

Cnr 9th & 11th Roads
 off Lever Road
 Erand,
 Midrand
 Tel: 011 318-2481

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 Website: www.christchurchprep.co.za



OFFICE USE ONLY

Date Received.....
 Receipt No.
 Amount Paid
 Payment method
 Family code
 Admin No
 Sports House
 Credit check done.....
 Prev school reference.....

CHRIST CHURCH PREPARATORY SCHOOL AND COLLEGE APPLICATION FOR ADMISSION

Learner's Details: (Please print clearly)

Proposed entrance date	Year	Grade	
Learner's Surname			
Learner's Full Names			
Learner's Preferred Name			
Learner's position in family (eg. eldest)			
Date of Birth		Gender	
I.D. Number			
Home Language			
Nationality			
Christian Background		Pastor's Name	
Name of church you are attending			
Church activities in which you are involved?			
Church activities in which your child is involved?			
State reasons for selecting a Christian school.			
Are both parents supportive of a distinctly Christian education?			
Siblings	Full Name	Current Grade at CCPS	

Previous School:

Current school and address			
Number of years attended			
Telephone Number			
Principal's Name			
Current Grade			
Grades Repeated		Has admission to this, or any other school been refused?	Yes No

Learner Support:

Has your child received learning support?	(Yes / No)
Re learning support – are reports attached?	(Yes / No)

Parent/Guardian Details: (Please complete in full)

Where there are two sets of parents, please complete an extra form with step parent details

FATHER / STEPFATHER / GUARDIAN			
Title		Marital Status	
Surname			
Full Names			
Preferred Name			
I.D. Number			
Company Name			
Occupation			
Position in Company			
Contact telephone numbers	()	home	()
	Cellular		
E-Mail Address			
Home Address			
	Code		
Postal Address			
	Code		
Does the learner live with you?	Yes / No	Are you the legal guardian of the learner?	Yes / No

MOTHER / STEPMOTHER / GUARDIAN			
Title		Marital Status	
Surname			
Full Names			
Preferred Name			
I.D. Number			
Company Name			
Occupation			
Position in Company			
Contact telephone numbers	()	home	()
	Cellular		
E-Mail Address			
Home Address			
	Code		
Postal Address			
	Code		
Does the learner live with you?	Yes / No	Are you the legal guardian of the learner?	Yes / No

MEDICAL AID DETAILS FOR LEARNER

Name of Medical Aid	
Medical Aid Membership Number	
Principal member's name	

MEDICAL INFORMATION FOR LEARNER

Name of family doctor	
Telephone number	
Provide medical information that the school must be aware of, e.g. Allergies, Epilepsy, Medication, Dietary restrictions	

CONTACT OF TWO CONTACT PERSONS IN CASE OF EMERGENCY AND PARENTS ARE NOT AVAILABLE

Name and relationship to learner			
Contact numbers - work and cell	()	work	cell
Name and relationship to learner			
Contact numbers – work and cell	()	work	cell

FINANCIAL INFORMATION

I, the undersigned, agree to the following:

- Pay fees, as regularly fixed by the Board of Governors, monthly in advance.
- Late payments – please see attached policy in this regard.
- Parents undertake to give the school one full calendar term's written notice or in lieu therefore to pay a full calendar term's fees before removing the pupil from the school, irrespective of the reasons for removal.

Person responsible for payment	
Telephone number	
Signature	

GENERAL

How do you, as parents, foresee your involvement in the school? I.e. Fundraising, voluntary tuckshop duty, etc

Please note: This form **MUST** be accompanied by:

- A copy of the child's birth certificate or ID document.
- A copy of the child's vaccination records.
- A copy of the child's latest school report.
- A copy of any professional or medical report eg occupational therapy, IQ evaluation, speech therapy etc (if applicable).
- A letter of commendation from your pastor or minister.
- A non-refundable application fee of R425,00 (R275,00 for siblings).
- Grades 00 & 000:** A non-refundable enrolment fee of R7200 for enrolment in 2011 (R8000-enrolment 2012/R8600-2013) needs to be paid to secure the child's place once the child has been accepted. Arrangements can be made to pay off 50% of the balance. A discount is given for 2nd and 3rd learners.

50% of the total fee is payable by 31 March or within 14 days of acceptance. This amount will be forfeited should the enrolment be withdrawn after receiving the acceptance letter. The remainder of the enrolment fee is due to be paid by the end of June preceding the year of enrolment or by the first day of school for late enrolments.

The enrolment fee is partially refundable if the child leaves within the first three years at the school. One quarter is deducted per completed year. After the child has been at the school for 3 years, no further refund in respect of the enrolment fee is applicable; provided that if parents wish the child to move up to grade 0, but the child is not accepted after assessment and the parents remove the child from the school as a result of the non-acceptance, then the full enrolment fee paid will be refunded.

8 **Grade 0 & higher:** A non-refundable enrolment fee of R7200 for 2011 (R8000 for 2012/R8600 for 2013) needs to be paid to secure the child's place once the child has been assessed and accepted. This payment must be made **within fourteen days of acceptance** so as to secure the Child's place at the school. A discount is given for 2nd and 3rd children.

50% of the total fee is payable by 31 March or within 14 days of acceptance. This amount will be forfeited should the enrolment be withdrawn after receiving the acceptance letter. The remainder of the enrolment fee is due to be paid by the end of June preceding the year of enrolment or by the first day of school for late enrolments.

The enrolment fee is partially refundable if the child leaves within the first three years at the school. One quarter is deducted per completed year. After the child has been at the school for 3 years, no further refund in respect of the enrolment fee is applicable.

Incomplete application forms will not be processed .

- Acceptance of this form by CHRIST CHURCH PREP SCHOOL AND COLLEGE does not imply acceptance into the school.
- An interview with both parents and the child's assessment will be required before the child can be accepted.

We, the undersigned:

- 1 Recognise that on the school premises the Principal, or his duly appointed deputy, is in Loco Parentis, (including consent to medical treatment, operations and anaesthetics); the exact interpretation of this phrase in an emergency must be at the discretion of the Principal, or his duly appointed deputy, who will consult parents where, in the Principal's or his duly appointed deputy's opinion, this is possible.
- 2 Recognise the Principal's/or his duly appointed deputy's right to discipline pupils for any breach of the school regulations.
- 3 Accept the Conditions of Acceptance as stated in the Prospectus and agree to be bound thereby.
- 4 Accept that a credit check will be made.
- 5 Accept the terms of the Late Payment policy shown herewith.
- 6 Accept that CHRIST CHURCH PREP SCHOOL & COLLEGE, the Board of Governors and staff cannot be held responsible for any injury sustained to pupils whether by accident or otherwise whilst my child is in the care of the school.
- 7 Agree that both we and our children who are enrolled and/or accepted at the school are bound by all policies of the school that are in force from time to time, agree to be bound by all such policies and agree that all such policies form part of the contract between us and the school.

	<u>Date</u>	<u>Place</u>	<u>Signature</u>
FATHER	_____	_____	_____
MOTHER	_____	_____	_____

Christ Church Preparatory School and College's Admission Policy
is published in the Prospectus on the website and in booklet form.
This Prospectus is subject to revision and amendment.

CHRIST CHURCH PREPARATORY SCHOOL & COLLEGE (MIDRAND)

Voluntary Association

Membership Form

Would you be so kind as to read the entire Constitution. For the purposes of membership, please take special note of the following articles:

ARTICLE 3 - STATEMENT OF FAITH

The Christ Church Preparatory School & College (Midrand) Association subscribes to the following basis of faith, to which all members, parents of learners, employees and office bearers must subscribe without reservation:

1. that the Father, the Son and the Holy Spirit are three persons of one Godhead;
2. **the Triune God** is the sovereign creator and sustainer of the entire universe;
3. that Holy Scripture is given by divine inspiration, is entirely trustworthy in its revelation of God and in His dealings with humankind, and is our supreme authority in all matters of faith and conduct. It is without error in anything which it affirms;
4. that all people have sinned, stand guilty before God, and are subject to His judgment and condemnation;
5. that the Lord Jesus Christ, the incarnate Son of God, the only mediator between God and man, has, by dying for and on behalf of sinful humanity, effected the complete redemption of the sinner from every aspect of sin. This redemption affects all creation in the light of Romans 8:19-22; Ephesians 1:10 and other Biblical passages;
6. that the Lord Jesus Christ rose bodily from the dead and ascended to heaven to reign with the Father in glory;
7. that the sinner is justified and saved solely by the grace of God through faith;
8. that the Holy Spirit is present and active in the process of regeneration and works within each believer to perfect God's purposes;
9. that all believers are members of the one holy universal and apostolic Church which is the body of Christ and is indwelt by the Holy Spirit;
10. that, as members of this church, all believers are called to be one and to show forth the Kingdom of God and His qualities of love, mercy, truth, justice and peace;
11. that the Lord Jesus Christ will return again, as He promised.

ARTICLE 4 – MEMBERSHIP OF ASSOCIATION AND ADMISSION OF PUPILS

2. All parents and guardians of children attending the school maintained by the Association as well as its employees, and any other persons who are in agreement with Article 3, and who are able to sign them in good conscience are eligible for membership of the Association.
3. Membership includes the right to vote at meetings of this Association as well as to participate in the Association's activities on behalf of the school. Members are expected to be involved in the activities of the school.

CHRIST CHURCH PREPARATORY SCHOOL & COLLEGE (MIDRAND)

VOLUNTARY ASSOCIATION

I hereby request membership of the abovementioned voluntary association. If both parents are applying for membership then each parent must sign below.

Full name (mother) _____

Signature _____ Date _____

Full name (father) _____

Signature _____ Date _____

CHRIST CHURCH PREPARATORY SCHOOL & COLLEGE
POLICY REGARDING LATE PAYMENT OF SCHOOL FEES

1. At Christ Church Preparatory School & College we strive to provide our pupils with a Christian education of the highest standard, at a reasonable cost to our parents. To do so we employ highly qualified and experienced teachers and use resources of the highest quality and integrity.
2. Failure to pay school fees on time places a considerable and unnecessary burden on the school. We are placed under financial pressure as our ability to meet our own financial obligations is compromised. The principal has an unnecessary administrative burden when he has to deal with unpaid fees.
3. The purpose of this policy is to ensure that fees due to the school are paid when they are due and to create a procedure to deal with instances where fees are not paid. The policy seeks to treat parents fairly and humanely, ensure that the school's financial viability is not compromised and to minimise the impact that unpaid fees have on the administrative structures of the school.
4. School fees are payable monthly in advance. Fees are due on or before the 7th day of each month. If the 7th falls on a Saturday, Sunday or public holiday, then the fees for that particular month are payable on the next business day following the 7th. If the 7th falls during school holidays, then the fees for that particular month are payable on the day that the new term commences.
5. If school fees are not paid by the due date, a late payment penalty of R125.00 will be automatically payable.
6. If school fees and penalties remain unpaid by the 15th day of the month concerned, then the pupil concerned will be suspended and will not be permitted to return to the school until the outstanding fees and penalties are paid.
7. If any school fees and penalties are outstanding as at 1 December in any year, then:
 - a. The child's enrolment at the school for the following year will be terminated; and
 - b. The school may withhold any reports or transfer documents until the outstanding school fees have been paid.
8. The school may instruct attorneys to recover unpaid school fees at any time. Should Christ Church Preparatory School & College incur legal costs in the collection of the principal debt, I/we agree that we shall pay all such costs on the scale as between attorney and own client as well as collection commission calculated at 10% of each and every payment made in reduction of the principal debt, interest, Advocate's charges, tracing charges and all other costs incurred by Christ Church Preparatory School & College for the recovery of the principal debt, including all costs incurred before the issue of a summons.
9. I/We choose as my/our *domicilium citandi et executandi* for all purposes, including the giving of any notice required or permitted hereunder and any proceedings which may be instituted by virtue hereof, at my/our Home Address, E-Mail Address, and/or Postal Address as stated on Page 2 of the Application for Admission.
10. By enrolling your child Christ Church Preparatory School & College, you, the parent(s), agree that this policy will form part of the agreement between you and the school and that you will be bound by it.

STATEMENT OF INCOME AND EXPENSES

(This page does not have to be sent in to the school, but we do encourage you to conduct this exercise to ensure that you can afford the fees).

INCOME

Nett salary _____

Maintenance _____

Rent received _____

Other _____

TOTAL INCOME _____

EXPENSES

Rent/bond _____

Rates & taxes / water & lights _____

Groceries _____

Short term insurance _____

Life insurance _____

Medical expenses _____

Hire purchase repayments _____

Debt repayments _____

Domestic worker _____

Gardener/gardening service _____

Petrol and travelling costs _____

Other: _____

Other: _____

Other: _____

TOTAL EXPENSES _____