should you require a hard copy of any statement please advise the Finance Office. Fees statements sent home via 'Learner Post' will be deemed to have been received by parents / guardians. In the event of any change of details, such as email address, please ensure that the school is advised.
5. Please ensure that you quote your child's name and grade on all payments made. This will ensure that all payments received are correctly processed.
6. A full **term's notice, in writing**, or the equivalent fee in lieu thereof, is required prior to the withdrawal of a learner.

AGREEMENT

1. I have enclosed the non-refundable administration fee of R300 with this application.
2. I agree that the applicant will be bound by the College's Code of Conduct should this application be successful.
3. I understand that Holy Family College is a Catholic Christian school and agree to respect and abide by the ethos and culture of the school.
4. If this application is successful, a non-refundable application fee of R3 500 will be payable in order to secure the application.
5. I acknowledge that school fees are payable in advance by the 1st day of each month, from 1st January to 1st November, and that there are various payment options offered by Holy Family College.
6. I acknowledge that a term's (3 months) notice is required in writing **or a term's fees are required in lieu of notice**, if a child is withdrawn from Holy Family College. If a learner leaves during the term for any reason whatsoever, either at the insistence of the Head of College or parents/guardians, the balance of the school fees for that term will be forfeited or a term's notice in lieu of notice will be payable.
7. I acknowledge that should any one instalment payable in terms hereof not be paid on the due date, then the balance outstanding at the date of the next statement shall immediately become due and payable by me, and that no indulgence or grant of time by Holy Family College shall be deemed a waiver of its rights hereunder.

8. I choose the residential address set out above as my *domicilium citandi et executandi* for the service on me by Holy Family College of all notices, processes and other communications.
- 9. I undertake:**
- 9.1. To inform the school of any changes in the particulars supplied in this form, especially any changes of address or phone number and other communication;
 - 9.2. To ensure that my child attends school timeously and regularly and that he/she complies with the Code of Conduct and Catholic Ethos of Holy Family College. I understand and accept that should he/she break this Code of Conduct, the matter will be dealt with in terms of the College's Disciplinary Procedure;
 - 9.3. To ensure that my child participates in the extra-mural activities at the College. I undertake to support him/her in these activities.
- 10. I understand and accept that:**
- 10.1. Holy Family College is an independent Catholic School and I, and my child, will respect and uphold the Catholic ethos of the school. This will include the necessity of my child's attendance and participation in Religious Education classes at school, Masses, retreats and other Catholic functions or liturgies at school or off the school property;
 - 10.2. All learners are obliged to attend and participate in Physical Education lessons, including swimming.
- 11. I understand and agree that:**
- 11.1. The R3 500 application fee is non-refundable and will be forfeited should the parents/guardians decide for whatever reasons not to send the applicant to Holy Family College;
 - 11.2. School fee refunds will only be given if parents / guardians are withdrawing a learner from Holy Family College after the required notice has been given, and if the account is in credit;
 - 11.3. In accordance with the rights of an Independent School, should I not meet the terms of payment required, I might be asked to find an alternative school for my child;
 - 11.4. Accounts that are not paid will be handed over to our debt collectors for recovery. All costs incurred thereafter, irrespective of whether or not the College's claim is settled before proceedings are instituted, will be for my account.
 - 11.5. I/We hereby assume absolute responsibility for the payment of any fees and charges that may fall due as a result of the admittance to Holy Family College of the learner whose details appear on this application form.
 - 11.6. I/We acknowledge that school fees are payable in advance and that there are various payment options offered by Holy Family College. I/We acknowledge that a term's notice in writing or an equivalent fee is required before the withdrawal of the learner from Holy Family College.
 - 11.7. I/We acknowledge that should I default on any agreement reached which determines the schedule of payment below, then the whole balance outstanding shall immediately become due and payable by me and that no indulgence or grant of time by Holy Family College shall be deemed a waiver of its rights hereunder.
 - 11.8. I/We hereby agree in terms of section 45 of the Magistrates' Courts Act no 32 of 1944 that the College shall, as its option, be entitled to institute any legal proceedings for the recovery of any monies owing by me to the Holy Family College in any Magistrate's Court having jurisdiction in respect of such proceedings in terms of Section 28 of the Act.
 - 11.9. I/We hereby consent that the College, or its appointed agents, may carry out a credit enquiry and may transmit details to the credit bureau of how I have performed in meeting my obligations in terms of this agreement and, in the event that I fail to meet my obligations, may record my non-performance with the application credit bureau.
 - 11.10. I/We declare that I am the legal guardian of the learner whose details appear on this application form.
 - 11.11. I/We confirm that all the particulars that I may furnish or that have been furnished on this application form shall, to the best of my knowledge and belief, be full, true and accurate in every respect.
 - 11.12. I/We hereby undertake to abide by and comply with all the rules and regulations of the College, and I hereby acknowledge that I have to make myself familiar with all the rules of the College. I also agree to encourage my child to do the same and support the school in its endeavour to apply and enforce these rules.
 - 11.13. I/We agree to grant permission to Holy Family College, its staff, coaches and partners to take photographs/digital images, videotapes, audio recordings or quoted remarks of your child for use in the school's promotional or educational materials such as publications, electronic social media, presentations and website etc. That my child's name and identity may be revealed in the descriptive text or commentary with the image(s). Allow the school to publish photographs and/or personal information of my child at school on the School's prospectus packs, brochures, posters, banners and in national and local newspapers, etc. Authorise the use of all materials indefinitely without compensation. All negatives, positives, prints, digital reproductions and video or audio recordings shall be the property of Holy Family College.
 - 11.14. In the unlikely event that my child might leave Holy Family College, I give consent to allow the school to forward transfer documents, information and records to the new school that my child will be attending.

CERTIFICATION BY PARENT, GUARDIAN OF, OR PERSON RESPONSIBLE FOR APPLICANT LEARNER.

I, by my signature hereto, acknowledge that I am the parent/guardian/sponsor of, or person responsible for _____ (insert full names and surname of learner) and that I have read and fully understand the terms of this contract. I hereby certify that all the information recorded above and on the accompanying documents is true and correct.

Signed in _____ on this day _____ 20____

Parent/Guardian 1:

Name: _____ ID: _____

Signature: _____

Parent/Guardian 2:

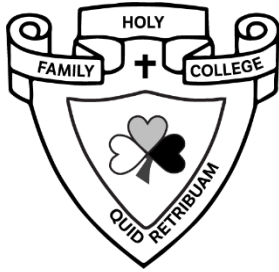
Name: _____ ID: _____

Signature: _____

Sponsor (if applicable):

Name: _____ ID: _____

Signature: _____



Holy Family College

PARKTOWN 1905

We would appreciate if you could complete the TESTIMONIAL FORM for this learner. Upon completion, please return this form either to the learner or send it directly to Holy Family College using the contact details below.

TESTIMONIAL FORM

Learner name: _____ Grade: _____

Date of Birth:

d	d	m	m	y	y
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Name of current school: _____

		Weak	Average	Excellent
1	Academic achievement			
2	Compliance with Code of Conduct			
3	Sports Achievements			
4	Cultural Achievements			
5	Leadership			
6	Honesty			
7	Parent commitment			
8	Attendance			
9	Work Ethic			
10	Character and personality			

Current annual school fees: _____ Present arrears (if any) _____

Special achievements:

Areas of concern:

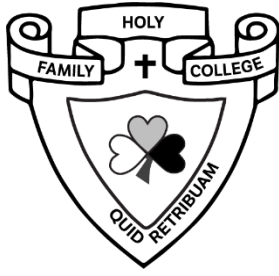
Any further comments:

Signature of Principal

Date

Send form to:
Email: info@holyfamily.co.za
Fax: 011 486-1104

School Stamp



Holy Family College

PARKTOWN 1905

INDEMNITY FORM

EVERY CARE WILL BE TAKEN TO ENSURE THE SAFETY AND SECURITY OF YOUR CHILD IN THE CLASSROOM, ON EDUCATIONAL OR SPORTS EVENTS AND OUTINGS.

Full name of Learner: _____

I, the undersigned _____ (insert full names and surname, please print) being the parent/guardian of the above learner, or person responsible for, hereby consent to the participation of my child in all lessons, games, sporting, cultural and educational tours and trips and educational excursions arranged by the College and/or conducted under its aegis.

I accept that Holy Family College will take all reasonable precautions to ensure the safety and wellbeing of my child during normal school times and when he/she takes part in the extramural activities of the school, including games, sporting, cultural and educational tours and trips and educational excursions, and that I shall be held responsible for the payment of medical and/or hospital accounts, where applicable, should an injury be sustained which cannot be ascribed to gross negligence on the part of Holy Family College, its Board of Governors, its Staff and other agents.

I hereby indemnify and hold blameless the Board of Governors of the College, its Staff and other agents against all claims of any nature which may arise in consequence of the death of or any injury sustained by my child during normal school times and during the course of such games, sporting, cultural and educational tours and trips and educational excursions, from whatsoever cause arising, including any fault of whatsoever nature attributable to Holy Family College, its Board of Governors, its Staff and other agents, save that liability shall not be excluded under this indemnity for loss occasioned by a deliberate act of wilful misconduct attributable to Holy Family College, its Board of Governors, its Staff and other agents.

I cede my powers as parent, guardian or responsible person to the Head of Holy Family College, or their representative, should medical treatment/surgery be deemed necessary for my child. In the event of my child being injured I hereby authorise Holy Family College, its Staff and other agents to procure such medical treatment/surgery as may in its/their absolute discretion be deemed necessary.

I undertake to indemnify Holy Family College, its Board of Governors, its Staff and other agents from all medical and hospital costs occasioned thereby. I, by my signature hereto, acknowledge that I am the parent/guardian of, or person responsible for _____ (insert full names and surname of pupil), and that I have read and fully understand the terms of this indemnity.

Parent/Guardian 1:

Name: _____ ID: _____

Signature: _____

Parent/Guardian 2:

Name: _____ ID: _____

Signature: _____

Sponsor (if applicable):

Name: _____ ID: _____

Signature: _____