



ENROLMENT CONTRACT

amongst

St Andrew's School, Welkom

(the "School")

and

(ID No. _____)

and

(ID No. _____)

(collectively, the "Parents")

PARENT DECLARATION AND CONTRACT OF ENROLMENT

The person/s whose details appear in Annexure B, declare that he/she/they are the Parent/s of the Learner/s, whose details appear in Annexure A. 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.

IMPORTANT NOTICE:

By signing or initialling this Contract, the Parent agrees to (a) the terms and conditions contained in this document, and (b) ensuring that the Parent and the Learner comply with any terms and conditions contained in the Policies, which shall form part of this Contract. If there is any provision in this Contract that the Parent does not fully understand, the Parent is obliged to ask for an explanation before signing.

This Contract contains clauses which appear in similar text style to this notice and which:

- **may limit the risk or liability of the School or a third party; and/or**
- **may create risk or liability for the Parent; and/or**
- **may require the Parent to indemnify the School or a third party; and/or**
- **serve as an acknowledgement, by the Parent, of a fact.**

Attention is drawn to these clauses because they are important and should be carefully noted. The rights the Parent has in this Contract are in addition to, and do not affect, the statutory rights and remedies the Parent has under the Consumer Protection Act. In the event of conflict between this Contract and the Consumer Protection Act, statutory consumer protection rights shall prevail. Nothing in this Contract is intended to or must be understood to restrict, limit or avoid any rights or obligations created for the Parent or the School in terms of the Consumer Protection Act.

THIS IS NOT THE FULL CONTRACT, PLEASE MAKE SURE TO INITIAL EVERY PAGE OF THE FULL CONTRACT.

ANNEXURE A1 DETAILS OF THE LEARNER

Grade applied for:	Highest grade passed:	Year when grade was passed:
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Surname:	Initials:	Nick Name:
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First Names:

Identification or Passport No:																		
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Study Permit if applicable:	Citizenship:
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Physical Address: Code:	Home Telephone:																		
	Emergency Telephone:																		
	Learner Cell:																		

Home Language:	Race:
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Boarder:	Y	N	Interested in Riebeeckstad/Virginia Transport:	Y	N	Riebeeckstad	Virginia
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Deceased Parent:	Mother	Father	Both	Religion:	
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Previous School Name:	
Contact Details:	Province:

Learner Medical Information:

Medical Aid Number:		Medical Aid Name:	
Doctor's Name:		Doctor Telephone Number:	
Medical Conditions:			
Special Problems:	Requiring Counselling:		

Dexterity of Learner:	Right Handed	Left Handed	Ambidextrous
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Siblings at St Andrew's:	
Position in the family (e.g. first)	



LEARNERS' SCHOOL RECORD DETAILS OF REPEATED GRADES (if applicable)

Grade	Year (e.g. 2018)	Name of School (e.g. St Andrew's School, Welkom)

The abovementioned information is completed to the best of my ability and is a true reflection of my child's school records. I do understand that if found to be false that this will effect my child's application to St Andrew's School, Welkom.

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

Signature of Parent 1 / Legal Guardian 1

Signature of Parent 2 / Legal Guardian 2



**ANNEXURE B
DETAILS OF PARENTS AND FEES**

Parent / Guardian 1

Relationship

Marital Status:	
Married	<input type="checkbox"/>
Single	<input type="checkbox"/>
Divorced	<input type="checkbox"/>
Re-married	<input type="checkbox"/>
Widow/er	<input type="checkbox"/>

Title Surname

First Names

ID

Occupation

Employer

Contact numbers
(h)

(w)

cell

E-Mail

Street Address

Postal Address

Parent / Guardian 2

Relationship

Marital Status:	
Married	<input type="checkbox"/>
Single	<input type="checkbox"/>
Divorced	<input type="checkbox"/>
Re-married	<input type="checkbox"/>
Widow/er	<input type="checkbox"/>

Title Surname

First Names

ID

Occupation

Employer

Contact numbers
(h)

(w)

cell

E-Mail

Street Address

Postal Address



ANNEXURE C SOME POLICIES

CODE OF CONDUCT

At St Andrew's School, Welkom we expect our learners to care by:

- accepting accountability for all your actions;
- behaving decently in a manner that will not bring yourself or your school into disrespect;
- treating others as you yourself would like to be treated;
- having respect for property no matter to whom it belongs;
- completing and executing learning/teaching activities and assignments to the best of your ability and co-operating with your teachers/colleagues;
- applauding and sharing in the achievements of other learners/colleagues;
- rendering commitment and loyalty to the school and its ethos;
- striving for excellence in all that we do;
- being honest in all your dealings;
- valuing the community in which we work and live.

POLICY REGARDING LEARNERS CONSUMPTION OF DRUGS, ALCOHOL & TOBACCO

1 DRUGS

1.1 Learners and parents must be made aware of:

- 1.1.1 the school policy regarding learners consuming drugs;
- 1.1.2 that specific learners may be bodily searched and/or their cupboard and rooms (at the boarding house) may be searched for the possession of drugs;
 - 1.1.2.1 such searches will be carried out strictly in accordance with the rights to privacy as stated in the SA Constitution's Bill of Rights Paragraph 14 and with the limitation of these rights as stated in Paragraph 36;
 - 1.1.2.3 such searches would necessitate a valid reason (for example, simple suspicion of possession of drugs would be an insufficient reason unless there were valid reasons for being suspicious);
 - 1.1.2.4 such searches would necessitate learners participation (i.e. the learners concerned would be present during the search), learners permission (i.e. refusal to give permission could only be over-ridden by a sufficiently valid reason); and the presence of a witness (i.e. a third party would be present to verify the correctness of the search process);
 - 1.1.2.5 such searches would necessitate appropriate confidentiality (i.e. the results of such searches would be shared only with appropriate persons);
 - 1.1.2.6 such searches would necessitate appropriate closure for the learners concerned (i.e. either appropriate disciplinary action would be carried out, or a clear and appropriate apology would be given);
- 1.1.3 And that specific learners may be asked to undergo tests for the presence of drugs.

1.2 The school undertakes to educate learners on the dangers of drugs, and this education should, wherever possible, be based on real-life (e.g. talks from rehabilitated addicts) and should allow for personal questioning and interaction.

1.3.1 The school must be extremely vigilant about identifying drug-taking and should not allow a suspected drug-taker the benefit of doubt – he should be tested.

1.3.2 This vigilance must extend to drug-taking out of school. Suspected drug-takers should be tested.

1.4 All learners and incidents are always handled on an individual basis, but the generally applied guidelines regarding taking and supplying of drugs are as outlined in 1.5 and 1.6 below.

1.5 The procedure when a learner is suspected of drug-taking should be as follows:

1.5.1 The parents should immediately be called in and their co-operation asked for: they must undertake to have their



child tested, and the doctor involved must report in writing directly to the school.

- 1.5.2 If the urine test is positive, then the following procedure should be followed:
- 1.5.2.1 The parents must agree to expert counselling for their child (and possibly for themselves). They should be able to choose the counsellor, but a written record of the counselling must be forwarded to the school. If cost is a factor, then they must use the facilities of the Child Guidance Clinic.
 - 1.5.2.2 The parents must agree to monthly urine tests for their child, until the school feels that these are no longer necessary.
 - 1.5.2.3 The parents must be informed in writing that a second positive urine test will result in their child's immediate expulsion.
 - 1.5.2.4 Punishment appropriate to the incident should be implemented. The most suitable punishment is the immediate implementation of Red Card. A learner on Tier 1 or Tier 2 would therefore immediately be demoted. A learner's awards on the Incentive Scheme would therefore immediately be affected. A learner on the School Council should be required to resign immediately. A learner in any other position in the school where they set an example to younger learners, should be required to resign from that position – examples of such positions would be house or sports or club leaders.
- 1.5.3 If the procedure in 1.5.2 has been carried out and, sometime later, the learners is again suspected of drug-taking and a urine test establishes that the learners has indeed been taking drugs, then the learners will be immediately expelled.
- 1.6 If there is sound evidence (i.e. more than simple suspicion) that a learner is supplying drugs to others or influencing others to take drugs then they will be expelled immediately.
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2 ALCOHOL

- 2.1 Learners and parents must be made aware of the:
- 2.1.1 The school policy regarding learners consuming alcohol;
 - 2.1.2 that specific learners may be bodily searched and/or their cupboard and rooms (at the boarding house) may be searched for the possession of alcohol;
 - 2.1.2.1 such searches will be carried out strictly in accordance with the rights to privacy as stated in the SA Constitution's Bill of Rights Paragraph 14 and with the limitation of these rights as stated in Paragraph 36;
 - 2.1.2.2 such searches could be bodily searches and/or searches of possessions (such as, but not limited to, bags rooms, cupboards, drawers, cell-phones, computers, books);
 - 2.1.2.3 such searches would necessitate a valid reason (for example, simple suspicion of possession of drugs would be an insufficient reason unless there were valid reasons for being suspicious);
 - 2.1.2.4 such searches would necessitate learners participation (i.e. the learner concerned would be present during the search), learners permission (i.e. refusal to give permission could only be over-ridden by a sufficiently valid reason); and the presence of a witness (i.e. a third party would be present to verify the correctness of the search process);
 - 2.1.2.5 such searches would necessitate appropriate confidentiality (i.e. the results of such searches would be shared only with appropriate persons);
 - 2.1.2.6 such searches would necessitate appropriate closure for the learners concerned (i.e. either appropriate disciplinary action would be carried out, or a clear and appropriate apology would be given);
 - 2.1.3 and that specific learners may be asked to undergo tests for the presence of alcohol.
- 2.2 The school undertakes to educate learners on the dangers and illegality of alcohol, and this education should be based



on real-life (e.g. talks from rehabilitated alcoholics) and should allow for personal questions and interaction.

- 2.3 The school must be extremely vigilant about identifying drinking and should not allow a suspected drinker the benefit of doubt – he/she should be warned. This vigilance must also extend to drinking out of school. Suspected learners - drinkers should be clearly and firmly warned.
- 2.4 All learners and incidents are always handled on an individual basis, but the generally applied guidelines regarding drinking and supplying of alcohol are as outlined in 2.5 and 2.6 below.
- 2.5 using alcohol (or supplying anyone else with alcohol) at school, or while in school uniform, or on a school trip, whether against the law (i.e. under-age) or within the law (i.e. over-age) should be handled in the following manner:
- 2.5.1 The parents should be called in, written notification should be given to them and a signed undertaking should be given by the learner that he/she will not involve himself in another drinking incident.
- 2.5.2 Punishment appropriate to the incident should be implemented. The most suitable punishment is the immediate implementation of Yellow Card. A learner on Tier 1 or Tier 2 would therefore immediately be affected. A learner's awards on the Incentive Scheme would therefore immediately be removed. A learner on the School Council should be required to resign immediately. A learner in any other position in the school where they set an example to younger learners should be required to resign that position – examples of such positions would be house or sports or club leaders.
- 2.5.3 If the learner breaks his undertaking not to be involved in another drinking incident, then he/she should be immediately expelled.
- 2.6 using alcohol (or supplying anyone else with alcohol) while not at school (i.e. in public or at private parties) without the parents' supervision or without the supervision of an adult delegated by the parents, should be handled in the following manner:
- 2.6.1 If the learners is under-age (i.e. if the incident is against the law) the procedure will be as outlined in 2.5.
- 2.6.2 If the learners is over the legal age (i.e. the incident is within the law) the procedure should be as follows:
- 2.6.2.1 If the alcohol is responsibly carried out, not carried to excess, and not in the company of or influencing in any way any under-age learner, then the school would take no action.
- 2.6.2.2 If this is not responsibly carried out, or is excessive, or is in the company of under-age learner, or influences any other learners, then the procedure should be as outlined in 2.5.

3 **TOBACCO**

- 3.1 Learners and parents must be made aware of
- 3.1.1 the school policy regarding learners smoking tobacco.
- 3.1.2 that specific learners may be bodily searched and/or their lockers (at school), and their cupboards and rooms (at the boarding house) may be searched for the possession of tobacco;
- 3.1.2.1 such searches will be carried out strictly in accordance with the rights to privacy as stated in the SA Constitution's Bill of Rights Paragraph 14 and with the limitation of these rights as stated in Paragraph 36;
- 3.1.2.2 such searches could be bodily searches and/or searches of possessions (such as, but not limited to, bags rooms, cupboards, drawers, cell-phones, computers, books);
- 3.1.2.3 such searches would necessitate a valid reason (for example, simple suspicion of possession of drugs would be an insufficient reason unless there were valid reasons for being suspicious);
- 3.1.2.4 such searches would necessitate learners participation (i.e. the learner concerned would be present during the search), learner permission (i.e. refusal to give permission could only be over-ridden by a



- sufficiently valid reason); and the presence of a witness (i.e. a third party would be present to verify the correctness of the search process);
- 3.1.2.5 such searches would necessitate appropriate confidentiality (i.e. the results of such searches would be shared only with appropriate persons);
- 3.1.2.6 such searches would necessitate appropriate closure for the learners concerned (i.e. either appropriate disciplinary action would be carried out, or a clear and appropriate apology would be given);
- 3.2 The school undertakes to educate learners on the dangers of smoking tobacco and the fact that there is a legal minimum age, and this education should if possible be based on real-life and should allow for personal question and interaction.
- 3.3 The school must be extremely vigilant about identifying smokers and should not allow a suspected smoker the benefit of doubt – he/she should be clearly and firmly warned.
This vigilance must extend to smoking out of school. Suspected learners -smokers should be warned.
- 3.4 All learners and incidents are always handled on an individual basis, but the generally applied guidelines regarding smoking are as outlined in 3.5 and 3.6 below.
- 3.5 Smoking at school, or while in school uniform, or on a school trip should be handled in the following manner:
- 3.5.1 The parents should be given written notification of the incident and a signed undertaking should be given by the learner that he will not involve himself in another smoking incident.
- 3.5.2 Punishment appropriate to the incident should be implemented. Possible punishments are a number of manual labours, other community service, or homework class every afternoon until 1700 for a set time. A learner on Tier 1 or Tier 2 should immediately be demoted to Tier 3. Learner's awards on the Incentive Scheme will be affected immediately. A learner on the School Council should be required to resign immediately. A learner in any other position in the school where they set an example to younger learners should be required to resign that position – examples of such positions would be house or sports or club leaders. Demotion from Tier, removal of Incentive Scheme awards, or resignation from School Council or from any other position of leadership would be for a period of at least one term, after which the Headmaster may, if it is appropriate, re-instate any or all such positions.
- 3.5.3 If the learner breaks his undertaking, not to be involved in another smoking incident, then his parents should be called in and they should be given written notification that another such incident will result in their child's expulsion from the school.
- 3.5.4 Punishment appropriate to this extreme lack of co-operation should be implemented. The most suitable punishment is the immediate implementation of Yellow Card. A learner who has worked his way back on to Tier 1 or Tier 2 should immediately be demoted to Tier 3. Similarly, a learner who has regained awards on the Incentive Scheme should have these removed immediately. Any status or position which may have been reinstated by the Headmaster would immediately be reversed.
- 3.5.5 If the learner involves himself in a third smoking incident, he/she should be immediately expelled.
- 3.6 Tobacco use while not at school (i.e. in public or at private parties) without the parents' supervision or without the supervision of an adult delegated by the parents, should be handled in the following manner:
- 3.6.1 If the learner is under the age when tobacco products may be legally purchased, the procedure would be as outlined in 3.5.
- 3.6.2 If the learner is over this "legal age" the procedure should be as follows:
- 3.6.2.1 If the smoking is responsibly carried out (i.e. not in the company of or influencing in any way any under-age learner) then the school will take no action.
- 3.6.2.2 If this is not responsibly carried out (i.e. is in the company of under-age learners or influences any other learner) then the procedure should be as outlined in 3.5.



HAIR POLICY

All Females

- Elastics/ribbons: Must be the school colours of blue, red or white. The colours black and brown are also accepted.
- Hairbands: May not have any sort of decorations, must be a solid colour (either red, white, blue, black or brown) Hairbands may also not be any wider than 5cm.
- May not dye their hair unnatural colours such as pink, purple, orange, etc.
- Hair colour may only be one shade lighter than their natural colour.
- Fringe / bangs must not touch the eyebrows. If it does, it must be pinned back.

Ethnic Females:

- Ethnic braids may not be thicker than 2cm or rather a 20c coin. Once the braids touch the collar they must immediately be tied up.
- Dreadlocks may not be loose and must be tied up.
- An afro must have a constant length over the whole head and may not exceed the length of 5cm.
- Braids must only be one colour. No two-colour hair pieces.
- NO beads are allowed.

Caucasian Females:

- May not have full headed ethnic braids or dreadlocks.
- Hair must be tied as soon as it touches the collar.

Males

- May not have any patterns shaved/cut into their hair.
- May not have a Mohawk or dye their hair unnatural colours (blue, green, etc.).
- Hair colour may only be one shade lighter than their natural colour.

JEWELLERY POLICY

No other jewellery allowed except

- a) religious cross on longish gold/silver chain;
- b) Plain watch for boys and girls;
- c) One set of plain gold/silver studs or gold/silver studs with a small zirconia stone/diamond or small gold/silver sleepers for girls. (NO nose studs are allowed)
- d) ONE religious bracelet is allowed.



All Males:

- May not have any patterns shaved/cut into their hair.
- May NOT have a Mohawk or dye their hair unnatural colour. (Blue, green, etc.)
- Hair colour may only be one shade lighter than their natural colour.

Ethnic Males:

- May have the Low Taper hairstyle which is a hairstyle with more hair on top of their head than on sides and at the back.
- The Low Taper hairstyle must fade from where the hair is most to where it is least.
- May be bald.
- May have an S-Curl (An S-curl is short hair that is curled with a type of gel).
- May have hair on their entire head but at a constant length. (2cm max)
- May have plain corn braids but the braids may not touch the collar.
- May have braids at a constant length around the entire head, but the braids may not extend past one index finger width above their eyebrows.
- May have dreadlocks/ "twists" at a constant length around the entire head, but the dreads / "twists" may not extend past one index finger width above their eyebrows. If the dreadlocks / "twists" exceed this length, they have to be tied up or braided back neatly. If tied up, length may not exceed the length of your index finger.
- May have dreadlocks used with a dreadlock sponge, provided the dreadlocks look neat and presentable.
- Boys' hair must be short and neat if braided, flat against the head with no loose ends.

Caucasian Males:

- Low Taper hairstyle can have a clear division of not more than 3mm. The length of the hair on the sides and length on top of the head may not be more than 3 clippers difference, with the hair on the top of the head being a maximum of 5cm or less.
- Hair with consistent length must be maintained, may not touch the collar or grow over the ear lobes.
- May have a perm/curled hair, provided the hair does not exceed 5cm in length.

JEWELLERY POLICY

No other jewellery allowed except

- a) religious cross on longish gold/silver chain;
- b) Plain watch for boys and girls;
- c) ONE religious bracelet is allowed.

NO earrings or nose studs are allowed.



ANNEXURE D
CONSENT FOR THE USE OF LEARNER IMAGES AND MEDIA IN SCHOOL PUBLICATIONS

1. I/We the Parent(s) of _____ (the **Learner**) hereby give/deny the School our written consent to:
 - 1.1 include any still and/or moving image, video footage, photographs and/or frames and/or audio footage and other media with or without name, of the Learner, or depicting the Learner, for the following uses:
 - 1.1.1 in School publications (whether local or international), the School website, School WhatsApp Groups or in press releases to celebrate the School's or the Learner's activities, achievements or successes;
 - 1.1.2 sales and marketing materials of the School such as leaflets, flyers, brochures or any other printed media designed for this purpose and disseminated locally or internationally;
 - 1.1.3 the development of materials for educational or publicity purposes both locally and internationally; and
 - 1.1.4 promotion of the School on the School's official social media platforms, including but not limited to Facebook, Instagram, Twitter, YouTube or any other such social media platform designated for official use by the School.
2. The consent contemplated **above** be valid until [the Learner reaches the age of majority]
3. The School shall (and will procure that any third party professional engaged for the abovementioned purposes shall) under no circumstances sell any still and/or moving image, video footage, photographs and/or frames and/or audio footage and other media with or without name to a third party.

SIGNED at _____ on _____ 20____

PARENT

SIGNED at _____ on _____ 20____

PARENT

[Note: If the parents do not sign this annexure, the school will not be permitted to use any of the learner's images as contemplated in this annexure. If this consent is not signed simultaneously with the enrolment contract, it may be signed as a standalone at a later stage.]

[It is agreed that for each sibling enrolled and admitted to the School after the Learner/s referred to in this **Annexure D**, a new annexure will be completed and signed by the Parties, with the same information for each such sibling. These will be Annexures D1, D2 and so on sequentially, and will be deemed to be annexures to this Contract, with all the provisions of this Contract applying to the sibling as a Learner in terms of the Contract.]



**ANNEXURE E
FEES**

The table below sets out the purpose and function of each Fee. A copy of the Fee Schedule is provided when the Learner is enrolled at the School.

The fee	Purpose and Function
School Fees	The amount, payment method and payment due dates are set out in the Fee schedule which provided at the start of the school year. The Fee schedule is available free of charge from the Main Office of the School.
Extra costs	<p>The School will always notify the Parents where there are any Extra Goods and Services. The Extra Goods and Services are part of the School's standard offerings and will have been specifically requested.</p> <p>These Fees apply even where at the time of signing this Contract it was not reasonable or even possible to specify every one of the Extra Goods and Services that might be provided. The Additional Costs will be added to the Learner's school account and must be paid by the end of each Term. Upfront cash payments are not acceptable for Extra Goods and Services.</p> <p>Examples of <i>Extra goods and services</i> include school tours, extra-curricular activities, text books, and stationery.</p>



SCHOOL FEE STRUCTURE: JANUARY 2023 TO DECEMBER 2023
(Annual price increase, next increase in January 2024 to December 2024)

Fees payable per month x 12 months

Day Care: Grade RRRR

(3months – 3 years) Fees R2 552.00 per month

Pre-School: Grade RRR – R

Fees R3 919.00 per month

Junior Primary: Grade 1 – 3

Fees R5 298.00 per month

Senior Primary: Grade 4 – 7

Fees R5 935.00 per month

High School

Grade 8 – 10 Fees R6 279.00 per month

Grade 11 Fees R6 688.00 per month

Grade 12 (Fees payable x 10 months) Fees R8 047.00 per month

Other Services

Transport/Bus (*Riebeeckstad & Virginia only*) R1 450.00 per month (x 11 months)

Swimming (*1st & 4th Term*) R 25.00 per lesson

<p><u>Application Fee and Placements Tests</u> Preschool & Primary (Grade RRRR - 7) <i>(Non Refundable)</i> R 565.00 High School (Grade 8 – 12) <i>(Non Refundable)</i> R 730.00</p>	<p><u>Private Aftercare: (After school until 16:00)</u> Aftercare Fee: R 650 per month R1 950 per term R 7500 per year <u>Contact the following teachers:</u> Samantha van der Poll & Elisa Mondli (083 640 9059 / 083 518 5094)</p>
<p><u>Boarding: (Grade 6 to 12 only)</u> <u>Boarding Deposit:</u> <i>(Non Refundable)</i> R 1 460.00 Deposit will be credited to first month's account <u>Boarding Fees: (Fees payable per month x 11 months)</u> Payable per month in advance R 9 715.00 Annual boarding fees: (11 x R9 715) = R 106865 p.a.</p>	<p><u>Sibling Discount:</u> 2nd Child: 10% on School Fees 3rd Child: 25% on School Fees 4th Child: 100% on School Fees</p>

A 4% discount is offered on school fees paid in full for the year, by the 28th February of the relevant year. Discounts are on school fees only. Additional charges will be levied during the year to cover school outings, stationery, school tours, IBT and IEFT Tests, etc. Interest at the rate of 2% per month will be levied on all overdue accounts. **If fees are not paid by debit order, a full term's fees are payable in advance. One full term's notice, in writing, is required before withdrawing a learner from the school. If not, the parents / legal guardians will be liable for school fees for the notice term (3 months).** Failure to pay the fees may result in legal action being taken against the parents / legal guardians responsible for the payment of fees. Furthermore, failure to pay may also result in your name being entered in the National Credit Register which may prevent you from obtaining further credit in South Africa. You will be held responsible for any costs and interest, should the account be handed over to our attorneys for collection. **Personal effect of learners ARE NOT covered by school's insurance (including iPads).** We will conduct a credit enquiry on the parents for the purpose of setting a limit in respect of fees and services provided; and the parents give consent for this enquiry to be conducted. I furthermore note that an incomplete form or outstanding documents may result in the application being rejected.

FINANCIAL UNDERTAKING

I agree to abide by the terms and conditions as set out above with regard to the payment of school fees and levies.

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

Signature of Parent 1 / Legal Guardian 1

Signature of Parent 2 / Legal Guardian 2





ST ANDREW'S SCHOOL WELKOM

Educating for Life

A. AUTHORITY / DEBIT ORDER MANDATE

Given by (PARENT / ACCOUNT HOLDER)

Account type:	<input type="checkbox"/>	Current	<input type="checkbox"/>	Savings	<input type="checkbox"/>	Transmission
Account holder's Name:						
Surname:						
Tel Number:						
Bank:						
Account Nr:						
Branch code:						
Amount		R		-		

To (BENEFICIARY DETAILS)

Name:	St Andrew's School Welkom	
Abbreviated Name:	SASW	
Contact Number:	057 352 2218	
Address:	Cnr Hamlet Road & St Andrew's Way, St Helena, Welkom, 9459	

I/We hereby authorise you to issue and deliver payment instructions to your Banker for collection against my/our above-mentioned account at my/our above-mentioned Bank (or any other bank or branch to which I/we may transfer my/our account) on :

1 st	15 th	25 th
-----------------	------------------	------------------

The individual payment instructions so authorised to be issued must be issued and delivered monthly (on the chosen date above for every month)

In the event that the payment day falls on a Sunday, or recognised South African public holiday, the payment day will automatically be the very next ordinary business day.

I/We understand that the withdrawals hereby authorised will be processed through a computerised system provided by the South African Banks. I also understand that details of each withdrawal will be printed on my bank statement. Such should enable me to identify the agreement.





ST ANDREW'S SCHOOL WELKOM

Educating for Life

A. Mandate

I/We acknowledge that all payment instructions issued by you shall be treated by my/our above-mentioned Bank as if the instructions have been issued by me/us personally

I/We agree to pay any bank charges relating to this debit order instruction. I/We agree that the debit order will automatically be adjusted should any additional cost occur (e.g. reviewed fees payable, trips, clothing, etc.)

I/We hereby acknowledge that after 3 consecutive failed attempts, the debit order agreement / mandate shall be terminated and that I will have to make use of direct electronic fund transfers (EFTs).

B. Cancellation

I/We agree that although this Authority and Mandate may be cancelled by me/us, such cancellation will not cancel the Agreement. I/We shall not be entitled to any refund of amounts which you have withdrawn while this Authority was in force, if such amounts were legally owing to you.

This Authority may be cancelled by me/us by giving the School 30 days' notice, in writing

C. Assignment

I/We acknowledge that this Authority may not be ceded nor assigned to any third party without my/our prior written consent and that I/we may not delegate any of my/our obligations in terms of this contract/authority to any third party without prior written consent.

Signed at _____ on this _____ day of _____

SIGNATURE OF ACCOUNT HOLDER

CAPACITY (RELATIONSHIP TO LEARNER)

FOR OFFICE USE	
Application acceptance date	
Initial cash payment made (date)	
Debit Order commencement date	
Family Number	

