2020

Dear Sir/Madam

Thank you for the interest that you have shown in Union Preparatory School.

Enclosed are the required forms to be completed and returned to the school as soon as possible.

Once we have received your completed forms your child will be placed on the waiting register. Please note that the forms must be completed in full, signed and witnessed. Please ensure that you complete the reference check section correctly. At least two credit references are required.

Application forms that are not completed in full and not accompanied by the Deposit, will not be processed, i.e. they will automatically be deleted from the waiting list.

Please include certified copies of your child's latest school report as well as a copy of his/her birth certificate and clinic card.
ALSO COPIES OF PARENTS OR LEGAL GUARDIANS ID DOCUMENTS.

For your information the fees currently applicable at our school, per child are:

(i) School Fees 17 880.00 per year – Invoiced on a monthly basis over period of 10 months (except boarders)

(ii) Hostel Fees R 9 270.00 per quarter– weekly boarders (**Full amount to be paid on entry to hostel)**

(iii) DEPOSIT OF R 4 470.00 - (Refundable if not admitted - if pupil is admitted this amount will be deducted from 1st term's school fees) ***if this amount is not paid and the application form is not completed correctly the application will not be processed.***

Payable into the account:

Please send a copy of the deposit slip with the application to the school – PAYMENT REFERENCE – LEARNERS SURNAME AND INITIALS – NEW APPLICATION

STANDARD BANK
UHS CLEARING ACCOUNT
Acc No: 082528330
Branch code: 050116

PLEASE MAKE AN APPOINTMENT AT THE OFFICE WITH THE PRINCIPAL.

Please note that the Application will not be considered if not fully completed, all requested documentation is not attached, the admin fee (R 4470. 00) is not paid or refunding Banking Details are not provided. If there is any further information you require do not hesitate to contact the school at the number indicated below.

Yours faithfully

Ms B BOTHA
Principal
049 892 3848

FEES FOR 2020

SCHOOL FEES	**R 4470-00 per term**
HOSTEL FEES	**R 9270-.00 per term**
If applicable	
PIANO FEES	**R 580-00 per term**
RECORDER	**R 170-00 per term**
After Care (Mon-Fri)	**R 850.00 per month**

DECLARATION BY LEARNER'S PRESENT SCHOOL

TO BE RETURNED WITH COMPLETED APPLICATION – PLEASE ENSURE THAT PRESENT SCHOOL HAS **STAMPED THIS PAGE WITH THEIR OFFICIAL SCHOOL STAMP**

I/We declare that all fees due in respect of: _____

(Learner's Full Name)

Annual Fees: R _____ Paid in full (Yes/No) _____

Fees paid Monthly or Annually: _____

Current outstanding amount of fee account: _____

Present School Principal's Signature: _____

Name of Principal (in print): _____

Bursar's Signature: _____

Name of Bursar (in print): _____

Present School's Telephone Number: _____

Date: _____

Official School Stamp

ACCOUNT REF NO. _____
(*OFFICE USE ONLY*)

UNION PREPARATORY SCHOOL

APPLICATION FOR ADMISSION TO SCHOOL

Note: This form must be completed in full. Filling in this form does not necessarily mean that the learner will be accepted.

LEARNER INFORMATION:

Grade applied for:													
Surname:													
Full Names:													
Initials:			Nickname:										
Gender:													
Date of Birth:	Year:		Month:		Day:								
Identity Number:													
Race/Population Group													
Country:			Citizenship:										

OFFICE USE ONLY

***ADMISSION** Date _____* ***ADMISSION** No. _____*

***ADMISSION RECEIPT No.** _____* ***ADMITTED** to Grade _____*

Home Language of Learner: _____

Physical Address of Learner: _____

Code: _____

Postal Address: _____

Code: _____

Home Telephone Number: _____

Emergency Telephone No: _____

Religion: _____

Have you, the parent or guardian of the abovementioned learner, any conscientious objection to him/her being present when instruction in Religious Education is given as laid down in the Education Act, 1998, as amended?

YES / NO: _____

Boarder:	Yes		No			
Deceased:	Mother		Father		Both	

Previous School Information:

Previous School: _____

Previous School Address: _____

Code: _____

Telephone: _____

Province: _____

Country: _____

Learner Medical Information

Medical Aid No:		Medical Aid Name:	
Medical Aid Main Member:		Doctor's Name:	
Doctor's Address:		Doctor's Tel. No:	
Dentist Name:		Dentist Tel. No:	

Underline any of the following illnesses which the learner has had:-
Measles, German Measles, Whooping Cough, Chicken-pox, Mumps, Scarlet Fever, Rheumatic Fever, Epilepsy, Asthma, Other (specify): _____

Operation(s) the learner has had: _____

Immunisations done (underline): Tuberculosis (BCG), Diphtheria, Whooping Cough, Tetanus, Measles, German Measles, Mumps, Poliomyelitis.

N.B.: Learners should have been immunised against ALL the above illnesses before school attendance. Immunisation against POLIOMYELITIS and TUBERCULOSIS (BCG) is legally COMPULSORY. WRITTEN EVIDENCE of immunisation against Poliomyelitis and Tuberculosis must be presented when a learner is admitted to a school or hostel for the first time.

Any physical difficulties / allergies:					
Special Problems Requiring Counselling:					
Dexterity of Learner:					
Right Handed		Left Handed		Ambidextrous	
Social Grant:	Yes		No		

The following documents must be submitted for an application to be considered:

1. Copy of Birth Certificate ***2. Latest progress report from current school***

3. Behaviour report from current school ***4. Clinic card***

5. Copy of both parents ID Document (or Legal Guardian)

APPLICATION WILL NOT BE PROCESSED IF THESE DOCUMENTS ARE NOT ATTACHED!!!

No. of other children at this school: (Please state below)		Position in family (e.g. first)	

Names of other children at UPS /UHS	**Grade**	**Sports House while at school**

Why do you want your child to attend Union Preparatory School?

Word of Mouth	Brother/Sister at Union	Friends	Website	Advertisement	Other, please specify

Extra-Mural Interests

Please indicate in which of the following cultural activities the learner will be involved:

Choir SCA Chess

Recorder (from Gr 2) Piano (from Gr 3)

Indicate which of the following sports the learner would like to play:

All learners are expected to participate in at least one Primary Summer(p) and one Primary Winter(p) sport, but may participate in as many as they wish

SUMMER		**WINTER**	
Boys	**Girls**	**Boys**	**Girls**
Athletics	Athletics	Rugby(p)	Hockey (p)
Tennis(p)	Tennis(p)	Tennis (p)	Tennis (p)
Swimming (p)	Swimming (p)		
Cricket (p)			

Parents / Guardians
If there are two parents or legal guardians, both are entitled to vote at an election of a School Governing Body. The information hereunder should therefore be given in respect of each parent or guardian. Annexure 1 to be signed before enrolment will take place and learner can be accepted. Unless deceased, both parents' information must be given.
NB! INFORMATION OF BOTH PARENTS MUST BE COMPLETED EVEN IF THE PARENT DOES NOT PLAY AN ACTIVE ROLE IN YOUR CHILD'S LIFE

Biological Father/ Guardian:

Surname:

First/second FULL Names:

Identity Number:

Date of Birth Year: Month: Day:

Address: (if not the same as that of the learner)

Race/Population Group: Home Language:

Occupation: Religion:

Name of Employer:

Work Address:

Work Tel No.:

Work Fax No.:

Cellphone:

E-mail:

Biological Mother / Guardian Surname:

First/second FULL Names

Identity Number:

Date of Birth Year: Month: Day:

Address: (if not the same as that of the learner)

Race/Population Group: Home Language:

Occupation: Religion:

Name of Employer:

Work Address:

Work Tel No.:

Work Fax No.:

Cellphone:

E-mail:

Learner resides with parent: (tick appropriate box)

Both Biological parents:	Biological Mother	Biological Father	Legal Guardian/ Step parents

Marital status of parent: Single Married Divorced

Tick Widow Widower

Account Addressee: (APPLICATION WILL NOT BE PROCESSED IF THIS SECTION IS NOT COMPLETED!!)

Full Names:

Identity Number:

Home Address:

Code:

Postal Address:

Code:

Name of Employer:

Telephone No.

Home:

Work:

Cellphone:

Signed: **Parent** **Guardian**

Name:

Date:

ANNEXURE 1

DECLARATION TO BE SIGNED BY PARENT OR GUARDIAN FOR THE FOLLOWING PUPIL(S):

1. _____

2. _____

I hereby apply for admission to Union High-and or Preparatory School/Hostel for the above pupil(s) as

from _____

1.1 I undertake to ensure that he/she/they will conform to all the rules and regulations of the school in force at this time or as may be amended from time to time (copies attached).

1.2 I hereby commit myself to pay each term's cost in the following manner: (tick one)

a) quarterly in advance on the first day of each term,

b) by debit order over a ten month period (1st February to 1st November)

The above includes fees and all additional costs (eg. music, books, etc)

1.3 Should I fail to honour the above commitment, I will have to apply to re-enrol my child/ren every six months (hostel pupils, with immediate effect will not be admitted to the hostel, if fees are not up to date) and legal action may be instituted against me for the recovery of outstanding fees and cost. I consent to the jurisdiction of the Magistrates Court of Graaff-Reinet and shall be liable for the legal cost incurred for the recovery of outstanding fees and costs on the attorney and client scale inclusive of collection commission.

1.4 I undertake to give written notice to the Principal of at least one (1) term of my intention to remove the pupil from the school/hostel, and in default thereof to pay one term's fees in lieu of such notice.

1.5 I undertake to pay a deposit of one term's fees (as per front page) per child. This amount will be deducted from my first term's school fees. (In cases where re-enrolment applies, this will be payable again per child.)

1.6 All financial matters and queries must be directed, in writing, to the Bursar/Finance Chairperson.

1.7 References: 3 reference must be listed below

a) Previous school attended (if applicable) _____

Office use:

Tel No.: _____ Comments: _____

b) Trade Ref: (1) _____Acc. No.: _____

Office use:

Tel No.: _____ Comments: _____

c) Trade Ref: (2) _____Acc. No.: _____

Office use:

BOTH PARENT MUST SIGN THIS DOCUMENT

1.8 I consent to a credit reference check to be performed by the school.

1.9 If any of the above-mentioned details change at any time, I hereby undertake that I will inform the Bursar/Finance Chairman in writing thereof. If changes are made which influence the parent who pays the accounts, the original parent/payee will still be liable for all outstanding costs until such time that the finance committee acknowledges receipt of letter with changes.

SIGNED AT _____ ON THIS _____ DAY OF _____ 20……..

AS WITNESSES:

1. _____

2. _____ _____

FATHER -PARENT/GUARDIAN

FATHER/ GUARDIAN RESPONSIBLE FOR PAYMENT OF SCHOOL/HOSTEL FEES AND ADDITIONAL COSTS:

SURNAME (PRINT): _____

FULL NAMES (PRINT): _____

IDENTITY NUMBER: _____

MOTHER /GUARDIAN RESPONSIBLE FOR PAYMENT OF SCHOOL/HOSTEL FEES AND ADDITIONAL COSTS:

SURNAME (PRINT): _____

FULL NAMES (PRINT): _____

IDENTITY NUMBER: _____

AS WITNESSES:

1. _____

2. _____ _____

MOTHER-PARENT/GUARDIAN

_____

For UNION HOSTEL

AS WITNESSES:

1. _____

2. _____

Office use:

Approved by: _____

Please supply your Banking Details to enable us to refund you, if application is not successful

Bank:

Branch:
Branch Code:
Acc Number:

THIS SECTION TO BE SIGNED BY BOTH *MOTHER & FATHER* OR LEGAL GUARDIANS (IF PARENT/PARENTS ARE DECEASED – PLEASE ATTACH COPY OF DEATH CERTIFICATE

TERMS AND CONDITIONS OF ADMISSION

1. In accordance with the provisions of Section 39 of the South African Schools Act 84 of 1996, the Governing Body of Union Preparatory School determines the compulsory school fees payable for the school year on an annual basis and is approved by the current parents at the Annual General Meeting. Parents of learners enrolling at the School for the first time are advised of the current amount due in respect of school and or hostel fees on the application form. The actual amount due will only be set at the AGM in November of each year.
2. In terms of Section 40 of the South African Schools Act 84 of 1996, **biological parents and legal guardians** are liable to make payment of compulsory school fees, unless they have been exempted from payment as contemplated in the aforesaid Act.
3. School fees are payable in advance and become due on the first day of each school term.
4. Payment of annual compulsory school fees (***THIS SECTION IS NOT APPLICABLE TO BOARDERS – DAY SCHOLARS ONLY***)
   - 4.1 In respect of the payment **of school fees**, Union Preparatory School affords its parents the following options:
     - 4.1.1 Payment of the total annual fees due in full by no later than **28 February (less 5% discount)**; or
     - 4.1.2 Payment of the total fees due by means of monthly instalments;
       - 4.1.2.1 Option 4.1.2 is subject to the following conditions, which must be strictly adhered to:
       - (a) Payment must be made by means of 10 equal monthly instalments. The first instalment must be paid on or before the **1 February**, and each subsequent instalment on or before the **last day of each following month**, the **last instalment being payable on the 31 October with NO EXCEPTION.**
       - (b) In the event that any one instalment is not paid on due date, the total balance outstanding as at the date of default of payment shall become immediately due and payable.
       - 4.1.2.2 Option 4.1.2 does not constitute a Credit Agreement as contemplated by the National Credit Act 34 of 2005.
     - 4.1.3 Payment of termly fees at the beginning of each term.
       - 4.1.3.1 Option 4.1.3 is subject to the following conditions, which must be strictly adhered to:
       - (a) Payment must be made on or before the start of the term in full.
       - (b) Hostel Pupils will not be allowed into the hostel unless all fees have been paid in full for the new term.
     - 4.1.4 Please note: Gr 12 learner's school and/or hostel fees are charged over 3 terms.

   - 4.2 **In this regard, each parent is required to clearly indicate in terms of which option payment of annual compulsory school fees will be made.**

(Indicate selection by marking chosen option with a cross) **MUST BE COMPLETED:**

Payment in terms of Option 4.1.1: Accounts which are paid up in full before 28 February, will qualify for a 5 % discount. ☐

Payment in terms of Option 4.1.2: Payment by means of 10 equal monthly instalments, subject to the conditions of this option as set out in 4.1.2.1 (a) and (b) above ☐

Payment in terms of Option 4.1.3: Payment of termly fees at the beginning of each term, subject to the conditions of this option as set out in 4.1.3.1 (a) and (b) above ☐

- 4.3 In the event that a parent decides to alter the option selected in 4.2 above, it is the responsibility of the parent to notify Union High School in writing of such alteration.

5. In terms of Section 41 of the South African Schools Act, Union Preparatory School may enforce the payment of the aforesaid compulsory school fees. Accordingly failure to make payment of the full amount due by 31 March annually, in the case of Option (4.1.1) above, alternatively, a failure to make timeous payment of instalments in terms of Option (4.1.2) or

termly payments (Option 4.1.3) as above, will result therein that the outstanding amount shall be handed over to the Attorneys of Union Preparatory School for collection.

6. **All parents' attention is drawn to the fact that school fees constitute a Statutory debt, and cannot be included in an application for debt review as contemplated in the National Credit Act 34 of 2005.**

7. Biological parents and legal guardians who are unable to make payment of compulsory school fees due may apply for an exemption from payment of school fees as contemplated in the South African Schools Act. **The prescribed form which must be completed in respect of an application for exemption is available from the Debtors Clerk office at Union High School on request and must be returned within 7 days of receipt.**

.

PLEASE NOTE: ***BOTH BIOLOGICAL PARENTS are liable for the school fees irrespective of their marital status. A maintenance agreement is a personal agreement between two parties. This agreement CANNOT be enforced on a third party, in this case Union*** **Preparatory** ***School.***

8. **DECLARATION**

I/we the undersigned, hereby confirm that:

8.1 I/We have read the Terms and Conditions of Admission;

8.2 I/we am/are fully aware of the content and implications of the Admission Policy and Terms and Conditions of Admission and declare my/our willingness to abide by such rules.

8.3 I/we take note of the school rules and code of conduct and undertake to see that my/our son / daughter will abide by the aforesaid rules.

8.4 I/we have taken note of the content of paragraph 5 of the Terms and Conditions of Admission. I/we hereby agree that, in the event that school fees payable by me/us are handed over to the Attorneys of Union Preparatory School for collection as a result of my/our default of timeous payment of school fees due, in terms of the Option selected by me/us in paragraph 4.2 of the Terms and Conditions of Admission, then and in such event, I/we shall be liable to make payment of all legal costs, charges and expenses incurred by Union Preparatory School in respect of the collection of such fees, on an Attorney and Own Client Scale. I/we acknowledge that this will include collection commission at a rate of 10% per instalment, subject to a maximum amount of R1,000.00 per instalment. I/we further acknowledge that Union Preparatory School shall become entitled to the payment of interest on the outstanding balance of fees due, calculated at the legal rate of 15,5%, from the date of default to the date of final payment of such amount.

8.5 No extension of time or other indulgence in respect of any payment or performance of any of my/our obligations in terms hereof shall in any circumstances operate as a waiver or novation of, or otherwise affect the right of Union Preparatory h School in terms hereof or arising here from or preclude the Union Preparatory School from enforcing at any time strict and punctual compliance with each and every provision or term hereof. No variation of, or extension or indulgence of any of my/our obligations hereunder shall be valid or binding unless Union Preparatory School has agreed thereto in writing.

8.6 I/we hereby choose the residential address as specified on page 4 of the Application for Admission form as my/our domicilium citandi et executandi (i.e. the address at which we will accept service of all correspondence, pleadings or notices arising here from)

Thus signed at _____ on this _____day of _____

_____ _____

Signature Signature

_____ _____

Print Full Name and Surname of signatory Print Full Name and Surname of signatory

Nature of Relationship to Learner (i.e. Father, Mother, Guardian, Custodian, Step Parent)

Nature of Relationship to Learner (i.e. Father, Mother, Guardian, Custodian, Step Parent)

UNION SCHOOLS

APPLICATION FOR ADMISSION OF LEARNER TO HOSTEL

1. Date on which admission is desired: _____

2. Please indicate your choice: (**GRADE 1-4 ARE ONLY WEEKLY BOARDING**)
   Weekly Boarder: (boarders go home over weekends) ☐ ☐

3. Name of learner in full: _____

4. Date of birth: _____ 5. Present grade: _____

6. **Particulars regarding parent/guardian**

6.1 Full Name: _____
6.2 Residential Address: _____

_____

6.3 Postal Address: _____
6.4 Identity Number : _____ 6.5 Occupation: _____
6.6 Telephone Nos.: Home: _____ Work: _____
Cell: _____ Fax: _____
6.7 Name & Address of Employer: _____

_____

6.8 Medical Aid Name: _____ 6.9 Medical Aid Number: _____
Option/Plan (NB)

7. Nearest school to residence of parent / guardian:
7.1 Name of school: _____ 7.2 Distance to school: _____

8. Nearest hostel to parent's home: _____
8.1 If hostel mentioned in 8. is <u>not</u> the nearest to the parent's/guardian's home, state why pupil is not accommodated in the nearest hostel. _____

_____

9. Reason(s) for leaving the present school: _____

_____

10. Has learner any health problems or physical handicaps? If so, specify: _____

_____

11. Previous operations with dates: _____

12. Underline diseases which learner has had: Measles, German Measles, Whooping Cough, Chicken-pox, Mumps, Scarlet Fever, Diptheria, Rheumatic Fever.

13. State any illness hostel needs to be aware of: _____

14. Underline diseases against which learner has been immunized: Poliomelitis, Diptheria, Whooping Cough, Tetanus, Tuberculosis (BCG), Measles, German Measles, Mumps

15. Name of doctor to be called during illness: _____
Telephone Number: _____

Please Turn Over:

16. Religious denomination: _____

17. Declaration and undertaking by parent / guardian:

17.1 I, the undersigned parent / guardian of the above mentioned learner, hereby declare that the particulars as furnished, are to the best of my knowledge correct and I undertake:

17.1.1 in the event of this application being successful and my child not making use of the accommodation, to accept liability for the full boarding fees for one school term, unless the committee having general supervision of the hostel decides otherwise;

17.1.2 in the event of this application being successful and my child making use of the accommodation from a date later than that mentioned in paragraph 2 above, to accept liability for the full boarding fees from the date stated in paragraph 2 above, unless the said committee decides otherwise;

17.1.3 to give written notice not less than one school term in advance of my intention to remove my child, except in cases where the committee has accepted shorter notice and, if I fail to comply herewith, to accept liability for the full boarding fees for the child until the end of the school term in respect of which notice should have been given;

17.1.4 ***to pay the boarding and school fees payable, as fixed by the Governing Body from time to time, termly in advance, and***

17.1.5 to abide by the internal rules of the hostel.

18. The Superintendent stands in *loco parentis* to all pupils in the hostel and is hereby empowered to act as such as by agent in all emergencies and medical or other matters.

PLEASE NOTE: any fees paid will first be used to cover school fees*. Hostel Fees cannot be paid by debit order and must be paid in full at the start of each term.* Arrangements for the payment of fees are made directly with the Chairman of Finance or Chairman of the Governing Body

GOVERNING BODY

_____ _____

SIGNATURE OF PARENT / GUARDIAN **DATE**

N.B. 1. ***In terms of the rules relating to hostels, a boarder whose boarding fees for any particular term have not been paid by the beginning of that term shall be prohibited from entering the hostel and may not be re-admitted until the arrear boarding fees have been paid.***

2. **The Governing Body does not accept liability for any loss or damage to the personal effect of boarders, irrespective of how such loss or damage occurred.**

3. **Parents are very strongly advised to insure their children's possessions against fire, theft, etc.**