ST URSULA'S SCHOOL

Cnr First and Premier Streets
Krugersdorp North

PO Box 235
Rant-en-Dal
1751

Telephone: 011 953 1078/9
www.stursulas.co.za
admissions@stursulas.co.za

APPLICATION FORM

This application will only be processed upon receipt of all relevant supporting documents and payment of application fee. Once completed, please email to: admissions@stursulas.co.za or return to the admissions office at the school.

SUPPORTING DOCUMENTS	ID PHOTOGRAPH
4 x ID photographs of the learner	
A certified copy of the learner's birth certificate	
A copy of the learner's immunisation record/ clinic card (Pre-school and Primary School applicants only)	
A copy of the learner's latest school report	
A copy of the learner's Baptismal Certificate, if he/ she is Catholic	
A certified copy of the ID document of the mother	
A certified copy of the ID document of the father	
A certified copy of the ID document of the person responsible for the payment of fees	
Proof of residence	
Proof of income	
Most recent three months bank statements of the account that the income of the person responsible for fees is paid into	
Transfer document from previous school (if applicable)	

DO YOU HAVE ANY CHILDREN CURRENTLY/ PREVIOUSLY IN ST URSULA'S SCHOOL? Yes | No

If yes, name/s of Child/ren:_____

WHERE DID YOU HEAR ABOUT St USRUSLA'S SCHOOL? _____

DETAILS OF PROSPECTIVE LEARNER														
Full name(s)														
Surname														
Preferred name														
Date of birth	DD/MM/YYYY			SA Identity number										
Nationality	RSA		Other	Study/ work permit										
Nationality & Passport number (If NOT a South African citizen)														
Religious denomination														
Gender	Male	Female	Ethnic group											
Home language	Afrikaans	English	isiZulu	isiXhosa	Sesotho	Setswana	Other							
Learner's language preference	Afrikaans	English	isiZulu	isiXhosa	Sesotho	Setswana	Other							
Learner's mobile number			Learner's email address											
Proposed date of entry			Current grade		Position in Family	1	2	3	4	5				
Grade applying for	RRR	RR	R	1	2	3	4	5	6	7	8	9	10	11	12
Siblings at St Ursula's School (Name and grade)														
Pre-primary education attended	Formal	Informal	Other (please specify)											
Method of transport (Mornings)	Private	Taxi	School bus											
Method of transport (Afternoons)	Private	Taxi	School bus											
If Taxi:	Name of driver		Contact number of driver											

NEXT OF KIN INFORMATION				
	Name	Contact Number	Alternate Contact Number	Relationship to Learner
1				
2				
3				

FAMILY INFORMATION			
Parents deceased	Mother	Father	None

INFORMATION OF PREVIOUS SCHOOL/ PRESCHOOL/ PLAY GROUP				
Learner attended school last year	Yes	No	If yes, in which Province/ Country	
Previous school			Telephone number	
Address			Province	
Highest grade in previous school		Reason for leaving the school		

BIOLOGICAL PARENT 1/LEGAL GUARDIAN 1 INFORMATION							
Title		Surname					
Full names						Initials	
Preferred name							
SA ID Number							
Home language	Afrikaans	English	isiZulu	isiXhosa	Sesotho	Setswana	Other
Mobile number				Work number			
Email address							
Residential address							
	"Domicilium citandi et executandi for the purposes of any notice in terms of this agreement"						
Occupation status	Employed	Self-employed	Unemployed	Occupation			
Employer			Employer physical address				
Marital Status (*Please tick relevant box*)	ANC	COP	Divorced	Unmarried	Widow/Widower		
Is the learner living with this parent?	Yes	No	**Relationship to learner**				

BIOLOGICAL PARENT 2/LEGAL GUARDIAN 2 INFORMATION							
Title		Surname					
Full names						Initials	
Preferred name							
SA ID Number							
Home language	Afrikaans	English	isiZulu	isiXhosa	Sesotho	Setswana	Other
Mobile number				Work number			
Email address							
Residential address							
	"Domicilium citandi et executandi for the purposes of any notice in terms of this agreement"						
Occupation status	Employed	Self-employed	Unemployed	Occupation			
Employer			Employer physical address				
Marital Status (*Please tick relevant box*)	ANC	COP	Divorced	Unmarried	Widow/Widower		
Is the learner living with this parent?	Yes	No	**Relationship to learner**				

1. All correspondence will be sent to email addresses provided unless otherwise requested.
2. Please note: It is imperative that you keep the school advised of any change in contact details. If we are unable to contact you at the details supplied, we will assume that the application is to be cancelled.

Dated this _____ day of _____ 20 _____

Name of Father/ Guardian: _____ Signature of Father / Guardian: _____

Name of Mother/ Guardian: _____ Signature of Mother / Guardian: _____

Witness _____

DETAILS OF PERSON RESPONSIBLE FOR THE PAYMENT OF THE SCHOOL ACCOUNT							
Please complete this section for our finance department's records, even if some of the information is a duplication of information you have already provided. Thank you for your assistance.							
Biological Parent 1 ☐	Biological Parent 2 ☐	Other ☐					
Title		Surname					
Full name(s)					Initials		
Preferred name				SA Identity number			
Home language	Afrikaans	English	isiZulu	isiXhosa	Sesotho	Setswana	Other
Contact number (Cell)				Contact number (Work)			
Email address							
Domicilium address							
	"Domicilium citandi et executandi for the purposes of any notice in terms of this agreement"						
Postal address							
				Postal Code			
Residence permit if immigrant							
Bank				Branch name			
Account Number				Branch code			
MARITAL STATUS							
If married, tick one	With ANC:			**In Community of Property (COP):**			
If NOT married, tick one	Single:		*Divorced:		Widowed:		
*If divorced, please provide a copy of the divorce decree stating who is responsible for payment of the school fees.							

CONTRACT WITH SCHOOL WITH REGARDS TO PAYMENT

Agreement between St Ursula's and _____ (Name of person responsible for school fees) with regards to the payment of school fees.

I/We hereby agrees to pay all reasonable costs of the collection of payments and further agrees to pay all legal costs on an attorney and client scale caused by my/our default including debt collectors' cost and tracing fees.

PLEASE NOTE:

1. A non-refundable administration fee of R 600 is required with all applications. (As stated on the current Fee Structure)
2. Acceptance of this application and administration fee does not guarantee a place for the applicant.

3. Thereafter the following conditions will be strictly adhered to:

   3.1 Fees must be paid monthly in advance no later than the first (1st) day of each month, by direct debit order, EFT or with a card payment at the Accounts Office. Payments can be made annually or in equal amounts monthly from 01 January to 01 November. All fees must be settled in full by 01 November.

   3.2 School fees can be paid **directly** into the school banking account.
   St Ursula's School
   Standard Bank
   Account No: 021401365
   Universal Branch Code: 051001

   3.3 No learner will be allowed to return to classes for a new term unless the previous term's fees have been settled in full.

   3.4 I agree to inform the Principal in writing if I am unable to pay the fees. My child's admission will be secured for one (1) month.

   3.5 I understand that the school will take the necessary legal steps to recover any outstanding fees, and that I will be held responsible for any legal costs incurred.

   3.6 A full term's written notice of removal shall be given or, in lieu thereof, the fees for a term paid, irrespective of the reason for removal.

4. The Principal reserves the right of requiring of parents/guardians concerned, the immediate removal of a learner who, in her/ his opinion, is not profiting from the education given in the school, or whose influence she/ he judges harmful to the spirit of the school. In this event no claim shall arise for the remission or return of any portion of the fees payable for that term.

5. If your child is accepted into St Ursula's School then a non-refundable deposit in the amount equivalent to one month's tuition fee is payable within one month of receipt of the acceptance letter. (As stated on the current fee structure).

6. Parents/guardians and learners need to sign the school's Code of Conduct.

The school may check and confirm any information on the application form and may make any enquiries it deems necessary, in particular to check my credit worthiness with any credit bureau and/ or the last school the learner attended.

I, _____ (Full name) have read and understood the information in this document and undertake to honour the agreement as set out above.

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SIGNATURE of person responsible for account: _____ DATE: _____

WITNESS: _____

Please note: When all documentation has been completed by the school, a copy will be sent back to the parents/guardians. The school will keep the original documentation on file.