

Anchorage Academy (Pty) LTD

Company Reg. No. 2014/272328/07
21 Tamara Street, Tamara Park, Centurion 0157
P.O Box 51439, Wierda Park, 0149
Tel: 083 744 0065
Email: info@anchorageacademy.org
Website: www.anchorageacademy.org



ENROLMENT FORM AND PARENT CONTRACT

Date _____

I/We _____ (Father)

_____ (Mother)

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

of: Surname: (block letters):

_____ (Child)

First Names:

_____ (Child)

(please CAPITALISE child's preferred name), hereinafter referred to as the Student, hereby make provisional Registration in terms of clause 2 of the Conditions of Enrolment of a Student at Anchorage Academy, (a copy of which conditions is set out overleaf) for the enrolment of the said Student:

In Anchorage Academy in Grade: _____ with effect from: 20 _____

Please supply the following:

- Certified copy of Student's Birth Certificate - in the case of Immigrants, a certified copy of the child's passport;
- Certified copy of Student's most recent school report (where relevant);
- Certified copies of both parents' Identity Documents - in the case of non-South African citizens, a certified copy of the parents' Passports;

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- Certified copy of utilities account for Proof of Residence (lights & water or rates & taxes account of less than 3 months old);
- A copy of the current Medical Aid Card;
- Two (2) colour passport photos of the student at date of enrolment;
- A copy of reports pertaining to any intervention which might have taken place i.e. Occupational Therapy, Speech Therapy, Remedial etc; and
- A copy of the Immunization Card.

FURTHER PARTICULARS OF THE PROSPECTIVE STUDENT

Date of Birth: _____

Place of Birth: _____

Religious Denomination: _____

ID Number: _____

Race: _____

Home Language: _____

Student's Last School:

Reason for leaving previous school:

Grade completed at date of leaving last school:

Siblings at Anchorage Academy or future siblings:

Co-curricular involvement and achievements:

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Has your child received learning support? (Yes/No) Details:

Associated Professional report attached? (Yes/No)

Will Student be attending the Aftercare provided by Anchorage Academy? Yes/No: _____

FURTHER PARTICULARS OF APPLICANTS

Names of Applicants:

(Father) _____

ID Number: _____

(Mother) _____

ID Number: _____

(Guardian) _____

ID Number: _____

(Other) _____

ID Number: _____

Occupation and Company Name:

(Father): _____

(Mother): _____

(Guardian): _____

(Other): _____

Marital Status: _____

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Who will be responsible for the School Fees? Father Mother Other (Please specify)

Residential Address: Parent Payer

Code: _____

Postal Address: Parent

Code: _____

Residential Address: Fee

Code: _____

Contact Information (Father):	Contact Information (Mother):
Tel Home:	Tel Home:
Tel Work:	Tel Work:
Fax:	Fax:
Cell:	Cell:
Email:	Email:

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

REGISTRATION FEE

Proof of payment for Registration Fee to the amount of R2500.00 should be submitted with the Enrolment Form or e-mailed to the above address given. This Registration Fee covers administrative expenses and is non-refundable.

I hereby declare that I am aware of, and agree to be bound by the terms applicable to Provisional Registration as set out in the Conditions of Enrolment of Students at Anchorage Academy, and in particular that neither I/ we nor the School are obliged to enrol the prospective Student at the School on the basis of this Provisional Registration Form.

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ALL ENROLMENTS ARE SUBJECT TO THE CONDITIONS OF ENROLMENT FORMING PART HEREOF.

Signed at _____ this _____ day of _____ 20_____

Father Signature: _____

Mother Signature: _____

(Parents: both Mother & Father to sign or Guardian/ Other

Banking Details: Anchorage Academy, First National Bank, Branch: The Reds 250655, Account Number: 62533332871, Business Account. **Ref:** Child’s Name and Surname

CONDITIONS OF ENROLMENT OF STUDENTS AT ANCHORAGE ACADEMY

1. DEFINITIONS

- 1.1 Applicant: The parent(s)/ guardian(s)/ custodian(s) or such persons acting “in nomine officio” on behalf of the Student (as hereinafter defined);
- 1.2 Student: The individual in respect of whom Provisional Registration Form has been submitted.
- 1.3 Enrolment: Enrolment as a Student at the School in accordance with these Conditions of Enrolment of Students at Anchorage Academy, and the Enrolment Registration Form, together with any such terms and conditions as may specifically be agreed in writing between the parties.

2. PROVISIONAL REGISTRATIONS

The School may accept Provisional Registrations for future enrolment at the School in respect of any individual eligible to attend the School. Any such Provisional Registration is accepted on the understanding that neither the Applicant nor the School is obliged to enrol the prospective Student at the School, it being understood however, that wherever possible and without liability in the event of a failure to do so, the School will give preference, between equal candidates, to the earlier applicant. All such Provisional Registrations shall be accompanied by a non-refundable fee, to cover administrative expenses, in an amount to be determined by the School, and reflected on the Provisional Registration Form. Applicants authorize Anchorage Academy to, inter alia, refer to TransUnion ITC or any other concerns to obtain credit references required by the School and also authorise such concerns to provide all relevant information.

3. ENROLMENT REGISTRATION/ S

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3.1 **Order of Procedure**

- 3.1.1 Initially a provisional Registration shall be made for a prospective Student on the Provisional Registration Form in accordance with the provisions of clause 2.
- 3.1.2 The School reserves the right to assess the Student to determine applicability of the enrolment request (where relevant, or determination of grade) which, if successfully completed at the School's sole discretion, shall entitle the applicant to be accepted.
- 3.1.3 In the event that your Registration for Enrolment is unsuccessful, no reasons and/ or right of appeal will be furnished or entertained.
- 3.1.4 The fact that a sibling is in the school does not automatically entitle enrolment.
- 3.1.5 The School reserves, in its sole discretion without giving reasons, the right to accept or reject any Registration and the applicant acknowledges that they shall have no right of recourse in the event that this Registration is not successful.
- 3.1.6 Only once Registration is successful, the fee of R2500.00 becomes applicable.

3.2 Such Enrolment Registrations shall be in the form specified by the School and shall be accompanied by a deposit in the amount to be determined by the School, and reflected from time to time on the Enrolment Form.

4. **ACCEPTANCE OF ENROLMENT REGISTRATIONS**

- 4.1 The submission of an Enrolment Registration Form by the Applicant shall constitute a firm and binding offer, and the Enrolment of a Student shall only take place when the School accepts such Enrolment Registration by notice, in writing, to the Applicant.
- 4.2 In the event that the School and the Applicant engage in negotiations over amendments or additions to the Conditions of Enrolment, or deletions from such Conditions of Enrolment, these Conditions of Enrolment shall nevertheless govern the Enrolment of the Student until such negotiations are finalised and these Conditions of Enrolment amended (if at all) by agreement in writing.
- 4.3 In the event that a Student, after Enrolment by the School, fails to attend the School, or is withdrawn by the Applicant other than on one term's notice in terms of clause 6 hereof, the rules with regards to school fees will apply.
- 4.4 Anchorage Academy reserves the right to require that any Student may be referred for medical and/or developmental assessments.

5. **RULES AND REGULATIONS**

- 5.1 The Applicants, by submitting an Enrolment Registration Form agree, for both themselves (where applicable) and the Student, to comply with the rules, regulations, policies and procedures of the School, as enunciated by the Headmistress of the School, acting in his/her capacity as such.
- 5.2 In the event of any dissatisfaction on the part of any Applicant with such rules and regulations etc, or the implementation thereof, the Applicant shall be entitled to make written representations to Anchorage Academy for a final decision on the matter.

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5.3 The liability of the Applicant arising out of any Enrolment in terms hereof shall be joint and several, and both parents/ guardians remain responsible for payment of any amount due to the School.

6. **TERMINATION OF ENROLMENT**

6.1 One term's written notice of termination of the Enrolment of a Student shall be given by the Applicant, failing which the Applicant shall also be liable to the School for the full amount of the following term's fees, which shall be due and payable in accordance with clause 7 hereof.

6.2 The School shall be entitled to terminate the Enrolment of any Student;

6.2.1 Summarily, and with immediate effect, if the Student is guilty of any conduct which, in the sole opinion of the School, is inconsistent with such Student's continued enrolment at the School the Applicant, after deduction of all amounts otherwise owing to the School, will be refunded a pro-rata proportion of any fees already paid in advance in respect of such Student.

6.2.2 If, at the end of any Academic year, in the event of the Student, in the opinion of the School, having failed to pass such examinations as have been specified by the School, and which would otherwise entitle such Student to pass on to the following year study, or is otherwise unsuitable for promotion to the following year of study, the School may at its sole discretion offer the Student the opportunity to repeat the failed year. In this case the enrolment of the Student shall not be terminated but will be allowed to continue uninterrupted.

6.2.3 If, with one months' notice, should the payment of any amount due in respect of school fees or any other amount be due and remain unpaid for more than fourteen (14) days thereafter.

7. **FEES**

7.1 Unless otherwise specifically agreed in writing in each particular instance:

7.1.1 The fees to be paid by the Applicant shall be as set out in the Scale of Fees attached hereto, it being specifically recorded that such fees shall be subject to amendment by the Anchorage Academy Board of Directors from time to time, upon the giving of at least two months written notice to the Applicant;

7.1.2 The fees set out in the Fee Structure hereto are not all inclusive and cover only those items specifically referred to in the Structure, and the Applicant hereby agrees to reimburse the School for all expenditure incurred by the School on behalf of the Student;

7.1.3 The fees, together with any other amounts owed to the School shall be paid monthly over eleven (11) months, free of exchange, by no later than the fifth day of each calendar month.

7.1.4 Payments delayed after the due date for payment shall accrue interest charges compounded monthly at the maximum rate permissible by law or at such lesser rate determined by the School from time to time;

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7.1.5 Parents/ Guardians/ Custodians who are permanently resident outside the borders of the Republic of South Africa will be required to pay the full amount.

7.1.6 A certificate signed by the Headmistress of the School (whose appointment need not be proved), certifying the amount owing to the School by any Applicant or Student, both as to capital and interest, shall be "prima facie" proof of such fact.

7.2 In the event that any payment is not made on due date and remains unpaid for fourteen (14) days after written notice to the Applicant calling for such payment, the School shall be entitled, but not obliged, and without in any way prejudicing any of its other rights in terms hereof or otherwise, to cancel the Enrolment of the Student forthwith. In such event the School shall be entitled to recover or appoint an agent to recover from the Applicant such damages as it may suffer as a result of such cancellation, and shall be entitled to apply SET OFF against such monies incurred with recovery as may be owed by the School to the Applicant.

8. INDEMNITY

The Applicant hereby indemnifies and agrees to hold harmless the School, its Headmistress and Staff, or their authorized agents or representatives, against any and all claims, howsoever arising, including negligence, but not gross negligence, arising out of any injury, death, loss, damage, costs or expense, including legal costs, suffered as a result of or during the Enrolment of the Student at the School.

9. AMENDMENT OF THESE CONDITIONS OF ENROLMENT

The School shall be entitled to amend the Conditions of Enrolment upon an appropriate period of written notice to all Applicants.

10. NOTICES

10.1 For the purposes hereof the Applicant chooses as "domicilium citandi et executandi" the address set out on the Enrolment Registration Form forming part hereof, or such other address as may be specifically notified in writing to the School as an amendment to the Applicant's specified "domicilium".

10.2 For the purpose hereof, the School chooses as "domicilium citandi et executandi" Anchorage Academy, 21 Tamara Road, Tamara Park, Centurion, South Africa.

10.3 All notices required to be given in terms hereof, shall be in writing, and shall either be hand delivered to the School, (in which event the onus on proving receipt by the addressee shall be on the sender of such notice), or shall be sent by registered post to the applicable "domicilium".

10.4 The requirements for a "term's notice" shall be deemed to have been satisfied where notices are received by the School or the Applicant before 16:30 on the last day of the particular school term preceding the term at the end of which the notice is to take effect, or if posted, where such notice is posted to the applicable "domicilium" on or before the last day of the particular

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school term at the end of which the notice is to take effect. The above definition shall also apply "mutatis mutandis" where two terms' notice is required.

10.5 Notwithstanding the provisions of clause 10, in the event that notice has been given in terms of clause 7.1.1 of an increase in the Fees, notices of termination of Enrolment in terms of clause 6.1 shall be capable of being given at any time within thirty (30) days after such notice in terms of clause 7.1.1 has been given.

11. **GOVERNING LAW AND DISPUTES**

11.1 The Contract shall be construed and interpreted in accordance with the laws of the Republic of South Africa.

11.2 Any disputes arising between the parties in respect of this Agreement shall, at the option of the School be justifiable in the Magistrate's Courts of South Africa, notwithstanding the fact that the dispute might otherwise have fallen outside the jurisdiction of such Magistrate's Court and the Applicants hereby consent to such jurisdiction.

11.3 All costs awarded in favour of the School shall be on the Attorney and Own Client scale.

12. **SUBSTANCE ABUSE**

A condition of final enrolment is that both parents/ guardians/ custodians and the student sign a document relating to the use and abuse of chemical and other substances.

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