Attach Photo

KINGSWOOD ACADEMY

DEPARTMENT OF EDUCATION REG. NO: 700400846

Humark Building, 40 Human Street, Krugersdorp.

011 660 1644 | 063 226 5904 | info@kingswoodacademy.co.za

SCHOOL REGISTRATION CONTRACT

LEARNER/STUDENT INFORMATION

GRADE APPLIED FOR:		DATE REGISTERED:	
FIRST NAME:		SURNAME:	
DATE OF BIRTH:		ID OR PASSPORT NO:	
RACE:		GENDER:	
STUDENT CONTACT NO:		HOME LANGUAGE:	
HOME ADDRESS:			
DISABILITY IF ANY:			
MODE OF TRANSPORT:			

PARENTS' / GUARDIANS' CONTACT DETAILS MOTHER / OTHER:……	
SURNAME:	
FULL NAMES:	
ID NUMBER:	
CELL NUMBER:	
HOME TEL:	
WORK TEL:	
EMAIL:	
PHYSICAL ADDRESS:	

PARENTS' / GUARDIANS' CONTACT DETAILS FATHER / OTHER:……	
SURNAME:	
FULL NAMES:	
ID NUMBER:	
CELL NUMBER:	
HOME TEL:	
WORK TEL:	
EMAIL:	
PHYSICAL ADDRESS:	

EMERGENCY CONTACT PERSON		CONTACT NUMBERS:	

PARENTS SHOULD ATTACH THE FOLLOWING DOCUMENTS IF NOT YET SUBMITTED TO THE SCHOOL IN ORDER TO COMPLETE THE LEARNER PROFILE:

❶ LEARNER'S BIRTH CERTIFICATE		❷ LEARNER'S ID / PASSPORT COPY		❸ ROAD TO HEALTH CARD IF APPLICABLE	
❹ PREVIOUS SCHOOL REPORT		❺ PREVIOUS SCHOOL AWARDS		❻ PREVIOUS TRANSFER CARD IF APPLICABLE	
❼ MOTHER'S ID COPY		❽ FATHER'S ID COPY		❾ PROOF OF INCOME (IF APPLICABLE)	

ADMISSION TERMS & CONDITIONS

REGISTRATION CONDITIONS

1) All registration fees, Library fees, administration fees or any other upfront deposits required are non-refundable.
2) The leaner's failure to attend classes for whatsoever reason shall in no way entitle him/her to a reduction in fees nor will it absolve him/her or other signatories to this document from full liability for the payment of fees and other charges
3) An applicant/learner must comply with the age compatibility of the grade for which he/she is applying.
4) Applicants may be required to attend an interview or an entry examination with the Principal where it is deemed necessary.
5) The most recent academic report and transfer cards from previous schools will be taken into consideration.
6) Non South African citizens require residence or study permits before full registration is confirmed.
7) Acceptance of an application for admission to the school does NOT imply acceptance into the school.
8) The school Uniform policy, Learner code of conduct and other regulations are expected to be observed at all times.
9) Notice to discontinue studies or deregister from school will only be validated with approval of a parent and Principal and must be made in writing at least a full calendar month before the intended date of terminating studies.
10) KINGSWOOD ACADEMY shall have the right to alter timetables, opening and closing dates of the school whenever necessary. The School shall NOT necessarily follow all GDE school calendars/dates.
11) No alteration, cancellation, variation or addition hereto, shall be of any force or effect unless reduced to writing and signed by the parties to this agreement, or their duly authorized representatives.
12) This document together with the Learner Code of Conduct and any other RULES AND REGULATIONS thereto contain the entire agreement between the parties, and neither party shall be bound by undertakings, representations or warranties not recorded herein.
13) Neither party may cede or assign their rights or delegate their obligations in terms of this agreement without the prior written approval of the other party, which shall not be unreasonably withheld.
14) The Parent(s) hereby choose(s) DOMICILIUM CITANDI ET EXECUTANDI for the purpose under this agreement at the address set forth below, and the Parent(s) shall be entitled by notice to the SCHOOL to change his or her/ their chosen DOMICILIUM provided that the changes shall only become effective 14 days (fourteen) after service of the notice in question.

CODE OF CONDUCT CONDITIONS

1) Learners and parents must feel comfortable with the basic ethics of the school before registering.
2) The Parents agree that their children will be subjected to the Learners' code of conduct part of which is included in these terms and conditions.
3) The ultimate responsibility for learners' behaviour rests with their parents or guardians. It is expected that parents will support the school, and require learners to observe all school rules and regulations and accept responsibility for any misbehavior on their part; and take an active interest in their children's school work and make it possible for the children to complete assigned homework.
4) Parents have the responsibility towards their children to display a positive attitude towards the school, educators and rules and to encourage their children to do the same.
5) Parents should attend meetings that the Governing Body (SMT) or educators convene for them.
6) Parents have the right to take legal actions against any educator, learner or person who unlawfully violates the constitutional rights of their children by, e.g. corporal punishment, injury to the child, etc.
7) They should inform school authorities about any problem concerning their children or other children in the school.
8) Parents have a responsibility to understand the school code of conduct and work hand in hand with the school to ensure that all the school rules and regulations are observed.

RESPONSIBILITIES OF LEARNERS WITH RESPECT TO THE CODE OF CONDUCT FOR LEARNERS

Among other school rules and regulations as stipulated in the Students code of conduct, learners shall be charged with the responsibility of observing the following school rules and regulations:

9) Being prompt and on time for lessons and not leaving early
10) Listen to instructions and obey the instructions of prefect leaders or learner representatives
11) Respect school property as well as that of other people.
12) Not be disruptive, thereby preventing the other pupils from receiving quality education
13) Complete all homework and class work assignments to the best of my ability
14) Be honest in all work including tests and in all you say or do.
15) Avoid rough or dangerous games & not gamble or play any unlawful games
16) Refrain from using unacceptable language
17) Respect sports facilities and rules, **Not smoke** on the school premises, grounds or in the street while in school uniform
18) Stay away from 'out-of bounds' areas at all times & not climb over any school fence or walls or go through windows Not deface any walls, doors, desks or vandalize school property; do not remove or tamper with anything from class rooms or bathrooms.
19) Refrain from any form of challenge of an educator's authority whatsoever
20) Not tamper with safety equipment
21) Not leave the school or classroom during school hours without the permission of the principal or educator.
22) Not bring phones, electronic games, tablets, pets or toys or valuables or undesirable reading matter to school

FOR OFFICIAL USE:			
REGISTRATION FEES: R_____	**(Date to be paid)**	**1st INSTALLMENT: R_____**	**(Date to be paid)**
ADMINISTRATION FEES: R_____		**LIBRARY FEES: R_____**	
MONTHLY FEES R:_____ X ____ MONTHS		**TOTAL FEES FOR THE YEAR:**	**R_____**
Parents or Account Holder and school must spell out here any additional arrangement for future reference:			

PARENTS DECLARATION AND CONDITIONS FOR FEES PAYMENTS:

1) I/We hereby agree to pay to Kingswood Academy the determined fees as follows:
2) that, for as long as the Learner attends KINGSWOOD ACADEMY, the school fees and / or any other levies as determined by the school shall be payable.
3) The Parent(s) agree(s) to be liable for payment of interest on all overdue amounts, at the maximum rate permitted by law from time to time.
4) School fees and/ or levies and interest shall be paid into the School Account and be administered and utilized by the Governing Body of the School at its discretion, but always subject to the provisions of South African Schools Act and any Provincial laws that may apply.
5) If the School institutes legal action for the recovery of any outstanding fees, the Parent(s) agree(s) and undertake(s) to pay all legal costs incurred by the School on the scale as between an Attorney and his own client including interest or commission.
6) School fees are to be paid monthly in advance over an academic year period commencing January with final payment on or before 15th December each year. Quarterly or Cash options are also available.
7) If you receive your salary on the 15th of every month - payment must be made for the following month (month in advance). E.g. if you are getting paid on the 15th of December you have to pay your school fees on the same date for your January school fees. On the 15th of January you pay your school fees for February etc.
8) If you receive your salary between the 25th and 30th of every month, your payment must be made for the following month (monthly in advance). E.g. if you are getting paid between the 25th and 30th December you have to pay your school fees on the same date for your January school fees etc.
9) The PARENT(S) / GUARDIAN(S) shall give the School at least ONE month written notice of his/her intention to remove a Learner(s) from the school, in which event the school shall upon the Learner's departure from the school, refund to the PARENT(S) any tuition fees paid in advance for the portion of the year not utilized. Monies paid for other effects such as library fee, uniform, books etc may not be refundable.
10) If a Learner is removed from the school and NO '30 days' written notice is given by the parent /guardian, fees paid in advance shall be FORFEITED and accrued fees may still be expected and payable by the legal parent / guardian. There will be NO expectations from the parent/guardian to be reminded that fees have to be paid. The school shall have the right to hand over any outstanding accounts without further notice.
11) Textbooks will be issued to learners at the beginning of the year. On the last day of the Term or at the end of exams all textbooks must have been handed in. If a textbook is not returned or if it is returned in a bad condition, the learner will have to pay for that book before the report will be given to the student or the parents.

MOTHER'S SIGNATURE:		**DATE:**		**PLACE:**	
FATHER'S SIGNATURE:		**DATE:**		**PLACE:**	
STUDENT'S SIGNATURE:		**DATE:**		**PLACE:**	

INDEMNITY

I, _____

(FULL NAMES & SURNAME OF PARENT/ GUARDIAN)

THE PARENT OF _____

(FULL NAMES & SURNAME OF STUDENT)

1) Hereby give my consent for my child to take part in the extra mural activities of KINGSWOOD ACADEMY, including athletics, games, educational tours, school camps and country tours. I fully understand and accept that all activities and excursions shall be undertaken at my child's own risk. I undertake for myself, my executors, my wife / husband and my child aforementioned to indemnify, hold harmless and absolve KINGSWOOD ACADEMY, the board of trustees and its staff against and from any or all claims whatsoever, that may arise in connection with any loss or damage to the property or injury to the person of my child aforementioned in the course of any such activity, tour or excursion. In the knowledge, that the principal and the staff will nevertheless take all reasonable precautions for the safety and welfare of my child.
2) I declare that I am fully conversant with the admission requirements of the school and i undertake to adhere to that and will see to it that my child will adhere to that.
3) I concede and accept that the school principal, according to his sole reasonable discretion, may deny my child admission to the school if he/ she violates any of the School rules and conduct:
4) I corroborate that I am well acquainted with the disciplinary system of the school and agree to support the school fully in this matter.
5) I confirm that I am fully aware of the school fee amount and that I have been informed about the dates that school fees are due. I accept full responsibility for the payment of all legal costs, according to attorney and client tariffs, in case the school has to open a lawsuit against me for any monies/amount, which I owe to the school.
6) I acknowledge that this undertaking is my full agreement with the school and that any alteration of this document will only be binding when in writing and undersigned by me and an officially nominated member of the school.
7) I declare that all the above mentioned information provided by me is factually correct. I undertake to update this information annually during the time of my child's enrolment at KINGSWOOD ACADEMY, by stipulating any changes in writing.

I UNDERSTAND THAT I WILL FULLY FAMILIARIZE MYSELF WITH THE IMPORTANT POLICIES OF THE SCHOOL AVAILABLE ON THE SCHOOL'S WEBSITE AND/OR AT THE ADMINISTRATION OFFICE OF THE SCHOOL:

MOTHER'S SIGNATURE:		**DATE**	
FATHER'S SIGNATURE:		**DATE**	
STUDENT'S SIGNATURE:		**DATE**	