



APPLICATION FOR BOARDING

(GIRLS ONLY)

Please complete the following application for boarding at Holy Family College. If you would like your girl-child to become a boarder, it is vital that all emergency contact information and medical needs are made very clear, and constantly kept up-to-date.

Boarding facilities at Holy Family College are available to girl-learners in the High School, (Grades 8 - 12), only.

LEARNER INFORMATION:

Academic year									Current grade	
First Names										
Surname										
Date of Birth	Y	Y	Y	Y	M	M	D	D	Current Age	
Ethnic group								Religion		

TYPE OF BOARDING DESIRED: (Please Tick)

WEEKLY Boarders are dropped off on Sunday night by 17:30, or Monday morning by 07:00 then collected on Friday afternoon before 16:00.

TERMLY Boarders are dropped off at the beginning of the term, stay at school on weekends, then return home for school holidays, and one mid-term break.

TRANSPORT REQUIREMENTS: (Please Tick)

ALONE ON PUBLIC TRANSPORT

PRIVATE TRANSPORT

NAME OF PERSON/S WHO WILL USUALLY DROP OFF AND COLLECT THE LEARNER

PERSONS THAT MAY FETCH YOUR CHILD		
NAME	RELATIONSHIP	CONTACT DETAILS

SPECIAL DIET- (Please cross an option)

NORMAL DIET	VEGETARIAN DIET
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KNOWN SLEEPING PROBLEMS: (Please cross an option)

Sleepwalking	Frequent nightmares
Bedwetting	OTHER (specify):

DAILY MEDICATION - Please write times and dosage.

MEDICATION	DOSAGE	TIMES

MEDICAL AID DETAILS:

MEDICAL AID NAME	
MEDICAL AID NUMBER:	
MEDICAL AID PLAN:	
MAIN MEMBER (Surname):	
MAIN MEMBER (Full Name)	

NB: A copy of the main member's medical aid card must be provided to the school to keep on file.

FAMILY DOCTOR DETAILS:

DOCTOR'S NAME:
CONTACT DETAILS: (Landline and/or cell phone)
Email:

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	Blackouts
Hearing	Ulcers	Depression	Uses Glasses
Migraines	Diabetes	Anxiety	Asthma
ADD/ ADHD	Tuberculosis	Bipolar	Other:

Does the learner suffer from any allergies?

YES	NO
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If YES, please provide details:

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

YES	NO
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If YES, please provide details:

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

 YES NO

If YES, please provide details:

Has the learner had any operations?

 YES NO

If YES, please provide details:

Any other relevant information you would like to disclose?

CONSENT FOR EMERGENCY CARE

IN A CRITICAL MEDICAL SITUATION, PLEASE BEAR IN MIND THAT THERE MAY NOT BE TIME TO REFER TO THE LEARNER'S RECORDS. THE SCHOOL THEREFORE RESERVES THE RIGHT TO UTILISE THE QUICKEST MEDICAL SERVICE AVAILABLE.

I, _____ (parent), BEING THE PARENT / LEGAL
GUARDIAN OF _____ (learner full name),

- HEREBY AGREE THAT A MEDICAL PRACTITIONER MAY PROVIDE EMERGENCY TREATMENT AS MAY BE NECESSARY.
- HEREBY AGREE THAT ALL MEDICAL EXPENSES ARE FOR THE PARENT/GUARDIAN ACCOUNT

SIGNATURE OF PARENT / LEGAL GUARDIAN

SIGNATURE OF PARENT / GUARDIAN

DATE

PARENT / GARDIAN CONTACT DETAILS

DETAILS OF PARENT/GUARDIAN 1

FULL NAMES	
SURNAME	

IDENTITY NUMBER

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RELATIONSHIP_____ MARITAL STATUS_____

OCCUPATION_____ EMPLOYER_____

RESIDENTIAL ADDRESS WORK ADDRESS POSTAL ADDRESS

_____	_____	_____
_____	_____	_____
_____	_____	_____

TELEPHONE (H)	
TELEPHONE (W)	
TELEPHONE (C)	

EMAIL ADDRESS (PLEASE WRITE LEGIBLY)

PARENT'S STATUS (Please cross an option)

LEARNER LIVING WITH PARENT/S	<input type="checkbox"/>	ACCESS RIGHTS TO LEARNER	<input type="checkbox"/>
LEARNER'S LEGAL GUARDIAN	<input type="checkbox"/>	ACCESS RIGHTS IN AN EMERGENCY ONLY	<input type="checkbox"/>

PAYMENT OPTION (Please cross an option)

MONTHLY DEBIT ORDER	<input type="checkbox"/>	MONTHLY CARD PAYMENT	<input type="checkbox"/>
MONTHLY IN ADVANCE BY ELECTRONIC FUNDS TRANSFER OR CASH DEPOSIT AT THE BANK	<input type="checkbox"/>	ANNUALLY IN ADVANCE BY ELECTRONIC FUNDS TRANSFER OR CASHDEPOSIT AT THE BANK	<input type="checkbox"/>

BANKING DETAILS (Monthly debit order option)

BANK NAME		ACCOUNT TYPE	
BRANCH NAME		BRANCH NUMBER	
ACCOUNT NUMBER			

DETAILS OF PARENT/GUARDIAN 2

FULL NAMES	
SURNAME	

IDENTITY NUMBER

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RELATIONSHIP _____ MARITAL STATUS _____

OCCUPATION _____ EMPLOYER _____

RESIDENTIAL ADDRESS WORK ADDRESS POSTAL ADDRESS

_____	_____	_____
_____	_____	_____
_____	_____	_____

TELEPHONE (H)	
TELEPHONE (W)	
TELEPHONE (C)	

EMAIL ADDRESS (PLEASE WRITE LEGIBLY)

PARENT'S STATUS (Please cross an option)

LEARNER LIVING WITH PARENT/S		ACCESS RIGHTS TO LEARNER	
LEARNER'S LEGAL GUARDIAN		ACCESS RIGHTS IN AN EMERGENCY ONLY	

PAYMENT OPTION (Please cross an option)

MONTHLY DEBIT ORDER		MONTHLY CARD PAYMENT	
MONTHLY IN ADVANCE BY ELECTRONIC FUNDS TRANSFER OR CASH DEPOSIT AT THE BANK		ANNUALLY IN ADVANCE BY ELECTRONIC FUNDS TRANSFER OR CASH DEPOSIT AT THE BANK	

BANKING DETAILS (For monthly debit order option)

BANK NAME		ACCOUNT TYPE	
BRANCH NAME		BRANCH NUMBER	
ACCOUNT NUMBER			

DETAILS OF SPONSOR (Other than Parent/Guardian):

FULL NAMES	
SURNAME	

IDENTITY NUMBER

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RELATIONSHIP_____ MARITAL STATUS_____

OCCUPATION_____ EMPLOYER_____

RESIDENTIAL ADDRESS	WORK ADDRESS	POSTAL ADDRESS
_____	_____	_____
_____	_____	_____
_____	_____	_____

TELEPHONE (H)	
TELEPHONE (W)	
TELEPHONE (C)	

EMAIL ADDRESS (PLEASE WRITE LEGIBLY)

PARENT'S STATUS (Please cross an option)

LEARNER LIVING WITH PARENT/S		ACCESS RIGHTS TO LEARNER	
LEARNER'S LEGAL GUARDIAN		ACCESS RIGHTS IN AN EMERGENCY ONLY	

PAYMENT OPTION (Please cross an option)

MONTHLY DEBIT ORDER		MONTHLY CARD PAYMENT	
MONTHLY IN ADVANCE BY ELECTRONIC FUNDS TRANSFER OR CASH DEPOSIT AT THE BANK		ANNUALLY IN ADVANCE BY ELECTRONIC FUNDS TRANSFER OR CASHDEPOSIT AT THE BANK	

BANKING DETAILS (For monthly debit orders)

BANK NAME		ACCOUNT TYPE	
BRANCH NAME		BRANCH NUMBER	
ACCOUNT NUMBER			



BOARDING HOUSE AGREEMENT

(Please read and consider each point carefully before signing below. You are entitled to request any clarification and/or explanation of any of clauses and/or term/s used in this contract, at your request, before signing).

This is a legal contract

ADMISSION PROCEDURE

1. When a parent / guardian applies for admission of a Learner to the school, and/or Boarding House 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 completed in full and finalised.
3. On application for admission to the school and/or Boarding facilities a parent must show proof that the learner has been immunised against the following communicable diseases: polio, measles, tuberculosis, diphtheria, tetanus, hepatitis B and Covid-19, (when allowed by law). 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 the learner. All learner applications must accompany a character reference from their current school.
6. Applicants who are not South African citizens must also provide a relevant study permit or proof of permanent residence.

Applicants for admission must comply with the following procedures:

APPLICATION REQUIREMENTS

Certified copies of the following documents must accompany this application:

- One current ID-sized photo of the learner;
- The birth certificate or identity document/passport of the learner;
- Immigrant/study status/permit (if applicable);
- Health card/Proof of immunisation (GR 00000 to GR 3);
- The latest school report of the learner (translated, if foreigner);
- Testimonial Form from last school (signed and stamped);
- The identity documents/passports of parents/guardians;
- Proof of income for parents/guardians (3 latest payslips);
- 3 months bank statements;
- Proof of residence;
- **R500** admin fee proof of payment (non-refundable);
- Signed indemnity Form (Parent(s)/Sponsor);
- Acceptance of policies and procures document;
- Upon acceptance, **R5000** enrolment fee (non-refundable);
- For boarding, **R6.500** application fee (non-refundable).



Holy Family College

BANKING DETAILS

FIRST NATIONAL BANK - ROSEBANK
BRANCH: 25 33 05
ACCOUNT NUMBER: 5037 105 8569
REF: LEARNER'S NAME & GRADE

FEEES TERMS AND CONDITIONS

1. Standard payment terms: School and Boarding fees are payable monthly, **in advance**, but by no later than the first day of each school term.
2. **Annual payment:** if tuition fees are paid in full for the following year, by no later than 31 December, fees 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. **No discounts apply to Boarding Fees.**
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, IEB Examinations, 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. **Admission fee:** a non-refundable **admin fee of R500** is payable on submission of your child's application for admission.
7. **Application fee:** a confirmation of **application fee of R 6500** (SCHOOL AND BOARDING combined), 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 and contact numbers, 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 from school and /or Boarding.

AGREEMENT

1. I have enclosed the non-refundable administration fee of R500 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 R6500 (SCHOOL AND BOARDING combined), 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 (School and Boarding) 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 R6500 application fee (SCHOOL AND BOARDING combined), 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 / Boarding 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 and /or attorneys 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 and boarding 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 must 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 AND AGREEMENT 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.

We, the undersigned parents/guardians:

- Declare that the particulars contained in this boarding application are true and correct.
- Understand that any false or incomplete information may constitute grounds for immediate rejection.
- Agree and understand unconditionally with all conditions concerning fees and governance listed above.

Signed in _____ on this day _____ of _____ 20_____

Parent/Guardian 1:

Full Name: _____ ID: _____

Signature: _____

Parent/Guardian 2:

Full Name: _____ ID: _____

Signature: _____

Sponsor (if applicable):

Full Name: _____ ID: _____

Signature: _____

CONTACT DETAILS:

CONTACT PERSON	CONTACT DETAILS
MOTHER:	
FATHER:	
NEXT OF KIN:	
OTHER: (Emergencies only)	
Relationship: _____	