

Riverside College

Carmine Drive Burgundy Estate Ph: 021 8022001 / 021 8022002 / 074 779 1352

Parents:
Paste Head &
Shoulders
photo of
applicant here

Application for Admission to attend the College

(This completed form must be submitted with supporting documentation before admission to the College. Please mark with an 'x' where applicable.)

1) Personal Particulars of Learner:

Surname: Full first names: Gender:

Identity Number: DOB: dd/mm/yyyy Actual Age:

Department of education CEMIS nr (if applicable): Nationality:

First Language: Additional Language:

Biological Place in the Family: Number of siblings:

Residential Address: Ph nr – home:

Religion: Do you, the parent/guardian of the above-mentioned learner, have any conscious objection to his/her being present when instruction in religious / spiritual education is given as laid down in the Education Affairs Act (House of Assembly), 1988 (Act no. 70 of 1988)?

Yes / No

Intended Grade of admission: Intended date of Admission:

2) Schooling History of Learner:

Number of Schools previously attended: Last School Attended:

Name of Principal: Contact Nr: Fax nr:

Reason for Leaving:

School prior to last one: Reason for leaving:

Last Grade passed: Year: Grades not passed: (incl last 2 reports please)

Is the Learner awaiting acceptance at any other private school and if so, which?

Siblings presently attending our College, please indicate Grade:

Detail special talents – music / sport / academic (if any)

Detail learning or physical difficulties, if any:

3) Medical History:

Medical aid name: Membership no.:

Doctor name: Ph n: Dentist Name: Ph Nr:

Medical History & Previous Surgical Procedures:

Details of Chronic medication, if any:

All learners should have been immunized against the following: tuberculosis (B.C.G), diphtheria, Whooping cough, tetanus, measles, German measles, mumps poliomyelitis. Please supply a copy of your child's clinic card to verify that they have received these immunizations as written evidence could be demanded when a learner is admitted to school for the first time.

All documented information relevant to your child (ie: known allergies, previous & current illnesses, physical or learning difficulties, past or present medical therapy including occupational or physical) **must** be included with this application.

Father's Signature:

Full

Names:

Date:

Mother's Signature:

Full

Names:

Date:

4) Parental Information:

| PARENTS DETAILS: | PARENT 1: | PARENT 2: |
|----------------------------|-----------|-----------|
| Title: | | |
| Surname: | | |
| Name: | | |
| ID Number: (copy attached) | | |
| Home Language: | | |
| Residential Address: | | |
| Owner / Tenant | | |
| Postal Address: | | |
| | | |
| e-mail address: | | |
| Phone Numbers: Business | | |
| Home | | |
| Mobile | | |
| Fax | | |
| Marital Status: | | |
| Nationality: | | |
| Occupation / Profession: | | |
| Employer: | | |
| Work Address: | | |
| Relationship to Learner: | | |

5. Emergency Contact Information:

| | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| Please supply us with Contact information of a friend or relative that can assist us should we be unable to contact you with regards to the well being of your child. | |
| Name: | |
| Phone numbers: Work | |
| Home | |
| Mobile | |
| Relationship to learner: | |

The following documentation must accompany your application: Recent Head & Shoulders Photo, Birth Certificate, Immunization Card (Gr R & Gr 1 enrolments), previous academic reports (for all Gr 2 learners and older), transfer certificate and Occupational Therapy reports (if any).

We reserve the right of admission and the right to request a parent to remove a child from Riverside College should we consider this to be in the best interest of the child / College / Parent / family.

I/We acknowledge the following: 1) Confirmation of responsibility for the payment of the school fees, notwithstanding any change in marital status or any divorce agreement. 2) Authorisation to sign this document. 3) Understanding of the contents of this document. 4) That the information furnished is true and correct and undertake to notify the College in writing of any change of these details. 5) That the College requires one full terms notice, in writing, (which will be charged for) should my/our child no longer require the education services of the College for whatever reason. 6) The enrolment fee is non-refundable. 7) Ad-hoc charges for consumables (any academic material, books, stationery, etc.) and or additional service(s) will be added to the monthly account. 8) The College is contracted to Transunion ITC (Credit Bureau) & the conduct of this account may be reported to a credit bureau. 9) In the event of a breach of these terms or if the fees are not paid timeously, the College is entitled to institute proceedings against signatories and that such signatories will also be held responsible for all legal costs including sheriff's cost incurred by the College to recover such fees. 10) Academic reports will not be issued if full financial obligation to Riverside College has not been met. 11) Right of admission to the College is reserved and the College reserves the right to suspend / terminate all services with immediate effect in the event of non-payment of tuition fees or due to learner / parent misconduct. 12) Cellular phones, electronic devices, smart watches and or any valuables are not permitted on the premises. Riverside College cannot be held responsible in the event of damage or theft of any personal belongings, permissible items or not. 13) I/We will abide by the school's Code of Conduct. 14) Being informed that school fees will increase annually, at the start of the academic school year, ie: the January of every year and that school fee payments are due on the 1st day of every month.

Signed at On this day of 20.....

Father:

Mother:

Full Names:

Full Names:

TERMS AND CONDITIONS OF ENROLMENT

1. **RIVERSIDE COLLEGE (hereinafter referred to as the College), is registered with the Department of Education, provides tuition in English and Afrikaans and is a Christian based educational facility.**
2. We hereby consent to the person in charge acting "in loco parentis" whilst the pupil attends the College or participates in any extra-mural activities of the College. Including, but not limited to, games, sporting activities, educational tours and excursions.
3. We hereby indemnify, hold harmless and absolve the College, Trustees, Directors, Principals, Teachers, Staff, Employees or Agents against all or any loss, damages (direct or indirect, consequential or otherwise) or injury, expenses (including medical expenses), costs (including legal costs) suffered and/or incurred by the Pupil in or on the premises of the College or in the course of any co-curricular and extra-mural activities of the College, including, but not limited to games, sporting activities, educational tours and excursions or in consequence of any other act or omission of whatsoever nature and howsoever arising.
4. We hereby give our consent for the Pupil to participate in all Co-Curricular activities organized by the College unless the College is otherwise notified, in writing. i.e. College Sport
 - i) Extra-Murals are charged per quarter unless otherwise stated. Kindly refer to page 4, Section C.
 - ii) The full quarters' fee will be charged in the event of a learner attending more than one lesson in a selected activity. Learners who commit to a specific activity will be billed for the full quarter.
5. We agree that until such time as the payment of the Registration Fee (Registration Fees are non-refundable, however, refer to Clause 6) has been made the prospective Pupil will not enjoy the benefit of a secured place on the waiting list for enrolment at the College. Once a prospective Pupil physically takes up a place at the College, the Registration Fee becomes non-refundable.
6. In the event that the prospective Pupil does not take up his/her place within the College for any reason whatsoever, the following conditions will apply:
 - i) A cancellation penalty of 45% of the total Registration Fee will apply.
 - ii) If the College is provided with written notification of the cancellation of a prospective enrolment by the 30 September, the balance of the Registration Fee will be refunded to us at the end of the same year, failing which the balance of the Registration Fee will only be refunded at the end of the following year.
7. Enrolment of the prospective Pupil will be conditional upon the satisfactory completion of all the relevant documentation prescribed by the College, that there is a place available for the prospective Pupil; that the prospective Pupil is of the correct age for the grade level applied for and that the Principal is satisfied that the prospective Pupil is academically and emotionally capable of entering at that level.
8. We understand that all tuition fees are payable in advance unless alternative arrangements have been made with the Financial Manager. We agree that notice of one College Quarter, given in writing, is required before moving our child from the College, failing which we will be liable for the payment of the following Quarters' fees in lieu thereof. We understand that refunds for absence due to holidays, illness or suspension from the College will not be made. In the event of the College instituting action against us for the payment of any amount due by us, we will be liable for all legal costs (including legal costs on the scale as between Attorney and own client) incurred for the recovery of such amounts. In the event of any fees being in arrears, the College will suspend the relevant Pupil from the College until all such arrears have been paid. Academic reports may only be issued to those learners whose fee payments are up to date at the end of every term.
9. The College may terminate the enrolment of a learner if information requested, and provided, proves to be false, or if the Learner/Parent fails to comply with the rules of the College as set out in the Information Directory/ies (issued to each learner on enrolment, and at the start of each academic year) or the disciplinary committee of the College has recommended that the enrolment be terminated. Should the College elect for any reason to terminate this contract at the end of the term or earlier, (whichever the case may be) as a result of a violation of the Learner's Code of Conduct then the parent / guardian will be informed in writing.
10. Parents/guardians should make special note of additional costs as set out on page 4, which become payable upon enrolment and on request.
11. "The parents/guardians give their consent for their child's name, photo, and/or work to be reproduced in newsletters, newspapers, social media, Internet sites and other such publicity media regardless of the status of enrolment, current or not. They will not hold the College staff and their agents liable for any possible actions resulting from privacy or copyright issues.
12. Every learner in our school is unique, their behavior and development will only be communicated with parents or guardians and relevant teachers – each incident or situation is treated with the utmost diplomacy and confidentiality for the benefit of the relevant learner(s). Parents / Guardians must also use proper communication channels if any issues arise. Any parent found to discuss / publish sensitive school matters on any social media platform instead of approaching the relevant staff members directly may be asked to remove his or her child(ren) from Riverside College without any further notice or discussion.

Insurance

13. The parents/guardians are advised to take adequate insurance to cover any loss or damage to any property of the learner of himself or herself, as the College does not accept liability for such loss. The parents/guardians are advised that cellular phones are not permitted on the school premises.
14. Riverside College has indemnity cover in order for the College to maintain/continue its services as a place of learning in the event of a disruption of business (loss of gross revenue).

Jurisdiction and Costs

15. The parents/guardians consent to the jurisdiction of the Magistrate's Court Act No.32 of 1944, as amended, in the event of legal action arising out of this agreement.
16. By our signatures hereto we agree to these terms and conditions and further acknowledge that we understand the Fee Structure and the Conditions of Registration Fee, together with the Terms and Conditions of Information Directory/ies. We further understand that the College reserves the right to amend the Terms and Conditions if and when required from time to time. Furthermore, both persons signing this form agree that they are jointly and severally liable for the settlement of the fees account and/or other charges and disbursements made in respect of the learner.
17. I/We agree to abide by the Terms and Conditions as set out in this Application for Admission and in particular the Terms and Conditions as set out on Page 3 together with Fee Structure and Additional Costs as set out on Page 4 together with the rules set out in the Information Directory/ies. We declare that I/We have not withheld any information from the College regarding the overall development or past history of the prospective pupil.

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

Father's Signature..... Mother's Signature.....

As Witness 1. 2.

Guardian / Custodian (other than parent)

Only fully completed application forms will be considered for admissions provided that all information contained herein is true and the application is duly signed. Riverside College reserve the right to amend or alter the terms and conditions of the enrolment application. The latest updated version of the Terms and Conditions as well as the School's Code of Conduct can be found on the official school website, www.riversidecollege.co.za

New Enrolment Fee Structure

| ENROLMENT & TUITION FEES 2018 | | | | |
|-----------------------------------------------------------------------------|--------------------------|------------------------|-------------------------|------------------------------------------|
| <i>(NON-REFUNDABLE ENROLMENT FEE Re-payment plans available on request)</i> | | | | |
| OPTION 1: R1000.00 ONCE OFF ENROLMENT FEE | GRADE | 12 MONTHLY PAYMENTS | 4 QUARTERLY PAYMENTS | 1 ANNUAL PAYMENT (BEFORE 31JAN'18) |
| | Pre-Primary Gr000 – Gr R | R 2800 | R 8400 | R 33600 |
| | Gr 1 – Gr 3 | R 3050 | R 9150 | R 36600 |
| | Gr 4 – Gr 6 | R 3450 | R10350 | R 41400 |
| | Gr 7 – Gr 9 | R 3750 | R11250 | R 45000 |
| | Gr 10 – Gr 12 | R 4300 | R12900 | R 51600 |
| OPTION 2: R5000.00 ONCE OFF ENROLMENT FEE | GRADE | 12 MONTHLY PAYMENTS | 4 QUARTERLY PAYMENT | 1 ANNUAL PAYMENT (BEFORE 31JAN'18) |
| | Pre-Primary Gr000 – Gr R | R 3000 | R 9000 | R 36000 |
| | Gr 1 – Gr 3 | R 3250 | R 9750 | R 39000 |
| | Gr 4 – Gr 6 | R 3550 | R10650 | R 42600 |
| | Gr 7 – Gr 9 | R 3800 | R11400 | R 45600 |
| | Gr 10 – Gr 12 | R 4450 | R13350 | R 53400 |

| AFTERCARE OPTIONS | | | |
|-------------------------------------------------|------------------------|------------------------|------------------------------------------|
| Type | 12 MONTHLY PAYMENTS | 4 QUARTERLY PAYMENT | 1 ANNUAL PAYMENT (BEFORE 31 JAN18) |
| Early Morning Aftercare only 7am – 8am / 8:30am | R 600 | R 1800 | R 7200 |
| Junior Aftercare (Gr000-Gr1) Until 2pm | R 850 | R 2550 | R10200 |
| Full Aftercare (All Grades) Until 5:30pm | R 1300 | R 3900 | R15600 |

The following have been included in the School Fees:

Meals: Aftercare children only

Extra-murals: Basic extra-mural activities are included in the school fees. Modern Dance, Ballet, Hip Hop, Karate, Art Society, Craft Club, *Golf Lessons are optional extras that need to be paid separately.*

Outings: Class outings are included in the school fees.

Additional costs that will be billed separately:

School Camps: These are not included in school fees and are billed in the term in which they occur.

Textbooks and stationery: Purchased C.O.D. directly from the supplier. A few text books will be invoiced directly to the parent's school fee account by the school.

Transport: To any school or class event will be billed separately per learner.

Specialised High School Courses (Photography, Robotics, Professional Art, Journalism, Culinary Skills, Self Defense, Interior design, Fashion Design, Entrepreneurship, etc.) are optional extras.

Bank Details:

School Fee Payments: FNB (250655) Acc # 62754003483 (Current Account)

Enrolment Fee Payments: Standard Bank Bayside (022209) Acc # 27-589-054-6 (Market Link Account)

*** Please use your child's name & surname as reference when making payments.**

Signed at On this day of 20.....

Father:

Mother:

Full
Names:

Full
Names: