

Linpark High School

Tel (033) 344 1544
Fax (086) 474 1538
pa@lhspmb.co.za



P.O Box 21477
Mayors Walk
3208

Dear Parent/Guardian

Thank you for applying to Linpark High School. Kindly complete the attached application form and return it to school before the **15 June 2022**. **It is advised that you apply to other schools to avoid disappointment in the event that your child/ward is not accepted at Linpark High School.**

Please make sure that all the required documents are submitted:

- Please submit **certified copies**, not originals.
- The school **does not** do photocopying.
- You will be notified about further details.

It is advised to continually check with the school about your application status.

Should your application be successful, A **NON- REFUNDABLE** deposit of **R5 000.00** will be required immediately to secure your place at Linpark High School.

- School fees for 2022 are **R19 200.00** per annum.
- Hostel fees for 2022 are **R36 750.00** per annum, **R9 000.00** per term payable in advance beginning of each term and a **R750.00** once off fee at the start of the year.

NB: School fees and Hostel fees are two separate accounts

APPLICATIONS WITH OUTSTANDING DOCUMENTS WILL NOT BE PROCESSED

Yours faithfully,

Mr. A. Mangalparsad
Principal

Date application is given out FOR OFFICE USE ONLY
20 / /

Limpark High School

Date application is returned FOR OFFICE USE ONLY
20 / /

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Mayors Walk
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FOR OFFICIAL USE ONLY		Admin No:			
Year of Entry	2023	Grade of Entry		LURITZ NO	
Term of Entry		Present Grade		DAY/BOARDER	

PARTICULARS OF LEARNER BEING ENROLLED

Surname of Learner					
First Names (in full as per ID)					
Residential Address:		Street Name & No:			
		Suburb:			
		Town:		Code:	
Identity Number				Date of Birth	/ /
Home Language				Race	
Last year country, if not SA				Male/Female	
Previous school				Grade required:	
1 st Additional Language (mark with a X)		isiZulu		Afrikaans	
Dependency (mark with a X)		Mother deceased	Father deceased	Both parents deceased	
Allergies or Medical Conditions:				Left-Handed	Right-Handed
Name of Medical Aid					
Membership Number					

EMERGENCY CONTACT PERSON

Name and Surname : _____
 Relationship to learner _____
 Telephone number: _____ Cell number _____

BROTHER/SISTERS ATTENDING THIS SCHOOL			INDICATE RELATIONSHIP TO PARENT		
Names	Surname	Grade	Biological	Foster	Adopted

ENROLMENT AGREEMENT 2023

entered into between:

LINPARK HIGH SCHOOL

and

1. PARENT 1 (FATHER/GUARDIAN)

Surname						Mr / Ms / Miss / Dr / Prof
First Name (in full as per ID)						
ID Number						
Marital Status	Married	Unmarried	Divorced	Widow/er	Engaged	
If married, please indicate how	Ante-Nuptial	Community of property	Customary marriage	Hindu/Muslim	Other	
Relationship to learner	Legal parent	Guardian	Grandparent	Step parent	Other	
Residential Address	Street Name & No:					
	Suburb:					
	Town/City:				Code:	
Home Tel. No.			Cell No:			
Postal Address	Town/City:				Code:	
E-mail Address						
Occupation						
Name of Employer						
Employers Physical Address	Street Name & No:					
	Town/City:				Code:	
Employers Tel. No			Fax number:			
Gross Income	R		Persal/Employee No			
Do you receive any Grant?				Amount	R	

and

2. PARENT 2 (MOTHER/GUARDIAN)

Surname						Mr / Ms / Miss / Dr / Prof
First Name (in full as per ID)						
ID Number						
Marital Status	Married	Unmarried	Divorced	Widow/er	Engaged	
If married, please indicate how	Ante-Nuptial	Community of property	Customary marriage	Hindu/Muslem	Other	
Relationship to learner	Legal parent	Guardian	Grandparent	Stepparent	Other	
Residential Address	Street Name & No:					
	Suburb:					
	Town/City:				Code:	
Home Tel. No.			Cell No:			
Postal Address	Town/City:				Code:	
E-mail Address						
Occupation						
Name of Employer						
Employers Physical Address	Street Name & No:					
	Town/City:				Code:	
Employers Tel. No			Fax number:			
Gross Income	R		Persal/Employee No			
Do you receive any Grant?				Amount	R	

1. APPLICATION FOR ENROLMENT

- 1.1 This enrolment agreement, incorporating an application for enrolment, will govern the relationship between the Parents and the Governing Body of the School if the application for enrolment is successful and for as long as the learner is attending School.
- 2.1 This agreement is primarily intended to govern the financial obligations of the parents and does not limit or prescribe all remaining rights and obligations between the parties.

2. SCHOOL FEES:

- 2.1 School fees are payable annually in advance on or before 28 February of each year.
- 2.2 Notwithstanding clause 2.1 above, Parents may sign an annual Agreement to pay school fees that entitles them to pay school fees in monthly or quarterly instalments.
- 2.3 Should Parents elect to sign an annual agreement to pay school fees in terms of clause 2.2 above, each years' signed Agreement to pay school fees must be returned to the school before 28 February of every year, or in the event of the admission of a learner after 28 February of any given year, within ten (10) days of admission, failing which the Parents will be obliged to settle the school fees in full on or before 28 February of every year or within ten (10) days admission, as the case may be.
- 2.4 Should an attorney be instructed to collect any amount due as a result of any breach of this Agreement or of the Agreement to pay school fees, then the Parents will be jointly and severally liable for the payment of school fees and the School may recover its costs on the scale as between attorney and client, including collection commission and tracing fees.
- 2.5 I/We hereby authorise the Governing Body of the School, or its duly authorised representative, to conduct a full credit investigation in and to my/our affairs and to report me/us to any Credit Bureau upon non-payment or late payment of any amount due and payable.

3. APPLICATION FOR EXEMPTION

- 3.1 Should no application for exemption from or reduced in school fees on the prescribed form be received before 28 February of every year, I/we will be *ipso facto* barred from applying for an exemption from or reduction in school fees, and the school fees determined at the annual meeting contemplated in terms of Section 38 and 39 of the South African Schools Act 84 of 1996, as amended, will be due and payable, regardless of whether I/we would otherwise have quailed for an exemption from or reduced in school fees.

- 3.2 Single parents/custodian parents may apply for exemption from or reduction in school fees, without the consent of the other biological parent/non-custodian parent, subject to the following conditions:
- 3.2.1 That the single parent/custodian so applying, must complete and sign the prescribed affidavit setting out the grounds why application is made without the consent of the other biological parent/non-custodian parent.
 - 3.2.2 The full contact details of the other biological parent/non-custodian parent must be provided in the prescribed affidavit and a copy of the child/children's unabridged birth certificate(s) must be submitted with the prescribed affidavit.
 - 3.2.3 That the duly completed and signed prescribed affidavit must be submitted to the School Fee Secretary/Bursar before an application for exemption from or reduction in school fees may be submitted.
 - 3.2.4 That a single parent/custodian parent may not apply for exemption from or reduction in school fees until the prescribed affidavit has been submitted to the School.
 - 3.2.5 That both the prescribed affidavit and applications for exemption from or reduction in school fees must be submitted to the School Fee Secretary/Bursar of the School on or before 28 February each year, or within 60 days of change of circumstances.
- 3.3 That interviews may be conducted to verify information given by a parent/parents in respect of any aspect of the application for exemption or reduction in school fees and prescribed affidavit before an exemption is granted.
- 3.4 That parents may appeal to the Head of Department of the Department of Education against the decision of the Governing Body of the School regarding exemption from or reduction in school fees.
- 3.5 That, subject to paragraph 3.2 above, the Governing Body of the School must consider the combined gross income of the parents as defined in the Regulations for Exemption of Parents from Payment of School Fees (as per Government Gazette R1052 published on 18 October 2006), when processing all application for exemption from or reduction in school fees.
- 3.6 That the Governing Body may delegate the handling of all applications for exemption from or reduction in school fees to the School Fee Secretary/Bursar.

- 3.7 That should no application for exemption from and reduction in school fees on the prescribed form be received on or before 28 February each year, or within 60 days of change of circumstances, a parent/parents shall be *ipso facto* barred from them later applying for an exemption from or reduction in school fees.
4. I/We are hereby informed and accordingly consent to the processing of our personal information as set out in this agreement. The extent of the personal information relates to the personal, identifying, contact, residential, financial, correspondence, educational and behavioural information, as well as any assessments, evaluations and interpretations in respect of any of the aforesaid [hereinafter referred to as "Personal Information" as read with and otherwise contemplated in terms of the Protection of Personal Information Act 4 of 2013 ("POPIA")] and which Personal Information, subject to clause 16 hereunder the school and the Governing Body may collect, store, delete, outsource, transfer or otherwise process, as the context and circumstances may require from time to time, as contemplated in terms of POPIA.
5. I/We are hereby further informed and accordingly consent(s) that Personal Information shall be collected for purposes relating to the relationship that formed between the School, the Governing Body and I/us upon the enrolment of the learner(s) at the School, and that will continue to exist for as long as the learner(s) is enrolled at the School ("relationship") and all Personal Information required for processing incidental to the formation of this relationship. Such Personal Information shall only be processed by the School and the Governing Body or an authorised third-party operator for purposes relating to the aforesaid relationship, or any other third party where required in terms of applicable law, or where any additional information not incidental to the aforesaid relationship (if applicable) is processed by the School and the Governing Body in accordance with the circumstances, upon receiving prior consent from me/us.
6. I/We hereby acknowledge and accordingly consent that the School and Governing Body may outsource the processing of my/our Personal Information to third party operators from time to time as the relevant circumstances incidental to the relationship may require, in accordance with the relevant provisions of POPIA.
7. I/We undertake to inform the School and Governing Body of any change in my/our Personal Information during the duration of the relationship.
8. I/We shall be entitled to request reasonable access to the Personal Information held by the School and Governing Body, in accordance with sections 23 and 24 of POPIA, as well as the correction, reduction or deletion thereof, as the relevant circumstances may require.

DATED at _____ on this _____ day of _____ 20_____

FATHER/GUARDIAN

HEADMASTER/BURSAR

MOTHER/GUARDIAN

PLEASE NOTE:

**THE FOLLOWING DOCUMENTS MUST ACCOMPANY THIS ENROLMENT FORM:
(Failure to submit the following documents may result in a delay in the processing of the application)**

NB: Should you not be a South African citizen, please make sure all study & residency permits are attached to your application

1.	A certified copy of the learner's Unabridged Birth certificate
2.	One recent ID-size photograph with learners name written on the back
3.	A certified copy of the latest school report (end of year)
4.	Certified copies of both parent's/guardian's ID's
5.	Copy of Court Order when learner is placed into Guardianship/Foster Care
6.	Clearance certificate from the learner's previous school together with a school fee statement (see form attached)
7.	Proof of residential address (municipality or other account) FIKA
8.	A certified copy of Divorce Agreement, if applicable
9.	A certified copy of the Maintenance Court Order, if applicable
10.	A certified copy of medical aid card
11.	Certified copy of the death certificate of parent/s
12.	<u>Proof of income: (BOTH PARENTS/GUARDIAN</u> 9.1 If employed , a certified copy of recent salary slip/IRP5 of both parents/guardian 9.2 If unemployed , a letter from the Department of Labour indicating your last date of employment 9.3 If self employed , a copy of last audited income statement or a letter from SARS indicating your income
13.	A certified copy of Grant received
14.	Copy of the child's Immunisation Card

ADMISSIONS CHECKLIST (NB: OFFICIAL USE ONLY)

	Items	Date
1.	Id or unabridged birth certificate of child	
2.	One ID photo of learner	
3.	Latest school report	
4.	ID copies of both parents/guardians	
5.	Copy of Court Order if learner is placed under Guardianship	
6.	Clearance Certificate of previous school & latest statement	
7.	Proof of residence (water & lights acc)	
8.	Copy of Divorce Agreement, if applicable	
9.	Copy of the Maintenance Court Order if applicable	
8.	Copy of medical aid card	
9.	Copy of death certificate (if applicable)	
10.	Proof of income for both parents/guardians	
11.	Proof of unemployment for both parents/guardians (if applicable: Letter from Dept of Labour)	
12.	Copy of grant received	
13.	Copy of the child's Immunisation Card	

All documentations are attached and enrolment form signed and completed in full.

Signed by: Admissions Secretary

School stamp:

Limpark High School



INFORMATION FOR D6 COMMUNICATION

Learner Name: _____

Grade: _____

	FATHER	MOTHER
TITLE		
FULL NAME		
SURNAME		
INITIAL		
PREFERRED NAME		
DATE OF BIRTH		
IDENTITY NO.		
NATIONALITY		
CELL-PHONE NO.		
EMAIL		
COMMUNICATION METHOD	SMS OR EMAIL	SMS OR EMAIL

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3208

Dear Principal/Bursar

SCHOOL FEE CLEARANCE CERTIFICATE

Kindly assist us by completing the following details:

First Name of Learner	
Surname of Learner	
Current grade of learner	

To be completed by the learner's current school:

School fees for the current year	R			
School fees paid to date	R			
Fees still outstanding	R			
Exemption/Reduction granted for current year?	Yes		No	
Current year's statement attached	Yes		No	
Last year and grade passed?	Year		Grade	
Additional Comments:				

Name of current School	
Telephone number	
Contact person	

School's date stamp

We thank you for your kind assistance.

Regards,

Miss. C.B. Houston Mcmillan
Financial Secretary
☎ 086 474 1538
✉ schoolfees@lhspmb.co.za