

## **ENROLMENT AGREEMENT AND APPLICATION - 2026**

### **APPLICATION REQUIREMENTS**

- Please complete **ALL** sections.
- Application **will not be accepted if it is not complete.**
- **Only once your application is approved may you send your child to school, you will be notified via email.**
- **Documents required** for the processing of this application:

|                                                                                        | YES |
|----------------------------------------------------------------------------------------|-----|
| Copy of child's Unabridged birth certificate / passport                                |     |
| Certified copy of both parents / guardian's ID                                         |     |
| In case of Guardianship – Proof of Guardianship                                        |     |
| Copy of 3 months bank statements of both parents/ guardians/person responsible         |     |
| Copy of latest payslip/proof of income of both parents / guardians/ person responsible |     |
| Report of Previous year                                                                |     |
| Transfer/Confirmation Letter from previous school                                      |     |
| Fee Clearance Certificate from previous school                                         |     |
| Copy of Learners clinic card (Road to Health)                                          |     |
| Copy of Medical Aid Card (if applicable)                                               |     |
| 2 x ID photos of Child taken in year of application                                    |     |
| Parents Proof of Residence                                                             |     |

### **NO INCOMPLETE APPLICATION FORMS WILL BE ACCEPTED**

#### **OFFICE USE:**

Learners Full Name and Surname: \_\_\_\_\_

Commencement Date: \_\_\_\_\_ Age on Starting Date: \_\_\_\_\_ Grade: \_\_\_\_\_

Comment: \_\_\_\_\_

I have informed the parents/guardians of all important points and have checked the application and documents.

Administrator or Principal: Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## PART A – INFORMATION FORM

Parent(s)/Guardian(s) are hereby informed that a new Information Form will need to be completed and signed at the beginning of each year and when any information pertaining to the said parent(s)/guardian(s) change during any year.

Initial

### LEARNER DETAILS

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

First Names: \_\_\_\_\_

Known as: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Gender: \_\_\_\_\_ Home language: \_\_\_\_\_

Place of birth: \_\_\_\_\_ Religion: \_\_\_\_\_

Nationality: \_\_\_\_\_ SA Citizen: Yes | \_\_\_\_\_ No | \_\_\_\_\_

Current learning facility: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

### PARENTS DETAILS

#### FATHER/GUARDIAN

(Person paying School Fees Account: YES \_\_\_\_ NO \_\_\_\_ )

Surname: \_\_\_\_\_ First name: \_\_\_\_\_

ID Numbers: \_\_\_\_\_ Occupation: \_\_\_\_\_

Name of employer: \_\_\_\_\_

Cell Phone No.: \_\_\_\_\_ Work No. \_\_\_\_\_

Email address: \_\_\_\_\_

Physical address: \_\_\_\_\_

Vehicle (Make & Model): \_\_\_\_\_ Registration No.: \_\_\_\_\_

#### MOTHER/GUARDIAN

(Person paying School Fees Account: YES \_\_\_\_ NO \_\_\_\_ )

Surname: \_\_\_\_\_ First name: \_\_\_\_\_

ID Numbers: \_\_\_\_\_ Occupation: \_\_\_\_\_

Name of employer: \_\_\_\_\_

Cell Phone No.: \_\_\_\_\_ Work No. \_\_\_\_\_

Email address: \_\_\_\_\_

Physical address: \_\_\_\_\_

Vehicle (Make & Model): \_\_\_\_\_ Registration No.: \_\_\_\_\_

#### ALTERNATIVE CONTACT

Surname: \_\_\_\_\_ First name: \_\_\_\_\_

Contact No.: \_\_\_\_\_ Relation to child: \_\_\_\_\_

Who does your child reside with? \_\_\_\_\_

Name: \_\_\_\_\_ Contact: \_\_\_\_\_ Relation: \_\_\_\_\_

#### **MEDICAL INFORMATION**

Medical Aid: \_\_\_\_\_ Membership No. \_\_\_\_\_

Main Member: \_\_\_\_\_ ID No. \_\_\_\_\_

Family Doctor Name: \_\_\_\_\_ Contact No. \_\_\_\_\_

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

Does your child have any allergies? If yes, please explain \_\_\_\_\_

Are there any food or beverages your child should avoid?

If yes, please explain \_\_\_\_\_

Child weight at birth: \_\_\_\_\_ Feeding(breast/bottle) \_\_\_\_\_

Any problems during pregnancy/birth? \_\_\_\_\_

Natural Birth or Cesarean Section: \_\_\_\_\_

Has your child been in any serious accident or encountered any traumatic situation?

If yes, please explain \_\_\_\_\_

Is your child on any chronic medication?

If yes, please explain \_\_\_\_\_

Is your child generally healthy? \_\_\_\_\_ Does your child have a healthy appetite? \_\_\_\_\_

Does your child have any habits that concern you? \_\_\_\_\_

I/We hereby confirm that the information supplied by me/us is correct and that I/we will inform the school immediately in writing should any of the said information change.

Signed at \_\_\_\_\_ on \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
FATHER/LEGAL GUARDIAN

\_\_\_\_\_  
MOTHER/LEGAL GUARDIAN

## **PART B – FINANCIAL AGREEMENT**

**Parent(s)/Guardian(s) are hereby informed that a Financial Agreement will need to be completed and signed upon enrolment and for every following year for as long as the child(ren) remain enrolled at Umhlathuze Primary.**

Initial

All fees are payable on or before the 1st of the month in advance of the month attended and will be so charged until such time as written notice of cancellation is received by Umhlathuze Primary.

Monthly school fees are payable even if your child is absent for any reason.

Accounts that have not been paid will be handed to our attorneys for collection, and parents/guardians shall be liable to pay all legal costs on the attorney and own client scale including but not necessarily limited to, all legal fees, disbursements, collection commission at the rate of 10%, and interest.

Fees are billed for a 12-month year (Jan-Dec)

Registration Fee R500, due upon application approval, January to December R3000 each month.

An additional monthly fee of R25 will be charged for Software Licences and an annual book fee of R350 will be charged.

Payments to be made into the school account using your account reference number or child's first and last name.

**All account queries must be referred to [admin@umhlathuzeprimary.co.za](mailto:admin@umhlathuzeprimary.co.za), alternatively by calling 035 786 0187 from Monday-Thursday between 8am – 3pm.**

Declaration to be completed by Parents/Guardian of the child that is enrolled at Umhlathuze Primary:

I, \_\_\_\_\_ and \_\_\_\_\_ the parents/guardians of \_\_\_\_\_ hereby accept that the monthly fee as informed by Umhlathuze Primary is payable not later than the 1st day of each month and acknowledge and agree that in the event of 2 or more persons signing as parties to this agreement, that all such signing parties will be held jointly and severally liable in respect of payment of any amount due and payable to Umhlathuze Primary, the one paying the other to be absolved and acknowledge that accounts which have not been paid by will be handed over to the Attorneys for collection.

Signed at \_\_\_\_\_ on \_\_\_\_\_ 20\_\_\_\_.

FATHER/LEGAL GUARDIAN

MOTHER/LEGAL GUARDIAN

WITNESS

ID NUMBER

ID NUMBER

ID NUMBER

## **PART C – TERMS AND CONDITIONS OF ENROLMENT**

### **1. TERMS AND CONDITIONS OF ENROLMENT**

I (full name) \_\_\_\_\_ and \_\_\_\_\_ the parent(s)/legal guardian(s) of (Child's full name) \_\_\_\_\_ hereby apply for the enrolment of my child at Umhlathuze Primary. We understand that the enrolment is subject to the terms and conditions contained herein.

### **SCHOOL HOURS AND ATTENDANCE**

- 1.1. The school opens at 6h30, and school begins at 7:30 to 13:00 for Grade 1-2 and 7:30 to 14:00 for Grade 3-7 Monday to Friday excluding Public Holidays. We are closed during school holidays.

- 1.2. Parents are to please provide doctors' notes for children for any days absent.
- 1.3. Aftercare options are available until 17:15 at a separate charge.

#### SCHOOL UNIFORM

- 1.4. School Uniform is available from our Uniform Supplier, enquire at the Admissions office.
- 1.5. School uniform is compulsory.

#### COLLECTION

- 1.6. Children may not be collected by any unauthorised person without prior notification.
- 1.7. The person collecting the child **MUST** be on the Authorised Collection List and only once the Approved Collection/Taxi Procedure Form (Part D of this Agreement) has been signed by the parent(s)/guardian(s) responsible, will the child be allowed to leave the premises.
- 1.8. Parent(s)/Guardian(s) collecting their children after the agreed time according to the enrolment contract must inform the School when they are late, so the School may plan accordingly.
- 1.9. A **Late Collection Fee** will be charged and invoiced to your account, if you or your authorised adult is late in collecting your child:
  - 1.9.1. R50 per 15 minutes late
  - 1.9.2. R100 per 30 minutes late

#### HEALTH

- 1.10. Should your child or a member of your family contract a notifiable disease or infectious ailment you must inform the school at the soonest possible moment to enable Umhlathuze Primary to inform the other parents/guardians accordingly and thus prevent an outbreak in the school.
- 1.11. The school reserves the right to refuse entry to any child who the school principal considers to be unwell or suffering from any contagious or infectious illness until such a time as you can provide the school with a medical certificate from a qualified medical practitioner confirming that the child is no longer unwell or suffering from any such contagious or infectious illness.
- 1.12. Please **DO NOT** bring your child to school when they are ill.
- 1.13. If your child becomes ill during school, we will contact you. alternatively, if we are unable to contact you, we will contact the alternative person on the enrolment form. The school staff may act in loco parents for the child in case of illness, accident, or emergency.
- 1.14. Staff will take such actions as the principal sees fit, including hospitalization, whether the parents or next of kin have been informed or not.
- 1.15. Every possible effort will be made to contact the parents or authorized people in an emergency.
- 1.16. In a case of emergency, you, as the parents, will be responsible for meeting all expenses incurred.
- 1.17. We do have our own medically trained staff as well as a dedicated ambulance service in the event of an emergency.
- 1.18. Do we have your permission to call your doctor to attend to any emergency regarding your child? Yes ☐ No ☐
- 1.19. Do you agree to meet all expenses incurred? Yes ☐ No ☐

#### CODE OF CONDUCT

The parent(s)/guardian(s) agree to adhere to the school rules and disciplinary code and to ensure that their child(ren) do so as well.

#### NOTICES

- The Parent(s)/Guardian(s) acknowledge that any and all notices as referred to in this Enrolment Agreement are to be submitted in writing to Umhlathuze Primary, including but not limited to notice of cancellation of agreement.

#### CANCELLATION OF AGREEMENT

- The Parent(s)/Guardian(s) may cancel the agreement on providing Umhlathuze Primary with one calendar month's written notice or payment of one month's fees in lieu of notice.
- The School may cancel the agreement by giving the parent(s)/guardian(s) 7 days' notice at the discretion of management, should the child interfere with the well-being of other students, including, but not limited to, consistent anti-social or aggressive behaviour.
- **If the payment of fees is not being paid monthly, we reserve the right to suspend services with immediate effect until such time as all overdue fees are brought up to date.**
- **If for any reason the account becomes in credit, we are not held liable to process any refund of the credit amount; this may be carried over to the following year or placed as a donation towards the school, and acknowledgment thereof will be made public.**

#### BREACH

- All accounts not paid will be handed over to the Attorneys of in which event the parent(s)/guardian(s) hereby agree:
- that they elect their physical addresses as set out in Part A – Information Form as their domicile address for the purposes of delivery for all written correspondence, legal notices, and/or Court documents;
- that they will be liable for the payment of all legal costs on the attorney and own client scale including, but not necessarily limited to, all legal fees, disbursements, collection commission at the rate of 10% and interest; and
- to action being instituted in the Magistrate's Court even in the case where the claim amount may otherwise exceed the monetary jurisdiction of the said Court.

#### INDEMNITY

- All possible precautions will be taken to prevent any loss or damage to clothing or items, however, Umhlathuze Primary does not accept responsibility if loss or damage to clothing or items does occur beyond our control and parent(s)/guardian(s) are hereby advised that all items sent to school **MUST** be marked clearly.
- The parent(s)/guardian(s) hereby acknowledge and confirm that they have inspected the premises of Umhlathuze Primary and that they are satisfied that the premises, including all equipment and amenities, are safe and suitable for the purposes for which they are to be used and that they have made the necessary inquiries to satisfy themselves that all staff are professionally trained and competent of performing the duties delegated to them by Umhlathuze Primary
- Umhlathuze Primary hereby indemnifies itself, its management, employees, contractors, and/or visitors from any claims arising out of any loss, injury or damages suffered by any child, parent(s)/guardian(s), and/or the family, friends, acquaintances, employees and/or contractors of such child or parent(s)/guardian(s) irrespective of the circumstances in which such loss, injury or damages may have occurred.

#### WHOLE AGREEMENT

- The parent(s)/guardian(s) acknowledge that this document contains the entire agreement between Umhlathuze Primary and themselves and that no variation or amendment thereof shall be valid and enforceable unless reduced to writing and signed by both parties.
- The parent(s)/guardian(s) acknowledge that a new Financial Agreement will need to be completed for each new year that the child(ren) remains enrolled with Umhlathuze Primary and as such the latest signed Financial Agreement will be deemed to be the binding and enforceable Financial Agreement for the relevant year.
- The parent(s)/guardian(s) acknowledge that a new Information Form will need to be completed for each new year or, alternatively, when any information on the said form is to be changed for as long as the child(ren) remains enrolled with Umhlathuze Primary and as such the latest signed Information Form will be deemed to be the binding and enforceable Information Form.

#### DECLARATION

I/We hereby declare that we have read the entire agreement and understood the contents thereof.

Signed at \_\_\_\_\_ on \_\_\_\_\_ 20\_\_\_\_

#### SIGNATURES

\_\_\_\_\_  
FATHER/LEGAL GUARDIAN

\_\_\_\_\_  
MOTHER/LEGAL GUARDIAN

If one of the above is not available to sign this form, please provide a reason:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
DATE



#### **PART D: COLLECTION/TAXI PROCEDURE FORM**

In the interests of the safety of the Children attending Umhlathuze Primary, please supply us with the following information:

Childs Name: \_\_\_\_\_  
 Class: \_\_\_\_\_ Teachers Name: \_\_\_\_\_  
 The person responsible for collecting my child: \_\_\_\_\_ Time of collection: \_\_\_\_\_

Parent ☐ Taxi ☐ Family Member ☐

#### **THE FOLLOWING INFORMATION IS REQUIRED FROM THE PERSON COLLECTING YOUR CHILD:**

Name: \_\_\_\_\_  
 Contact Number: \_\_\_\_\_  
 ID Number: \_\_\_\_\_  
 Vehicle Registration: \_\_\_\_\_  
 Documents required from the driver:

|                 |                              |                             |
|-----------------|------------------------------|-----------------------------|
| ID Document     | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Drivers Licence | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

No child will be allowed to leave our premises with anyone other than the parent should these documents not be in place.

**Please note that children being dropped off must be accompanied to the door by a responsible adult.** When collecting your children in the afternoon, there is a register that must be signed by the driver before we will allow your child to leave our premises.

No children will be allowed to leave our premises with an alternate person unless the parent has contacted us and advised of the alternate arrangements and supplied us with the alternate person's full name and ID Number.

I, \_\_\_\_\_ parent/guardian of \_\_\_\_\_  
 \_\_\_\_\_, do not hold the Principal or staff of Umhlathuze Primary responsible for any injuries or losses once my child has left the premises with the Authorized Driver. I/we accept that all precautions will be taken for the safety and well-being of my/our child.

Signed at \_\_\_\_\_ on this day \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
 FATHER/LEGAL GUARDIAN  
 ID: \_\_\_\_\_

\_\_\_\_\_  
 MOTHER/LEGAL GUARDIAN  
 ID: \_\_\_\_\_

## FEE CLEARANCE CERTIFICATE

(To be completed by the pupil's current/previous school)

### Parent Information

Name and Surname of parent/guardian responsible for school fees: \_\_\_\_\_

Identity number of parent/guardian responsible for school fees: \_\_\_\_\_

Contact number of parent/guardian responsible for school fees: \_\_\_\_\_

### Student information

Learner Full name and Surname: \_\_\_\_\_

### School Information

Name of current/previous School: \_\_\_\_\_

### Fees Information

Annual fees 20\_\_ : \_\_\_\_\_

Fees paid to date: \_\_\_\_\_

Fees outstanding: \_\_\_\_\_

### Comments:

\_\_\_\_\_

Please attach the latest school fees account statement to this form when submitting.

This serves to certify that the above-mentioned parent/guardian has paid school fees as indicated above.

\_\_\_\_\_  
Finance Department/Principal

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Contact

\_\_\_\_\_  
Date

School Stamp: