



Welridge Academy Primary School Enrolment Agreement

Name of Learner: _____	Grade: _____
Date of Enrolment: _____	

Please note that no enrolment form will be accepted if all the relevant documentation listed below are not attached to this form.

You will be notified within 5 working days from application, if your child's application has been successful.

		Documentation Required	
School Fee	R		
Aftercare Fee	R	Parent / Guardian ID Books	
Transport Fee	R	Learner ID / Birth Certificate	
Genetic Profiling	R	Immunisation Card	
Total	R	4 x ID Photos of Learner	
Registration Fee	R	Copy Medical Aid Card	
Holding Deposit	R	Proof of Residence (no older than three months)	
Total	R	Three months bank statement	
Educational Resources (includes: support material, Future Kids PC Training Programme, arts and crafts material, copies and printing)	R	Latest Report Card (with a valid school stamp)	
		Welridge Academy Transfer Form	
Shows and Outings	R		
Total	R	FOR OFFICE USE ONLY	
Camp Fee (Grade 4 – 7)	R	Morning Bus Time	
		Afternoon Bus Time	
		Credit Check Done	
Captured on QB/MTL		Learner Number	
Aftercare Class		Account Number	
Profile Created		Pricing Given By	
Documentation Filed		Date	

Please note that a security access tag must be purchased from the front office **(to be paid in cash)**

A **stationery requirement** and book list will be available from the front office from the **4th term**

2016 Admission Requirements

Grade	Year of Birth	Age	Grade	Year of Birth	Age
Grade R	2010	5 turning 6	Grade 4	2006	9 turning 10
Grade 1	2009	6 turning 7	Grade 5	2005	10 turning 11
Grade 2	2008	7 turning 8	Grade 6	2004	11 turning 12
Grade 3	2007	8 turning 9	Grade 7	2003	12 turning 13



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Personal Details of Learner

Name and surname of learner: _____

Preferred to be known as: _____

Sex: _____ Date of Birth: _____

ID Number: _____

Religion: _____ Position in Family: _____

Home Language: _____ Interests of Learner: _____

Medical Details

Is your child on any chronic or daily medication? _____

If yes, please provide details: _____

Please list any allergies your child may have: _____

All medication is to be given to the register teacher – learners may not keep any medication with them

Name and Number of Doctor: _____

Name and Membership Number of Medical Aid: _____

In case of an emergency do you give us permission to take your child to the nearest hospital:

Yes No

Please attach a copy of medical aid card to this document

Emergency Contact Details

Name and Surname: _____

Contact Number: _____

Alternate Contact Number: _____

Relationship to learner: _____

Name and Surname: _____

Contact Number: _____

Alternate Contact Number: _____

Relationship to learner: _____



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Additional Information

Please detail any traumas or tragedies your child has experienced	
Has your child received any external therapy or remedial support? If so please provide details thereof, including copies of assessments, reports and contact information for all therapists	

List of People Permitted to Collect Learner from School

Full name and Surname	
ID Number	
Contact Number	
Relationship to Learner	
Full name and Surname	
ID Number	
Contact Number	
Relationship to Learner	

Parent / Legal Guardian Details

	Mother / Legal Guardian	Father / Legal Guardian
First Name		
Surname		
Work Number		
Cell Number		
Email Address		
Home Address		
Work Address		
Occupation		
ID Number		
Who does the learner live with?		



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School Fees

This section is to be completed by the person responsible for the account

First Name & Surname		
Work Number		
Cell Number		
Email Address		
Home Address		
Payment Option <i>(Details available on www.welridge.co.za website)</i>	12 Monthly Payments	
	11 Monthly Payments	
	4 Quarterly Payments	
	Annual Payment	
Payment Method	Cash Payment before or on 1 st	
	EFT Transfer before or on 1 st	
I hereby accept responsibility for the payment of the school fees. I acknowledge that all school fees are payable upfront and undertake to pay such school fees on or before the due date. I accept that late payments may carry a penalty.	Signature:	
	Print Name:	

Please note that school fees are due on or before the 1st of every month

I hereby accept responsibility for the payment of the school fees. I acknowledge that all school fees are payable upfront and undertake to pay such school fees on or before the due date. I accept that late payments may carry a penalty.

Full Name and Surname

Signature

Date

Banking Details

Bank	Standard Bank
Branch	Northcliff
Branch Code	006305
Account Number	201726092



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Additional Services

Aftercare Services	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Transport	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
<i>Morning Pick Up</i>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
<i>Afternoon Drop Off</i>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Please contact the front office for more information pertaining to the above. We have a set bus route which we travel.

Terms and Conditions of Enrolment

1. Should a prospective Grade 1 learner be younger than the prescribed school going age and their birthday is before 30 June, a comprehensive psychological school readiness assessment must be submitted prior to admission. School readiness is very important so as to ensure that a child is ready for formal schooling, socially, emotionally and academically. Placement of learners will be done according to the admission criteria so as to ensure that learners reach their full potential and progress to later school years without impediments.
2. This enrollment form as well as all terms and conditions are valid from the date of signature thereof and will be valid for the entire duration of your child's enrollment at Welridge Academy.
3. The parent / guardian acknowledges that this application does not necessarily mean automatic enrollment to Welridge Academy.
4. The parent / guardian hereby accepts that Welridge Academy foundations are founded on the Christian faith and Christian principals will be followed.
5. The parent / guardian warrants that all the information furnished above is true and complete in every respect.
6. The parent / guardian hereby gives Welridge Academy their irrevocable consent to check the validity of all information supplied.
7. The parent / guardian undertakes to notify Welridge Academy in writing within 7 days of any change of address or any other information supplied herein.
8. The parent / guardian responsible for the payment of the school fees hereby acknowledges and undertakes to pay the fees in terms of the agreed school fee structure and before the 2nd of the month in accordance with the selected option. Payment must be made notwithstanding the fact that a statement has not been received.
9. Cheques are not accepted – payment only via EFT or cash via the school office.
10. Please do not deposit cash into our bank account, charges by the bank for cash deposits will be added to your account the following month.
11. Monthly installments must be paid in advance and in full, on or before the 1st day of each month (January to December when paying in 12 monthly installments, January to November when paying in 11 monthly installments). Quarterly installments must be paid in advance and in full, on or before the 1st day of each quarter (January, April, July and October). Annual payments must be paid in advance and in full, on or before 01 January. Interest will be levied against any late payments and/or outstanding amounts.
12. If your Shows & Outings fees are not paid up to date your child will not be permitted to attend any shows or outings until these fees are paid up to date. NO REFUNDS WILL BE GIVEN FOR SHOWS/OUTINGS NOT ATTENDED, FOR ANY REASON WHATSOEVER.



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Terms and Conditions of Enrolment (continued)

13. Should it be necessary for Welridge Academy to institute legal proceedings for the recovery of any outstanding fees, the parent / guardian consents to the jurisdiction of the magistrate's court, notwithstanding that such amount is otherwise beyond the jurisdiction of the magistrates court. Further, the parent / guardian undertakes to pay all legal expenses incurred in the recovery of all amounts due to Welridge Academy, as between attorney and own client, including collection charges and tracing fees.
14. A certificate signed by the principal or duly authorized agent (whose authority it shall not be necessary to prove) setting out the amount of any indebtedness shall be prima facie proof of the amount due and owing by the parent / guardian to Welridge Academy, and the parent / guardian hereby accepts that the amount so specified shall constitute a liquidated amount, and further that such certificate stating that any act or failure to act has occurred, shall be prima facie proof of such act or failure.
15. In the event of any payment not being made by the parent / guardian on its due date, the full balance outstanding plus the levied amount, will immediately become due, owing and payable.
16. Fees are payable monthly in advance. No refunds will be made for absences. **Three calendar month's written notice is required if contract is terminated.** Notice is to be emailed to our Accounts Department on accounts2@welridge.co.za and a copy is to be emailed to the Principal on info@welridge.co.za. Alternatively written notice of termination must be hand delivered to Welridge Academy for attention of "The Principal". Notice of Termination may not result in the last day of attendance being in the month of November. Parents who fall into arrears will automatically be handed over to our attorneys and your child will be suspended from school until such time as fees are up to date. Learners whose fees are not up to date will not receive their progress reports, nor will they receive transfer cards if they are moving on to other schools.
17. Neither the parent / guardian nor or any other family member or legal representative shall hold Welridge Academy liable for any injury to and / or loss incurred by the learner / parent / guardian while on the school premises and or under the supervision of the school's staff where all reasonable precaution has been taken to ensure the welfare of all on the school premises.
18. The parent / guardian undertake to prescribe to Welridge Academy's Credo and to actively partake in the educational process of the learner.
19. The parent / guardian understands and accepts that this agreement will incorporate Welridge Academy rules, transgressions (disciplinary procedures) and regulations and understands that a breach thereof may lead to necessary action being taken as set out in the addendum credo and to actively partake in the educational process of the learner.
20. By enrolling your child at Welridge Academy you are giving permission to add any appropriate photographs taken during school events of your child onto either our school website, Facebook page, School Communicator etc.
21. The Parent/Guardian chooses as his/her domicilium citandi et executandi for all purposes under this agreement the address stipulated in Clause 1 and/or Clause 2 herein.
22. The Parent/Guardian may change his/her chosen domicilium citandi et executandi to another physical address within the Republic of South Africa by giving at least 7 (seven) working days written notice to the other party.
23. A non-refundable Registration Fee is payable per family on registration.
24. A non-refundable Grade R / Grade 1 Holding Deposit is required to confirm a child's attendance and to reserve a place for the child in a Grade R / Grade 1 class at Welridge Academy. In the case of a learner at Welridge Academy, this Holding Deposit is payable on or before 01 July of the year prior to the child attending Grade R / Grade 1. In the case of a new enrolment for Grade R / Grade 1 for the following year, this Holding Deposit is payable on registration, along with the Registration Fee. The Grade R / Grade 1 Holding Deposit will be offset against the January School Fees on 01 January of the year in which the child attends Grade R / Grade 1 at Welridge Academy.



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- 25. The parent / guardian acknowledges that Welridge Academy has the right to amend the fees, provided that 30 (thirty) days written notice shall be given.
- 26. The parent / guardian exempts Welridge Academy, employees and management of Welridge Academy from any liability incurred on account of any injury, illness or death of the learner howsoever arising from any liability for loss or damage suffered due to any damage to, or loss of articles brought into Welridge Academy by the learner.

Business Continuity

In the event of natural disaster or any other event out of our control, where the school facilities are affected to the extent that they become unusable, Welridge Academy will endeavor to find alternative premises as close as possible to the school, to continue our education process.

In the event that staff members become unavailable for extended periods of time, we will endeavor to replace those teachers immediately to ensure that our learners are not adversely affected by the absence of a teacher.

Declaration

I have read and we I / we understand all the terms and conditions contained herein and undertake to comply with the stipulated terms and conditions.

Signed before the under mentioned witnesses at _____

On this the _____ day of _____ 20_____

Name of parent / guardian _____

Signature of parent / guardian _____

Name of Witness 1 _____ Signature Witness 1 of _____

Name of Witness 2 _____ Signature Witness 2 of _____

For Welridge Academy _____ Signature Representative of _____

Name of Witness _____ Signature Witness of _____



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Aftercare

- ☞ Fees are strictly in advance. **No credit will be given for days not attended.** One month's written notice is required.
- ☞ The Aftercare service will not be provided until the prescribed application forms have been completed and signed and the fees have been paid in advance.
- ☞ A child will not be accepted if the fees have not been paid or alternate arrangements made with the Accounts Department (accounts2@welridge.co.za)
- ☞ No payment of fees by the 7th of the month will cause the services to be suspended with immediate effect.
- ☞ Prior arrangements must be made with the school via the front office for a learner to attend on a casual basis.

General

- ☞ All learners are to adhere to the school rules while at aftercare and demerits and merits will be issued.
- ☞ Please stress upon your child that we have rules and that they must abide by them for their safety and the safety of others.
- ☞ Please feel free to donate any toys, readers etc. for the learners at aftercare to enjoy.
- ☞ Right of admission is strictly reserved.
- ☞ Welridge Academy must be notified in writing within 24 hours of any changes in address or telephone numbers.
- ☞ In the event of an accident Welridge Academy reserves the right to transport the child to a registered hospital if the legal guardian cannot be contacted. We will act "in loco parentis".
- ☞ Welridge Academy will not be held responsible for any loss or damage of articles brought by the child to aftercare.
- ☞ Welridge Academy reserves the right to amend any conditions from time to time at the school's discretion and written notification will be communicated to all the parents and/or guardians.

Parents/Guardian

Name and Surname: _____

Signature: _____

Date: _____

Childs name: _____

Grade: _____