



# STANDARD TERMS AND CONDITIONS OF ADMISSION, ENROLMENT AND TUITION OF PUPILS AT GRAYSTON PREPARATORY SCHOOL

October 2009

The terms shall incorporate the rules, for which the guardian shall be entitled to have a copy, free of charge, and which may be inspected at the school at all reasonable times.

The admission, enrolment and tuition and/or continued tuition of learners, as the case may be, is at the discretion of the Headmaster who may refuse admission and/or tuition and/or continued tuition, as the case may be, without giving reasons, and may grant temporary or provisional enrolment subject to further terms and conditions, which he may, in his sole discretion, impose. The Headmaster may cancel enrolment in accordance with the Rules.

School fees shall be payable in advance and all arrears in respect of school fees shall bear interest at the rate of prime as charged by First National Bank.

The Board of Directors shall determine school fees from time to time, and the guardian shall be bound by any adjustment thereof. Advance notice of any increases and/or adjustment in the school fees shall be given to the guardian.

The guardian shall give the school one full term's notice of intention to withdraw a learner from the school's enrolment. He shall be liable to pay school fees for the forthcoming term should the required notice not be given.

In the event of any injury or loss sustained by the guardian or the learner on account of any act or omission by the school, its employees, learners, agents or invitees, whatever claim the guardian may have shall be limited to the extent of the school's public liability insurance and to the extent that the claim exceeds that public liability insurance the guardian hereby waives such claims as he/she may have against the school and indemnifies the school and its employees and holds them harmless against and from any or all claims the learner may have against the school in excess of its public liability insurance.

In the event of any breach of these Terms and Conditions or the Rules by the guardian or the learner, then and in such event:

- the Headmaster shall be entitled to declare the learner's admission and/or enrolment and/or tuition and/or continued tuition cancelled and/or suspended, and prohibit the learner from further attendance at the school; or
- in the event that the guardian of a learner breaches any of the Terms and Conditions or the Rules, including but not limited to, failing to pay school fees and fails to remedy such a breach within seven (7) days after notice calling upon such guardian to remedy the breach, then and in such an event the guardian, by its signature hereto agrees and confirms that the learner shall not receive further tuition until such time that all and any monies due, owing and payable to the school have been paid in full. In addition to all other remedies available to the school, the Headmaster hereby further reserves the right to ensure that the learner attends the Media Centre during school hours, until full payment of all the monies due, owing and payable to the school are paid by the guardian. The guardian further by his/her signature hereto indemnifies the school against any consequences which such action may have in respect to the learners academic performance; and
- the Board of Directors and/or the school shall be entitled to institute such action necessary for recovery of all and any monies outstanding to the school, without further notice, in which event the guardian shall, in addition to all other monies payable to the school, be liable for all legal costs incurred in respect of such action taken, calculated on the scale as between attorney and client; and
- the guardian further hereby consents to the jurisdiction of the Magistrate's Court, provided that the Board of Directors and/or the

school may institute such action they deem necessary in any Court of competent jurisdiction.

The remedies stipulated above shall not be exhaustive and shall in addition to and without prejudice to any other or further remedies available in law.

No amendment or consensual cancellation of the terms shall be of any force or effect unless reduced to writing and signed by the Chairman of the Board of Directors for the time being and the guardian.

These terms, the rules as amended from time to time, and the attached application contain the entire agreement between the parties in relation to the subject matter dealt with, and neither party shall be bound by any terms, undertaking, representation or warranty not expressly recorded herein.

No indulgence, leniency or extension of time which either party may grant to the other, shall in any way prejudice the grantor or preclude the grantor from exercising any of its rights in the future.

## APPLICATION FOR ADMISSION AND ENROLMENT

In this application, unless the context otherwise indicates:

**"the Board of Directors"**: means the body in which the control and management of the school is vested;

**"the guardian"**: means the legal guardian of the learner and includes a parent in relation to a child or the person in whose custody the child has been lawfully placed;

**"the Headmaster"**: shall mean the head of the school who shall be known as the Headmaster;

**"learner"**: means the child;

**"the Rules"**: means the Basic School Rules and Regulations contained in the Prospectus and the Code of Conduct, as amended from time to time;

**"the school"**: means Grayston Preparatory School;

**"the Terms"**: means the Standard Terms and Conditions of Admission, Enrolment and Tuition of learners at Grayston Preparatory School.

The singular shall include the plural and the masculine gender shall include the feminine gender.

The Guardian chooses his domicilium citandi et executandi for all purposes at the address appearing on the application, provided the Guardian shall be entitled by written notice to the school to change his/her chosen domicilium with effect from fourteen days of receipt of such notice.

FOR OFFICE USE	
COPY OF 1 <sup>ST</sup> PARENTS I.D	
COPY ON 2 <sup>ND</sup> PARENTS I.D	
COPY OF SCHOOL FEE PAYERS I.D	
CANCELLED CHEQUE	
CAPTURED ON PENCIL BOX	
CAPTURED ACCOUNTS DEPARTMENT	

Names of Parents/Guardians.....

Signatures of Parents/Guardians.....



# PERSONAL PARTICULARS PARENTS/GUARDIAN: PLEASE PRINT

**1st PARENT**

I, \_\_\_\_\_  
(Full name and surname of Parent/Guardian)

Marital Status: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_  
Identity Number: \_\_\_\_\_  
Religious Denomination: \_\_\_\_\_  
Country of Origin: \_\_\_\_\_  
Residential Address: \_\_\_\_\_  
\_\_\_\_\_

Permanent Resident in RSA? \_\_\_\_\_  
(If not South African attach copy of Work/Residence Permit)  
Postal Address: \_\_\_\_\_  
\_\_\_\_\_

Email: \_\_\_\_\_  
Telephone Numbers:  
Home: \_\_\_\_\_  
Work: \_\_\_\_\_  
Cell: \_\_\_\_\_

Employment Details:  
Name of Employer: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

Designation: \_\_\_\_\_  
Type of Business: \_\_\_\_\_

Personal Reference:  
(Eg. Family member or friend not living at the same address)  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone Numbers:  
Home: \_\_\_\_\_  
Work: \_\_\_\_\_  
Cell: \_\_\_\_\_  
Relationship to you: \_\_\_\_\_  
In may capacity as Guardian/Father of:  
\_\_\_\_\_

(Pupil's name)

**2nd PARENT**

I, \_\_\_\_\_  
(Full name and surname of Parent/Guardian)

Marital Status: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_  
Identity Number: \_\_\_\_\_  
Religious Denomination: \_\_\_\_\_  
Country of Origin: \_\_\_\_\_  
Residential Address: \_\_\_\_\_  
\_\_\_\_\_

Permanent Resident in RSA? \_\_\_\_\_  
(If not South African attach copy of Work/Residence Permit)  
Postal Address: \_\_\_\_\_  
\_\_\_\_\_

Email: \_\_\_\_\_  
Telephone Numbers:  
Home: \_\_\_\_\_  
Work: \_\_\_\_\_  
Cell: \_\_\_\_\_

Employment Details:  
Name of Employer: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

Designation: \_\_\_\_\_  
Type of Business: \_\_\_\_\_

Personal Reference:  
(Eg. Family member or friend not living at the same address)  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone Numbers:  
Home: \_\_\_\_\_  
Work: \_\_\_\_\_  
Cell: \_\_\_\_\_  
Relationship to you: \_\_\_\_\_  
In may capacity as Guardian/Mother of:  
\_\_\_\_\_

(Pupil's name)

Hereby apply to enrol the above mentioned child as a learner of the school, and agree to be bound by the Standard Terms and Conditions of Admission and Enrolment as well as the Rules of the school all of which shall prevail in the event of any conflict or ambiguity in relation to any other document signed by me.

Signed at: \_\_\_\_\_  
On \_\_\_\_\_ 20\_\_\_\_  
\_\_\_\_\_  
*Signature of Guardian/Father*

Signed at: \_\_\_\_\_  
On \_\_\_\_\_ 20\_\_\_\_  
\_\_\_\_\_  
*Signature of Guardian/Mother*



# PARTICULARS OF LEARNER

Surname: \_\_\_\_\_ First Names: \_\_\_\_\_  
(Please Print)

ID Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Sex:  MALE  FEMALE

Year of entry: \_\_\_\_\_ Into Grade: \_\_\_\_\_ Citizenship: (if not South African) \_\_\_\_\_

Country of Origin: \_\_\_\_\_ Date of Arrival: \_\_\_\_\_ Does your child have a Study Permit?  Yes  No

Home Language: \_\_\_\_\_ Religious Denomination: \_\_\_\_\_

Who is the child living with?: \_\_\_\_\_ Position of the Child in the Family?: \_\_\_\_\_  
(Eg: Eldest, Youngest)

Population Group : (please tick appropriate box) Black  Coloured  Indian  White

## TERMS AND METHOD OF PAYMENT

I hereby undertake to pay school fees and additional charges as per this document.

I acknowledge that ONE FULL term's notice, in writing, is required for any pupil being removed from the school. Should the required FULL term's notice not be given I will be responsible for the payment of the forthcoming term's fees in lieu of such notice.

I agree that I shall effect payment of school fees and additional charges as undertaken above.

*Please tick applicable box*

PAYMENT IN ADVANCE FOR THE YEAR	<input type="checkbox"/>	PAYMENT IN ADVANCE FOR THE MONTH	<input type="checkbox"/>	PAYMENT BY DEBIT ORDER	<input type="checkbox"/>	PAYMENT BY CREDIT CARD	<input type="checkbox"/>	PAYMENT BY ELECTRONIC BANK TRANSFER	<input type="checkbox"/>
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If Company pays the account, please include a supporting letter of confirmation.

### PERSON RESPONSIBLE FOR ACCOUNT

Surname: \_\_\_\_\_ Names: \_\_\_\_\_

Relationship to Pupil: \_\_\_\_\_ Marital Status: \_\_\_\_\_

Identity Number: \_\_\_\_\_ Country of Origin: \_\_\_\_\_

Permanent Resident in RSA? \_\_\_\_\_  
(If not South African attach copy of Work/Residence Permit)

Residential Address: \_\_\_\_\_  
\_\_\_\_\_ How long there? \_\_\_\_\_

Postal Address: \_\_\_\_\_

Previous Address: \_\_\_\_\_  
\_\_\_\_\_ How long there? \_\_\_\_\_

Email Address: \_\_\_\_\_

Telephone Numbers: Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

Employment Details: Name of Employer: \_\_\_\_\_

Postal Address of Employer: \_\_\_\_\_

Physical Address of Employer: \_\_\_\_\_  
\_\_\_\_\_

Designation: \_\_\_\_\_ Type of Business: \_\_\_\_\_

I have the following accounts:

Name: \_\_\_\_\_ Account Number: \_\_\_\_\_

Address: \_\_\_\_\_

Name: \_\_\_\_\_ Account Number: \_\_\_\_\_

Address: \_\_\_\_\_

I hereby authorize Experian/Compuscan to access my credit profile.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# SCHOOL AND ENROLMENT FEES

FEES ARE SUBJECT TO CHANGE

KINDLY NOTE: ONE FULL TERM'S WRITTEN NOTICE IS REQUIRED BEFORE A PUPIL IS REMOVED FROM THE SCHOOL OR THE PAYMENT OF A FULL TERM'S FEES IN LIEU THEREOF.

GRADE 000	DISCOUNT	AMOUNT (R)	ANNUALLY (R)	MONTHLY (R)
1st Child	full fees		34,671	3,153
2nd Child	7.50%	2,600	32,071	2,916
3rd Child	15%	5,201	29,470	2,679
4th Child	50%	17,336	17,336	1,576
GRADE 00	DISCOUNT	AMOUNT (R)	ANNUALLY (R)	MONTHLY (R)
1st Child	full fees		34,671	3,153
2nd Child	7.50%	2,600	32,071	2,916
3rd Child	15%	5,201	29,470	2,679
4th Child	50%	17,336	17,336	1,576
GRADE 0	DISCOUNT	AMOUNT (R)	ANNUALLY (R)	MONTHLY (R)
1st Child	full fees		34,983	3,180
2nd Child	7.50%	2,624	32,359	2,942
3rd Child	15%	5,247	29,736	2,703
4th Child	50%	17,492	17,492	1,590
GRADE 1	DISCOUNT	AMOUNT (R)	ANNUALLY (R)	MONTHLY (R)
1st Child	full fees		36,502	3,318
2nd Child	7.50%	2,738	33,764	3,069
3rd Child	15%	5,475	31,027	2,821
4th Child	50%	18,251	18,251	1,659
GRADE 2	DISCOUNT	AMOUNT (R)	ANNUALLY (R)	MONTHLY (R)
1st Child	full fees		37,589	3,418
2nd Child	7.50%	2,819	34,770	3,161
3rd Child	15%	5,638	31,951	2,905
4th Child	50%	18,795	18,795	1,709
GRADE 3	DISCOUNT	AMOUNT (R)	ANNUALLY (R)	MONTHLY (R)
1st Child	full fees		39,434	3,585
2nd Child	7.50%	2,958	36,476	3,316
3rd Child	15%	5,915	33,519	3,047
4th Child	50%	19,717	19,717	1,792
GRADE 4	DISCOUNT	AMOUNT (R)	ANNUALLY (R)	MONTHLY (R)
1st Child	full fees		40,941	3,722
2nd Child	7.50%	3,071	37,870	3,443
3rd Child	15%	6,141	34,800	3,164
4th Child	50%	20,471	20,471	1,861
GRADE 5	DISCOUNT	AMOUNT (R)	ANNUALLY (R)	MONTHLY (R)
1st Child	full fees		42,549	3,868
2nd Child	7.50%	3,191	39,358	3,578
3rd Child	15%	6,382	36,167	3,288
4th Child	50%	21,275	21,275	1,934
GRADE 6	DISCOUNT	AMOUNT (R)	ANNUALLY (R)	MONTHLY (R)
1st Child	full fees		44,174	4,016
2nd Child	7.50%	3,313	40,861	3,715
3rd Child	15%	6,626	37,548	3,413
4th Child	50%	22,087	22,087	2,008
GRADE 7	DISCOUNT	AMOUNT (R)	ANNUALLY (R)	MONTHLY (R)
1st Child	full fees		44,174	4,016
2nd Child	7.50%	3,313	40,861	3,715
3rd Child	15%	6,626	37,548	3,413
4th Child	50%	22,087	22,087	2,008

5% Discount is offered for fees paid annually in advance

Signatures of Parents/Guardians.....



## SCHOOL AND ENROLMENT FEES (Continued)

Payment of school fees is **COMPULSORY**. School fees for **2010** are as follows:

### APPLICATION FEE

A non-refundable Application Fee of **R350,00** must accompany the Application Form together with a copy of the pupil's Birth Certificate and latest School report.

### ENTRANCE FEE

An Entrance Fee of **R1000,00** is payable at the time when a definite place is offered for entry to the school. **This is non-refundable.**

**DEPOSIT:** Upon acceptance as a learner at Grayston Preparatory school, which acceptance shall be given in writing, a Deposit of 1 terms fees equal to a 1/3 of the current years Grade 7 fees is payable. This deposit so paid may be refunded on a percentage scale, pro rata and based on the number of years the learner completes at the school divided by the number of possible years attendance. The refund so repayable is subject to the Standard Terms and Conditions as read together with the Rules of the School.

### ANNUAL AMENITIES LEVY R2135,00

The Annual Amenities Levy is intended to cover funding of the school magazine, some excursions, photocopying of worksheets and technology upgrades etc.

### AFTERCARE FEES

With regard to option 1 and 2, the guardian shall give the school one calendar month's notice of intention to withdraw a learner from the school's aftercare enrolment. I accept that I must give the school 1 months notice should I wish to withdraw my child from Aftercare.

**OPTION 1** See page 6 to indicate your selection (Including school holidays)

The charge is calculated for a period of **ELEVEN MONTHS**. The total cost is divided into **ELEVEN** equal monthly payments and added to your monthly debit order. R9900,00 per annum or **ELEVEN** monthly payments of R900,00 from 01 January 2010 to 30 November 2010.

**OPTION 2** See page 6 to indicate your selection (Excluding school holidays)

The charge is calculated for a period of **NINE** months. The total cost is divided into **ELEVEN** equal monthly payments and added to your monthly debit order. R8470,00 per annum or **ELEVEN** monthly payments of R770,00 from 01 January 2010 to 30 November 2010.

**OPTION 3** See page 6 to indicate your selection (Daily or Casual rate)

This option is to accommodate parents who may wish to use the facility on a more flexible or casual basis:

The charge for:	<b>MORE</b> than 10 days per month	R900,00 per month
	<b>LESS</b> than 10 days per month	R100,00 per day
	<b>DAILY HOLIDAY RATE</b>	R130,00 per day

### STATIONERY REQUIREMENTS

The school provides lists of your child's annual stationery requirements that must be purchased prior to the commencement of school.

Stationery packs for Pre-Preparatory (Gr.000, Gr.00, Gr.R) are purchased on behalf of the parents and issued to the children. Parents are charged for the cost thereof. This is payable together with the first payment of school fees at the beginning of the year.

From Grade 1 to Grade 7 additional stationery such as exercise books and plastic covers etc, will be supplied to your child by the school for which you will be charged. Please ensure that this is paid for together with your first payment of school fees at the beginning of the academic year.

Signatures of Parents/Guardians.....



## DEBIT ORDER AUTHORISATION

Account/Payee Details

I, \_\_\_\_\_

(Full name and surname)

Postal Address:

\_\_\_\_\_  
 \_\_\_\_\_

Bank Details:

Name of Bank: \_\_\_\_\_

Branch Name: \_\_\_\_\_

Branch Code: \_\_\_\_\_

Account Number: \_\_\_\_\_

Account Type: \_\_\_\_\_

### Details of Pupil/s

Grade	Fee	Name of Pupil/s
Grade 000		
Grade 00		
Grade R		
Grade 1		
Grade 2		
Grade 3		
Grade 4		
Grade 5		
Grade 6		
Grade 7		
Aftercare		
<b>TOTAL</b>		

Will your child be attending the Aftercare Facility?

Yes

No

Please request and complete the Aftercare Enrolment

If Yes, which option have you chosen? : OPTION

1

2

3

We request my/our account with the such amounts drawn against it by **Grayston Preparatory School** in terms of the request. I understand that **Grayston Preparatory School** will inform me if the amount quoted above is altered.

Signed at: _____	Signed at: _____
On _____ 20__	On _____ 20__
_____ <i>Specimen Signature of Account Holder</i>	_____ <i>Specimen Signature of Account Holder</i>
Capacity: _____	Capacity: _____

A second signature will be required for joint accounts.

If a company is the payee, the full name of the company must be shown and the authorized person(s) must sign indicating his/her capacity.

NOTE: A cancelled or used cheque should accompany the form to enable us to verify the bank details.

In order to process this Debit Order timeously, it must be returned to the **Accounts Controller immediately**.

I/We understand that one month's written notice must be given should I/we wish to cancel the Debit Order Authorisation.

**PLEASE ATTACH A COPY OF A CANCELLED CHEQUE**

**PLEASE NOTE:**

**Charges for unpaid items due to default on your part will be debited to your account at the going Bank rate per item. This applies to both unpaid debit orders and unpaid cheques as they are accepted without prejudice to ourselves.**



# INDEMNITY FOR SCHOOL ACTIVITIES, TOURS, OUTINGS AND EXCURSIONS

## INDEMNITY

Grayston Preparatory School will constantly endeavour to do what is reasonably required to keep the learner safe from harm and free of loss, taking into account the circumstances of each case. The School has taken out public liability insurance, (currently for cover of R20 million) to cover the School should it be found legally responsible for any particular loss. Subject to the limitations on the School's right to an indemnity in terms of Section 103 of the School Education Act No 6 of 1995 (Gauteng Province), we, the undersigned,

\_\_\_\_\_ (1<sup>st</sup> Parent's full name)

\_\_\_\_\_ (2<sup>nd</sup> Parent's full name)

being the parent/s and guardian/s of:

\_\_\_\_\_ (Child's full names – "The Learner")

in respect of the event in question jointly and severally waive such claims as we may have against the School in excess of its public liability insurance and indemnify the School and its employees and hold them harmless against and from any and all claims the learner may have against the School in excess of its public liability insurance.

### CONTACT TELEPHONE NUMBERS

	Home	Work	Cell
1st Parent			
2nd Parent			
Other			
Name of other contact person :			

### ALLERGIES

My child is allergic to the following: \_\_\_\_\_

### MEDICATION

My child is on medication and I attach the "Special Medication for a Pupil" information as required by the school. I hereby certify that the medication has been prescribed by a registered medical practitioner and that the instructions regarding dosage and application of the medication are in accordance with the prescription of the medical practitioner and the recommendations of the dispensing pharmacist.

### MEDICAL AID

Name of Medical Aid: \_\_\_\_\_

Medical Aid No.: \_\_\_\_\_ Principal Member's Name: \_\_\_\_\_

Principal Member's ID Number: \_\_\_\_\_

### ANY OTHER RELEVANT INFORMATION:

\_\_\_\_\_  
\_\_\_\_\_

### Signed and dated:

Dated at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_

1<sup>st</sup> Parent \_\_\_\_\_ 2<sup>nd</sup> Parent \_\_\_\_\_

Legal Guardian/s \_\_\_\_\_

### PLEASE NOTE: PERMANENT DISABILITY / PERSONAL ACCIDENT INSURANCE

Should you wish your child to be covered please make your own arrangements directly with your insurance company/insurance broker.

Signatures of Parents/Guardians.....