



Dear Sir / Madam

May 2024

APPLICATION FOR ADMISSION AT UNION PREPARATORY SCHOOL

We are very pleased by your interest in considering Union Preparatory School as a school for the further development and education of your child in their lifelong journey.

Our school prides itself in the provision of quality education that is supported by excellent facilities. Due to our continued marketing initiatives to promote our school, we have drawn interest of parents from far and wide. This has caused admission to our school to be sought after. Nevertheless, we strive to keep our classroom sizes balanced, as we pursue our mission to provide quality education to our learners. Should your application for admission of your child at UPS be successful, it is our intention to provide your child with quality education.

In keeping with the above, we wish to draw the following to your attention.

- UPS is a Quintile Five (5) public school, and as such, payment of school fees is compulsory.
- School fees collected from the parents is used to pay for all the operations of the school.
- Therefore, the continued success of the school in providing quality education and the facilities that it offers, solely rely on all parents meeting their obligation towards the payment of the compulsory school fees.

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** and **signed by both parents / guardians**.
- 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 :	
<ul style="list-style-type: none"> • Your child’s latest school report • Your child’s birth certificate • Both parents or legal guardians ID documents. • SIGN (EACH PAGE) and return CODE OF CONDUCT POLICY of our School. 	<ul style="list-style-type: none"> • Your child’s transfer forms • Your child’s clinic card • Proof of Residence • Payslip

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

- School Fees R21 840.00 per year – Invoiced on a monthly basis over period of 10 months (except boarders)
- Hostel Fees R 11 420.00 per quarter– weekly boarders (**Full amount to be paid before entry to hostel**)
- **DEPOSIT OF 50% of the Term 1 fees** - (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 is not completed in full**, 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 note that the Application will not be considered if not fully completed, all requested documentation is not attached, or the admin fee (**50% of the Term 1 fees**) is not paid. If there is any further information you require do not hesitate to contact the school on - 049 892 3484 or email: upssec@unionschools.co.za

Yours faithfully
Mr R Hulleman
Principal

FEES FOR 2024 SCHOOL FEES HOSTEL FEES <i>If applicable</i> PIANO FEES RECORDER	R 5460-00 per term R 11420-00 per term R 1000-00 per term R 300-00 per term
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Union Preparatory School

Plasket street, Graaff Reinet 6280
 PO Box 54.
 Telephone: [049 892 3848](tel:0498923848)
 Email: upssec@unionschools.co.za

FOR OFFICIAL USE	
Account No:	
Admin No:	
Date Received	
Sports House:	

APPLICATION FOR ADMISSION

PLEASE NOTE:

- **ONLY FULLY COMPLETED and SIGNED** application forms will be considered.
- **The application form MUST be accompanied by the documentation as listed on covering page**
- Once the completed Application Form is received, the School may arrange an interview which could lead to enrolment of the pupil. Completion and submission of the Application for admission does not constitute acceptance.
- On application, a fee of 50% of the Term 1 fees is due (to be offset against school fees)

Grade applied for:	Year applied for: (or date)
Pupil's Surname:	Pupil's Names
Preferred Name:	Gender: MALE / FEMALE
Date of Birth: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	ID / IF NO ID Passport <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Lurits number:	
Race/ Population group (African/Coloured/White/Asia/other)	Citizenship:
Country of Birth:	Home Language:
Preferred Language:	Other Language spoken:
Number of children in Family:	Position in family(1st /2nd /3rd)
Are there any siblings at Union?	YES / NO
If YES, state Name (s)	And Grade(s) Sport House: Arnott/Daly
Religion:	Dexterity of pupil: Right handed / left handed (tick)
Will pupil be attending HOSTEL: YES / NO (Application forms available on request)	
Doctor:	Doctor Contact
Dentist:	Dentist Contact:

If the pupil **DOES NOT LIVE** with parents, a consent letter is required from parents or an affidavit must be obtained from the Police station before we can accept the pupil.

PARENT/GUARDIAN WITH WHOM PUPIL LIVES:	
Relationship to pupil:	

MARITAL STATUS: Married / Remarried / divorced / Single / Widowed / Separated / Co-habitat **(please tick)**

Parent 1 / Guardian 1 (Father / Mother)	Parent 2 / Guardian 2 (Father / Mother)
Relationship to pupil:	Relationship to pupil:
Title and Initials	Title and Initials
Surname:	Surname:
First Name:	First Name:
Date of Birth	Date of Birth
Id Number:	Id Number:
<input type="text"/>	<input type="text"/>
Population Group: (African/Coloured/White/Asia/other)	Population Group: (African/Coloured/White/Asia/other)
Home Language:	Home Language:
Religion	Religion
Occupation:	Occupation:
Name of Employer:	Name of Employer:
Work Phone No:	Work Phone No:
Home Address:	Home Address:
Postal Code:	Postal Code:
Cell No:	Cell No:
Email Address:	Email Address:
Emergency Contact Name:	Relationship to Pupil:
Emergency contact Cell No	

School currently attending	Current Grade:
Town of above school:	Province of above school:
Schools contact no:	
Date of Leaving the above school:	
Grade applying For	Starting date:
Other school(s) attended by pupils	

Underline illness (es) pupil has been immunised against:

Tuberculosis (BCG); Diphtheria; Whooping Cough; Tetanus; Measles;
 German measles; Mumps; Poliomyelitis

**NB: Pupils should have been immunised against all the above illnesses before school attendance.
 Immunisation against Poliomyelitis (BCG) is legally Compulsory**

Does your child have any special medical condition that the school needs to be aware of?

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PAYMENT OPTIONS – SCHOOL FEES (MUST BE SIGNED AND COMPLETED)

Information on Fees is available from Bursar's office

[Fees for the following year are announced each November]

I have read and accept the schools code of conduct. I am aware that UNION PREPARATORY SCHOOL is a **fee paying school**. On acceptance, an advance payment of 50% of the next year's Term 1 fees must accompany the child's application, to secure his/her place. This payment will be credited to my school fee account and be offset against next year's fees.

Please TICK the relevant options. Kindly avoid cash payments, as these may attract additional fees for your account.

- 1. I shall pay a lump sum before the 28 February and qualify for a discount as determined by the Governing Body.
- 2. I shall pay monthly by Debit Order and return the completed Authorisation Form (available from the office)
- 3. I shall pay monthly by EFT or Direct Deposit (use School account number as beneficiary reference).
- 4. I require financial assistance. Application forms are available from the Bursar's office from the first term.

TERMS & CONDITIONS PERTAINING TO PAYMENT OF SCHOOL FEES

1. (a) The school fees with regard to an academic year, are payable by the learner's parent(s) / guardian, in accordance with the option selected above.
(b) The parent(s) / guardian agrees and undertakes to effect such payment(s) on the due and agreed date, failing which the full outstanding balance will become due and payable with immediate effect.
(c) On acceptance of the admission, liability for the full years' school fees is incurred by the child's parents or guardian, as the case may be.
(d) Under exceptional circumstances and on receipt of a written request, a refund may be considered.
2. (a) The parent(s) / guardian consent to the jurisdiction of the Magistrate Court Act 32 of 1944, as amended.
(b) In the event of legal action being instructed in order to collect arrear school fees, the parent(s) / guardian agree to and accept liability for the payment of the following:
 - (i) Legal costs on the scale as between attorney and client;
 - (ii) Interest at the prescribed rate per annum as from date of outstanding amount being due and payable until date of final payment; and
 - (iii) Collection commission at the rate of 10%.
3. **Parent's / Guardian's Liability Section 39**
A parent is liable to pay the school fees determined in terms of Section 39 of the School's Act unless or to the extent that he or she has been partially exempted from payment in terms of this Act.
4. In the event of legal action being instituted, I elect as my *domicilium citandi et executandi* as stated in this form.

Signature Parent/Guardian 1..... Date.....
(Father)

Signature Parent/Guardian 2..... Date.....
(Mother)

STANDARD BANK
UHS CLEARING ACCOUNT
Acc No: 082528330
Branch code: 050116
Reference: CHILDS NAME
..

MUST BE SIGNED BY BOTH PARENTS - HOSTEL APPLICATIONS ON REQUEST



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: _____



Union Preparatory School

Plasket street, Graaff Reinet 6280

PO Box 54.

Telephone: [049 892 3848](tel:0498923848)

Email: upssec@unionschools.co.za

APPLICATION FOR ADMISSION TO HOSTEL

PLEASE NOTE:

- Grade 1-4 are ONLY WEEKLY BOARDING. Boarders go home over weekends.

Date on which admission is desired:	Present grade:
Pupil's Surname:	Pupil's Names
Date of Birth: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Gender: MALE / FEMALE
ID / IF NO ID Passport <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	

Parent 1 / Guardian 1 (Father / Mother)	Parent 2 / Guardian 2 (Father / Mother)
Relationship to pupil:	Relationship to pupil:
Title and Initials	Title and Initials
Surname:	Surname:
First Name:	First Name:
Date of Birth	Date of Birth
Id Number:	Id Number:
Religion	Religion
Occupation:	Occupation:
Name of Employer:	Name of Employer:
Work Phone No:	Work Phone No:
Home Address:	Home Address:
Postal Code:	Postal Code:
Cell No:	Cell No:
Email Address:	Email Address:

Emergency Contact Name:	Relationship to Pupil:
Emergency contact Cell No	

Medical Aid Name:	Medical Aid Number:
Option / Plan (NB):	
Dentist:	Dentist Contact:
Doctor:	Doctor Contact

Previous operations with dates:	State any illness hostel needs to be aware of:
<u>Underline diseases which learner has had:</u> Measles, German Measles, Whooping Cough, Chicken- pox, Mumps, Scarlet Fever, Diphtheria, Rheumatic Fever.	
<u>Underline diseases against which learner has been immunized:</u> Poliomyelitis, Diphtheria, Whooping Cough, Tetanus, Tuberculosis (BCG), Measles, German Measles, Mumps	
Nearest school to residence of parent / guardian:	
Name of school:	Distance to school:
Nearest hostel to parent's home:	
If hostel mentioned in 1. is <u>not</u> the nearest to the parent's/guardian's home, state why pupil is not accommodated in the nearest hostel.	
Reason(s) for leaving the present school:	

Declaration and undertaking by parent / guardian:

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:

- 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 quarter, unless the committee having general supervision of the hostel decides otherwise;
- 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;
- to give written notice not less than one school quarter 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 quarter in respect of which notice should have been given;
- to pay the boarding fees payable, as fixed by the Governing Body from time to time, **quarterly in advance**, and
- to abide by the internal rules of the hostel.

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 THAT 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 TO BE MADE DIRECTLY WITH THE CHAIRMAN OF FINANCE OR CHAIRMAN OF THE GOVERNING BODY

SIGNATURE OF PARENT / GUARDIAN

DATE

NB

- In terms of the rules relating to hostels a boarder whose boarding fees for any particular quarter have not been paid at the end of that quarter shall be excluded from the hostel from the beginning of the next term succeeding quarter and may not be re-admitted until the arrear boarding fees have been paid
- 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.
- Parents are very strongly advised to insure their children's possessions against fire, theft, etc.