



## APPLICATION FOR ENROLLMENT AND ADMISSION

<b>FOR OFFICE USE ONLY</b>			
ASSESSMENT FEE	<input style="width: 50px;" type="text"/>	ACCEPTED	<input style="width: 50px;" type="text"/>
REGISTRATION FEE	<input style="width: 50px;" type="text"/>	REFERENCENO	<input style="width: 100px;" type="text"/>
NOTIFIED BY _____		DATE _____	
<b>COPIES:</b>			
BIRTH CERTIFICATE	CLINIC CARD	ID (S) REPORT CARD	PASSPORT PICTURES
<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>
PROOF OF ADDRESS	PROOF OF EMPLOYMENT	FOREIGNER DOCUMENTATION	
<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	

### LEARNER DETAILS

SURNAME		CURRENT GRADE	
FIRST NAMES		GRADE NEXT YEAR	
NICK NAME		COUNTRY OF BIRTH	
DATE OF BIRTH		CURRENT SCHOOL	
ID NUMBER		CONTACT NR OF SCHOOL	
AGE		EMAIL ADDRESS OF SCHOOL	
GENDER		HOME LANGUAGE	
PASSPORT NR		RELIGIOUS STATUS	
		LEARNER CELL NUMBER	

### PARENTS'DETAILS

FATHER		MOTHER	
TITLE:		TITLE:	
FIRST NAMES:		FIRST NAMES:	
SURNAME:		SURNAME:	
ID NO:		ID NO:	
PASSPORT NO:		PASSPORT NO:	
RELATIONSHIP:		RELATIONSHIP:	
OCCUPATION:		OCCUPATION:	
EMPLOYER:		EMPLOYER:	
WORK TEL:		WORK TEL:	
HOME TEL:		HOME TEL:	
CELL:		CELL:	
EMAIL:		EMAIL:	
<b>MARRUTAL STATUS:</b> IN COMMUNITY / OUT OF COMMUNITY / TRADITIONAL / CIVIL / DIVORCED / SINGLE/ WIDOWED			

**ADDRESS**

POSTAL ADDRESS OF PARENTS      RESIDENTIAL ADDRESS OF PARENTS      ADDRESS WHERE CHILD STAYS


WHO IS THE CHILD STAYING WITH? \_\_\_\_\_

NAME AND CONTACT NUMBER \_\_\_\_\_

LEGAL GUARDIAN? \_\_\_\_\_

**OTHER CHILDREN IN THE SCHOOL (or previously in school)**

FIRST NAMES      SURNAME      ADMIN NO      GRADE


**OTHER CONTACT DETAILS (LEARNER DOESN'T STAY WITH NOR YOUR OWN)**

TITLE:    INITIALS:    SURNAME:      RELATION:      CELL NO:


**MEDICAL DETAILS**

DOCTOR:		TELEPHONE NUMBER:	
MEDICAL AID:		MEDICAL AID NUMBER:	
MAIN MEMBER:		ALLERGIES:	
EMERGENCY CONTACT NAME:		EMERGENCY CONTACT NO:	
<b>ANY MEDICAL HISTORY:</b>			

**PERSON RESPONSIBLE FOR PAYING THE ACCOUNT:**

SURNAME:		FULL NAMES:			
ID NO:					
RESIDENTIAL ADDRESS		POSTAL ADDRESS			
HOME TEL:		WORK TEL:		CELL:	

Please note and acknowledge the following aspects of the Mokopane English Combined School & MECS JUNIOR School / Parent partnership. It is imperative that we develop a supportive partnership with regards to the active involvement of parents in the following areas:

1. Conduct and behavior of learners during school hours or in uniform.
2. Active involvement of parents in the following areas:
  - ✓ School homework and assignments
  - ✓ Attendance of parents at school meetings and events
  - ✓ School fundraisers
  - ✓ Ensure that your child is **not late for school**
  - ✓ Ensure that your child attends school regularly
  - ✓ Abide by the designated drop-off and collection points of learners
  - ✓ Ensure that your child attends the extra academic afternoon classes and sport practices
  - ✓ Arrange transport accordingly
  - ✓ **Control your child's cellphone usage**
  - ✓ Stay informed about examinations, test dates, school calendar events and news by going onto our website at [www.mecs.school.co.za](http://www.mecs.school.co.za) on a regular base.
3. It is your responsibility to make sure you arrange with **your bank for school fee increases for January**, which will be communicated in the September News Letter.

As the parent of ..... in Grade .....,  
**\*\*I give / do not give permission for photographs of my child to be used in the media.**

I confirm that I read and understand all the documents given to me.  
By signing this application of enrollment and admission, I agree and understand all the terms and conditions of the application, agreement, contract and policies of Mokopane English Combined School/MECS JUNIOR School and I agree to abide to it. I understand that this is a binding contract and agreement between myself and Mokopane English Combined School/MECS JUNIOR School.  
By submitting this documentation, I accept responsibility for the upholding of the agreement between myself and Mokopane English Combined School/MECS JUNIOR School.

\_\_\_\_\_  
SIGNATURE – PARENT

\_\_\_\_\_  
DATE

#### POPIA Privacy Notice

Mokopane English Combined School/MECS Junior School holds the personal Information provided on this form for the specific purpose of registration, resulting and certification. You may access the personal information Mokopane English Combined School/MECS Junior School holds, you may request Mokopane English Combined School/MECS Junior School to correct and/or delete the information if it is inaccurate, irrelevant, excessive, out of date, incomplete, misleading, and/or no longer authorised to be kept. However, such a correction or withdrawal may lead to Mokopane English Combined School/MECS Junior School being unable to perform its function if the information is necessary to its functioning.

You can access the Mokopane English Combined School/MECS Junior School's Data Protection Policy on <https://mecs.school.co.za/wp-content/uploads/2022/02/POPIA-Policy.docx.pdf>

The Mokopane English Combined School/MECS Junior School Information Officer is Brian Dawson and he can be contacted at [bpdawson@mweb.co.za](mailto:bpdawson@mweb.co.za) Tel 015 4911794



# Mokopane English Combined School

EMIS: 991102504



## CONTRACT OF AGREEMENT OF ENROLMENT AND ADMISSION

NAME OF LEARNER: \_\_\_\_\_ GRADE TO ENTER \_\_\_\_\_

**Requirements for application: I/We understand and accept that:**

- A. All applicants are required to pass an entrance test and interview set by the school.
- B. Should the grade be full, a successful applicant shall be placed on a waiting list.
- C. Certified copies of Birth Certificate and Clinic Card + parent's ID + Proof of Residence + Proof of Employment are required.
- D. A copy of the latest report is required. Promotion report card is required on the 1<sup>st</sup> day of attendance.
- E. Two Recent passport photos are required.
- F. A non-refundable assessment fee of R300.00 is payable before testing.
- G. A non-refundable registration fee of R1500.00 is payable once your child has been accepted.
- H. Registration will only take place once proof of stop order for payment of school fees is furnished.
- I. Foreign students must be in possession of study permits / refugee status / proof of permanent residence.
- J. The school reserves the right to grant or refuse admission.
- K. I confirm that I read and understand all the terms and conditions of the application, agreement, contract and policies of Mokopane English Combined School/MECS Junior School.
- L. I understand that this is a binding contract and agreement between myself, and Mokopane English Combined School/MECS Junior School and I accept the agreement and contract in its' totality.
- M. In case of a re-newal contract, only points C, I, K and L are applicable.

.....  
Signed (Parent)

.....  
Date

.....  
Name of Parent

.....  
ID Number of Parent

## **AGREEMENT OF ENROLMENT AND ADMISSION**

Full names of the Pupil: \_\_\_\_\_

We / I \_\_\_\_\_ in my capacity as \_\_\_\_\_ and

\_\_\_\_\_ in my capacity as \_\_\_\_\_ (father/mother) to the Pupil (hereinafter individually, jointly and severally (if more than one) referred to as "the Applicant") hereby agree that the Pupil's admission to Mokopane English Combined School/MECS Junior School (hereinafter referred to as "the School") will be subject to the terms and conditions of this agreement and acknowledge that the Applicant fully understands these terms and conditions. The Applicant further binds the Applicants to the School and hereby undertakes to pay by due date all school fees, 12 months in total, as may be stipulated by the School from time to time, as well as any other amounts due in terms hereof.

### **TERMS AND CONDITIONS OF ENROLMENT AND ADMISSION**

1. All fees and other charges are payable to and recoverable by, the school. (The School is a Section 21 Company (not for gain) and a Public Benefit Organization).
  - (a) Within 3 weeks of the acceptance of the Pupil, or before the Pupil's entry into the School, the applicable (non-refundable) Registration/Enrolment Fee must be paid.
  - (b) Payment of these fees secures the place in the School that has been offered to Pupil, failing which the reserved place will be forfeited without any notice or demand.
  - (c) **When the Pupil leaves the School, one full terms notice of intention to leave must be given in writing,** and upon confirmation from the staff that all items have been returned in good order, and upon completion of the Exit Interview Document, a Transfer Letter will be issued when all outstanding amounts owing to the School for any purpose whatsoever, is paid in full.
2. Each month's tuition fees are payable monthly by stop order, in advance, before the 7th day of each month, against accounts rendered by the School. Interest and charges shall be raised on all arrear amounts where no written terms of payment have been agreed. In the event of accounts being unpaid, a pupil may be refused permission to return to the classroom. **Quarterly payments must also be paid in advance by the seventh day of each quarter. All fees are for a 12 month period.**
3. It is an expressed condition of this agreement that in the event that a Pupil has been refused permission to return to the classroom or has been suspended from the school as a consequence of non-payment of any fees, such suspension shall not be rescinded unless the existing deposit has been adjusted to such amount as may be advised in writing by the Headmaster or Chairman of the Board of Governors.
4. The School may, at its sole discretion, grant refunds and make changes or adjustments to fees or deposits, but there shall be no entitlement to any rebate of fees if the Pupil is absent for any portion of a term as a consequence of illness or any other cause.
5. Notice of termination of a Pupil's attendance at the School and/or withdrawal from activities of the School, must be as follows:
  - (a) Once the Pupil has entered the school, a full-term notice, given by the parent(s) and /or responsible person(s) who are signatories hereto, shall be given in writing, to the School advising of the intention to withdraw the Pupil(s) from the school. If notice is not given, full-term fees are required to be paid in lieu thereof.
  - (b) A full term's notice of the cessation of any extra activities for which fees are charged must be given in writing to the headmaster, failing which a fee, equal to 50% of a term's fee for the extra activities, will be charged in lieu of such notice.

6. The School shall be entitled to instruct its attorneys to attend to the collection of any overdue accounts and the Applicant who has applied for the Pupil's admission or who signs overleaf shall be liable for all costs incurred on the attorney and own client scale.
7. The School reserves the right, with notice of one month, to vary these conditions (including fees, extra fees and deposits) from time to time, at its entire discretion: but failure by the School to enforce any condition shall not constitute a waiver of its rights. In the event of the Applicant not accepting such variation, the Applicant shall be entitled to cancel this agreement upon written notice; provided that such notice be given within 30 days from the date of the written notice by the School. Should the Applicant fail to cancel, the Applicant's right in this regard shall lapse.
8. The Applicant in his/her/their personal capacity and on behalf of the Pupil, hereby agree and consent that the Head of the School's Regulations and the School Policy (as may be amended, altered or varied from time to time, in terms of the discretionary powers vested in the Board of Governors) shall apply and that the Pupil shall be expected to comply therewith. These Regulations and School Policies are available from the Administrator as well as on the school's website, [www.mecs.school.co.za](http://www.mecs.school.co.za), for perusal. It is your responsibility to ensure that you are familiar with the content of these policies. Please insist on a copy of the policy summary booklet.
9. The Applicant understands and accepts that the Pupil will participate in extra-mural activities of the School and that transport arrangements will be the responsibility of the Applicant.
10. The Applicant hereby gives permission for the Pupil to be transported by the School, or by parents acting on behalf of the school, to and from any venues necessary for extra-mural activities. The necessary signed indemnity documentation must accompany this application.

The Applicant further accepts and understands that the School, Employees or its' Board of Directors are not responsible for, or liable for, any claim arising from physical injury, death, loss or damage which may occur on or off the School premises; the Applicant hereby indemnifies the School, Employees or its' Board of Directors against any such claim, irrespective whether such injury, death, loss or damage was caused by negligence on the part of the School or on the part of any person for whom the School may be held vicariously liable.

11. In the event of only one parent signing this Applicant form (as Applicant), then that parent shall indemnify the School, Employees and its' Board of Directed as stated, regardless of who shall actually pay any fees required by the School.

For all purposes hereof reference to the "parent" shall include the natural parent, adoptive or foster parent, guardian or custodian parent.

12. The Applicant understands and accepts that School excursions including one excursion of a few days duration per annum, are compulsory. The applicable fee for the excursion must be paid in cash at the school's financial office.
13. In the event of the Pupil not returning to School after 5 school days, without notice, the School has the right to fill that position with a candidate on the waiting list and the Applicant shall have no claim against the school as a result thereof.
14. In the event of illness or accident, where the Applicant cannot be consulted in time, the Applicant consents that the Headmaster/ H.O.D.:
  - (a) May take the necessary steps to ensure the best available medical treatment: and
  - (b) May give permission on the Applicant's behalf for any emergency operation, should the attending physician deem it necessary.
  - (c) The Applicant agrees to pay all fees for medical treatment and/or medicines as required by the practitioner.
  - (d) The Applicant is required to furnish the School, in writing, with any information pertaining to the Pupil's physical/ emotional or social challenges (if any) so that the School may perform its task more effectively in assisting with the Pupil's development.

15. The School has the right to refer a Pupil for further assessment deemed necessary in order to assist and support such a pupil when there is a concern for learning barriers which need to be addressed by qualified Occupational Therapists, Psychologists, etc.
16. Such services are for the applicant/parents' own account and payment and the School is not liable for any such fees or payments.
17. Breaching of any contractual stipulations, can lead to the cancellation of the contract between the School and the Applicant.
18. Payment election for both Tuition and Fees:

A. Annual Payment on or before 31 January of each year

B. Stop Order

**Please note that fees are payable in advance, on or before the 07<sup>th</sup> of each month for 12 months.**

**NO CASH / CHEQUE DEPOSITS OR ELECTRONIC TRANSFERES FOR SCHOOL FEES WILL BE ACCEPTED.**

19. The Applicant chooses as the Applicant domicilium citandi et executandi the following address:

Residential address:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Postal code: \_\_\_\_\_

20. **The Applicant(s) is / are married (in  / out  of community of property / not married  )** If married out of community of property, both parents accept liability of payment on a personal basis.

21. By signature hereof both parties agree to all the stipulations set out in the Application for Enrolment and Admission and Contract of Agreement of Enrolment and Admission with regard to registration and / or enrolment.

22. The parties hereby agree to the jurisdiction of the Magistrate's Court notwithstanding that the claim amount may exceed the normal jurisdiction thereof.

**PARENTS / GUARDIAN**

SIGNED:

\_\_\_\_\_

FATHER / GUARDIAN

\_\_\_\_\_

MOTHER / GUARDIAN

DATE:

\_\_\_\_\_

**FOR OFFICE USE ONLY**

If sibling/s enrolled, fees paid up to date:  
Previous school contacted:

Yes  
Yes

<input type="checkbox"/>
<input type="checkbox"/>

No  
No

<input type="checkbox"/>
<input type="checkbox"/>

I \_\_\_\_\_ in my capacity as \_\_\_\_\_ of

**Mokopane English Combined School/MECS Junior School confirm that the above-mentioned Pupil has met the entrance criteria set by the School and that the Pupil is admitted to the School: subject to payment of the required deposits.**

**FOR SCHOOL SIGNED:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

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# Mokopane English Combined School

EMIS: 991102504



## RELEASE AND INDEMNIFICATION FORM FOR EDUCATIONAL TRIPS / EXCURSIONS

### ELEMENTS OF RISK

Educational activity programs involve certain elements of risk. Accidents may occur while participating in these activities. These accidents may cause injury. By choosing to participate in the activity, you are assuming the risk of an accident occurring.

The chance of an accident occurring can be reduced by carefully following instructions at all times while engaged in the activity.

When your child / ward attends the educational field trip / excursion, you must understand that you will bear responsibility for any accident that might occur.

The Mokopane English Combined School/MECS Junior School Directors do not provide any accidental death, disability, dismemberment, dental or medical expenses insurance on behalf of the students attending the educational field trip / excursion.

### ACKNOWLEDGEMENT

I, ..... understand and accept the above and provide the Mokopane English Combined School/MECS Junior School Directors with the following waiver of liability and indemnification agreement.

### RELEASE AND INDEMNIFICATION AGREEMENT

I, ..... hereby release the Mokopane English Combined School/MECS Junior School Directors, its staff and agents any and all liability for any injury sustained by my child / ward, regardless of how caused, resulting from attending the educational fieldtrip / excursion arranged by the Mokopane English Combined School/MECS Junior School Directors, its staff and agents from and against any and all suits, demands, torts and actions of any kind which may be brought against its staff or agents for which it / they may become liable by any reason of any injury, loss, damage, or death resulting from, or occasioned to, or suffered by any person or any property, by reason of any act, neglect or default of

..... (student name)

Signature of Parent (Father) ..... Date: .....

Signature of Parent (Mother) ..... Date: .....

Signature of Guardian ..... Date: .....