

# ALMA MATER INTERNATIONAL SCHOOL



Coronation Road 1  
Krugersdorp  
1740

P.O. Box 2980  
Krugersdorp  
1740

TEL: (011) 660 - 7567  
Email: admin@almacambridge.org.za

**ALMA MATER**  
INTERNATIONAL SCHOOL  
Finis Origine Pendet

## APPLICATION FOR ADMISSION OF STUDENT

STUDENT NUMBER: \_\_\_\_\_

### SECTION 1: STUDENT'S PERSONAL DETAILS

SURNAME																							
FULL NAMES AS PER IDENTITY DOCUMENT																							
PREFERRED NAME																							
IDENTITY NUMBER OF STUDENT																							
YEAR AND GRADE APPLICATION IS MADE FOR:						(GRADE)						(PERIOD)											
DATE OF BIRTH				Y	Y	Y	Y	M	M	D	D	AGE		GENDER		M	F	Male	Female				
HOME AND OTHER SPOKEN LANGUAGE/S						HOME						OTHER											
LANGUAGE OF STUDENT						FIRST						SECOND											
NUMBER OF CHILDREN IN FAMILY																							
POSITION IN FAMILY						NATIONALITY																	
COUNTRY OF ORIGIN																							
RACE		ASIAN		<input type="checkbox"/>		AFRICAN		<input type="checkbox"/>		COLOURED		<input type="checkbox"/>		INDIAN		<input type="checkbox"/>		WHITE		<input type="checkbox"/>			
RELIGION						STUDENT'S CELL PHONE NUMBER																	
												<div style="border: 1px solid black; width: 100%; height: 40px; margin-bottom: 5px;"></div> SIGNATURE											

### SECTION 2: STUDENT'S EDUCATIONAL DETAILS

CURRENT SCHOOL				PRINCIPAL							
TEL NO											
ADDRESS											
PREVIOUS SCHOOL				PRINCIPAL							
TEL NO											
ADDRESS											
LAST GRADE PASSED		YEAR		20____		GRADE/S REPEATED					
HAS ADMISSION TO ANY OTHER SCHOOL/S EVER BEEN REFUSED? IF YES, PLEASE STATE REASON.								YES		NO	
REASON											

ACADEMIC ACHIEVEMENTS	EXTRA CURRICULAR ACHIEVEMENTS	OTHER ACHIEVEMENTS

### SECTION 3: STUDENT'S MEDICAL DETAILS

TYPES OF ALLERGIES			
FAMILY DOCTOR (NAME)		TEL NO	
ADDRESS			

MEDICAL AID (NAME)		NUMBER	
MAIN MEMBER		ID NR	
OPTIONS			
HAS THE STUDENT RECEIVED ALL THE NECESSARY IMMUNISATIONS? IF NO. PLEASE STATE REASON		YES	NO
REASON			

### SECTION 3: STUDENT'S MEDICAL DETAILS - CONSENT

In a critical medical situation, please bear in mind that there may not be time to refer to the student's records. The school therefore reserves the right to utilise the quickest medical service available.

I \_\_\_\_\_, being the parent / legal guardian of \_\_\_\_\_

hereby agree that a medical practitioner may provide emergency treatment as may be deemed necessary.

Signature of parent / legal guardian \_\_\_\_\_

Date \_\_\_\_\_

SIGNATURE

### SECTION 4: DETAILS OF FATHER / STEPFATHER / LEGAL GUARDIAN

COMPLETE ONLY IF NOT THE ACCOUNT HOLDER. REFER TO SECTION 8.

SURNAME												
FULL NAME AS PER IDENTITY DOCUMENT												
DESIGNATION	MR	DR	REV	PROF	OTHER							
IDENTITY NUMBER												
RELATIONSHIP						MARITAL STATUS						
OCCUPATION						EMPLOYER						
RESIDENTIAL ADDRESS												
WORK ADDRESS												
POSTAL ADDRESS												
TEL (H)						TEL (W)						
CELL												
EMAIL ADDRESS (PLEASE WRITE LEGIBLY)												
PARENTAL STATUS	STUDENT LIVING WITH PARENT/S <input type="checkbox"/>			STUDENT'S LEGAL GUARDIAN <input type="checkbox"/>			ACCESS RIGHTS TO STUDENT <input type="checkbox"/>			ACCESS RIGHTS IN AN EMERGENCY ONLY <input type="checkbox"/>		

### SECTION 5: DETAILS OF MOTHER / STEPMOTHER / LEGAL GUARDIAN

COMPLETE ONLY IF NOT THE ACCOUNT HOLDER. REFER TO SECTION 8.

SURNAME												
FULL NAME AS PER IDENTITY DOCUMENT												
DESIGNATION	MRS	MS	MISS	DR	REV	PROF	OTHER					
IDENTITY NUMBER												
RELATIONSHIP						MARITAL STATUS						
OCCUPATION						EMPLOYER						
RESIDENTIAL ADDRESS												
WORK ADDRESS												
POSTAL ADDRESS												

TEL (H)					TEL (W)				
CELL									
EMAIL ADDRESS (PLEASE WRITE LEGIBLY)									
PARENTAL STATUS	STUDENT LIVING WITH PARENT/S	<input type="checkbox"/>	STUDENT'S LEGAL GUARDIAN	<input type="checkbox"/>	ACCESS RIGHTS TO STUDENT	<input type="checkbox"/>	ACCESS RIGHTS IN AN EMERGENCY ONLY	<input type="checkbox"/>	<input type="checkbox"/>
									<div style="border: 1px solid black; width: 150px; height: 30px; margin: 0 auto;"></div> <b>SIGNATURE</b>

### SECTION 6: DETAILS OF ANOTHER CONTACT IN CASE OF AN EMERGENCY

SURNAME									
FULL NAMES AS PER IDENTITY DOCUMENT									
RELATIONSHIP									
TEL NO (H)					TEL NO (W)				
EMAIL ADDRESS (PLEASE WRITE LEGIBLY)									

### SECTION 7: DECLARATION OF PARENTS / LEGAL GUARDIAN

I / We the undersigned, \_\_\_\_\_, hereby certify that the information given by me / us in the Application for Admission is complete and accurate. I / we also agree to the conditions as set out herein.

I / we accept that the school is a Christian Private School and the teaching medium will be Afrikaans and English in the primary school up to Grade 3 and English in the high school. The school undertakes to educate the student adequately.

I / we understand that the prescribed number of students per class may be exceeded through the placing of a current student who has to repeat a grade.

I / we understand and agree that as the parent/s of the said student/s is/are we are obliged to give no fewer than 21 school days' written notice to the school before removing the student from the school notwithstanding the reason for such removal. Such written notice must be handed personally to the principal of the school in advance, prior to the student being removed from school. Should notice be given between terms, then school fees, shall apply for the full months, thereof.

I / we further understand and agree that as the parent/s of the said student, if I / we fail/s to give notice as aforesaid, the school will be entitled to recover all unpaid fees and / or interest thereon for the time of the notice period. Such notice shall be waived in the case of matters following a disciplinary hearing or any other such legal proceeding that may rise, during the course of the said relationship.

I / we further acknowledge and accept that the school's admission policy, Code of Conduct Policy and related policies are available on the school's website and I / we undertake and accept that I / we will make ourselves familiar with the relevant rules and policies applicable to my child / our children who has / have been admitted to the said school.

It is further agreed and accepted that the school's policies form the foundation of rules and policies, applicable to my / our child / children and the school will not be liable to make such policies known to me / us, as I / we have undertaken to complete this task within my / our personal capacity.

This Application for Admission will be reconsidered in the case where reasonable important relevant information, which should be brought to the school's attention, is withheld intentionally.

NB: The signatures of both parents and/or legal guardians are required, where applicable.

<b>SIGNATURE OF FATHER / STEPFATHER / LEGAL GUARDIAN</b>	<b>DATE</b>
<b>SIGNATURE OF MOTHER / STEPMOTHER / LEGAL GUARDIAN</b>	<b>DATE</b>
<div style="border: 1px solid black; width: 150px; height: 30px; margin: 0 auto;"></div> <b>SIGNATURE</b>	

### SECTION 8: DETAILS OF ACCOUNT HOLDER/S

SURNAME														
FULL NAME AS PER IDENTITY DOCUMENT														
DESIGNATION	MR	MRS	MS	MISS	DR	REV	PROF	OTHER						
IDENTITY NUMBER														
RELATIONSHIP							MARITAL STATUS							
OCCUPATION							EMPLOYER							

RESIDENTIAL ADDRESS					
WORK ADDRESS					
POSTAL ADDRESS					
TEL (H)		TEL (W)			
CELL					
EMAIL ADDRESS (PLEASE WRITE LEGIBLY)					
PARENTAL STATUS	STUDENT LIVING WITH PARENT/S <input type="checkbox"/>	STUDENT'S LEGAL GUARDIAN <input type="checkbox"/>	ACCESS RIGHTS TO STUDENT <input type="checkbox"/>	ACCESS RIGHTS IN AN EMERGENCY ONLY <input type="checkbox"/>	
DETAILS OF CHILDREN IN YOUR CARE WHO ARE CURRENTLY AT THE SCHOOL					
NAME (1)				GR	
NAME (2)				GR	
NAME (3)				GR	
NAME (4)				GR	
PAYMENT OPTION	MONTHLY DEBIT ORDER <input type="checkbox"/>	ANNUAL PAYMENT IN ADVANCE <input type="checkbox"/>	MONTHLY DIRECT DEPOSIT <input type="checkbox"/>		
<b>DEFINITIONS:</b>					
<p>1. <b>MONTHLY DEBIT ORDER</b> shall be defined as written authorisation given to the school to debit the bank account of the account holder, as defined in section 8 of the mutual agreement.</p> <p>2. <b>ANNUAL PAYMENT IN ADVANCE</b> shall be defined as a once off payment, made by the account holder, as defined in section 8 of this agreement, made in advance to the school at the beginning of the first term, for all fees relating to the admission of the learner / student, as indicated in writing by the school.</p> <p>3. <b>MONTHLY DIRECT DEPOSIT</b> shall be defined as a monthly instalment payment made by the account holder, as defined in section 8 of this agreement, on a monthly basis of ten equal payments, as indicated to the account holder by the school.</p> <p>NB: For all purposes intended and without limitations the said above, the definitions shall not be limited to this agreement and shall apply in accordance with all or any further interpretation if applicable.</p>					
					SIGNATURE

## SECTION 8: DECLARATION OF ACCOUNT HOLDER

I / We the undersigned, \_\_\_\_\_, hereby certify that the information detailed in this application by the account holder is true, accurate and correct.

I / We, accept joint and several liability to Alma Mater for the total amount due and the punctual payment of the once-off fee, non-refundable enrolment fee, school fees, hostel fee and any other amounts which may become due and payable to the school or in respect of participation in or attendance of any extracurricular activity, including any legal cost that may arise through a process of litigation, if applicable.

The school subscribes to the Consumer Protection Act, where applicable.

I / We accept the Financial Terms and Conditions that have been detailed by the School and submitted to me/us which I/we have understood, accept and agree with, accordingly.

**NB: Signature on the aforesaid document by the Account Holder, Legal Guardian, Stepparents and/ or any other person/s who may be regarded as the responsible person/s for the payment of outstanding amount, as indicated in the said agreement, acknowledge the liability of such amounts that may be outstanding, or become due to the School within the said period.**

NAME OF ACCOUNT HOLDER (AS PER ID DOC)	SIGNATURE OF ACCOUNT HOLDER	DATE
NAME OF LEGAL GUARDIAN (AS ID DOC)	SIGNATURE OF ACCOUNT HOLDER	DATE
NAME OF STEPPARENT/S RESPONSIBLE	SIGNATURE OF STEPPARENT/S OR OTHER	DATE
NAME OF PERSON ACTING ON BEHALF OF SCHOOL	SIGNATURE ON BEHALF OF SCHOOL	DATE

## SECTION 9: FINANCIAL TERMS AND CONDITIONS

### 1. ACCEPTANCE OF LIABILITY

1.1 The person responsible for the Account (hereafter the Account Holder) as set out in the standard Application for Admission (hereafter the Application) herewith assumes liability for the Account, alternatively binds him-/herself as co-debtor and surety for payment of all fees to the School.

1.2 The legal guardian, stepparent/s or any other responsible person/s, as described in the Application, bind/binds him- / herself / themselves as surety and co-debtor for the payment of all fees by the Account Holder or any other payments that may arise from this Agreement.

1.3 In the case of more than one party accepting liability over the said accumulated outstanding amount, it is agreed that the parties would be said to be jointly and severally liable for the said debt, as enacted in line with the law/s, applicable.

### 2. TERMS OF PAYMENT

2.1 It is recorded that fees are determined at the beginning of the year and that the Account Holder is informed of the result in writing.

2.2 This application shall only be considered with the required once-fee payable on submission with the aforesaid application which shall be a non-refundable fee.

2.3 The Account Holder shall immediately inform the School if he / she has not received an invoice at the start of the academic year.

2.4 Fees for 10 (ten) months are payable monthly in advance by means of debit order and/or direct payment in the bank account of the school on or before the 7th (seventh) day of each calendar month and/or per term, payable on or before the 1st day of the said term and/or annually in advance as per the date determined by the school, depending on the fee payment option exercised by the Account Holder in the Application.

2.5 The School reserves the right to charge interest of 2% (two percent) linked to prime on all accounts that are in arrears by 90 (ninety) days or longer.

2.6 Payment of monthly fees is not subject to presentation of a statement. Payments are made in accordance with the applicable fee structure of the School.

2.7 In the event where an existing account is / has not been managed in the proper manner, no further Applications will be considered.

### 3. BREACH OF CONTRACT

In the event where the undersigned surety, Account Holder or legal guardian commits a breach of contract of any of the terms of this Agreement, the School may on its sole discretion:

3.1 Claim damages from the Account Holder and / or the surety and legal guardian; or

3.2 Take whatever legal steps that may be deemed necessary.

3.3 Should a student, as a result of behavioural problems or specific scholastic problems, not conform with the ethics of the school, the school reserves the right, after proper consultation, to request the parent/s to remove the student from the school and to deny the student access to the school on the said matter of concern.

### 4. GENERAL

This Agreement constitutes the whole Agreement between the parties relating to the subject matter hereof. No amendment or consensual cancellation of this Agreement or any provision or term thereof or of any Agreement, bill of exchange or other document issued or executed pursuant to or in terms of the Agreement and no settlement of any disputes arising under this Agreement and no extension of time, waiver or relaxation or suspension of any of the provisions or terms of this Agreement or of any Agreement, bill or exchange or other document issued pursuant to or in terms of this Agreement shall be binding unless recorded in a written document signed by the parties.

Any such extension, waiver or relaxation or suspension which is so given or made shall be strictly construed as relating to the matter in respect whereof it was made or given.

The school will see to it that the enriched education that is offered by the school also includes the minimum prescribed curriculum (if any) as from time to time prescribed by the government.

The school further undertakes to comply with all statutory obligations and requirements as prescribed by the government.

### JURISDICTION

This Agreement is subject to South African law.

### 6. CREDIT INFORMATION

The Account Holder, surety or legal guardian hereby consents to the disclosure and exchange of personal financial information to a credit bureau or financial institution in accordance with the Credit Act of 2005.

### 7. DOMICILIUM

The parties choose as their domicilia citandi et executandi the addresses set out in section 7 of this Application.

### 8. LEGAL FEES

In the event where the School takes legal action against the Account Holder, he / she will be liable for all legal fees on an attorney client scale, collection costs and commission, interest and tracing fees including any other related fees that may be applicable.

## 9. CANCELLATION

9.1 The Account Holder undertakes to give a term's notice, as determined by the school's calendar and such notice needs to be concluded in a written notice of termination of the enrolment or admission of a student, failing which the liability will be incurred for the full amount of the following term's fees.

9.2 The parent/s is/are obliged to give no fewer than 21 school days' prior written notice to the school before removing the student from the school notwithstanding the reason for such removal.

Such written notice must be handed personally to the principal of the school on or before the last day of the preceding school term.

A term shall for the purposes of this application be defined as determined by the school calendar and shall be subjected to the changes of such, without consultation with any parent/s in respect, of the said.

I / we, hereby state under oath that the information provided in the said application is deemed to be true and correct and I / we signed this agreement within a capacity state of mind.

\_\_\_\_\_

FULL NAME OF ACCOUNT HOLDER

\_\_\_\_\_

SIGNATURE OF ACCOUNT HOLDER

\_\_\_\_\_

DATE

## ADMISSION POLICY

Alma Mater is an Independent school, and has been established within the limitations of the South African School Act, and is registered with the Gauteng Department of Education, but follows a Cambridge International Curriculum.

The School is a discipleship school which aims to practise the Christian based faith and will not practise any other religion within the boundaries of the school. *(This is in accordance with clause 56 and 57 of the South African Schools Act 84 of 1996.)*

### 1. ADMISSION OF STUDENT/S

1.1 On completion of the Application for Admission of a student, a student will be subjected to a written "Entrance Exam", the outcome of which will be discussed on the first meeting with the parents, legal guardians and any other person/s who may be responsible for such student.

The school shall inform the parent/s and or legal guardian of the student/s, concerning a date, time and venue with regard to this written "entrance exam", the admission of the student to the school will be finalised if the required pass mark is achieved.

*(This is only applicable to students being admitted to the High School.)*

1.2 With respect to the Primary and Pre-primary school, all students are required by the school's policy to undergo a readiness assessment.

*(Details to be provided on submission of an application for admission of student.)*

1.3 All relevant documents (as indicated in clause 3 of this policy) shall be required to be presented on submission of the Application for Admission, together with any other relevant documents as the school may deem relevant, from time to time.

9.3 Should the parent/s fail/s to give notice as aforesaid, the school will be entitled to recover all unpaid fees and/or interest thereon for the time of the notice period.

9.4 The School shall be entitled to terminate the enrolment of any student under the following circumstances: Summarily and with immediate effect, if the student is guilty of an offence which, in the sole opinion of the School, renders his / her continued enrolment at the School impossible, in which event the Account Holder, 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.

9.5 In the event of emigration, which is a long process, the School requires no less than 21 school day's, written notice in advance.

1.4 Once all requirements have been met, including the written entrance exams and all relevant documents, the principal will then interview the parent/s of the student/s and the student/s, to discuss the acceptance or the rejection of the student's application. Such discussion and information shall be deemed confidential and shall not be discussed with any other person, other than the legally responsible carer of the student.

### 2. AGE NORMS

2.1 A student must have turned the approximate age before June of a calendar year, before Alma Mater will place a student within the grade specified below.

2.2 Alma Mater will admit a student in a Grade as determined below;

Grade of Student	Approximate Age of Student (years)	Student's Age may not exceed (in the following year)
Grade R	5	6
Grade 1	6	7
Grade 2	7	8 or 9
Grade 3	8	9 or 10
Grade 4	9	10 or 11
Grade 5	10	11 or 12
Grade 6	11	12 or 13
Grade 7	12	13 or 14
Grade 8	13	14 or 15
Grade 9	14	15 or 16
Grade 10	15	16 or 17
Grade 11	16	17 or 18
Grade 12	17	18 or 19

\_\_\_\_\_

SIGNATURE

# ADMISSION POLICY

## 3. RELEVANT DOCUMENTS FOR ADMISSION

- 3.1 A completed and signed Application for Admission of student/s
- 3.2 Certified copies of identity documents or passport or birth certificates of student/s
- 3.3 Certified copies of identity documents of parents and /or legal guardian or any person deemed responsible for such student.
- 3.4 Clinic Card and /or immunization card of the student.
- 3.5 Latest School report (if currently attending another school)
- 3.6 Transfer card from the attending school.
- 3.7 Birth Certificate or acceptable proof of date of birth.
- 3.8 An Administration Fee, which is not refundable.

## 4. SCHOOL ZONING:

- 4.1 School zoning is irrelevant for admission to the school.

## 5. ADMISSION OF NON-CITIZENS:

- 5.1 Non-citizens will be admitted to the school provided that parents are in the possession of a temporary or permanent residence permit.

## 6. OTHER

- 6.1 I/ we, the undersigned, hereby acknowledge and agree: to read all policies, terms and conditions that have been provided by the school at the time of submitting this application for admission.

- 6.2 To maintain a partnership in education together with the teacher, by assisting and supporting the educator whenever necessary, to ensure that the child's progress is not hindered in any way.
- 6.3 To attend parent's meetings to discuss academic progress of student/s.
- 6.4 To ensure that the homework which is given to the student/s is completed by the student/s.
- 6.5 To acknowledged the school practises the Christian based faith only; the student therefore shall receive such teaching.
- 6.6 To accept that , as the school's resources are limited, the students will be provided an education within the Afrikaans and English medium only.
- 6.7 To the education of the child/ children in accordance with the school's code of conduct and will take full responsibility for the child/children, as they are minors within the law of the country.
- 6.8 To report any misconduct, false or misleading statements and (that has been brought to their attention) that may harm the image of the school by any means possible. Such information shall be deemed confidential and shall not be mentioned, without permission, unless warranted by a court or any such body that possesses such power or authority.
- 6.9 To acknowledge the information stated within this policy is not limited to any law or legalisation thereof.

This policy is issued within the limits and rights of the school as the school strives to ensure equal opportunities for all individuals and practises a code that is fair and just for all students.

I/ We the parent/s, legal guardian, legal responsible person of \_\_\_\_\_ (student)

hereby acknowledge receipt of the said document which was issued to me on the date indicated below.

\_\_\_\_\_  
(Signature of parent/ legal guardian/ legal responsible person)

\_\_\_\_\_  
Date



ALMA MATER

INTERNATIONAL SCHOOL

Finis Origine Pendet

**Physical address:**

Coronation Road 1, Krugersdorp, 1740

P.O. Box 2980  
Krugersdorp  
1740

**Telephone Number**

(011) 660 - 7567

**Admissions Email:**

[a.vanwyk@almacambridge.org.za](mailto:a.vanwyk@almacambridge.org.za)

**General Email:**

[admin@almacambridge.org.za](mailto:admin@almacambridge.org.za)

**Website:**

[www.almamaterakademie.co.za](http://www.almamaterakademie.co.za)