



STAR COLLEGE
PRETORIA
 25 Meadow Avenue, Willow Glen
 www.starcollegepta.co.za



HIGH SCHOOL

APPLICATION FORM

PLEASE USE CAPITAL LETTERS TO COMPLETE THIS FORM.
ALL FIELDS MUST BE COMPLETED. APPLICATIONS WILL NOT BE PROCESSED IF ALL REQUIRED DOCUMENTS ARE NOT ATTACHED

Particulars of LEARNER:

Full Names:	Residential address:
Surname:
Preferred name:	Postal address:
Date of birth:
Country of Birth:	Home Telephone:
Nationality:	Special needs (specify in detail eg. ADD or any behavioural problems):
ID Number:
Gender:
Home Language:
Religion:	Does the applicant have any siblings attending Star College Pretoria? Please state name and Grade. (5% discount awarded to siblings)
Number of children in family:
Siblings: of..... children
Present School:	Has the student passed all grades?
Present Grade:
Grade applying for:	Has the student been professionally assessed to show weakness in any subject? Please specify
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NB: Each application is provisional and subject to assessment and approval.
 There is an age restriction for Pre-Primary applicants as well as Grade 1.
 Star College reserves the right to decline any applicant that does not meet the Star College evaluation criteria.

Mother/Guardian Initial _____

Father/Guardian Initial _____

Particulars of Parents / Guardians

Student name:

NB: If a parent is deceased, please provide full details of step parent or guardian if applicable below.

Father / Guardian

Mother / Guardian

Full Names:

Full Names:

Surname:

Surname:

Occupation:

Occupation:

Employer:

Employer:

Tel Home: Work:

Tel Home: Work:

Cell: Fax:

Cell: Fax:

Email:

Email:

ID Number:

ID Number:

Work address:

Work address:

Residential address:

Residential address:

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Postal address:

Postal address:

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Marital Status:

Marital Status:

Applicant's living arrangements:

Whom does the child live with? Both Parents Father Mother
Guardian

If one of the above is a Guardian, please state relationship:

Guardian Name and Surname:

Cell: Email:

If divorced: Sole Custody Joint Custody Single Parent
Widow/widower

If divorced or single parent, is there contact with the other parent? YES NO

If the parent the learner is living with has remarried, kindly provide the following for the Step parent:

Name and Surname: Email:

Cell:

Deceased parents:

***Please provide a copy of the Death Certificate**

Mother/Guardian Initial _____

Father/Guardian Initial _____

Medical Information

Student name:

Contact persons in Case of Emergency (Other than parents)

1. Name and Surname: Tel Work: Cell:

2. Name and Surname: Tel Work: Cell:

3. Name and Surname: Tel Work: Cell:

Family Doctor:

Doctor Tel: Cell:

Medical Aid: Option:

Membership No:

Allergies:

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Please disclose ALL medical details below that the School should be aware of regarding your child's health and medical condition. (Reading glasses included)

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Does the above medical condition/s prevent your child from playing sport or taking part in physical exercise or activities?

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If yes, please provide the school with a medical certificate.

Please specify ANY other relevant information the school should be aware of regarding your child's health, physical or emotional well being:

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Mother/Guardian Initial _____

Father/Guardian Initial _____

Fee Structure/Agreement

Student name:

The payment terms for ALL grades are as follow:

- * **Once you have received an acceptance letter for your child**, the registration fee is payable immediately.
- * Please see the layout for tuition fees for all grades on the insert given with this application form, as well as the amount payable for registration. This information is also available on the school official website.
- * The registration fee is NON-refundable and not deductible from your child's tuition.
- * For payment of the registration fee, please use your child's FULL NAME followed by the year you are applying for as reference.
- * **NB: Your first monthly tuition payment for the year will be due on 3 January.**
- * Tuition is payable in **ADVANCE**, no later than the 3rd of each month. For example: your January tuition needs to be paid no later than 3 January.
- * If you receive your salary on the 15th of each month, your school fee payment still needs to be done in advance, so for example, you will be paying your January tuition on the 15th of December, and your February tuition on the 15th of January, in order for your payment to reach us by the 3rd.
- * Textbook packs, Academic packs and Orientation camp fees are payable before the start of the school year, where applicable.
- * Please note that students need to have ALL the required uniform items before commencement of school. A list with the uniform requirements are attached to this application form.
- * **ANY** money deposited into the school account will go towards tuition fees FIRST. **Uniform, etc. cannot be purchased if there are tuition outstanding.**
- * Please keep up-to-date with your payments so as to avoid any additional penalties. (10% per month on arrears)

Particulars of Account Payee (person responsible for school account):

Full Names: ID Number:

Surname: Work address:

Occupation: Residential address:

Employer:

Tel Home: Work:

Cell: Fax: Postal address:

Email:

Above person's relationship to student:

This is my agreement that I will settle the account as follows:
(a 10% penalty is added per month for late payments)

- in full **before the 1st day of school for the year** - 5% discount
- 10 equal monthly payments - before the 3rd of each month, IN ADVANCE **(first payment by Jan 3rd)**
* **Grade 12 tuition is paid over 8 months, not 10.**
- Termly deposit for 4 terms **(payable BEFORE the start of each term)**

I further give my consent for Star College Pretoria and/or any of its appointed agents permission to access my consumer profile on the database held by the relevant Credit Bureau/s and to verify my/our details as stated by me/us on my/our application form submitted to this school.

Signed on theof.....20.....at.....

SIGNATURE OF ACCOUNT PAYEE:

SIGNATURE OF FATHER/GUARDIAN:

SIGNATURE OF MOTHER/GUARDIAN:

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Mother/Guardian Initial _____

Father/Guardian Initial _____

Documents required

- | | |
|--|--|
| <input type="checkbox"/> Completed Application form with ID size photo | <input type="checkbox"/> Proof of residence where child lives
(municipal acc or lease agreement) |
| <input type="checkbox"/> 2x CERTIFIED copies of learner's UNABRIDGED birth certificate (or proof of application) | <input type="checkbox"/> Proof of employment for BOTH parents |
| <input type="checkbox"/> Copy of latest school report | <input type="checkbox"/> Latest payslip of BOTH parents |
| <input type="checkbox"/> CERTIFIED Copies of BOTH parents ID Documents | <input type="checkbox"/> Proof of bank account of account payee
(with official bank stamp) |
| <input type="checkbox"/> Copy of current school's latest account statement | <input type="checkbox"/> Copy of applicants clinic card |
| <input type="checkbox"/> Study permit (ALL foreign students) | <input type="checkbox"/> Proof of residence of Account Payee
(if different from learner) |
| <input type="checkbox"/> Transfer Card (to be submitted to the school office on first day of school) | |

ADDITIONAL DOCUMENTS REQUIRED IF SELF EMPLOYED

- | | |
|--|--|
| <input type="checkbox"/> Company registration (CIPRA) | |
| <input type="checkbox"/> Letter from accountant stating PERSONAL monthly income | <input type="checkbox"/> 3 months PERSONAL bank statements verifying income as per accountant |

In the case where the applicant is living with guardians:

- Official Guardianship documentation (when applicant is not living with at least one of his/her biological parents)

NB: If the account payee is not a parent, then the above personal documentation need to be submitted for both the parents as well as the person responsible for payment.

VERY IMPORTANT: Please note that this application will only be processed and considered if ALL fields are completed, SIGNED by ALL parties and ALL documents requested are attached.

Failure to do so will delay your application and may jeopardise space being available.

FOR OFFICIAL USE ONLY

Admission Granted:

Grade accepted into:

Admission number:

Account number:

Date accepted:

SIGNED (Principal)

Special Conditions of Approval:

ACADEMIC SCHOLARSHIP: FINANCIAL SCHOLARSHIP: 5% SIBLING DISCOUNT: Y or N

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Mother/Guardian Initial _____

Father/Guardian Initial _____

Terms of Agreement & Conditions:

- 1 . The registration fee will be paid in full after acceptance, to confirm your child's registration.
- 2 . You are hereby indebted to STAR COLLEGE with the payment plan indicated previously and Debtors Policy as stipulated in this Terms of Agreement, and agree to settle the account as specified.
- 3 . In order for Star College Pretoria to administer the finances of the school effectively, we need all parents/guardians to adhere to this school fee policy.
- 4 . For efficient administration of the school and to assist us in keeping the fees as low as possible, it is essential to **PAY YOUR CHILD'S SCHOOL FEES ON TIME, EACH MONTH/TERM.**
- 5 . Should you for any reason not receive your statement on the first weekday of each month, it is your duty to contact the school office to request the statement and amount payable, to ensure payment is done by the due date. Parents should also inform the school office immediately if any contact details have changed.
- 6 . If you are paying your child's **full tuition up-front**, payment need to be made **before the 1st day of school for the year** in order to qualify for the 5% discount. Should we not receive your payment by that day, your payment method will be changed to monthly billing. January tuition, including any additional charges for the month will then become payable immediately, and the discount will fall away.
- 7 . The **quarterly school fees** shall be payable in advance **before the first day of each school term. Failure to pay the full amount on time will cause the payment method to be changed to monthly and the current month's tuition will be payable immediately.**
- 8 . **Monthly fees** are payable by the **3rd of each month IN ADVANCE**, with the **first payment due by the 3rd of January**, even if you receive your salary on the 15th of each month, your payment still need to reach us by the 3rd, **NOT in arrears, but in advance.**
- 9 . The monthly tuition for Grade 12 is spread over 8 months, and all other grades over 10 months. Please pay your account timeously, even during school holidays, on or before the 3rd of each month.
- 10 . **If a child is registered in the same calendar year that they want to start attending, i.e. January, the registration fee as well as 1 month tuition will be payable upon registration, before the learner will be accepted into class, as well as any textbooks, academic packs and uniform costs.**
- 11 . Please note that **ANY** money paid will firstly go towards tuition fees, if there are outstanding amounts.
- 12 . A 10% administration fee will be charged monthly on late payments.
- 13 . If 2 instalments are missed, then the FULL YEARS SCHOOL FEES will become payable immediately and STAR COLLEGE shall thereupon forthwith be entitled to institute action against you for the recovery thereof, in which event you shall be liable for the payment of all debt-collector and client costs (including collection commission) incurred by STAR COLLEGE in respect of such proceedings.
- 14 . Once your account has been handed over for collection, you will receive a notice of de-registration of your child, wherein you will be requested to find an alternative school for your child/children immediately.
- 15 . **Students who's accounts are in arrears at the end of a term, will not be allowed to return to class the next term**, and the account will be handed over for collection and learner de-registered, unless the account is brought up to date before the start of the term, as well as 1 month's tuition in advance.
- 16 . If you wish to remove your child from the school **at any time or for whatever reason, ONE FULL TERM'S NOTICE IS REQUIRED IN WRITING.** You will be responsible for payment of the school fees equivalent to **3 MONTHS TUITION FEE UPFRONT**, if the child leaves the school immediately, or before the notice period is up. Failure to do so will result in the account being handed over to the Debt Collector for collection.
- 17 . Please note that if you Terminate in **TERM 4**, you will still be liable for payment of **3 MONTHS TUITION FEE**, that needs to be settled in full before the last day of the school year.
- 18 . Parents sign re-enrolment forms every year during the second term, indicating their commitment to the school for the following year. Together with this, a re-registration fee (security deposit) for each child is payable **no later than the end of August each year.** This is an advance payment of your January fee for the next school year, and NOT an additional fee. This amount is also non-refundable. (Please see Fee Structure and Student Handbook for details).
- 19 . RE-registration for the following school year is only possible to those learners whose school fee accounts are up to date at the time of re-registration.

- 20 . I/We, hereby as parents/guardians, authorise Star College Pretoria and/or any of its associates to conduct credit inquiries / ITC check and/or obtain credit reports in respect of my/our credit profile, as may be deemed necessary from time to time.
- 21 . The Principal or the acting Principal shall have the right to refuse to allow a pupil to return to School for any term at the beginning of which the previous term's fees have not been fully paid.
- 22 . In the event of an emergency arising, medical or otherwise relating to the above-mentioned pupil in which it is not in reason or possible in the opinion of the Principal or acting Principal or staff member duly designated by the Principal, for effective communication to be established with the parent or guardian, the Principal or Acting Principal and/or staff shall have the authority, to make any decision they consider necessary in the interest and welfare of the said pupil and/or of the school and/or of the rest of the pupils. In the case of an emergency medical situation, there may not be time to refer to a learner's records, and the school hereby reserves the right to utilise the quickest medical service available. Any medical or other costs arising from this decision will be the responsibility of the Account Payee. By signing this agreement, you hereby agree that a medical practitioner may provide emergency treatment.
- 23 . The Principal has the right in his absolute discretion, to suspend a pupil from the school, or to require the learner's withdrawal for any reason considered within the best interest of the school. Should the pupil be asked to leave the school, the parent or guardian shall remain liable for the school fees due for the full term during which the pupil was removed, and if such fees have been paid, the school shall not be obliged to refund any portion thereof.
- 24 . Any pupil found in the possession of, using or found to be responsible for carrying into school ANY habit forming drugs, alcohol, cigarettes and undesirable literature (as in the opinion of the Principal) will face risk of expulsion from school; as also will any pupil who absents himself from the school without permission.
- 25 . The student has to abide by the regulations of the school, the Principal/or acting Principal has the authority to penalize a student if found not acting within these regulations.
- 26 . The school is not liable for any loss or damage, however caused, to any property including cell phones belonging to a pupil or any member which is, or may be deemed to be in custody of the School.
- 27 . Any photos/footage taken of my child/ward may be used in publications whether printed or audio visual/marketing forums.
- 28 . I/We further acknowledge that I/we have read the School policies and Code of Conduct available on the school website and on request, and accept and will abide in the terms and conditions set out therein, as well as the terms and conditions in this document, and payment and notice terms as set out in this document.
- 29 . The Account Payees' signature below, as well as both parents/guardians, of whom copies of all parties I.D. Books are attached, implies that the signatories has read and agrees to the conditions of acceptance stated above, and that all information provided in this application form is true and correct and that the signatories will notify the school office of any changes thereof.
- 30 . I/we also acknowledge that it is my/our responsibility to inform the school office immediately, when ANY of my personal and also professional details/contact information has changed, and confirm that I/we are responsible to stay informed of the balance of my/our child's school account and ensure that payment is made in accordance with this agreement, whether I/we received the monthly statement or not, and that I/we will contact the school office by the 3rd of the month, if the statement was not received.

NB: The Signatures of the account holder and both parents and/or LEGAL guardians are required where applicable.

Account payee Name and Surname:

Account payee Signature: **Date:**

Name and Surname of Father/Stepfather/LEGAL Guardian:

Father/Guardian Signature: **Date:**

Name and Surname of Mother/Stepmother/LEGAL Guardian:

Mother/Guardian Signature: **Date:**

Mother/Guardian Initial _____

Father/Guardian Initial _____



STAR COLLEGE

PRETORIA

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www.starcollegepta.co.za

SCHOOL INDEMNITY AND POLICY AGREEMENT

The following Indemnity Form, if signed, gives your consent for your child to participate in all future school excursions for the duration of his/her stay at Star College, be transported to hospital in case of an emergency and also to be treated by a trained First Aider in case of an emergency. Please note that if you do not want your child to go on a particular excursion you may naturally exercise this option by providing the school office with a written letter stating so. This Indemnity also entitles the school to make use of photographs of your child in any publications or advertisements for the school and or events.

PLEASE NOTE that at Star College we consider your child as our own and that special care will be taken to ensure the safety of each child on any educational outing.

I hereby give permission for my child, _____, to participate, under the supervision of the school, in all educational excursions and/or extra-mural activities while he/she remains a pupil at Star College Pretoria.

I hereby further declare that I shall not hold the aforementioned School or its appointed representative liable for any damage or injury sustained by my child while he is on an educational excursion, an extra-mural activity arranged by this school, or as a participant in the school's arranged program.

I also undertake to indemnify the appointed representatives of Star College Pretoria against all claims by me, or any third parties arising from any cause or action whatsoever, and will not hold the School or its representatives liable for any injury or loss or any damages consequent thereto, sustained whilst my child is in their care.

I accept that the Principal and his staff will take every precaution to ensure the safety of my child.

I further agree that I/we, as well as my/our child, will abide by each of the policies, rules and procedures that may be adapted from time to time by Star College Pretoria and Horizon Educational Trust, including but not limited to those set forth / referred to in this contract, as well as the Student Handbook and Code of Conduct of the school, which is freely available on the school's official website as well as the school communicator.

**FATHER/GUARDIAN
NAME:** _____

SIGNATURE: _____

DATE: _____

**MOTHER/
GUARDIAN NAME:** _____

SIGNATURE: _____

DATE: _____

Mother/Guardian Initial _____

Father/Guardian Initial _____