

Waterkloof House Preparatory School

Work Hard Play Straight

535 Ruddell Street
Brooklyn
Pretoria 0181
South Africa



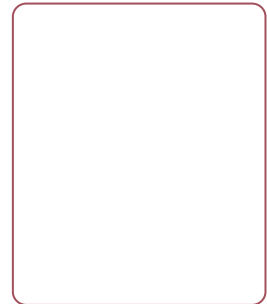
Tel +27 (0)12 460 5221
Fax +27 (0)12 460 4469
Email: admin@whps.co.za
www.whpsschool.com

APPLICATION FORM / CONTRACT OF ENROLMENT

Pupil's Name: _____

Grade: _____ **Year:** _____ **Boarder / Day Scholar** (Please circle)

Date of Birth: ____ / ____ / 20



Photograph of Applicant

PARENTS PLEASE NOTE:

Applications will not be processed without the following supporting documentation:

- 2 x most recent school, nursery school or creche reports**
- Registration Fee** (As per the enclosed Fee & Schedule & Banking Details document. Registration Fee payment to be made via EFT with proof of payment attached to this application. Reference for payment should be R/F + Child's name and Surname and Grade applied for eg R/F J Smith Gr3 2019)
- 2 x ID photographs** of the applicant
- Certified copies** of both **Parents' ID and Passport**
- Certified copy** of child's **unabridged birth certificate**
- Proof of **Residence** and **Study Permit** (Foreign Students)
- Financial Clearance Certificate** to be completed by last school and stamped with official school stamp

PLEASE INDICATE, IF APPLICABLE

- Child of staff member at WHPS, St Mary's DSG or St Alban's College
- Sibling at WHPS, St Mary's DSG or St Alban's College
- Foreign Student
- Relative of a WHPS Old Boy

House Affiliation: Carter (Red) Lloyd (Yellow)
 MacRobert (Green) Ruddell (Blue)

Reason: _____

FOR OFFICE USE ONLY:

Accession No.:

Family Code:

Date Received: _____

Complete Form Received by: _____
(Print Name)

INITIALS: _____
(Both Parents)

APPLICATION FORM

I/We, (Dr, Mr, Mrs, etc) _____ (father)
 _____ (mother)

the undersigned, in my/our capacity/ies as Parent(s) / Guardian(s) / Custodian(s) / Other -

(please specify): _____

of: **SURNAME** (block letters): hereinafter referred to as the pupil _____

FIRST NAMES in full: _____

Preferred name: _____, hereby apply for in terms of Clause 3 of the Conditions of Enrolment of Pupils to WATERKLOOF HOUSE PREPARATORY SCHOOL, (conditions are set out overleaf) for the enrolment of the said Pupil as a **Boarder/Day Scholar** (please circle) at WATERKLOOF HOUSE PREPARATORY SCHOOL.

(Boarder applications must please include the Boarding Application)

PERSONAL PARTICULARS OF PUPIL

Home Language/s:	Race: <small>For purposes of Government Surveys</small>
Date of Birth:	Place of Birth:
Nationality:	ID Number:
Immigrant: Yes / No Passport No:	Religious Denomination:
Religion:	
Name of pupil's previous school:	
Previous School Tel. no:	
Grade completed or partly completed at sate of leaving last school:	
(Please attach recent report)	
Has pupil ever repeated a grade? Yes / No	How many times?

Any individual characteristics, disability or difficulty to which attention is drawn: **Parents are obliged to give an honest account of all remedial therapy/therapies which the pupil has undergone or required. This includes occupational therapy, speech therapy, medical treatment for any medical condition or any other relevant information. Kindly attach copies of all relevant reports in this regard.**

Position in family	1	2	3	4
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Family members who have attended / are attending WHPS / St Alban's College / St Mary's DSG

Name: _____ School: _____ From: _____ To: _____

Name: _____ From: _____ To: _____

Names and ages of siblings (i.e brother and sister) _____

Relative of an Old Boy? Dad Grandfather Uncle INITIALS: _____
 (Both Parents)

MEDICAL DETAILS

MEDICAL AID INFORMATION

Medical Aid Scheme:

Medical Aid Number:

Medical Aid Option:

Medical Aid Main Member Name:

ID No:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

MEDICAL HISTORY: Please list all illness, operations, serious accidents and infectious diseases including, in particular, rheumatic fever, malaria, bilharzia, diabetes

Illness*, operations, accidents	Date	Permanent consequences, if any
1.		
2.		
3.		

Child's blood type: _____

Has the child ever suffered from:	Yes / No	Comment
ALLERGIES		
Any other condition which requires special consideration		
Migraine		
Bed Wetting		
Heart Disease		
Chest Disease		
Rupture / Hernia	Date	

MEDICAL CONTACT INFORMATION

Family Doctor	Dr. _____	Tel.:	_____
Eye Test	Date: _____	Hearing Test	Date: _____
Additional Information:			

The School undertakes to contact the parent/s or guardian in the event of any emergency. However, in the event of an emergency, I/we give my/our consent to the School taking whatever steps may be deemed necessary for my/our child:

Print Name:
Signature:

Print Name:
Signature:

INITIALS: _____
(Both Parents)

PARENT / GUARDIAN INFORMATION

FATHER/GUARDIAN'S DETAILS	MOTHER'S/GUARDIAN'S DETAILS
Surname:	Surname:
Preferred Name:	Preferred Name:
Initials:	Initials:
Title: MR MRS MISS MS PROF DR OTHER	Title: MR MRS MISS MS PROF DR OTHER
ID Number:	ID Number:
Company:	Company:
Occupation:	Occupation:
Father home phone: ())	Mother home phone: ())
Father business phone: ())	Mother business phone: ())
Father cell:	Mother cell:
Father e-mail:	Mother e-mail:
Postal Address:	Postal Address:
Code:	Code:
Physical Address:	Physical Address:
Code:	Code:

Marital Status: Married Divorced Other

If other, please specify: _____

Do parents require to receive TWO sets of written school communication eg letters, emails and termly reports?

Yes **No**

How did you hear about our school and reasons for wanting to send your child to WHPS?

EMERGENCY CONTACTS (OTHER THAN ABOVE)	RELATION TO PUPIL
1. Name:	
Phone:	
2. Name:	
Phone:	
3. Name:	
Phone:	

INITIALS: _____
(Both Parents)

ACCOUNTS

Are all fees paid up at the previous school?

Yes No

ACCOUNTS: (PLEASE TICK APPLICABLE BOX)

Post E-mail Both

EMAIL ADDRESS, FOR ACCOUNT PURPOSES:

POSTAL ADDRESS FOR ACCOUNTS: (IF DIFFERENT FROM POSTAL) _____

_____ CODE _____

REGISTRATION FEE - Payment of R_____, has been made via EFT and proof of payment is enclosed. Alternatively, Receipt No_____has been issued by the Bursar's Department for a cash payment. I understand that this fee is not refundable, should this application be unsuccessful. **Kindly note that School uniform may only be purchased once the Admission Fee has been submitted in full.**

ADMISSION FEE - I/We understand that the prevailing Admission Fee is payable, in accordance with the Admission Fee Policy, and in accordance with the conditions of enrolment as detailed on this form and after deductions of any amounts of whatsoever nature owing to the School. I/We understand further that should I/We be applying for my/our son to become a boarder, the prevailing boarding house deposit is payable and refunded on the same terms as the tuition deposit.

Uniform may only be purchased from the School Shop after submission of the required Admission Fee.

I/we hereby record that I/we are aware of the terms applicable to Enrolment Application as set out in the Conditions of Enrolment, and agree to be bound thereby. I/we are aware that fees are payable termly on or before the first day of each term. ALL ENROLMENTS ARE SUBJECT TO THE CONDITIONS OF ENROLMENT FORMING PART HEREOF.

Dated at _____ this _____ day of _____ 20 _____

Signed: _____

Father / Guardian

Mother / Guardian

(THIS SECTION MUST BE FULLY SIGNED BY BOTH PARENTS / GUARDIANS)

This application is accepted on behalf of the School _____ Date _____

TERMS AND CONDITIONS OF ENROLMENT

I/We, the undersigned, (Full Names) _____

(hereinafter referred to as the Applicant/s) do hereby agree to be bound by the following terms and conditions of enrolment in the event of:

(Full Names) _____

(hereinafter referred to as the "Pupil") being admitted and enrolled as a Pupil at Waterkloof House Preparatory School (hereinafter referred to as the "School"):

1. The Applicant/s and the Pupil will be bound by all and any rules, regulations, policies and procedures of the School as laid down by the School Council, its Executive Committee and/or its Headmaster (hereinafter collectively referred to as the "the School Officials") from time to time.
2. The Applicant/s warrant/s that they/he/she is/are authorised to enrol the Pupil at the School and indemnify/ies and hold harmless the School against any and all claims which may arise should it be found that the Applicant/s does/do not have any such authority aforesaid.
3. The Applicant/s, in their/his/her capacity as parent/s and/or legal guardian/s of the Pupil consent/s to the exercise of the necessary parental powers by the Headmaster over the Pupil whilst the Pupil is on the School premises and/or engaged in any activity in connection with or incidental to the Pupil's education at the School, whether academic, sporting, recreational or otherwise. Whilst every effort will be taken in a case of an emergency to communicate with the Applicant/s, the Headmaster shall be deemed to be acting "in loco parentis", having "inter alia" and without derogating from the generality of the foregoing, the following rights:

INITIALS: _____
(Both Parents)

TERMS AND CONDITIONS OF ENROLMENT

- 3.1. in case of emergency, to give any consent that may be required for medical treatment, an operation, anaesthetics or blood transfusions;
- 3.2. in addition to what is stated in 3.1, to take any decision or furnish any consent or perform any act that the Headmaster may consider to be in the best interests of the Pupil in the prevailing circumstances.
4. The Applicant/s acknowledge/s, accept/s and agree/s that:
 - 4.1. the Headmaster is authorised and empowered by the School Council to carry out and, where necessary, enforce all the rules, policies and procedures applicable at the School;
 - 4.2. he/she/they shall abide by all rules and directives applicable in regard to any security measures implemented at the School and consent/s to a search of any property in the possession of the Pupil whilst the Pupil is on the School premises or in the care of any member of the School staff;
 - 4.3. the Pupil will be subject to, and the Applicant/s will ensure compliance by the Pupil of the rules, regulations, policies and procedures enforced by the Headmaster from time to time;
 - 4.4. the Headmaster may, in his discretion and in consultation with the relevant member of the School teaching staff, refuse to promote a pupil from one grade to another should this be in the best interests of the Pupil;
 - 4.5. the School reserves the right to make changes to the teaching, syllabus from time to time and this is done at the discretion of the Headmaster and in consultation with the Schools teaching staff;
 - 4.6. the personal possessions of the Pupil are not covered in respect of any risks by the School's insurance and that it is the responsibility of the Applicant/s to arrange the necessary and appropriate insurance cover for the Pupil's personal possessions;
 - 4.7. should the School incur, or be obliged to incur, any direct or indirect costs in the implementation of any disciplining of the Pupil, such costs shall be borne and paid for by the Applicant/s upon demand;
 - 4.8. all boarding and tuition fees shall be due and payable termly in advance on the first day of each term in South African currency. Bank or foreign exchange charges levied by the School's bankers will be for the account of the Applicant/s;
 - 4.9. incidental expenses incurred during the course of the term shall be due and payable as and when charged and upon presentation of the School's customary Statement of Account;
 - 4.10. refunds and rebates of boarding and tuition fees will not be granted in circumstances in which the cessation of services by the School is a consequence of the conduct of the Pupil and/or the Applicant/s or illness or any other incapacity of the Pupil;
 - 4.11. interest shall accrue on all fees and expenses not paid by the due date, at the publicly quoted prime overdraft rate of interest published by the School's bankers from time to time as being its prime overdraft rate as certified by any manager of that bank (whose appointment and designation need not be proved) plus 1.5 (one and a half) percentage points and calculated from due date to date of payment. The said interest shall be calculated and compounded monthly.
 - 4.12. he/she/they shall be obliged to make payment of the School's customary determined charges and necessary disbursements incurred in the administration and collection relating to the late or non-payment of the said fees and incidental expenses inclusive of, but not limited to, the payment of bank charges arising from unpaid cheques;
 - 4.13. a certificate given under the hand of the Bursar of the School (whose authority to give such certificate need not be proved) shall be "prima facie" and sufficient proof of any amount due by the Applicant/s to the School;
 - 4.14. he/she/they accept/s liability for any loss or damage suffered by the School arising from the loss of or damage to any instrument, equipment or property of the School and whether occasioned by theft, misuse or negligence of the Pupil. The Applicant/s liability shall be commensurate with the cost of repair or replacement of the property;
 - 4.15. he/she/they consent/s to the jurisdiction of the Magistrate's Court in Pretoria and/or the High Court of South Africa (Transvaal Provincial Division), the forum at the sole discretion of the School, to determine any dispute arising from the enrolment of the Pupil and between the Applicant/s and the School;
 - 4.16. in the event that the School institutes legal proceedings in either the Magistrate's Court and/or the High Court of South Africa against the Applicant/s in terms of, or arising from this agreement, then and in that event, the Applicant/s shall be liable to the School for all expenses incurred on the attorney and own client scale together with all collection charges and tracing fees;
 - 4.17. to furnish the School, at the School's request, with a Certificate of Health in respect of the Pupil. The enrolment or otherwise of the Pupil at the School will be subject to the School's acceptance that the Pupil is in an acceptable state of health. This acceptance shall be at the sole discretion of the School;
 - 4.18. the Schedule of Fees applicable to the School, may be varied from time to time by the School Council and that the Applicant/s will be bound to pay such varied fees;
 - 4.19. any credit balances reflected on the Pupil's accounts with the School will not attract interest or any other charge against the School of whatsoever nature;
 - 4.20. any one of the following instances shall constitute a breach of this agreement entitling the School to summarily terminate this agreement:

INITIALS: _____
(Both Parents)

TERMS AND CONDITIONS OF ENROLMENT

- 4.20.1. the non-payment of any amounts due to the School;
 - 4.20.2. the failure of the Applicant/s and/or the Pupil to abide by the rules, policies and procedures of the School;
 - 4.20.3. the Applicant/s or the Pupil say/s or does/do anything which may, in the sole opinion of the Headmaster, tarnish the reputation of the School, or is designed to in any way denigrate the reputation of the School and/or the School Officials or any or any member of the School staff.
- 4.21. the School may, in its sole discretion and in addition to any other rights which the School has:
- 4.21.1. refuse the return of the Pupil to the School after a half-term break or school holiday if any amount due to the School remains unpaid;
 - 4.21.2. elect for any reason, and without the obligation of furnishing any reason, to terminate this agreement on giving the Applicant/s a clear term's written notice of its decision to terminate the agreement at the end of the term in question, at which time the Applicant/s must withdraw the Pupil.
- 4.22. should the Applicant/s wish to terminate the Pupil's enrolment at the School, the Applicant/s shall give a full term's written notice to the School, failing which the Applicant's shall be obliged to pay a full term's fees in lieu of notice together with any other amounts due to the School. A full term is reckoned from the first teaching day of the term at the end of which the termination is to take effect;
- 4.23. where the Applicant/s wish/es to remove the Pupil from boarding and change to day-scholar status the Applicant/s shall also give a term's written notice to the School, failing which the Applicant/s shall be obliged to pay a term's boarding fees in lieu of such notice. A full term is reckoned from the first teaching day of the term at the end of which the termination is to take effect;
- 4.24. the School may: .
- 4.24.1. verify any information provided in the application for enrolment of the Pupil;
 - 4.24.2. ascertain credit rating status of the Applicant/s with any credit bureau;
 - 4.24.3. list the Applicant/s with any credit bureau in the event of the Applicant/s failing to make payment of any amounts due in terms of this agreement on due date, if such failure persists for a period of more than 90 (ninety) days.
- 4.25. he/she/they hereby indemnify/ies and agree/s to hold harmless the School, the School Officials, the members of staff, or their authorised agents or representatives against any and all claims, howsoever arising, including negligence, arising out of any injury, death, loss, damage, costs or expense, including legal costs on the attorney and own client scale, suffered by the Applicant/s and/or the Pupil as a result of, or during the enrolment of, the Pupil at the School. Without limiting the generality of the foregoing, the School, the School Officials, the members of staff, or their authorised agents or representatives, shall not be liable to the Pupil and/or the Applicant/s for any loss or damage of whatsoever nature or howsoever arising (including consequential or incidental loss or damage) or for any costs, claims or demands of any nature, whether arising directly or indirectly from any act or omission on the part of the School, the School Officials, the members of staff, or their authorised agents or representatives (gross negligence excluded);
- 4.25.1. The School reserves the right to publish photographs of the Applicant/s, or the Pupil on the School's website, magazines, newsletters and other promotional or informational material of the School. The Applicant/s consent/s to publication aforesaid.
 - 4.25.2. Subject to the provisions contained in this agreement, the School, and it's members of staff, will use their best endeavours (in accordance with the School's privacy policy) to hold confidential all information relating to the Applicant/s and the Pupil to the extent that such information is not already in the public domain or is required, in terms of the law, to be disclosed. The School shall not be held liable, under any circumstances, should disclosure of any confidential information be made in breach of the aforesaid.
- 4.26. For all purposes under and in terms of this agreement the Applicant/s choose/s "as domicilium citandi et executandi" the address/es indicated on page 2. Specify if different;
- _____
- _____
- 4.27. all notices required to be given by the Applicant/s to the School in terms of this agreement, shall be delivered to the School Secretary and a written acknowledgement of receipt obtained evidencing its delivery, or shall be sent by prepaid registered mail to 535 Ruddell Street, Brooklyn, Pretoria 0181;
- 4.28. the Applicant/s shall bear the onus of proving delivery to the School of any notice given in terms of this agreement;

INITIALS: _____
(Both Parents)

TERMS AND CONDITIONS OF ENROLMENT

- 4.29. the School may deliver all correspondence, Statements of Account or any written communication ("the communications") via electronic mail to the Applicant/s, alternatively to any of the address/es given on page 3 or in 4.26. The Applicant/s shall be deemed to have received the communications (unless the contrary is proved):
- 4.29.1. if sent by email, within 12 (twelve) hours of it being despatched; or
 - 4.29.2. if sent by facsimile within, 6 (six) hours of a successful fax transmission; or
 - 4.29.3. if sent by prepaid registered post to the "domicilium citandi et executandi" of the Applicant/s, within 7 (seven) working days of despatch;
- 4.30. the medium of instruction to be used in School will be English;
- 4.31. the acknowledgements made, obligations assumed and indemnities given by the Applicants are joint and several;
- 4.32. the laws of the Republic of South Africa shall apply to all or any disputes arising from this agreement;
- 4.33. any disputes arising from this agreement must be dealt with in accordance with the dispute resolution policies of the School applicable from time to time. No legal representation will be permitted in the internal resolution of any dispute;
- 4.34. he/she/they undertakes that in the event of any disputes arising out of this agreement, or any in respect of any of the rules, regulations, policies and procedures in force at the School, not to proceed to institute any legal proceedings against the School until such time as all avenues of internal dispute resolution referred to in 4.33 have been exhausted;
- 4.35. any relaxation or deviation from the terms of this agreement, or any action taken by the School under and in terms of this agreement shall be entirely without prejudice to the School's rights and shall not constitute a waiver of any of the School's rights to enforce strict compliance of its rights;
- 4.36. the terms and conditions stipulated in this document constitute the agreement between the School, the Applicant/s and the Pupil and is concluded upon acceptance, in writing, of the enrolment of the Pupil at the School;
- 4.37. the School may refuse to admit and enrol the Pupil and shall not be obliged to give any reason for such refusal;
- 4.38. no amendment or consensual cancellation of this agreement, or any provision or term hereof, or of any agreement, bill of exchange or other document issued or executed pursuant to or in terms of this agreement, and no settlement of any disputes arising under this agreement and no extension of time, waiver or relaxation or suspension of or agreement not to enforce or to suspend or postpone the enforcement of any of the provisions or terms of this agreement or of any agreement, bill of exchange or other document issued pursuant to or in terms of this agreement shall be binding unless recorded in a written document signed by the Applicant/s and the School;
- 4.39. to the extent permissible by law the School shall not be bound by any express or implied term, representation, warranty, promise or the like not recorded herein, whether it induced the contract and/or whether it was negligent or not;
- 4.40. Each clause in this agreement is severable from the other clauses and the invalidity of any clause shall not affect the validity of this agreement but such invalid clauses shall be deemed to be "pro non scripto".
- 4.41. words importing -
- 4.41.1. any one gender include the other two genders;
 - 4.41.2. the singular include the plural and vice versa; and
 - 4.41.3. natural persons include created entities (corporate or unincorporated) and vice versa.

This form must be signed in full by BOTH parties prior to submission.

Signed at _____ on this the _____ day of _____ 20_____

Print Name:

Signature (Father):

SIGNATURE OF APPLICANT*

FATHER*/MOTHER*/GUARDIAN*/CUSTODIAN*/PARENT*/OTHER*

DELETE WHERE APPLICABLE

Print Name:

Signature (Mother):

SIGNATURE OF APPLICANT*