



# UNION PREPARATORY SCHOOL

*Graaff Reinet*

## 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. 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 and a well-rounded school career.

### PLEASE NOTE THE FOLLOWING:

- UPS is a Quintile Five (5) public school, and as such, payment of school fees is compulsory.
- School fees collected from the parents are used to pay for ALL the operations of the school and ensure that we are able to provide the level of excellence that we promise

Annual school fees – payable over 10 months	R 23 680
Boarding fees – Weekly Boarder (if applicable) payable per term IN ADVANCE	R 12 560
Piano fee (if applicable) per term	R 1 100
Recorder fee (if applicable) per term	R 330
Learning Support fee (if applicable) per term	R 300

## APPLICATION WILL ONLY BE CONSIDERED, IF :

1. Application form completed in full and signed by both parents	
2. Latest school report of learner is provided	
3. Copy of learner's Birth Certificate	
4. Copy of both parent's ID document	
5. Proof of residence is provided	
6. Payslip of the person responsible for the school fee account is provided	
7. Legal proof of guardianship (if applicable) is provided	
8. Declaration by current school is completed	
9. Photo release form is completed	
10. POPI consent form is completed	
11. Credit Check Consent form (signed by both parents ) is completed	
12. Proof of immunization is attached	
13. Code of Conduct is signed on each page	

Please tick  
corresponding  
box if  
documents are  
attached

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

## SECTION 1 : APPLICATION FOR ADMISSION

Grade applied for:	Year applied for: (or date)
Pupil's Surname:	Pupil's Names
Preferred Name:	Gender: MALE / FEMALE
Date of Birth: <div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> </div>	ID / IF NO ID <b>Passport</b> <div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> </div>
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(1 <sup>st</sup> /2 <sup>nd</sup> /3 <sup>rd</sup> )
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:

### 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**

**Written evidence of immunisation (i.e. copy of clinic card) against Poliomyelitis and Tuberculosis *must be attached* to this section upon application being presented to UPS admissions office.**

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

.....

<b>Extra-Mural Interests</b>				
Please indicate which of the following cultural activities the pupil will be involved in:				
Choir	<input type="checkbox"/>	Piano lessons (from Gr 3)	<input type="checkbox"/>	Recorder
			<input type="checkbox"/>	Art
				Chess
				<input type="checkbox"/>

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

SUMMER

BOYS

Athletics	<input type="checkbox"/>
Tennis	<input type="checkbox"/>
Swimming	<input type="checkbox"/>
Cricket	<input type="checkbox"/>

GIRLS

Athletics	<input type="checkbox"/>
Tennis	<input type="checkbox"/>
Swimming	<input type="checkbox"/>

WINTER

BOYS

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

GIRLS

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

SECTION 2: PARENT / GUARDIAN INFORMATION

Parent 1 / Guardian 1 (Father)	Parent 2 / Guardian 2 (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:
<div></div>	<div></div>
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	

**MARITAL STATUS:**    Married ☐    Remarried ☐    Divorced ☐    Single ☐

**(please tick)**            Widowed ☐    Separated ☐    Co-habitat ☐

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.

Relationship to pupil:	
Title and Initials:	
Surname:	
First Name:	
Date of Birth	
ID Number:	
<div></div>	
Home Address:	
Postal Code:	
Cell No:	
Email Address:	

CURRENT SCHOOL INFORMATION

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

## Section 3:

## SCHOOL FEES

**NOTE:** **This section must be completed in full.** 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.

	Annual upfront payment of school fees before 28 February - 5% discount
	Monthly payment of school fees in 10 equal instalments, first payment by 28 February and last payment NO LATER than 30 November
	Termly payments of school fees in 4 equal instalments, first payment by 28 February.
	I require <u>financial assistance</u> . Application forms are available from the Bursar's office from the first term. <small>THIS IS NOT A BURSARY SCHEME. IT IS AVAILABLE TO ASSIST PARENTS FOR A SHORT-TERM FINANCIAL CRISIS AND IS GRANTED AT THE DISCRETION OF THE SGB, dependent on funds available.</small>

### **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)

**MUST BE SIGNED BY BOTH PARENTS**

#### **UNION SCHOOLS BANKING DETAILS:**      **STANDARD BANK**

Account Name:    **UHS CLEARING ACCOUNT**  
Account No:       **082528330**  
Reference:         **Childs Name or School account number**

## ACCOUNT ADDRESSEE

**NOTE:** The details of the individual to whom the school fee account must be sent, must appear here.

**APPLICATION WILL NOT BE PROCESSED IF THIS SECTION IS NOT COMPLETED!!!**

Full Names:	
Identity Number:	
Home Address:	
	Code:
Postal Address:	
	Code:
Occupation:	
Name of Employer:	
Telephone No.	
Home:	
Work:	
Cellphone:	
<b>Signed:</b> Parent/Guardian	
<b>Name:</b> Parent/Guardian	
<b>Date:</b>	

## SECTION 4: DECLARATION BY APPLICANT

*Note: The declaration below confirms acceptance of the terms and conditions applying to the Union Schools.*

I/we the undersigned, hereby confirm that:

- I/We have read the Terms and Conditions of Admission;
- 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.
- 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.
- I/we have taken note of the content 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.
- 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 High School in terms hereof or arising here from or preclude the Union Schools 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.
- I/we hereby choose the residential address as specified on 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 of Parent / Guardian 1

Name of Parent / Guardian 1

Nature of relationship to learner

(i.e. Mother/Father/Custodian/Step-parent etc)

Signature of Parent / Guardian 1

Name of Parent / Guardian 1

Nature of relationship to learner

(i.e. Mother/Father/Custodian/Step-parent etc)

End of section 4

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## SECTION 5: DEBIT ORDER AUTHORISATION

*Note: Please complete if applicable.*

- I, the undersigned, authorise the Union Schools to debit by bank account on a monthly basis, in lieu of fees for my son/daughter, who is a learner at the school.
- I also authorise the school to adjust the said amount as and when the fees are changed, provided that I am notified three (3) weeks prior to the increased amount being debited from my account.

Authorisation given by: (full name and surname of account holder):

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

E-mail address: \_\_\_\_\_

Contact number: \_\_\_\_\_

Bank: \_\_\_\_\_

Branch and code: \_\_\_\_\_

Account number: \_\_\_\_\_

*Type of account: (tick appropriate box with a X)*

Current (Cheque) ☐ Savings ☐ Transmission ☐

***I hereby authorise you to debit the amount indicated on this instruction on the following day of each month:***

☐ 1st or ☐ 25th day (please select)

**Amount:** Please debit my account with an amount of:

*In the event that the payment day falls on a Sunday, or recognised South African Public Holiday, the payment day will automatically be the very next ordinary business day.*

I understand that the ***withdrawals hereby authorised*** will be processed through a computerised system provided by the South African Banks. I also understand that details of each withdrawal will be printed on my Bank statement.

I agree to pay any bank charges relating to this debit order instruction.

Thus, signed at  on this day  of

Signature of Account Holder:

Name of Account Holder:

End of section 5



## SECTION 6: DECLARATION BY LEARNER'S CURRENT SCHOOL

*Note: This form must be completed in full, to be returned with the completed application form. Please ensure that the 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*

☐ fees to the amount of  have been

☐ paid in full ☐ have not been paid in full

Fees were paid ☐ monthly

☐ annually

Current outstanding amount at (if any)

Signature of present school Principal

Name of Principal

Signature of present school Bursar

Name of Bursar

Name of present school

Contact number of present school

Date

Official School Stamp

End of section 6

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# RELEASE FORM IN RESPECT OF LEARNER PHOTOS/IMAGES/VIDEOS

Hereby, I, (please neatly print full name)  grant permission to the Union Schools to display photos/images/videos of the child(ren) indicated below as part of:

- a demonstration/project/activity in the course of classroom teaching;
- a sample project/activity on CD created by the school for use in educational workshops, classrooms, advertisements, etc.;
- the school's webpages and social media platforms (including Facebook and Instagram);
- samples given to programme publishers, or contest entries submitted to sponsors;
- video recordings to appear in a school-related programme broadcast on a television station; and/or
- any printed publication, including, though not limited to, newspapers, magazines, yearbooks, etc.

In granting this permission, I understand that the school may use photos/images/videos of the child(ren) for purposes such as celebrating achievements, announcing teams, and publicising education events, as deemed appropriate by the school governing body and the principal, and that such use may include display in the school photo gallery.

I further understand that although the school associated with the photos/images/videos will be identified, and adults appearing in photos/images/videos may be named, the personally identifiable information of the child (ren), except for the name (s) of the child (ren), will not be used with any photo/image/video.

I am signing this release form in the knowledge that any photos/images/videos posted on the school's website can be downloaded and reproduced by various news organisations, including print, electronic and broadcast media, and I therefore release the school from any liability arising from the use of photos/images/videos of the child(ren) in school web postings.

Additionally, I understand that there are potential dangers associated with the posting of photos images and videos on a website, since global access to the internet does not allow for control over who accesses information.

I further understand that if I wish to rescind this agreement, I may do so at any time by sending a letter to the principal of the school.

Name(s) of learner(s):

Name of parent/guardian:

Address:

Telephone number:

Signature of parent/guardian:\*

Date:

# CONSENT & INDEMNITY FORM FOR A PERSONAL CREDIT CHECK

*\*Learners 18 years of age or older may sign this release form themselves.*

## **Individual's information:**

Parent / Guardian responsible for paying school fees:

Surname:

First Names:

ID number:

Contact Number:

Date of birth (dd/mm/yy)

Email address:

I hereby authorise The Company MarisIT Development CC and/or TPN Group (PTY Limited) duly authorised verification agent to forward or make available my personal credit report.

I authorise their suppliers to furnish personal information regarding my credentials, whether claimed or not, to the company, I unconditionally indemnify them and its verification suppliers against any liability which result or may result from furnishing information in this regard.

The information is solely for my own personal use and I will abide by the rules as set out by the National Credit Regulator.

**Parent/Guardian**

Name:

Surname:

Thus, signed at

on this day

of

Signature:

## CONSENT FORM IN TERMS OF THE PROTECTION OF PERSONAL INFORMATION ACT 4 OF 2013 (POPI)

### Consent to use personal information [1]

- By agreeing to the terms of this information form, you,  hereby voluntarily authorise the Union Schools to process your personal information (including the names, physical address, telephone numbers and any other information you have provided to the school).
- Processing shall include the receipt, recording, organising, collation, storage, updating or modification, retrieval, alteration, consultation and use; the dissemination by means of transmission, distribution or making available in any other form, or the merging, linking as well as blocking, degradation, erasure or destruction of information.
- This consent is effective immediately and will remain effective until one of the conditions stated under Paragraph 8 of the Policy on the Protection of Personal Information has been met.
- The personal information may only be processed if it is adequate, relevant and not excessive, given the purpose for which it is processed, and if processing occurs in accordance with the relevant provisions of POPI. The purpose of the processing of information must relate to a function or an activity of the school.
- In addition, you hereby take note that the Union Schools collect and process personal information pertaining to the proper functioning, management and governance of the school, as prescribed in the South African Schools Act 84 of 1996 and other relevant education legislation and policies.
- The type of information will depend on the purpose for which it is collected, and will be processed for that purpose only.
- ❖ In terms of section 11 of POPI, personal information may only be processed in the following circumstances:
  - If the data subject, or a competent person where the data subject is a child, consents to the processing.
  - If processing is necessary to carry out actions for the conclusion or performance of a contract to which the data subject is party.
  - If processing complies with an obligation imposed by law on the school.
  - If processing protects a legitimate interest of the data subject.
    - If processing is necessary for the performance of a public law duty.
    - If processing is necessary for pursuing the legitimate interests of the school.

### Your rights in terms of this consent:

#### You have the following rights:

- The right to know what information is being kept, how it is being used, and when the school will disclose it. All of the aforesaid information is contained in our Policy on the Protection of Personal Information and our Privacy Policy, which are available and may be obtained from our offices or our website.
- The right to correct your details. The school will try to keep your information up to date. However, should any of your details change, please notify us to ensure that our records are as accurate as possible.
- The right to revoke consent. You may revoke the consent you have given us in terms of this form at any time. Your revocation should be in writing and addressed to the information officer of the school. Revoked consent is not retroactive and will not affect any past or existing use of your information.

### Consent to receive marketing information

By agreeing to the terms of this consent form, you expressly consent to the processing of your information for marketing purposes, and understand that by consenting, you may receive marketing materials in the form of SMSs, e-mails and the like from the school.

Please tick the appropriate box below:

☐

I agree

☐

I do not agree

Signature of parent/guardian

Date

[1] This form must be read with the Union Schools' Policy on the Protection of Personal Information available on the school website.

## APPENDIX A: SCHOOL FEES

*Please take note that school fees for the following year are announced in November at the school's Annual General Meeting.*

### **UNION PREPARATORY SCHOOL**

School fees	R 5,920	per term (in advance)
School fees	R 23 680	per year
School fees	R 2,368	per month - 10 Months (February to November)