

**AMITY INTERNATIONAL SCHOOL**

(hereinafter "the School")

**ADMISSION CONTRACT FOR THE YEAR 2019**

**1. LEARNER INFORMATION:** (As reflected on ID or birth certificate)

Surname: \_\_\_\_\_

First Name/s in Full: \_\_\_\_\_

Preferred Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ ID NO: \_\_\_\_\_

Country of Birth: \_\_\_\_\_

If not born in SA, date of entry to SA: \_\_\_\_\_

Study Permit /SAQA PERMIT NR: \_\_\_\_\_ and/or

PASSPORT NR: \_\_\_\_\_

Religious Denomination: \_\_\_\_\_

Home Language: \_\_\_\_\_

Learner's cell phone number (if available): \_\_\_\_\_

Race: \_\_\_\_\_

Name, address, telephone and fax number of present school: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Tel (\_\_\_\_\_) \_\_\_\_\_

\_\_\_\_\_ Fax: (\_\_\_\_\_) \_\_\_\_\_

Present grade: \_\_\_\_\_ Language of instruction at present school: \_\_\_\_\_

First additional language at present school: \_\_\_\_\_

Grade applied for: \_\_\_\_\_

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Cultural activities participated in, at present school:

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Sports activities participated in at present school:

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Leadership Positions at present school:

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## 2. **FAMILY INFORMATION:**

	Father / Guardian (If guardian, state relationship with learner)	Mother/ Guardian (If guardian, state relationship with learner)
Title (Dr/Mr/Mrs/Miss/Ms)		
Relationship to learner		
Surname		
First Name		
ID number/ Passport number		
Occupation		
Name of Employer/ Company		
Work Address		
Work Tel number		
Residential address (including suburb)		

[Initial here]

Fax number		
Postal address		
Home telephone number		
Cell phone number		
E-mail address		

2.2 Learner is living with: (Please mark applicable option)

Both parents

Father

Mother

Legal guardian

Physical address where learner is currently living: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Code: \_\_\_\_\_

Marital status of parents: (Please mark applicable option)

Married

Widow

Widower

Divorced

Single parent

**Number of Children in the Family:** \_\_\_\_\_

Female: \_\_\_\_\_ Male: \_\_\_\_\_

**Ages:** Female \_\_\_\_\_ Male: \_\_\_\_\_

[Initial here]

**3. CHOICE OF FOREIGN / VERNACULAR LANGUAGE:**

(Please mark applicable option)

French

Hindi

Tamil

Gujarati

**4. MEDICAL INFORMATION:**

Medical Aid Name: \_\_\_\_\_ Medical Aid Number: \_\_\_\_\_

Name of Principal Member: \_\_\_\_\_

ID Nr of Principal Member: \_\_\_\_\_

Doctor's Name & Number: \_\_\_\_\_

Allergies: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

KNOWN MEDICAL ALLERGIES (e.g. Penicillin etc.)

\_\_\_\_\_

\_\_\_\_\_

Known medical problems (e.g.: asthma, diabetes, epilepsy, etc.) \_\_\_\_\_

\_\_\_\_\_

Special needs of learner (e.g. wheelchair use, etc.): \_\_\_\_\_

Contact details of person/s to contact in case of a Medical Emergency (when parents are not available):

Name: \_\_\_\_\_

Relationship to learner: \_\_\_\_\_

[Initial here]

Tel H (\_\_\_\_) \_\_\_\_\_ Tel W (\_\_\_\_) \_\_\_\_\_ Cell: \_\_\_\_\_

No medication will be administered to a learner – unless an **AUTHORIZATION FORM** (Annexure A) has been properly completed and signed by both Parent / Guardian and Physician and the medication has been received in an appropriate labelled container.

**NO MEDICATION WILL BE AVAILABLE AT SCHOOL TO LEARNERS.**

**5. FINANCIAL OBLIGATION AND TUITION FEES PAYABLE:**

A credit check will be done on both parents and/or guardian or the person responsible for payment of the account, prior to admission

- 5.1. Tuition fees for 2019 are payable as per the Admission Contract for 2019 and there after for each year of tuition at Amity International School with adjustments.
- 5.2. Fee structure for 2019 will be available at Admissions Office.**
- 5.3. Upon the acceptance to the School of a learner, a fee, equal to one (1) month's tuition is immediately payable
- 5.4. All tuition fees and charges for the year, shall be levied over a period of eleven (11) months in accordance with the fee structure and at the rates specified by the Board from time to time.
- 5.5. Tuition fees will be payable on a monthly basis, from January to November for the relevant year. The monthly statements shall be issued through the learners.
- 5.6. The monthly fees should be paid on/ or before the 7<sup>th</sup> day of each consecutive month, **the 7<sup>th</sup> of February being the date on which the second payment is due.**

In the event that a learner is enrolled after the start of the academic year, tuition fees will be charged on a *pro rata* basis for the balance of the year, as calculated by the fees office.

- 5.7. Interest shall be levied to all late payments (30 days or more) at the prime rate. School fees are payable upfront for each month.**

**Discount on tuition fees and charges:**

- 5.8. If school fees are paid in full on or before the **7<sup>th</sup> of February** of the relevant academic year, a 5% (Five percent) discount shall be applicable on the school fees and charges

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- 5.9. If one or more sibling/s attends the School, the following will apply to tuition fees and charges:
- 5.10. The tuition fees for the learner in the most senior grade shall be as per the above fee structure in clause 5.2;
- 5.11. A 5% (five percent) discount shall apply to the sibling/s in lower grades;
- 5.12. Please note that if one or more sibling/s is attending the School and the tuition fees and charges are paid in full on or before the 7<sup>th</sup> of February (as per clause 5.8 above), **you are not entitled to the 5% discount as per clause 5.11 above.**

**ALL PAYMENTS TO BE MADE INTO OUR BANK ACCOUNT:**

ACCOUNT NAME: AMITY INTERNATIONAL SCHOOL  
 BANK: ABSA  
 BRANCH: QUAGGA CENTRE  
 BRANCH CODE: 632005  
 ACCOUNT NUMBER: 408 198 2920

REFERENCE: LEARNER'S REGISTERED FULL NAME & GRADE  
 OR DEDICATED ACCOUNT NR

If a personal or company cheque issued for fees is dishonoured, payment thereafter will only be accepted through a bank guaranteed cheque, cash or by EFT. **Note:** A penalty of R250.00 against the dishonoured cheque will be charged. No further personal/ company cheques will be accepted from parents/ guardians whose cheques are dishonoured.

**CASH PAYMENTS TO BE MADE INTO OUR BANK ACCOUNT – NO CASH TO BE RECEIPTED AT THE SCHOOL.**

**5.13. Tuition fees which is paid in advance by the parent/s and/ or guardian is not refundable in the event that the learner leaves the School during the academic year.**

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**5.14. Monies paid towards Excursions/Traveling/Shows/Camps will not be refunded if/ when the learner cannot attend.**

**(Initial Here)**

**Overdue accounts**

**Arrear fees from the previous year/s:**

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**5.14.1. If an arrear account for a learner is not settled in full within the relevant academic year, the learner shall not be allowed to enrol at the School for the next academic year.**

**5.15. Non-payment of current year's fees:**

5.15.1. In the event that monthly payment of the school fees become arrear, the person/s responsible for payment should immediately contact the School for alternative arrangements to settle the arrear and current tuition fees and charges;

5.15.2. If the tuition fees and charges become arrear for a period of more than thirty (30) days, and the person/s responsible for the payment thereof have not contacted the School, the arrear account/s will be handed over for collection and the person/s responsible for payment of the tuition fees will be liable for all legal costs associated with the collection of arrear accounts.

5.15.3. If the arrear account is not settled by the end of the term, the learner will be de-registered at the end of the term.

Person/s responsible for payment of the school fees (if the person responsible for payment of the school fees is not the parent and/ or guardian of the minor child, please supply a copy of said persons' identity document together with the contract). THIS PERSON TO INITIAL EACH PAGE OF THE CONTRACT AND SIGN SAID CONTRACT

**Person 1:**

Person responsible for payment of fees: \_\_\_\_\_

ID Number: \_\_\_\_\_

Postal Address: \_\_\_\_\_

\_\_\_\_\_ Code \_\_\_\_\_

Physical Address: \_\_\_\_\_

\_\_\_\_\_ Code \_\_\_\_\_

Cell Nr: \_\_\_\_\_ Work Tel Nr: \_\_\_\_\_

\_\_\_\_\_  
NAME AND SIGNATURE

[Initial here]

**Person 2:**

Person responsible for payment of fees: \_\_\_\_\_

ID Number: \_\_\_\_\_

Postal Address: \_\_\_\_\_

\_\_\_\_\_ Code \_\_\_\_\_

Physical Address: \_\_\_\_\_

\_\_\_\_\_ Code \_\_\_\_\_

Cell Nr: \_\_\_\_\_ Work Tel Nr: \_\_\_\_\_

\_\_\_\_\_  
NAME AND SIGNATURE**6. WITHDRAWAL OF LEARNER/S:**

- 6.1. Parent/s or guardian who wish to withdraw learner/s from the School, must inform the School's finance office and admissions office in writing at **least one (1) month in advance.**
- 6.2. If the parent/s or guardian does not give the School one (1) months' notice in writing, they shall be liable for one (1) months' tuition fees and charges, **in advance**, if they cannot show good cause why they did not provide the required notice.
- 6.3. The one (1) months' notice period does not apply to the final term of a learner's Matric year, but it DOES apply at any other time, including the end of the primary school phase.

**Full name & Surname:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

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## **7. RULES & REGULATIONS**

- 7.1. The parent/s and/ or guardian as well as the learner, undertakes to support the School fully and abide by its rules and regulations as contained in this Admission Contract, Code of Conduct and any other rules and regulations laid down by the Principal, Deputy Principal and the Board of Management.
- 7.2. All learners are subject to the discipline and the Rules of the School as expressed in the Learner's Code of Conduct and as determined further by the School Management.

## **8. INSURANCE:**

It is the responsibility of the parent/s or guardian to ensure that all personal belongings of the said learner are adequately insured against loss, as the school cannot be held responsible for loss or damage to the personal property of the learner.

## **9. INDEMNITY:**

We, the parent/s or guardian of the learner agree that while the said learner is enrolled at the School and is conveyed or transported at any time for any purpose whatsoever, it shall be at ours and the learner's own risk. We understand this to mean that we agree to allow the learner to be conveyed or transported on the understanding that, while all reasonable care shall be taken to ensure the safety of the learner/s, the school, parents who are acting for the School or individual employees of the School, shall not be liable in law to the said learner for any damage arising out of a bodily injury to the learner. Likewise, should we become liable to pay medical or other expenses to any third party as a result of bodily injuries suffered by the said learner as aforesaid, we understand that we will have no claim against the School or any individual.

## **10. ADMISSION POLICY:**

- 10.1. All learners will be enrolled, regardless of their race, colour, creed, gender and/ or religion.
- 10.2. All learners admitted to the School for the first time may have to write a test to assess their competencies in English and Mathematics. This is done in the interest of the learner to establish whether there are gaps in the learner's

knowledge for the intended grade the learner is to enter. This is at the discretion of the Principal, during the initial interview.

- 10.3. A non-refundable enrolment fee, as determined from time to time by The Board of Management of the School (hereinafter “the Board”) will be payable for a learner attending the School as a new enrolment.
- 10.4. The Board has a discretion to accept / reject an application of a learner and this decision will be final.
- 10.5. Applications of a sibling/s of a learner already enrolled at the School, will obtain preferential admission.
- 10.6. After the maximum quota of a class has been filled, prospective learners will be placed on a numbered waiting register. Learners listed on this waiting list will be informed and admitted once a place becomes available in accordance to their position on the waiting list.
- 10.7. The following documents are required, together with the signed admission contract, in order for the School to consider the prospective learners application for admission:
  - 10.7.1. Certified copy of the Birth Certificate of the prospective learner;
  - 10.7.2. Certified Copy of the Immunisation Card;
  - 10.7.3. Latest School Report, (Final report of previous academic year – if admission is for the new academic year;
  - 10.7.4. Certified Copy of both parent/s or guardian’s identity document;
  - 10.7.5. Admission fee of R1000 (ONE THOUSAND RAND);
  - 10.7.6. If Guardian - documentation to prove Guardianship;
  - 10.7.7. Proof of residence for example: A certified copy of a Water and Electricity account or a letter from landlord in the event that the parent/s and/ or guardian is renting a residence; and

**FOR FOREIGN STUDENTS:**

- 10.7.8. Study permit / VISA – non SA citizens / SAQA Certificate
- 10.7.9. Unabridged Birth Certificate
- 10.7.10. Permanent Residence (if not then 10.7.8)
- 10.7.11. Valid Passport (if not then 10.7.8)



DATED at \_\_\_\_\_ on this day \_\_\_\_\_ of \_\_\_\_\_.

\_\_\_\_\_  
1. Witness (Name and Signature)

\_\_\_\_\_  
Person responsible for Payment  
(Name and Signature)

\_\_\_\_\_  
2. Witness (Name and Signature)

**AMITY INTERNATIONAL SCHOOL**

DATED at \_\_\_\_\_ on this day \_\_\_\_\_ of \_\_\_\_\_.

\_\_\_\_\_  
1. Witness (Name and Signature)

\_\_\_\_\_  
On behalf of Amity International  
(Name and Signature)

\_\_\_\_\_  
2. Witness (Name and Signature)

\_\_\_\_\_