



CBC Mount Edmund

FAITH | LEADERSHIP | EXCELLENCE

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APPLICATION FORM

(Please complete all required information in neat, legible Block letters)

I/ We _____ (Father/Guardian)

_____ (Mother/Guardian)

the undersigned, in my/our capacity/ies as Parent(s)/Guardian(s)/Custodian(s) Other – please specify _____

of: **Surname:** _____

First Names: _____

(please supply **preferred name**) _____

herein referred to as the Pupil, do hereby make an application in terms of clause 2 of the Terms and Conditions of Provisional Enrolment of Pupil and the Terms and Conditions of Enrolment at Christian Brothers' College Mount Edmund, (a copy of which conditions is set out overleaf) for the enrolment of the said Pupil as a scholar in Mount Edmund in

Grade: _____ **with effect from:** _____ **20** _____

FURTHER PARTICULARS OF PROSPECTIVE PUPIL

GENDER Male Female HOME LANGUAGE _____

DATE OF BIRTH _____

ID NUMBER _____

PASSPORT NUMBER _____

COUNTRY OF BIRTH _____

DATE OF ENTRY INTO SOUTH AFRICA _____

RELIGION _____ RACE _____

PUPIL RESIDING WITH _____

NAME OF CURRENT SCHOOL _____ CURRENT GRADE _____

ADDRESS _____ CODE _____

CONTACT TEL. () _____ FAX. () _____

DATE / EXPECTED DATE OF LEAVING ABOVE SCHOOL _____

FOR GRADES 10 & 11, PLEASE STATE SUBJECTS PRESENTLY BEING STUDIED:

Initial _____

Other schools applied for

How/where were you introduced to CBC?

Newspaper	Pupils/Parents	Exhibitions	Other
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GENERAL

Do you currently have other children at our College?	No	Yes	If Yes -What grade/s?		Full Name/s	
Have you previously had children or family members at our College?	No	Yes	If Yes -What year/s?		Full Name/s	

Please supply copies of the following documents:

- Copy of Birth Certificate - unabridged
- Copy of latest school report
- Copy of Parent/Guardian ID Document.
- Copy of Pupil's baptism certificate
- TWO passport photographs

APPLICATION FEE

All Applications shall be accompanied by a **non-refundable fee of R600**, to cover administrative expenses.

This non-refundable fee does not imply that your child is enrolled or secures a place at the College.

Please ensure that a cash fee for R600 **OR** copy of EFT transfer/ bank deposit slip, is attached to the Form.

Please note that only once payment of application fee has been received will processing of the Form begin.

NON- RESIDENT PUPILS

For pupils who are not South African residents, annual tuition fees must be paid in full before the start of the academic year

FURTHER PARTICULARS OF APPLICANTS – FATHER/GUARDIAN

MR/DR/PROF/ _____

FIRST NAME/S _____

SURNAME _____

ID NUMBER

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Marital Status:

SINGLE	MARRIED	DIVORCED	WIDOWER
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Where parents are divorced or separated, please provide further relevant details/instructions (if any):

Home Tel. No. _____ Work Tel. No. _____

Cell No. _____ E-mail: _____

Postal Address: _____

_____ Code: _____

Residential Address: _____

_____ Code: _____

EMPLOYMENT PARTICULARS:

Occupation: _____

Employer: _____

I hereby warrant, undertake and declare that: (i) I am fully cognisant of the amount in fees payable by me to the College; (ii) I understand the financial implications of this to me; (iii) I am financially in a position to meet my obligations to the College; and (iv) I shall ensure that all fees charged shall be paid on the due dates. I furthermore grant the College the requisite consent, permission and authority to verify and check my credit worthiness with any credit bureau(s) of its choosing.

Initial

FURTHER PARTICULARS OF APPLICANTS – MOTHER/GUARDIAN

MRS/MS/DR/PROF/ _____

FIRST NAME/S _____

SURNAME _____

ID NUMBER

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

Marital Status:

SINGLE	MARRIED	DIVORCED	WIDOWER
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Where parents are divorced or separated, please provide further relevant details/instructions (if any):

Home Tel. No. _____ Work Tel. No. _____

Cell No. _____ E-mail: _____

Postal Address: _____

_____ Code: _____

Residential Address: _____

_____ Code: _____

EMPLOYMENT PARTICULARS:

Occupation: _____

Employer: _____

I hereby warrant, undertake and declare that: (i) I am fully cognisant of the amount in fees payable by me to the College; (ii) I understand the financial implications of this to me; (iii) I am financially in a position to meet my obligations to the College; and (iv) I shall ensure that all fees charged shall be paid on the due dates. I furthermore grant the College the requisite consent, permission and authority to verify and check my credit worthiness with any credit bureau(s) of its choosing.

ONLY THE PERSON/S LIABLE FOR PAYMENT OF SCHOOL FEES TO COMPLETE THIS SECTION AND TO SIGN BELOW

FATHER / GUARDIAN	%	MOTHER / GUARDIAN	%
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I hereby record that I am aware of, and agree to be bound by the terms applicable to the Application as set out in the Terms and Conditions of the Provisional Enrolment of Pupil and the Terms and Conditions of Enrolment at Christian Brothers' College Mount Edmund, and in particular that neither I /we nor the College are obliged to enroll the prospective pupil at the College on the basis of this Application Form. Furthermore I accept that the College reserves the right not to accept any applicants or to disclose any information regarding the unsuccessful application and/or reason thereof. ALL ENROLMENTS ARE SUBJECT TO THE CONDITIONS OF ENROLMENT FORMING PART HEREOF.

Signed at _____ on this _____ day of _____ 20____

Signature _____
(Father/Guardian)

(Mother/Guardian)

(Parents: both Mother and Father/Guardian/Other to sign) as per the above indicated person/s liability for payment of school fees, whose liability in terms hereof shall be joint and several.)

Initial

Conditions of Enrolment of Pupils at Christian Brothers College Mount Edmund.

Terms and Conditions of Provisional Enrolment of Pupil.

1. DEFINITIONS

- 1.1 'the College' shall mean Christian Brothers' College Mount Edmund
- 1.2 'Applicant/s' shall mean the parent(s)/guardian(s)/custodian(s) or such other person acting 'in nomine officio' on behalf of the Pupil (hereinafter defined);
- 1.3 'Pupil' shall mean the individual in respect of whom an Enrolment application has been accepted by the College;
- 1.4 'Enrolment' the enrolment as a Pupil at the College in accordance with the Terms and Conditions of Enrolment and the Provisional Enrolment Application Form, together with any such other terms and conditions as may be specially agreed in writing between the parties.

2. PROVISIONAL APPLICATIONS

The College may accept Provisional Applications for further enrolment at the College in respect of any living individual eligible to attend the College. Any such Provisional Application is accepted on the understanding that neither the Applicant nor the College is obliged to enroll the prospective pupil at the College. All such Provisional Applications shall be accompanied by a non-refundable deposit, to cover administrative expenses, in an amount to be determined by the College from time to time, and reflected from time to time on the Provisional Application Form.

3. ENROLMENT APPLICATION/S

- 3.1 Order of Procedure
- 3.1.1 Initially a provisional application shall be made for a prospective pupil on the Provisional Application Form in accordance with the provisions of Clause 2.
- 3.1.2 A prospective pupil may then be invited to write an Entrance Examination set by the College or an interview or both.
- 3.2 If the pupil is subsequently offered a place at the College, an Enrolment Contract shall be submitted by the Applicant.
- 3.3 Such Enrolment Applications shall be in the form specified by the College from time to time and shall be accompanied by a deposit in the form of an Enrolment Fee, in an amount to be determined by the College from time to time.
- 3.4 Such Enrolment Fee is non-refundable in the event of the pupil not taking up their place at the College. Pupils who do take up their place at the College will have the Enrolment Fee credited to the Applicant's account as part payment of fees for the academic year in question.
- 3.5 A once off non-refundable entrance fee will be due on acceptance of enrolment for a new pupil joining the College after 31 January 2016.

4 CODE OF CONDUCT

A condition of final enrolment is that both the parent(s) and the pupil sign the Code of Conduct for Learners and Parents. The Code of Conduct is a living document. The Code will be revised regularly to assess its effectiveness. This Code of Conduct is a product of input from learners and staff and has been supported by parents. It is a celebration of work done over many years at the College and it aims to instill a sense of pride within our school so that all stakeholders have a sense of ownership. The behaviour of our learners directly influences the reputation of our school as well as the smooth running of daily routine and this has necessitated the learners' Code of Conduct. Parents are urged to ensure that their children adhere to these rules. All rules apply when the children are at school, in school uniform or while they represent the school in any way.

Terms and Conditions of Enrolment.

Extract of clauses from the Enrolment Contract.

1. RELIGIOUS EDUCATION PROGRAMME

In the full knowledge that the College will not endeavour to proselytise or convert the pupil to Catholicism (in the event that the pupil is not Catholic), I/we give permission for the pupil to actively participate in the religious education programme of the College.

2. COLLEGE RULES AND CODE OF CONDUCT

The pupil will be subject to the College rules and code of conduct. The prevailing rules and regulations as laid out in *Annexure A* are to be complied with.

3 EXTRA MURAL ACTIVITIES

Participation in extra-mural activities and attendance at compulsory College events, as determined from time to time, and as laid down in the rules and regulations is compulsory, save and except if a pupil is excused on medical grounds. I/We hereby consent to the pupil's participation in the extra-mural activities of the College, which will from time to time be of a compulsory nature.

4. FEES

- 4.1 The College prepares a budget on an annual basis and based on the budget determines the fees for the ensuing year.

The fees being charged for the current academic year are as set out in the attached *annexure*.

However, fees may be subject to fluctuation arising from unexpected circumstances. Such unexpected circumstances include, but are not necessarily restricted to, changes in state subsidies paid to the College and changes to teachers' salaries. In the event of the College changing its fees in any year, notice thereof will be given to parents/guardians as soon as practically possible. Any increase in fees shall be payable to the College within the year in which the increase is determined by increasing the remaining monthly payments for that year accordingly unless the College, at its sole discretion, agrees to some other payment method.

- 4.2 Fees in respect of tuition are payable either:

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- 4.2.1 Annually in advance on or before the 1st day of February of each year; or
 - 4.2.2 Monthly in advance by debit order (unless otherwise arranged) on or before the 1st day of each month in respect of the ten months January to October of each year; or
 - 4.2.3 By other arrangement agreed to by the College and signed by parties and subject otherwise to these terms and conditions. In the case of pupils whose permanent residence is outside South Africa the full tuition fee for the year is payable before the commencement of each academic year.
- 4.3 A discount, as determined annually by the Board of Governors, shall be allowed in respect of fees paid annually in advance. Notwithstanding such deduction, if the fees payable increase subsequent to the annual determination as envisaged in clause 4.1, the increase in fees during the year in question shall be payable on demand.
- 4.4 In the event of any payment not being made on due date, interest on any overdue amount/s shall accrue at the prime overdraft rate charged by the College's bankers and prevailing from time to time.

In addition, in the event of non-payment, the College shall be entitled at its sole and absolute discretion (in addition and without prejudice to all other rights available at law), to terminate the pupil's enrolment on one month's notice, without prejudice to its rights to claim the full balance outstanding (including interest) due and payable forthwith and without notice.

- 4.5 A non refundable deposit, as determined annually by the Board of Governors, is payable on enrolment of the pupil and will secure a place in the College for the pupil as from the date given on page 1. This deposit will be credited to the parents and deducted from the fees for the academic year in question. I/We understand that in the event of the pupil not enrolling at the College the full deposit will be forfeited

5. INDEMNITY

I/We hereby indemnify the College, its employees, agents and/or successors in title, against any and/or all claims, actions, liability, proceedings, damages, costs and expenses of whatsoever nature that may arise in respect of my/our child/ward's participation in any activity of the College, including but not limited to tuition, games, sporting activities, educational and sporting tours and excursions. The College undertakes through its staff to take all reasonable precautions to ensure the safety and welfare of its pupils.

6. WARRANTIES and/or REPRESENTATIONS

No warranties and/or representations are of any force and effect, save for those (if any) stipulated herein.

7. TERMINATION OF ENROLMENT

- 7.1 Written notice of one (1) term is required from the parent(s)/ guardian(s)/ custodian(s) for the termination of the pupil's enrolment at the College, otherwise a full term's fee (including any increase as may have been determined as at the date of termination in terms of clause 4.1) will be charged in lieu thereof.
- 7.2 Notwithstanding the provisions hereof it is acknowledged that the College, through its Principal or other authorised agent, may summarily terminate the pupil's enrolment with immediate effect if the pupil is guilty of any conduct which, in the sole opinion of the College, is inconsistent with the continued enrolment of the pupil at the College

In such a case all fees paid in advance, after deduction of all amounts otherwise owing to the College, will be refunded on a pro rata basis. In his regard, I/we recognise that the decision of the Principal shall be final.