



TREFOR ACADEMY

7 Webber Avenue, Horison View • enquiry@treforacademy.co.za

ADMITTANCE FORM

IMPORTANT: Please ensure that ALL information is supplied correctly. Incorrect or incomplete Applications could be rejected.

CHILD INFORMATION

ACCOUNT NUMBER:

First Name	_____	Surname	_____	Middle Names	_____
Enrolment Date	_____	Full/Half Day	_____	Age	_____
Date of Birth	_____	Male/Female	_____	Ranking	_____ of _____ (1 st Born, 2 nd Born, etc)
Home Language	_____	Religion	_____	Home Phone Number	_____
Home Address	_____	Postal Address	_____		_____
	_____		_____		_____
	_____	Code	_____		_____
	_____		_____		Code
	_____		_____		_____

GENERAL INFORMATION

Marital Status	_____	Legal Guardian	_____	Payment Method	_____
Who will Deliver	_____	and Collect	_____	your Child	_____
Contact Person in an Emergency	_____		_____	Phone Number	_____
Person responsible for Account	_____		_____	Phone Number	_____
Relative not residing at the above premises	_____		_____	Phone Number	_____

MOTHER

Name and Surname	_____	I.D. Number	_____
Occupation	_____	Name of Employer	_____
Work Address	_____	Work Phone Number	_____
	_____	Mobile Number	_____
	_____	Email Address	_____

FATHER

Name and Surname	_____	I.D. Number	_____
Occupation	_____	Name of Employer	_____
Work Address	_____	Work Phone Number	_____
	_____	Mobile Number	_____
	_____	Email Address	_____

MEDICAL INFORMATION

Family Doctor	_____	Phone Number	_____
Medical Aid Name	_____	Medical Aid Number	_____
Previous Illness / Contagious Diseases	_____		
Allergies / Disabilities	_____		

FOR OFFICE USE ONLY:

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Copy of child's Birth Certificate

☐

Copy of child's Birth Immunisation Card

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Copy of mother's and father's ID Document

☐

Copy of your Medical Aid Card

☐

R550 registration Fee Payable on admission

Please turn over

AGREEMENT

THIS IS AN AGREEMENT ENTERED INTO BY AND BETWEEN :

(hereinafter called "the parent")

AND

Trefor Academy

(hereafter called "The School")

DECLARE :

THE SERVICE PROVIDER TAKES

(hereinafter called "the child")

from _____(date)

INTO IT'S CARE, SUBJECT TO THE FOLLOWING CONDITIONS:

1. MONTHLY SCHOOL FEES

Fees are payable in **advance** by means of **Debit Order, Bank Deposit or Internet Payment** only, and no cash will be accepted at the School Premises. Fees will be subject to increase from time to time.

Monthly fees received on or before the **5th** of each month:

Full Day R2400.00 Half Day R2200.00 Aftercare R1850.00

Monthly fees received on the **6th** of each month:

Full Day R2450.00 Half Day R2250.00 Aftercare R1900.00

Monthly fees received on the **7th** of each month:

Full Day R2550.00 Half Day R2350.00 Aftercare R2000.00

No child will be accepted into care if any balance due is not received by the 8th of the month.

If full payment is still not received by the 10th of the month, it will constitute breach of contract resulting in immediate termination thereof. The "Notice Month" fees (equivalent to one month's fees) plus any due amounts, and collection/litigation charges will added and handed over for collection. The parent/s will be listed with the Credit Bureau, for a minimum of three years, and no further correspondence will be entered into. If the parent wishes the child to be returned into care, a re-registration fee of R550.00 is payable.

Fees are payable twelve months of the year and no refunds will be considered for periods in which the child is absent from the School for any reason whatsoever including illness and holidays.

If payments are made by Bank Deposit, Debit Order or Internet Payment, five (5) business days must be allowed for payment to be reflected on the School's Bank Statement.

Amounts not reflected thereon by the **5th** of each month will be considered unpaid and the higher fee will apply.

A Deposit equivalent to one months fees is payable if any applicant is a non-SA citizen, a Student or self employed. This Deposit will not form part of any Fees payable, and will only **be released towards Fees due and upon receipt of a Letter of Termination.**

2. REGISTRATION FEES

A non-refundable Registration fee of R 550.00 is payable on signature hereof or to reserve a place for the child.

3. TERMINATION

This agreement can be terminated be either party by giving one calendar month's written notice , which notice must be given on the last working day of the preceding month. If written notice is not given, parents will be responsible for an additional month's fees. No telephonic or verbal notice is acceptable. Fees are calculated over twelve month's in order to keep them low and therefore November will not be accepted as a notice month.

4. SCHOOL HOURS

School opens at 06:30 and closes at 18:00 (13:30 for half day). For every incident that a child is left at the School outside of these hours, a R50.00 penalty per 15 minutes will be added to the parents account. These incidents will be recorded in the School diary and will serve as the final and undisputed proof.

The School will be closed on all Public Holidays and from the 15th of December to the first full week in January.

5. SICK CHILDREN AND MEDICINE

If the child suffers from any ailment, or incurable illness the parent shall inform the School and make medicine available with administration instructions. Any medicine must be clearly marked and handed over to the teacher. No medicine may be placed in the child's bag.

If the child contracts a disease or any contagious sickness the parent will remove the child from the School immediately and the child will not be allowed back until all signs of the illness have cleared . Confirmation by a Doctor may be requested before the child is allowed back at School

Immunisation and vaccination must be done in accordance with the prescribed laws and the parent must present the necessary certificates at the request of the School

If the child is sick, the parent must inform the School as soon as possible that the child will not be brought for care.

In the event of any emergency, the School will be entitled to refer the child for the necessary medical treatment at the expense of the parent.

6. INDEMNITY

The parent indemnifies the School against any claims arising out of any injury or as a result of any illness or disease contracted at the School , excluding such injuries which are intentional and / or due to gross negligence. The parents further indemnify the School against any loss in respect of clothes, possessions or property.

7. PHOTO AND WEBSITE PERMISSION

The parent grants permission to The School to use photographs and videos of the child on the website, advertisements, newsletters and Social media.

8. PRIVACY POLICY

The school is in compliance with Act no 4 of 2013, Protection of Personal Information Act('POPI'), Chapter 3, Condition 8, Part C Processing of personal information of children.

SIGNED AT ROODEPOORT ON THIS

_____ DAY OF _____ 20____

MOTHER

FATHER

PRINCIPAL

WITNESS

PERSON RESPONSIBLE FOR
ACCOUNT(Where Applicable)

ID NUMBER