

## APPLICATION AND ADMISSIONS PROCEDURE:

Please direct any queries to the Admissions Secretary during office hours: 041 581 2007 or E-mail [admissions@harvestcs.co.za](mailto:admissions@harvestcs.co.za)

### 1. THE FOLLOWING MUST ACCOMPANY THIS APPLICATION:

- Application Fee: R500 (non-refundable).
- Certified copy of birth certificate or identity document of this student.
- Certified copy of identity document of each parent and/or guardian or debtor. If identity documents of both the mother and the father are not available, a certified copy of an unabridged birth certificate of the learner is required.
- Certified copy of passport, work permit, study permit, in the case of the applicant being a non-South African citizen.
- Copy of latest report from student's present school. If the mid-year report is not available at the time of submission, the previous year's December report should be submitted and the mid-year report be forwarded as soon as this is available.
- Copy of the most recent utilities (light/water/rates) account as proof of residential address.
- An ID size, recent photograph of your child.
- If either parent is self-employed, please supply company registration documents or VAT registration documents.
- Pastor Confidential Reference.
- School Confidential Reference.
- Statement of Faith.
- Completed Consent for Credit Check.

2. Please present the Pastor's Confidential Reference letter to your Pastor or Church Minister who must please complete the form and return it to the Harvest Christian School office by e-mail, in a sealed envelope or by hand.

3. Please present the Current School Confidential Reference letter to the student's current school class teacher who must please complete the form and return it to the Harvest Christian School office, by e-mail, in a sealed envelope or by hand.

4. The Application can only proceed to the interview stage once all of the above have been received. Receipt of the above does not guarantee the granting of an interview.

5. Admission to the school is subject to available space, curriculum compatibility and the ability of Harvest to serve your family's needs in terms of our mission statement. Should we be unable to assist you, we will notify you in writing. Alternatively, we will contact you to arrange an interview.

6. The presence of both parents and the student is required at the interview, except under special circumstances and with prior arrangement with the school.

7. The student may be required to complete a diagnostic assessment or school readiness evaluation as part of the interview process.

8. The school will notify you of the outcome of your interview with the Deputy Head. Should your application be successful, an information pack including details of uniform, textbook and stationery requirements will be issued to you.

9. Harvest Christian School is a fee-paying School and is thus dependent on families fulfilling their monthly financial obligations to the school. Parents are required to sign a commitment to the school's Conditions of Enrolment. The relevant School Fee Structure is included in the Application Pack.

10. Upon notification of acceptance a non-refundable Admission Fee of R1,750-00 per student is payable in order to secure a place in the particular grade. You will then receive a letter of Acceptance.

Harvest Christian School exists to serve the Christian family, with whom we partner to train and disciple in a Biblical Worldview for Growth, Excellence and Influence

We welcome your interest in seeking admission for your child/children at Harvest Christian School

## APPLICATION FOR ADMISSION

Applications will be accepted **ONLY** with submission of **ALL** relevant certified documentation as stated on page 1 of this form. Please ensure that you complete EVERY SECTION of this application form. The supplying of false information will invalidate this application.

**Applications** will be considered should a vacancy exist in a grade. If there is no vacancy initially, applications will be retained and considered if a vacancy occurs during the course of the year.

<b>GRADE</b> applying for (please indicate your choice with a X)	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	Attach <b>PHOTO of          APPLICANT</b> In this space
<b>CURRENT SCHOOL</b>								
<b>Date (Year)</b> from which admission required								

DETAILS OF APPLICANT										
<b>SURNAME:</b>										
<b>FIRST NAME (s):</b>				Called Name:						
Identity number:				Date of Birth:						
Home language:				Nationality:			Gender	M	F	
Religion/Denomination:				Population Group (for Dept Stats): *	A	B	C	I	W	Other
Residential Address where applicant lives:							Postal Code:			
Medical Aid Name:				Medical Aid Number:						
Main Member:				Blood type:						
Medical conditions: <i>e.g. Asthma, Epilepsy</i>										
Learning disabilities: <i>e.g. ADD</i>										
Has applicant previously repeated a Grade?	NO	YES	If YES, which grade?							
If an immigrant/ non-South African citizen, please include a copy of passport and work/study permit and state date when entered SA schooling system: <b>Date when entered schooling system:</b>	* A (Asian); B (Black); C (Coloured); I (Indian); W (White)									

## ADDITIONAL INFORMATION ON APPLICANT (Please indicate with a 'X')

<b>Applicant living with:</b>	Both parents	Mother	Father	Guardian	Other:
<b>Parent(s) deceased:</b>	None	Mother	Father	Both	
<b>Communication to:</b>	Both parents	Mother	Father		

### Current/Previous association with Harvest Christian School:

<b>Name:</b>		Relation		House	
<b>Name:</b>		Relation		House	
<b>Name:</b>		Relation		House	

## EXTRA CURRICULAR ACTIVITIES

<b>Cultural Activities:</b>	
<b>Sporting Activities:</b>	<b>Summer Sport</b> (highest team / achievements):
	<b>Winter Sport</b> (highest team / achievements):
<b>Leadership positions:</b>	

## EMERGENCY CONTACT

Surname:		Title:	
First Name(s)			
Relationship to applicant:			
Tel (Home):		Tel (Work):	
Cell number:		Fax number:	
Physical Address:			
If your child is sick and we cannot contact you, please give us the names of 2 other persons we may contact:			
Name:		Contact Number:	
Name:		Contact Number:	

## CHURCH DETAILS

Harvest is a Christian School, and therefore carries with it the spiritual mandate of our Lord, Jesus Christ.

Students are expected to embrace the Christian activities of the school. The information below **MUST** be completed.

Which Church do you attend:

Pastor / Elder's Name:

Contact number:

## PREVIOUS SCHOOLS ATTENDED

Note: We abide by the ACSI Code of Ethical Practice, whereby we correspond with the current/previous school prior to acceptance

NAME OF SCHOOL	GRADE	FROM	TO

## SIBLING DETAILS

NAME	AGE	GRADE	SCHOOL ATTENDING
1.			
2.			
3.			

Reason for choosing Harvest Christian School:


How did you hear about Harvest Christian School:


Has your child ever been suspended or expelled from, or refused admission into another school? If yes, please explain:


Has your child experienced discipline / behavioural difficulties? If yes, please explain:


How will your child be transported to and from school?

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Complete relevant details below:

## FATHER'S DETAILS

(If remarried, please complete 'Step Mother's details' on page 5 of this application form)

<b>SURNAME:</b>						<b>TITLE:</b>	(e.g. Mr / Dr / Adv)					
<b>FIRST NAME(s):</b>												
Identity number:												
Occupation:												
Employer: (If self-employed, state name of business)	<b>- If self-employed, please supply company registration documents &amp; VAT registration documents</b>											
<b>Marital Status</b> (please indicate with a X)	Single	Married	Separated	Divorced	Living together	Remarried	Widowed					
Telephone numbers:	HOME				WORK							
	CELL				FAX							
E-mail address:												
Residential Address where applicant lives:										Postal Code:		
Postal Address:										Postal Code:		

## MOTHER'S DETAILS

(If remarried, please complete 'Step Father's details' on page 5 of this application form)

<b>SURNAME:</b>						<b>TITLE:</b>	(e.g. Mrs / Ms / Dr / Adv)					
<b>FIRST NAME(s):</b>												
Identity number:												
Occupation:												
Employer: (If self-employed, state name of business)	<b>- If self-employed, please supply company registration documents &amp; VAT registration documents</b>											
<b>Marital Status</b> (please indicate with a X)	Single	Married	Separated	Divorced	Living together	Remarried	Widowed					
Telephone numbers:	HOME				WORK							
	CELL				FAX							
E-mail address:												
Residential Address where applicant lives:										Postal Code:		
Postal Address:										Postal Code:		

## STEP FATHER'S DETAILS

<b>SURNAME:</b>		<b>TITLE:</b>	(e.g. Mr / Dr / Adv)	
<b>FIRST NAME(s):</b>				
Identity number:				
Occupation:				
Employer: (If self-employed, state name of business)				
Telephone numbers:	HOME		WORK	
	CELL		FAX	
E-mail address:				

## STEP MOTHER'S DETAILS

<b>SURNAME:</b>		<b>TITLE:</b>	(e.g. Mrs / Ms / Dr / Adv)	
<b>FIRST NAME(s):</b>				
Identity number:				
Occupation:				
Employer: (If self-employed, state name of business)				
Telephone numbers:	HOME		WORK	
	CELL		FAX	
E-mail address:				

## INFORMATION REGARDING PAYMENT OF SCHOOL FEES

Harvest Christian School is a fee-paying School and is thus dependent on families fulfilling their monthly financial obligations to the school. Parents are required to sign a commitment to the school's Conditions of Enrolment.

<b>Who will be responsible for the school fees?</b>	<b>FATHER</b>		<b>MOTHER</b>		<b>OTHER:</b> Please furnish us with the information as requested in the space provided below:
<b>PAYMENT METHOD:</b>	Annual payment		Monthly (11 months)		

## DETAILS OF DEBTOR if NOT Father or Mother (attached copy of ID to application form)

<b>SURNAME:</b>		<b>Title:</b>	
<b>FIRST NAMES:</b>			
Identity number:		E-mail:	
Tel (Home):		Tel (Work):	
Cell number:		Fax number:	
Physical Address:			
Postal Address:			
Occupation:			
Employer:	<b>- If self-employed, please supply company registration documents &amp; VAT registration documents</b>		

## DETAILS OF APPLICANT'S GUARDIAN

(Please attach CERTIFIED COPIES of legal documents & Guardian's ID documents and proof of residence to this application, failure to do so will result in application NOT being processed.)

Surname:		Marital Status of Guardian			
First Name(s)		Single	Married	Widowed	Divorced
Identity number:		E-mail:			
Tel (Home):		Tel (Work:			
Cell number:		Fax number:			
Physical Address:					
Postal Address:					
Occupation:		Employer: (if self-employed state business' name)			

## EMERGENCY CONTACT

Surname:		Title:	
First Name(s)			
Relationship to applicant:			
Tel (Home):		Tel (Work):	
Cell number:		Fax number:	
Physical Address:			

## CURRENT SCHOOL DETAILS

NAME OF PRESENT SCHOOL:	
ADDRESS:	
TELEPHONE NUMBERS:	

## PAYMENT DETAILS TO BE COMPLETED BY BURSAR AT PRESENT SCHOOL

Contact person/bursar at present school:			
Name of person responsible for payment of fees:			
Annual School fees:			
How are the fees paid:	Debit order	Cash	Bank Transfer
Monthly payments:		Overdue Balance owing as at date of application:	

Signed by Bursar: \_\_\_\_\_

Date: \_\_\_\_\_

SCHOOL STAMP
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# TERMS AND CONDITIONS OF ENROLMENT

ALL PARENTS / GUARDIANS / RESPONSIBLE PARTIES AND STUDENTS ARE REQUIRED TO SIGN THE CONDITIONS OF ENROLMENT DOCUMENT, ACKNOWLEDGING THEIR COMMITMENT TO THE FOLLOWING POINTS

1. The signatories acknowledge and accept all conditions of enrolment, school policies as well as the Code of Conduct contained in this document. The parents/guardians/responsible parties agree for both themselves and the student, to comply with the rules, regulations, policies and procedures of the school as prescribed and published from time-to-time.
2. The signatories acknowledge that it is incumbent on them to make themselves familiar with the policies, rules and guidelines pertaining to the school. The parents/guardians/ responsible parties will ensure that policies, rules and guidelines are adhered to by the respective students.
3. The signatories understand that Harvest is a Christian School with a Christ-centered ideology and therefore carries with it the Spiritual Mandate of Jesus Christ. Students will be expected to attend any of the Christian activities of the School. No allowance will be made for requests for alternative dress or jewellery for religious purposes. The signatories agree to uphold the good reputation and name of Harvest Christian School in every circumstance.
4. The signatories accept that any personal property belonging to either students/parents/guardian/responsible parties is not insured by Harvest Christian School, and that they have no claim against the School for loss or damage to such property.
5. The parents/guardians/responsible parties agree to indemnify and hold blameless the School, the Governing Body, The Executive Head and staff or their authorised agents or representatives, against any and all claims, howsoever arising, including negligence, but not gross negligence, whether claimable by us, or by the student, or by any third party arising out of injury, death, loss, damage, costs or expense including legal costs, suffered by the student while enrolled at the School.
6. All correspondence between the School and signatories will be done via e-mail, post or the student. The responsibility for receiving correspondence, especially accounts due for payment, lies with the signatories.
7. **The parents/guardians/responsible parties hereby nominate the home address appearing on page(s) 4-6 hereof as their chosen domicilium citandi et executandi for services of all notices or legal process in connection with any claim/s arising from this agreement. The parents/guardians/responsible parties shall be entitled to give one month's written notice to the School to change such address, provided that the new address is a physical address in the Republic of South Africa.**
8. The signatories hereby assume absolute responsibility for the payment of any fees as a result of the student(s), referred to above, attending Harvest Christian School.
9. I am/We are entitled to elect (at enrolment and prior to the beginning of each school year), whether to pay school fees annually or monthly, the total costs of which will be set out in a fee schedule and communicated to the School on enrolment and in advance of any increase in school fees. I/We authorize the School to effect a debit order against (my/our) bank account to effect the monthly payment of fees, if that is the period chosen or if it is subsequently agreed. The details of the account to be debited appear on the debit order form provided by the School.
10. I/we acknowledge that should any one installment payable in terms hereof not be paid on due date, the whole balance outstanding shall immediately become due and payable by me/us and that no indulgence or grant of time by Harvest Christian School shall be deemed a waiver of its rights hereunder.
11. I/We accept that the process of collection of any outstanding fees will ordinarily be as follows:  
**15 days in arrears** - telephonic or e-mail reminder by Bursar  
**30 days in arrears** - letter of demand of settlement  
The school may exercise its right to remove the student(s) referred to above, until such time as the account is completely up to date and paid in full.  
**60 days in arrears** - The school shall exercise its right to refuse future access of the said student(s) to the school and that the account shall be handed over to a debt-collection agency / attorney.

Initial of all responsible parties



12. **An application fee of R500 is payable to the School at the time a new application for admission is submitted.**
13. **If an application for admission is approved by the School, a non-refundable Admission Fee of R1 750 shall be paid to the School. No student will be admitted to the School unless the Admission Fee has been paid in full.**
14. The Executive Head may, at his discretion, require you to remove, or may suspend or expel your child if his/her behavior is in the reasonable opinion of the Executive Head so unreasonable, as to affect or likely affect the progress of your child or another child/children at the School, or the well-being of the School Staff, or to bring the School into disrepute. The Executive Head may, at his/her discretion, require you to remove or may suspend or expel your child from the School, if he/she considers that your child's attendance, progress or behavior (including behavior outside School) is seriously unsatisfactory and in the reasonable opinion of the Executive Head, the child's removal is in the School's best interest or those of your child, other children or the wider School community. In this case, you will be asked to remove your child either immediately and without notice, or at a specified date that is shorter than full term, with or without notice in any form, as is reasonable under the circumstances. Under normal circumstances a Disciplinary Procedure will be followed with the child and the parents.
15. **Termination & Notice Requirements:**
- 15.1 For the avoidance of doubt, this contract will terminate when your child completes the School's curriculum and any exit examination we offer at the end of your child's schooling, unless otherwise terminated on the terms of this contract. This contract therefore has an indefinite term.
- 15.2 You have the right to cancel this contract at any time, for any reason, provided that you give the School **a full term's notice**, in writing, of this intention before the withdrawal of the child from the School. Alternatively, a full term's fees (including additional fees pro-rated for the term) is payable to the School in lieu of the notice, and as a reasonable cancellation fee taking into account the nature of the educational services, capacity planning and reasonable potential to fill the vacancy. Such amount is due and payable on the first day of the term which would have been the final term if the appropriate notice had been given. Should you have elected to pay annual school fees or should any additional fees have been paid in advance, those fees will be credited in proportion to the terms remaining, less any amount payable in lieu of appropriate notice.
- 15.3 The School also has the right to cancel this contract at any time, for any reason, provided that it gives you a full term's notice, in writing, of its decision to terminate this contract. At the end of the term in question, you will be required to withdraw the child from the School.
- 15.4 This is without prejudice to the School's other remedies: the School may cancel this contract immediately and has no obligation to return any deposit or pre-paid fees to you if you are in material breach of any of your obligations and have not (in the case of a breach which is capable of remedy) remedied the material breach within (20) twenty business days of a notice from the School requiring you to remedy the breach, and in addition it may claim payment of all monies then owing and damages equal to one term's fees (as calculated at the time of cancellation) taking into account the nature of the services, capacity planning and reasonable potential to fill the vacancy.
- 15.5 For purposes of this contract, a material breach is considered to exist where you or your child (as the case may be):
- Fail to uphold the Policies and/or rules of the School
  - Fail to pay any fees when due
  - Fail to fulfill all legal requirements necessary for your child to attend school in South Africa, if any of these legal requirements apply to your child, for example, failure to obtain a valid study permit for your child if he/she is a foreign citizen OR
  - Act in such a way that you or your child become seriously and unreasonably uncooperative with the School and in the opinion of the Executive Head, your or your child's behavior negatively affects your child's or other children's progress at the School, the well-being of School staff, or brings the School into disrepute.
16. Annual fees, paid in advance, must be paid by the 31<sup>st</sup> January of each given year.
17. I/we accept that, should a debit order be returned, immediate payment of the whole outstanding balance due to the School at that stage, become immediately payable by card facility or electronic transfer.

Initial of all responsible parties

18. School fees must be paid and settled in full by close of school at the end of each year. Failing this, students may not return to school the following year.
19. The School Finance Committee reserves the right to give notice to remove children from the school where parents/guardians/responsible parties fail to pay fees in accordance with these conditions of enrolment. A certificate signed by the Bursar and Executive Head, showing the amount owing by you or the third party to the School, shall be rebuttable proof that the said amount is due, owing and payable. Where the quantum of the School claim is therefore disputed by you or a third party, you or the third party shall bear the onus of proving that such amount is not owing and/or due and/or payable.
20. The School Finance Committee may, in its sole discretion, grant refunds and make changes or adjustments to fees. There shall be no entitlement to any rebate of fees if the student is absent for any portion of a term owing to illness or any other cause.
21. In the event of the School instructing its attorney to collect any amount owing to the School, the parents/guardians/responsible parties shall be liable for all legal costs incurred by the School on the scale as agreed between attorney and own client including collection commission.
22. Any agreement purporting to vary the terms of this agreement or any consensual cancellation, shall not be valid unless in writing and signed by both the parents/guardians/responsible parties and a duly authorised representative of the School.
23. The school fees will be reviewed from time to time and may be increased by an amount which the School considers reasonable. We will endeavour to give you at least two calendar months' notice of any increase in the fees due for a particular term. You have a right to cancel this contract without penalty should the school fees increase to an amount which you no longer wish to pay, provided that you give the School written notice of that intention within 7 (seven) days of the School's notification of an increase, failing which, the cancellation provisions of paragraph 16.2 will apply, and you will be required to provide a full term's notice or pay a term's fees in lieu of notice.
24. Foreign students are expected to supply the school with a copy of the necessary study permit and to keep the same updated.
25. Overdue accounts will attract interest at 2% per month calculated from the due date of payment. Where cash payments are made into the Harvest Christian School account, parents/guardians/responsible parties will be liable for the cash deposit fee incurred.
26. In the event of any clause paragraphed herein being found unenforceable and "Pro Non Scripto", then, and in that event this shall not detract from the validity of the Contract generally, except to the extent that such Clause will be disregarded. The rest of the Contract will remain valid.
27. I/we confirm that all the particulars that I/we may furnish or that have been furnished on this Contract shall, to the best of my/our knowledge and belief, be full, true and accurate.
28. I/we undertake to advise the School in writing of any changes to the details included herein.
29. As the Parent/Guardian/Responsible Person, I/we hereby consent for the School to do a Credit Check on ourselves to determine our ability to pay the school fees.
30. I/we hereby declare that I/we understand and accept the contents and Conditions of Enrolment.

Domicillium Citandi ex Executandi (legal, physical address for correspondence of person/party responsible for payment of fees):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Initial of all responsible parties
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Home Tel Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Cell Number: \_\_\_\_\_

E-mail address: (Dad) \_\_\_\_\_

E-mail address: (Mom) \_\_\_\_\_

## FINAL AGREEMENT & ACCEPTANCE OF ALL THE TERMS & CONDITIONS

Signed at Port Elizabeth this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF FATHER

1. \_\_\_\_\_  
Witness

\_\_\_\_\_  
NAME OF FATHER IN PRINT

2. \_\_\_\_\_  
Witness

Signed at Port Elizabeth this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF MOTHER

1. \_\_\_\_\_  
Witness

\_\_\_\_\_  
NAME OF MOTHER IN PRINT

2. \_\_\_\_\_  
Witness

Signed at Port Elizabeth this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF GUARDIAN

1. \_\_\_\_\_  
Witness

\_\_\_\_\_  
NAME OF GUARDIAN IN PRINT

2. \_\_\_\_\_  
Witness

**CONSENT FOR CREDIT CHECK – MR (South African Residents Only)**

I, \_\_\_\_\_ (parent)

of \_\_\_\_\_ (name of child/children)

accept that the School reserves the right to conduct appropriate credit checks on prospective parents / persons responsible for payment of school fees and requires the consent to do so from the person(s) responsible for payment of fees, in order to consider and process this application.

The applicant hereby acknowledges and agrees that Harvest Christian School may:

- a) Perform a credit search on the applicant's record with one or more registered Credit Bureau when assessing the applicant's application for admission.
- b) Monitor the credit applicant's behaviour by researching his/her record at one or more of the Credit Bureau's.
- c) Use new information and data obtained from the Credit Bureau.
- d) Record the existence of the applicant's account with any Credit Bureau.
- e) Record and transmit details of how the applicant has performed in meeting his/her financial obligation to the School.

**Parent/Guardian/Payee details:**

ID No: \_\_\_\_\_ RSA ID:  Y  N Title: \_\_\_\_\_

Surname: \_\_\_\_\_ Marital Status: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Home address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Postal address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_ (h) \_\_\_\_\_ (w) \_\_\_\_\_ (c)

Occupation: \_\_\_\_\_

Employer: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**CONSENT FOR CREDIT CHECK – MRS (South African Residents Only)**

I, \_\_\_\_\_ (parent)  
of \_\_\_\_\_ (name of child/children)

accept that the School reserves the right to conduct appropriate credit checks on prospective parents / persons responsible for payment of school fees and requires the consent to do so from the person(s) responsible for payment of fees, in order to consider and process this application.

The applicant hereby acknowledges and agrees that Harvest Christian School may:

- f) Perform a credit search on the applicant's record with one or more registered Credit Bureau when assessing the applicant's application for admission.
- g) Monitor the credit applicant's behaviour by researching his/her record at one or more of the Credit Bureau's.
- h) Use new information and data obtained from the Credit Bureau.
- i) Record the existence of the applicant's account with any Credit Bureau.
- j) Record and transmit details of how the applicant has performed in meeting his/her financial obligation to the School.

**Parent/Guardian/Payee details:**

ID No: \_\_\_\_\_ RSA ID:  Y  N Title: \_\_\_\_\_

Surname: \_\_\_\_\_ Marital Status: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Maiden Surname: \_\_\_\_\_

Home address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Postal address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_ (h) \_\_\_\_\_ (w) \_\_\_\_\_ (c)

Occupation: \_\_\_\_\_

Employer: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_



Dear Referee / Pastor / Elder

**CHURCH: CONFIDENTIAL REFERENCE**

Harvest Christian School exists to serve the Christian family, with whom we partner to train, educate and disciple young people in a Biblical Worldview to fulfil the Great Commission. We believe that this purpose is best accomplished by three key influences in a child's life: the home, the school and the church.

In order to assist us in our admissions procedures, we ask prospective families to provide us with a reference from an Elder in the local church group at which they are currently in fellowship. Your understanding of the student, his/her family, and their needs and circumstances will be most helpful to us.

On the following page (page 15) is a Confidential Reference. Please complete the form and deliver it to Harvest Christian School at your earliest convenience. Delivery to the school may be by e-mail, in a sealed envelope or by hand. The family's application will only be processed once the completed form has been received at the school office.

Thank you for your willingness to assist both this family and us.

In Christ

A handwritten signature in black ink, appearing to read "Ian Vermooten". The signature is written in a cursive style with a large, prominent initial "I".

Ian Vermooten  
EXECUTIVE HEAD

## CONFIDENTIAL REFERENCE

1. **This section is to be completed by the family. Thereafter, please forward the form to a spiritual 'elder / leader' who must (a) complete section 2 and then (b) return the form directly to Harvest Christian School.**

Father / Guardian's first name and surname: \_\_\_\_\_

Mother / Guardian's first name and surname: \_\_\_\_\_

Children applying to HCS (first name, surname and prospective grade):

1. \_\_\_\_\_ 3. \_\_\_\_\_

2. \_\_\_\_\_ 4. \_\_\_\_\_

2. **This section is to be completed by the 'Elder' who must then return the form directly to HCS.**

How long has the above family attended your fellowship / Church? \_\_\_\_\_

Briefly describe each of the parents' involvement (e.g. attendance, regularity, activities, leadership etc.) and their spiritual maturity:

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Briefly describe each of the abovementioned children's involvement (e.g. attendance, regularity, activities, leadership etc.), their spiritual milestones and maturity, and their openness to instruction:

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Please mention any past, present or future circumstances, concerns, testimonies or family dynamics that may influence or assist us in our decision to partner with this family:

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Do you recommend this family for admission to Harvest Christian School? Please explain:

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Referee's first name and surname: \_\_\_\_\_

Church name / affiliation / denomination: \_\_\_\_\_

Contact numbers: \_\_\_\_\_

Referee's signature: \_\_\_\_\_ Date: \_\_\_\_\_

*All information contained herein will be treated with the strictest of confidence.*

Dear Colleague

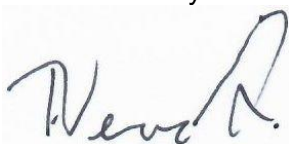
**CONFIDENTIAL REFERENCE**

Harvest Christian School exists to serve the Christian family, with whom we partner to train, educate and disciple young people in a Biblical Worldview to fulfil the Great Commission. We believe that this purpose is best accomplished by a healthy partnership between the three key influences in a child’s life: home, school and church.

In order to assist us in our admissions procedures, we therefore ask interested families to provide us with a reference from their current school. Your knowledge and understanding of the student will be most helpful to us.

Please complete this Confidential Reference and return it to Harvest Christian School at your earliest convenience. Delivery to the school may be by e-mail, in a sealed envelope or by hand. The family’s application will only be processed once the completed form has been received at our school office.

Yours sincerely



Ian Vermooten  
EXECUTIVE HEAD

**CONFIDENTIAL REFERENCE**

(to be completed by the Principal or relevant Department Head)

Student’s First Names: \_\_\_\_\_ Surname: \_\_\_\_\_

Name of Current School: \_\_\_\_\_ Current Grade: \_\_\_\_\_

1. In which year and grade did the student first enrol at your school? \_\_\_\_\_
2. Please provide details below that relate to any instance where the student has been the subject of any disciplinary hearings or received any disciplinary sanctions (e.g. detention, community service, suspension or expulsion) at your school or any of the schools that have been attended previously.

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3. Has the student been assessed by or consulted with any of the following whilst at your school?

Speech Therapist / Audiologist	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Occupational Therapist	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Psychologist (Clinical / Educational)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Psychiatrist	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Family Counsellor / Therapist	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Other Counsellors	<input type="checkbox"/> Yes	<input type="checkbox"/> No



Where professionally permissible, please provide details below.

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4. Are School Fees paid up to date?  Yes  No If not, amount outstanding: \_\_\_\_\_

5. Please make a brief comment on the following facets of the student's involvement in school life:

CATEGORY	COMMENTS
Academic Aptitude	
Appearance & Manners	
Attitude toward Staff	
Behaviour in Class	
Christian Values & Example	
Clubs & Societies	
Community Outreach	
Cultural Activities	
Emotional Maturity / EQ	
Homework	
Leadership & Influence	
Learning Obstacles	
Musical Ability	
Parental Involvement	
Peer Relationships	
Responsibility	
Self-Discipline	
Sport	

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Designation: \_\_\_\_\_ School stamp \_\_\_\_\_

## HARVEST CHRISTIAN SCHOOL STATEMENT OF FAITH

### **What we Believe:**

#### **BIBLE**

We believe in the Scriptures of the Old and New Testaments in their original writing as fully inspired of God and accept them as the supreme and final authority for faith, life and the governance of this Church.

#### **GOD**

We believe in one God, eternally existing in three Persons - Father, Son and Holy Spirit. We believe that in terms of the first commandment (Exodus 20:1-6) God alone is to be worshipped to the exclusion of all other gods or idols (1 Tim 2:5).

#### **JESUS CHRIST**

We believe that Jesus Christ was begotten of the Father, conceived by the Holy Spirit, born of the Virgin Mary and is true God and true man.

#### **MAN, SIN & DEATH**

We believe that God created male and female as two distinct, immutable and specific biological genders that together reflect the image and nature of God (Gen 1:26-28). We believe that God created man (male and female) in His own image; that man sinned and thereby incurred the penalty of sin which is death, physical and spiritual; that all human beings inherit a sinful nature which issues (in the cases of those who reach moral responsibility) in actual transgression involving personal guilt.

#### **FORGIVENESS**

We believe that the Lord Jesus Christ died for our sins as a substitutionary sacrifice according to the Scriptures and that all who believe in Him are justified on the grounds of His shed blood.

#### **NEW LIFE**

We believe in the bodily resurrection of the Lord Jesus, His Ascension into Heaven, and His present life as our High Priest and Advocate.

#### **VICTORIOUS RETURN**

We believe in the personal bodily return of the Lord Jesus Christ.

## **SALVATION**

We believe that all who repent of their sin and receive the Lord Jesus Christ by faith are born again of the Holy Spirit and thereby become children of God.

## **HOLY SPIRIT**

We believe in the baptism in the Holy Spirit, empowering and equipping believers for service, with the accompanying supernatural gifts of the Holy Spirit; and in fellowship with the Holy Spirit.

## **MINISTRY**

We believe in the divinely ordained ministries of Apostle, Prophet, Evangelist, Pastor and Teacher.

## **FOREVER...**

We believe in the resurrection of both the just and the unjust, the eternal blessedness of the redeemed and the eternal banishment of those who have rejected the offer of salvation.

## **MARRIAGE**

We believe in and subscribe to the Biblical principle of heterosexual relationships between one natural man and one natural woman and that this is the only marriage relationship that constitutes holy matrimony. Any sexual relationship outside this definition of marriage is sin.

## **ELDERS**

We believe that elders carry the responsibility for oversight and care of the members. Where necessary, elders must carry out biblical discipline for the protection of the local Church.

## **CHURCH**

We believe that the one true Church is the whole company of those who have been redeemed by Jesus Christ and regenerated by the Holy Spirit, that the local church on earth should take its character from this conception of the Church and therefore that the new birth and personal confession of Christ are essentials of Church membership.

## **BAPTISM AND COMMUNION**

We believe that the Lord Jesus Christ appointed two ordinances - Baptism in water and the Lord's Supper - to be observed as acts of obedience and as perpetual witnesses to the cardinal facts of the Christian faith; that Baptism is the immersion of the believer in water as a confession of identification with Christ in burial and resurrection and that the Lord's Supper is the partaking of the emblems symbolic of the Saviour's broken body and shed blood, in remembrance of His sacrificial death, 'till He comes.

## **HEALING**

We believe that divine healing was provided for in the Old Testament and is an integral part of the Gospel.

## **HOLINESS**

We believe the Bible teaches that without holiness no man can see the Lord.

## **CHRIST-LIKENESS**

We believe in the doctrine of sanctification as a definite, yet progressive work of grace, commencing at the time of the new birth and continuing until the consummation of salvation.

## **REVELATION**

The Church is open to any further truth, which the Holy Spirit may illuminate from the Scriptures.

## **PERSONAL AFFIRMATION**

As a parent of Harvest Christian School, I affirm that I believe and live by the Statement of Faith as outlined above.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**RE: PERMISSION TO PUBLISH PHOTOGRAPHS**

At Harvest Christian School we are aware of the POPI Act (Protection of Personal Information). In order for us to adhere to the POPI stipulations, it is necessary for you as the parents to give the school permission regarding your child(ren) and photographs on social media platforms.

Harvest Christian School will never release personal information such as full name, residential address, identity number, family information or publish anything negative or unflattering concerning your child(ren). We will only release the name of a child with permission from parents.

Please tick the applicable boxes:

I/We give consent for Harvest Christian School to post individual photographs of my child's achievements while at Harvest Christian School on the Website, Harvest Christian School's official Facebook and Instagram.

I/We give consent for Harvest Christian School to post individual photographs of my child's achievements while at Harvest Christian School on WhatsApp Groups.

I/We give consent for Harvest Christian School to post individual photographs of my child's achievements while at Harvest Christian School in the School Magazine and Newsletter.

I/We **DO NOT GIVE** consent to post any individual photos of my child while at Harvest Christian School on any of the above platforms.

**NOTE: The publishing of team and class photos for the yearly magazine is exempted from this.**

\_\_\_\_\_  
Full name of student

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

Please find below the school fee structure for 2022.

APPLICATION and ADMISSION FEES	
APPLICATION FEE Non-refundable, once-off payment due at submission of Application Forms	R500
ADMISSION FEE Non-refundable, once-off payment, applicable to Grade 1 – 12, due at acceptance, to secure the student's placement	R1 750
APPLICATION FEE – 2023	R500
ADMISSION FEE – 2023	R1 750

SCHOOL FEES			
Payable over 11 months			
PRE-PRIMARY SCHOOL			
Grade	Monthly Payment January to November	ANNUAL TUITION FEE	ANNUAL PAYMENT Payable before 31 January 2022
Toddlers	R1 880	R20 675	R19 641
Grade 000	R1 880	R20 675	R19 641
Grade 00	R1 880	R20 675	R19 641
Grade R	R1 880	R20 675	R19 641
PRIMARY SCHOOL			
Grade	Monthly Payment January to November	ANNUAL TUITION FEE	ANNUAL PAYMENT Payable before 31 January 2022
Grade 1	R2 909	R32 000	R30 400
Grade 2	R3 364	R37 000	R35 150
Grade 3	R3 545	R39 000	R37 050
Grade 4	R3 886	R42 750	R40 613
Grade 5	R4 046	R44 503	R42 278
Grade 6	R4 213	R46 343	R44 026
Grade 7	R4 223	R46 448	R44 125
HIGH SCHOOL			
Grade	Monthly Payment January to November	ANNUAL TUITION FEE	ANNUAL PAYMENT Payable before 31 January 2022
Grade 8	R4 570	R50 265	R47 752
Grade 9	R4 710	R51 810	R49 219
Grade 10	R4 832	R53 147	R50 490
Grade 11	R4 925	R54 171	R51 463
Grade 12	R5 000	R55 005	R52 254

## OTHER FEES – Workbooks, Camps and Consumables

Payable over 11 months

### PRIMARY SCHOOL

Grade	Monthly Payment January to November	TOTAL FOR THE YEAR
Grade 1	R184	R2 020
Grade 2	R210	R2 308
Grade 3	R237	R2 605
Grade 4	R249	R2 740
Grade 5	R239	R2 625
Grade 6	R274	R3 015
Grade 7	R288	R3 169

### HIGH SCHOOL

Grade	Monthly Payment January to November	TOTAL FOR THE YEAR
Grade 8	R353	R3 880
Grade 9	R377	R4 150
Grade 10	R371	R4 080
Grade 11	R482	R5 300
Grade 12	R1 090	R11 995

### GENERAL

#### 1. School Fees

- Fees are payable annually or monthly.
- The 5% discount for settling fees in advance is only applicable to School Fees and not Workbooks and Consumables.
- Sibling Discount consists of 5% for the second child, 7.5% for the third child and 10% for the fourth child. This discount is only applicable to School Fees and not Workbooks and Consumables.
- Music, Remedial, Locker Hire and Aftercare fees are not included, please refer to application forms.
- School Fees will be charged Pro Rata should a student enrol during the course of the year.
- Extra costs: R5 telephone charges for every call or sms we have to make regarding the payment of outstanding fees. R80 will be charged for every withdrawn debit order.

#### 2. Workbooks, Camps & Consumables

- Fees are compulsory and payable annually or over 11 months.
- Grade 12 Workbooks and Consumables fee includes the R7 660 IEB examination cost for seven subjects.
- The annual Grade Camps for Grade 3 – 12 are included in the Workbooks and Consumables fee.
- Pre-Primary parents will receive communication regarding stationery, excursions etc. as and when may be required.
- A breakdown of fees is available on the D6.

#### 3. Notice period on termination of contract

A term's notice is required before removing a student or changing a student's enrolment status. If the required notice is not given, a term's fees in lieu of notice will be payable and charged to the student's account.

#### 4. Payment options

- **Annual payment option** in advance by 31 January 2022 (a 5% saving applicable).
- **Instalment payment option** made monthly over 11 months effective January to November by:
  - Debit-order payments, scheduled monthly on the last working day of each month.
  - Stop order arranged with your bank for the payment of fees on or before the last working day of each month.
  - Electronic Funds transferred directly into nominated bank account on or before the last working day of each month. Nominated Bank Account details are: Name of Account: Harvest Christian School  
Bank: ABSA Branch Code: 632005  
Account No: 0121 353 0051  
Ref: 5-digit family code
- Your family code is required as the reference for ALL payments. This 5-digit code is issued at enrolment.
- If you are not yet paying by stop/debit order, we request that you do so as soon as possible since this substantially reduces the administrative burden to identify deposits into our bank account and allocate to the correct student accounts. We rely on predictable monthly cash flows to manage our affairs.
- For those parents without an existing Debit Order, please collect and complete the relevant form and return to the Bursar by no later than 20 January 2022.
- Please note that cash is not accepted as a form of payment for fees at the school.

**AUTHORISATION FOR MONTHLY DEBIT ORDER FOR PAYMENT OF SCHOOL FEE ACCOUNT**

**PERSON RESPONSIBLE FOR FEES:** \_\_\_\_\_

**CHILD/REN'S NAME/S & GRADE/S:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**TO: HARVEST CHRISTIAN SCHOOL**

Dear Sir

The details of my / our bank account are as follows:

**BANK:** \_\_\_\_\_  
**BRANCH NAME:** \_\_\_\_\_  
**BRANCH CODE:** \_\_\_\_\_  
**ACCOUNT NUMBER:** \_\_\_\_\_  
**TYPE OF ACCOUNT:** \_\_\_\_\_  
**DATE OF COMMENCEMENT:** \_\_\_\_\_

I hereby request, "instruct" and authorise you to draw against my account with the above mentioned bank (or any other bank or branch to which I may transfer my account) the amount necessary for payment of the monthly school account on the **30 / 31<sup>st</sup>** of each and every month commencing on the **above-mentioned date of commencement** and continuing until termination of our agreement. All such withdrawals from my bank account by you shall be treated as though they had been signed by me personally.

I understand that the withdrawal hereby authorised will be processed by computer through a system known as the Bankserve Magnetic Tape Service and I also understand that the details of each withdrawal will be printed on my bank statement or on an accompanying voucher.

I agree to pay any bank charges relating to this debit order instruction.

This authority may be cancelled by me, by giving you 30 days' notice in writing. I understand that I shall not be entitled to any refund of amount which you have withdrawn while this authority was in force if such amounts were legally owing to you.

Receipt of this instruction by you shall be regarded as receipt thereof by my bank.

**ASSIGNMENT:**

I acknowledge that the party hereby authorised to effect the drawing(s) against my account may not cede or assign any of its rights to any third party without my prior written consent and that I may not delegate any of my obligations in terms of this contract / authority to any third party without prior written consent of the authorised party.

Signed at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_.

1) \_\_\_\_\_  
SIGNATURE/S AS FOR SIGNING CHEQUES

2) \_\_\_\_\_





## **ANNEXURE**

I/We hereby accept, acknowledge the Conditions of Enrolment and give consent for all documentation gathered by Harvest Christian School upon Application regarding my child/ren, to be used for the following purposes:

- Teachers: To peruse assessments, report(s) or any relevant documentation in your child's file to gain an understanding and knowledge that will assist in your child's/ren's development.
- Information from the Department of Education to be captured on SA SAMS.
- Teachers: For contact details to create class WhatsApp groups, annually.
- Teachers: Parents/guardian details for one-on-one parent/teacher communication.
- Information for any medical emergency involving Emergency Medical Response or hospitalisation. Information will be issued on request from the doctor, hospital administration and/or medical staff when and where parents cannot be reached.

Please be advised that Harvest Christian School will not release personal information such as full name, residential address, Identity number, family information nor publish any negative, unflattering or defamatory information concerning your child(ren). We declare that all student files are locked in cabinets in a safe and secure environment behind lock and key.

Signed at Port Elizabeth this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF FATHER

\_\_\_\_\_  
FATHER'S FULL NAME

\_\_\_\_\_  
NAME OF MOTHER

\_\_\_\_\_  
MOTHER'S FULL NAME

\_\_\_\_\_  
SIGNATURE OF GUARDIAN

\_\_\_\_\_  
GUARDIAN'S FULL NAME