



APPLICATION FOR ADMISSION

HOLY FAMILY COLLEGE

PO Box 17075, Congella, 4013

11 Convent Close, Glenmore, 4001

Tel: (031) 205 5083

Email: admissions@holyfamilycollege.co.za

www.holyfamilycollege.co.za

ID photo
of
learner

PROPOSED GRADE: Please indicate (✓) proposed grade

GRADES												
R	1	2	3	4	5	6	7	8	9	10	11	12

LEARNER INFORMATION					
Surname				Date of Birth	
First Names				ID Number	
Preferred Name				Citizenship	
Home Language				Religion	
Gender	Male		Female		If Catholic, name of Parish
Name of current school				Interests / Extra-mural activities	

SIBLING/S AT HOLY FAMILY COLLEGE		
Name of Sibling	Grade	Sporting House

STATUTORY REQUIREMENTS					
Please provide the following pupil information, as required by the Department of Education for statistical purposes					
Race	Black	Coloured	Indian	White	Other
Please indicate (✓)					

SA Resident? (If not, please complete immigrant status below)	Yes		No	
Is the Learner's Father deceased?	Yes		No	
Is the Learner's Mother deceased?	Yes		No	

Initials

LEARNER IMMIGRANT STATUS			
Date entered South Africa			
Resident / Immigrant			
Passport Number		Country Issued	

LEARNER MEDICAL DETAILS			
Medical Aid Name		Plan / Option	
Membership Number		Principal Member	
Doctor's Name		Doctor's Tel Number	
Medical Condition / Allergies			
Details of Physical and/or Learning Disabilities			

DETAILS OF PERSON RESPONSIBLE FOR SCHOOL FEES			
Surname		Mr / Mrs / Ms / Dr	
Full Names			
ID / Passport Number			
Home Telephone		Work Telephone	
Cellphone Number		Email Address	

PARENT / GUARDIAN (1) INFORMATION			
Relationship to Learner	Father / Mother / Aunty / Uncle / Grandparent / Guardian		
Surname		Mr / Mrs / Ms / Dr	
Full Names			
ID / Passport Number			
Marital Status			
Religion			
Home Telephone		Work Telephone	
Cellphone Number		Email Address	
Home Physical Address	Complex		
	Street Name & No		
	Suburb		
	City		
	Code		
Postal Address (If different to physical address)	PO Box No		
	City		
	Code		
Employer / Business Name			

PARENT / GUARDIAN (2) INFORMATION			
Relationship to Learner	Father / Mother / Aunty / Uncle / Grandparent / Guardian		
Surname		Mr / Mrs / Ms / Dr	
Full Names			
ID / Passport Number			
Marital Status			
Religion			
Home Telephone		Work Telephone	
Cellphone Number		Email Address	
Home Physical Address	Complex		
	Street Name & No		
	Suburb		
	City		
	Code		
Postal Address (If different to physical address)	PO Box No		
	City		
	Code		
Employer / Business Name			

Indicate who Learner lives with	Father		Mother		Legal Guardian		Custodian	
Address of Learner if not residing with parents	Complex							
	Street Name & No							
	Suburb							
	City							
	Code							
Contact Details of Person who Learner lives with								

EMERGENCY CONTACT DETAILS		
Contact Name	Relationship to Learner	Contact Number

In case of an emergency, and should the Head be unable to contact the PARENT/GUARDIAN/DOCTOR, I agree that she may use her discretion in this regard. I also agree to be responsible for any medical expenses/charges incurred, i.e. taxi fare, ambulance fees, medical charges etc. and to indemnify Holy Family College and their staff, from any claim which may arise as a result of this action.

SUBJECT CHOICES: GRADE 10; 11 AND 12 ONLY

Compulsory Subjects:	Please indicate (✓)
➤ English Home Language	✓
➤ Life Orientation	✓
➤ Religious Education	✓
➤ Second Language (choose ONE of the following)	
• Afrikaans	
• isiZulu	
• French	
➤ Mathematics (choose ONE only)	
• Mathematical Literacy	
• Mathematics Core	

Elective Subjects: (choose ONE subject under each option only)	Please indicate (✓)
➤ <i>Option One</i>	
• Drama	
• Geography	
• Accounting	
• Information Technology (IT)	
➤ <i>Option Two</i>	
• Business Studies	
• Computer Applications Technology (XAT)	
• Life Sciences	
• Engineering, Graphics and Design (EGD)	
➤ <i>Option Three</i>	
• Physical Science	
• Consumer Studies	
• History	

PARENT/GUARDIAN DECLARATION AND CONTRACT OF ENROLMENT

- ***The person/s whose details appear in the above, declare that he/she/they are the parent/s or legal guardian/s of the Learner, whose details appear on page 1.*** The rights and obligations contained in this Contract are binding on every person who signs this Contract and must be carried out in order for the Learner to be successfully enrolled and retained at the School.
- By signing or initialling or otherwise entering into this Contract you agree to the terms and conditions contained in this document as well as any terms and conditions contained in the Policies of the School, which form part of this Contract. If there is any provision in this Contract that you do not fully understand, please ask for an explanation before signing.

1. GENERAL OBLIGATIONS OF THE SCHOOL

- 1.1. The admission and enrolment of learners to the School is at the discretion of the Head who may refuse a learner's admission to the School without giving reasons therefor and may grant temporary or provisional enrolment to the School subject to such further terms and conditions which the Head may impose. The Head may, at his/her sole discretion, cancel enrolment in accordance with the Rules.
- 1.2. For the sake of clarity, this Agreement regulates the enrolment and admission of your Child to the School and also regulates the relationship between the School, your Child, yourself and/or a Third Party once your Child is admitted and enrolled with the School. ***Subject to clause 1.1, nothing in this Agreement should be interpreted as a representation or warranty made by the School that your Child will be admitted to and enrolled with the School.***

2. DISCLAIMERS

- 2.1. You acknowledge that the School does not take any responsibility for any theft or loss of, or damage or destruction to any property of whatever nature (including School clothing, sporting equipment, books, or any other personal possessions) brought on to the School premises by your Child, unless the School or its staff are in physical possession of that property and damage occurs to that property either because –
 - 2.1.1. the School or its staff treated the property as their own; or
 - 2.1.2. the School or its staff did not exercise the degree of care, diligence and skill that can reasonably be expected of a person responsible for managing property belonging to another person, when handling, safeguarding or using the property
- 2.2. Unless you expressly notify us in writing to the contrary, you consent to your Child participating, under proper supervision, both in and outside the School, in sports and other activities (including contact sports) which may entail some risk of physical injury, as well to your Child travelling to and participating in School activities and programmes outside the School. Subject to the School taking reasonable care to avoid harm, and save for any gross negligence on the part of the School, its employees or agents, the School is not responsible for loss or damage resulting from such sports, activities or programmes and you indemnify the School against any claims in that regard.

3. POLICIES OF THE SCHOOL

- 3.1. The Head may in her discretion require you to remove or may suspend or expel your Child if your behaviour is in the reasonable opinion of the Head so unreasonable as to affect or likely affect the progress of your Child or another child (or other children) at the School or the well-being of the School staff or to bring the School into disrepute.
- 3.2. The Head may, at her discretion, require you to remove or may suspend or expel your Child from the School, if she considers that your Child's attendance, progress or behaviour (including behaviour outside school) is seriously unsatisfactory and in the reasonable opinion of the Head the Child's removal is in the School's best interests or those of your Child, other children or the wider School community. In this case, you will be asked to remove your Child either immediately and without notice, or at a specified date that is shorter than full term, with or without notice in any form, as is reasonable under the circumstances. The School will not be required to give you a full term's written notice under these circumstances. Should the Head exercise this right, your deposit will be forfeited. However, any prepaid fees will be refunded to you.

- 3.3. You declare that you have read and understood the policies of the School as adopted and published by the School from time to time and agree to abide by these policies. The School undertakes to make copies of all policies available on request and free of charge, or on the School's website.
- 3.4. You undertake to comply with all the rules and regulations of the School and acknowledge that it is your responsibility to make yourself familiar with the policies.
- 3.5. You acknowledge that you are responsible for your Child, whether on the property of the School or not, after the notified finishing times of any school activity/event/function and that you will ensure that your Child obeys all school rules and policies where they apply to the Child.
4. PAYMENT OF FEES
- 4.1 You and/or the Third Party have absolute responsibility for the payment of any Fees applicable to your Child attending the School. You also acknowledge that School Fees are payable in advance and that facilities exist for monthly payments.
- 4.2 You and/or the Third Party accept that you/it will be liable for the payment of the Additional Goods/Services. Such Additional Goods/Services include payment for stationery, books, school tours, outings or any other Additional Goods/Services required by the School to provide your Child adequately with the educational services in terms of this Agreement. Any such Additional Fees will be added to the School account, which will be payable by the end of each month.
- 4.3 **In the event of the Third Party taking responsibility for the payment of the Fees, you by your signature hereto, hereby bind yourself jointly and severally in your personal capacity as surety and co-principal debtor with the Third Party for payment to the School of any amounts which are owing and may at any time become owing to the School by the Third Party.**
- 4.4 You also acknowledge that if any instalment on account of a fee which is payable is not paid on the due date, the whole balance of the fee outstanding will immediately become due and payable by you. No indulgence or grant of time by the School will constitute a waiver of its rights under this contract or otherwise.
- 4.5 The School fees will be reviewed from time to time and may be increased by an amount which the School considers reasonable. We will endeavour to give you **at least two calendar months'** notice of any increase in the fees due for a particular term. You have a right to cancel this contract without penalty should the school fees increase to an amount which you no longer wish to pay, provided that you give the School written notice of that intention within 7 (seven) days of the School's notification of an increase, failing which the cancellation provisions will apply, and you will be required to provide a full term's notice or pay a term's fees in lieu of notice.
5. PROTECTION OF PERSONAL INFORMATION
- 5.1 By entering into this contract, and unless you at any time instruct the School expressly and in writing to the contrary, your consent is given for the School to:
- 5.1.1 collect, store and process credit information about you and any Third Party or divorced or separated Parent responsible for payment of any or all amounts comprised in the Fees;
- 5.1.2 collect, store and process names, contact details and information relating to yourself and your Child, and to such information being made available to other parents/guardians, staff or responsible persons engaged or authorised by the School for School-related purposes to the extent required for the purpose of managing relationships between the School, parents/guardians, and current learners as well as providing references and communicating with the body of former learners;
- 5.1.3 include photographs, with or without name, of your Child in School publications, or in press releases to celebrate the School's or your Child's activities, achievements or successes;
- 5.1.4 supply information and a reference in respect of your Child to any educational institution which you propose your Child may attend. We will take care to ensure that all information that is supplied relating to your Child is accurate and any opinion given on his/her ability, aptitude and character is fair. However, the School cannot be liable for any loss you or your Child is alleged to have suffered resulting from opinions reasonably given, or correct statements of fact contained, in any reference or report given by us; and
- 5.1.5 inform any other school or educational institution to which you propose to send your Child of any outstanding fees.

5.2 The School may not distribute or otherwise publish any of your personal information in its possession, unless you give your consent, in writing, to the School that it may do so. Should this be the case, the School may only distribute or otherwise publish the information specified in your consent to the people and for the purpose stated in your written consent.

6. TERMINATION AND NOTICE REQUIREMENTS

6.1 You have the right to cancel this contract at any time, for any reason, provided that you give the School a **full term's notice**, in writing, of this intention before the withdrawal of the Child from the School.

6.2 The School also has the right to cancel this contract at any time, for any reason/material breach, provided that it gives you a full term's notice, in writing, of its decision to terminate this contract. At the end of the term in question, you will be required to withdraw the Child from the School.

6.3 For purposes of this contract, a material breach is considered to exist where you or your Child (as the case may be) –

6.3.1 fail to uphold the Policies and/or Rules of the School;

6.3.2 fail to pay any Fees when due;

6.3.3 fail to fulfil all legal requirements necessary for your Child to attend school in South Africa, if any of these legal requirements apply to your Child, for example, failure to obtain a valid study permit for your Child if he/she is a foreign citizen; or

6.3.4 act in such a way that you or the Child become seriously and unreasonably uncooperative with the School and in the opinion of the Head, your or your Child's behaviour negatively affects your Child's or other children's progress at the School, the well-being of School staff, or brings the School into disrepute.

7. GENERAL

7.1. You choose the residential address set out in pages 2 & 3 as your chosen legal address for the service of all notices and legal processes and the postal and email addresses for all other communications by the School to you.

7.2. You confirm that all the particulars that you may furnish or that you have furnished to the School on this contract or otherwise from time to time are or will be, to the best of your knowledge and belief, full, true and accurate.

7.3. You undertake to advise the School in writing of any changes to the details included in this contract.

7.4 We reserve the right to change or add to these terms and conditions from time to time for legal, safety or other substantive reasons or in order to assist the proper delivery of education at the School. The School will give you at least a term's notice of any such modifications.

7.5 Holy Family College reserves the right to conduct any credit bureau searches it deems necessary on any signatory hereto, and to satisfy itself that the Parent/Guardian/Third Party can afford the fees and extras charged by HFC at time of submission of the Application.

Declaration:

I/we, the undersigned, do hereby declare that I/we have read and understood this Contract, including the Policies of the School.

I/we, also hereby give Holy Family College authorisation to conduct credit inquiries and/or obtain credit reports in respect of my/our credit profile as may be necessary with the credit bureau of the School's choice.

Name of Parent/Guardian (1)

Signature

Date

Name of Parent/Guardian (2)

Signature

Date

Initials

DOCUMENTATION REQUIRED WITH APPLICATION FORM

The below documentation must accompany this application form, failing which, the application will not be accepted.

Document	Please indicate (√)	Office Check
1. Learner's last two (2) current reports		
2. Learner's last final year-end report		
3. Current school fee statement (January to current date)		
4. Learner's UNABRIDGED birth certificate		
4. Immigration study permit / visa		
5. Learner's immunisation card		
6. Proof of residential address for both parents		
7. Father's ID book / card		
8. Mother's ID book / card		
9. Father's latest two (2) month's payslips		
10. Mother's latest two (2) month's payslips		
11. Documents required by person responsible for fees (if not parent) 10.1 Affidavit stating responsible for fees 10.2 ID book / card 10.3 Proof of residential address 10.4 Proof of earnings		
12. Self-employed: 12.1 Current management (financial) reports 12.2 Three (3) months of companies bank statements 12.3 SARS tax clearance certificate		

Fees payable	Receipt No	
1. R450.00 upfront NON-REFUNDABLE application fee		
2. R3,000.00 NON-REFUNDABLE admission fee (payable upon acceptance)		