



ST DAVID'S MARIST INANDA

P.O. Box 55026, Northlands 2116 • Tel: (011) 215 7600 • Fax: 086 686 3886 • Web: www.stdavids.co.za
 e-mail: admissions@stdavids.co.za

I. APPLICATION FOR ENROLMENT

- Notes: (i) A Non-refundable Application Fee must accompany this form (See attached Fee Document).
 (ii) Applicant pupils may be required to undergo an entrance assessment.

SECTION A: PUPIL INFORMATION

SURNAME:			
FIRST NAMES:			
AGE:		DATE OF BIRTH:	
ID NUMBER:			
RELIGION:		DENOMINATION:	
*RACE:		*NATIONALITY:	
HOME LANGUAGE/S:			
HOME ADDRESS:			
		CODE:	
POSTAL ADDRESS:			
		CODE:	
CURRENT SCHOOL:			
PRESENT GRADE:		ENROLMENT INTO ST DAVID'S IN GRADE:	
		IN YEAR:	

*This information is required by the Department of Education and other accreditation bodies in our annual submissions.

If applicant has/had brothers at this College, please state:

NAME:	CURRENT GRADE/ YEAR MATRICULATED:	HOUSE:

SECTION B: ROMAN CATHOLICS ARE REQUIRED TO COMPLETE THE FOLLOWING

PARISH WHERE BAPTISED:		NAME OF PRIEST:	
DATE OF BAPTISM:		PLACE:	
DATE OF FIRST COMMUNION:		PLACE:	
DATE OF CONFIRMATION:		PLACE:	
CURRENT PARISH:		NAME OF PRIEST:	

SECTION C: PARENT/GUARDIAN 1

RELATIONSHIP:			
SURNAME:		TITLE:	
FIRST NAMES:			
RACE:		NATIONALITY:	
CITIZENSHIP:		ID NO./PASSPORT NO.:	
RELIGION:		DENOMINATION:	
TEL (HOME):		CELL:	
EMAIL:			
RESIDENTIAL ADDRESS:			
		CODE:	
POSTAL ADDRESS:			
		CODE:	
DETAILS OF EMPLOYMENT			
OCCUPATION:		EMPLOYER:	
EMPLOYER:			
BUSINESS ADDRESS:			
		CODE:	
TEL (BUSINESS):		E-MAIL	
IF SELF EMPLOYED, PROVIDE DETAILS OF BUSINESS: _____			

PARENT/GUARDIAN 2

RELATIONSHIP:			
SURNAME:		TITLE:	
FIRST NAMES:			
RACE:		NATIONALITY:	
CITIZENSHIP:		ID NO./PASSPORT NO.:	
RELIGION:		DENOMINATION:	
TEL (HOME):		CELL:	
EMAIL:			
RESIDENTIAL ADDRESS:			
		CODE:	
POSTAL ADDRESS:			
		CODE:	
DETAILS OF EMPLOYMENT			
OCCUPATION:		EMPLOYER:	
EMPLOYER:			
BUSINESS ADDRESS:			
		CODE:	
TEL (BUSINESS):		E-MAIL	
IF SELF EMPLOYED, PROVIDE DETAILS OF BUSINESS: _____			

MARITAL STATUS: _____

SECTION D: PERSON RESPONSIBLE FOR PAYMENT OF SCHOOL FEES

	1st person responsible for payment of school fees	2nd person responsible for payment of school fees
Title and Surname:		
First Name:		
Home Address:		
Postal Address:		
E-mail Address:		
Signature:		
Date:		

SECTION E: ALUMNI RELATIONSHIPS

If applicant is the son or grandson of a St David's Marist Old Boy, please complete the following:

NAME OF ST DAVID'S OLD BOY:					
RELATIONSHIP:					
LAST YEAR OF ATTENDANCE:		GR LEFT:		HOUSE	
CONTACT No:					
E-MAIL ADDRESS:					

Any other direct relatives who attend/ed St David's or other Marist Schools:

NAME:	RELATIONSHIP:	MARIST SCHOOL:	CURRENT GRADE/ YEAR MATRICULATED:
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

SECTION F: MARKETING

A. RESEARCH INFORMATION

1. What was your primary reason for applying to St David's?

2. How did you first hear about St David's?

3. Have you seen/visited any of our advertising/marketing endeavours (e.g. press adverts/expo's/Open Day etc.)?

B. MARKETING MATERIAL

St David's often uses photographs of the boys in the marketing and promotional material. In addition, photographs are taken at sporting, cultural and social events and these may include photos of parents/ family members.

I _____ hereby give permission for photographs of my son/s and family specifically taken for marketing or promotional purposes or taken incidentally at St David's events, to be used (appropriately and professionally) by the school.

Signed

Date

SECTION G: OTHER RELEVANT INFORMATION

Is there any other information that we need to be aware of pertaining to your son or your family (health, educational, familial, situational, financial etc)?

H. RULES AND REGULATIONS OF THE COLLEGE

Definitions:

- “*Headmaster*” refers interchangeably to the Headmaster: High School or Headmaster: Preparatory School
- “*College*” refers to both the High School and Preparatory School

SECTION A: ENROLMENT FEE: TUITION FEES, LEVIES & CHARGES

- To secure enrolment a non-refundable enrolment fee, as stipulated in the Fees – Terms and Conditions and Tuition Fee Schedule annexed hereto and marked **Annexure I**, is payable immediately on acceptance of enrolment. The enrolment fee is not refundable if for any reason after payment of the fee, the place is not taken up.
- Tuition fees as set out in **Annexure I** are payable in advance and no later than the first day of each term, preferably by means of a debit order. A discount as set out in **Annexure I** will be given on all tuition fees paid annually in advance.
- Tuition fees may be paid monthly by arrangement with the Business Manager. Monthly payments are payable by the last day of each month preferably by debit order, future dated electronic payment or stop order and will be charged in line with **Annexure I**.
- The College reserves the right, without notice, to vary tuition fees and other extras, from time to time, at its entire discretion. Tuition fees are usually reviewed annually. Any adjustments will normally be effected from the first term. The applicable Fees Schedule is circulated at the end of each year with the account for the ensuing term’s fees.
- Payment of sundry charges levied (sports tours, books etc.) are due in the month charged.
- The Board of Governors reserves the right to raise levies from time to time in order to meet funding requirements. Such levies will be added to tuition fee accounts.
- A Development Levy is payable on the terms and conditions as set out in **Annexure I**.
- All payments received will be applied firstly to the reduction of interest, levies and fees in lieu of notice, sundry charges and arrears as applicable, and then to the reduction of current tuition fees.
- Payments returned by the bank will also attract a surcharge in the amount as set out in **Annexure I**.
- A full term’s notice, in writing, or the equivalent fee in lieu thereof is required prior to the withdrawal of a pupil from the College. Such notice must be given to the College before the first day of the term preceding the term when such withdrawal is to take place. Failure to give such notice will result in the parent/guardian/person responsible for payment of tuition fees to be liable for payment in full of the fees for tuition for the term in question whether the pupil attends or not.
- The parent, guardian or responsible person 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. In the event of a pupil leaving the College during a term for whatever reason and no notice is given as required in (j) above, then the full term’s fees shall nevertheless be payable and no refund of fees already paid for that term shall be claimable.
- The College reserves the right to refuse admission of any pupil in respect of whom monies due to the College are outstanding and overdue, and to withhold reports of any such pupils. The College shall be entitled to terminate a pupil’s tuition as a consequence of unpaid accounts and monies outstanding and the pupil shall not be entitled to continue his tuition at the College until the unpaid accounts and outstanding monies are paid in full.

- (m) The College shall be entitled to instruct its Attorneys to attend to the collection of any overdue accounts and the parent/guardian or responsible person shall be liable for payment of costs so incurred, on the scale as between Attorney and Client, including collection commission, whether legal proceedings are instituted by the School's Attorneys or not.
- (n) Failure by the College to enforce strictly any of these conditions shall not constitute a waiver of the College's rights.

SECTION B: CODE OF CONDUCT

The College subscribes to a Code of Conduct which deals with general behaviour, dress and grooming, substance abuse, disciplinary procedures and sanctions for contravening the Code. Completion of this application form expressly implies acceptance of and willingness of the parent, guardian or responsible person and the prospective pupil to be bound by the Code of Conduct.

Please note the following:

- (a) The Headmaster reserves the right to suspend or expel pupils from the College, following disciplinary procedures as outlined in the Code of Conduct, for a duration determined by the Headmaster at his absolute discretion, in the event of a pupil's failure to comply with the College's Code of Conduct.
- (b) **Absence at beginning and end of term:** Permission to be absent for a period at the beginning or the end of term, will not be given merely to facilitate holiday arrangements. Where overseas travel is concerned, the Headmaster should be consulted prior to the confirmation of such arrangements. Absence without permission will be treated as a serious offence.
- (c) **Participation in extra-curricular activities:** Parents are asked to understand that participation in extramural activities, including games for the College, takes precedence over any external club. Boys are required to be involved in the school's extra-curricular programme and it is expected that pupils will be available for selection if required.
- (d) **Compulsory Attendance:** During the course of the year, a number of school functions and sports fixtures are compulsory. Learners are given these dates in advance and may only be excused from these events with the permission of the Housemaster.
- (e) **Infectious illness:** The return of boys to College after infectious illness, or contact with infection, is allowed only on presentation of a medical certificate. All pupils who are absent for longer than two consecutive school days should bring a doctor's certificate with them on their return.
- (f) Except in cases of illness, pupils may not be absent from College or from extra-curricular activities, or from other compulsory school activities without permission being obtained beforehand from the Housemaster, or relevant Teacher in Charge.
- (g) The Headmaster reserves the right, at his absolute discretion, to discipline boys for bad work or misbehaviour, or for any behaviour which is in breach of these regulations, or which in any way is likely to bring discredit to the College.
- (h) The Headmaster expressly reserves the right to "detain" boys for misconduct or bad work without necessarily giving notice to parents. This detention may be held on a Saturday and will take precedence over any sporting or other activity.
- (i) The Headmaster is in loco parentis for all pupils here at the College: the exact interpretation of this phrase in an emergency must be at the discretion of the Headmaster who will consult parents where, in his opinion, this is possible.

SECTION C: UNDERTAKING BY PARENT, GUARDIAN OR PERSON RESPONSIBLE

Name of pupil: _____

Consequent upon the acceptance by me of the offer of enrolment of the above-named pupil applicant in Grade _____ with effect from _____ and having read and understood the rules and regulations set out above, I _____ (insert full names and surname, please print)

hereby undertake to abide by such rules and regulations.

Signed at: _____

On (date): _____

Signature: _____

SECTION D: CONSENT AND INDEMNITY FORM

I, the undersigned _____ (insert full names and surname, please print) being the parent/guardian of, or person responsible for _____ (insert full names and surname of pupil),

hereby consent to the participation of my son in all games, sporting, cultural and educational tours and trips and educational excursions arranged by the College and/or conducted under its aegis.

I accept that the College will take all reasonable precautions to ensure the safety and wellbeing of my son during normal school times and when he 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 the 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 son 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 the 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 the College, its Board of Governors, its Staff and other agents.

I cede my powers as parent, guardian or responsible person to the Headmaster of the College, or their representative, should medical treatment/surgery be deemed necessary for my son.

In the event of my son being injured I hereby authorise the 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 the 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.

Signed at: _____

On (date): _____

Signature: _____

SECTION E: CERTIFICATION BY PARENT, GUARDIAN OF, OR PERSON RESPONSIBLE FOR APPLICANT PUPIL

I hereby certify that all the information recorded above and on the accompanying documents is true and correct.

Signed: _____

Date: _____

Kindly **notify** this office of any changes in status, address, or contact details.

SECTION F: CREDIT REFERENCE

I hereby authorise St David's Marist Inanda to obtain any credit information required by the College in order to undertake a meaningful credit check. I authorise such concerns to provide all relevant information.

Name of Previous School: _____

Phone Number: _____

SECTION G: DOCUMENTATION

COPIES OF THE FOLLOWING DOCUMENTS MUST ACCOMPANY THIS FORM, VIZ COPIES OF THE APPLICANT PUPIL'S (APPLICATIONS WILL NOT BE PROCESSED UNTIL ALL DOCUMENTS ARE PROVIDED):

- Proof of Payment of Application Fee
- Unabridged Birth Certificate of Applicant
- Baptism Certificate of Applicant (Roman Catholics only)
- Most recent School Report
- Recent ID/ Passport Photo (Gr 8 only)
- Immunisation Card (Prep Gr 00-3 only)
- Certified copies of ID's for both Parents/Guardians/Person responsible for Payment of Fees
- Residence and/or Work/Study Permit (where Applicable)

SECTION H: RESULT OF APPLICATION – For internal administrative purposes only

Enrolment Approved: Yes _____ No _____

Grade: _____

With Effect From (date): _____

(Subject to acceptance of terms and conditions set out above)

Signature: _____

HEADMASTER

BANK DETAILS

Our bank details are as follows:

Standard Bank of SA Ltd

Sandton Branch

Account Number: 42-094-371-4

Branch code: 019-205

Reference: 'Child's Surname'