



# KEURBOSCH INTERNATIONAL SCHOOL

13 QUEEN STREET  
 KNYSNA  
 6571  
 Western Cape  
 SOUTH AFRICA

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 Email: knysnaeducation@gmail.com

## APPLICATION FORM

### STUDENT DETAILS

DATE		
NAME OF STUDENT		
SURNAME OF STUDENT		
GENDER (Please circle)	MALE	FEMALE
ID NUMBER OR DATE OF BIRTH		
NATIONALITY		
AGE AT DATE OF APPLICATION		
REQUIRED DATE OF ADMISSION		

### ACADEMIC RECORD

NAME OF INSTITUTION	DATES ATTENDED	TELEPHONE NUMBER
HIGHEST GRADE ATTAINED		

MOTHERS DETAILS		FATHERS DETAILS
FIRST NAME		
SURNAME		
CELLULAR NUMBER		
HOME NUMBER / WHATSAPP		
WORK NUMBER		
EMAIL ADDRESS		
HOME ADDRESS		
OCCUPATION		
NAME OF EMPLOYER		
WORK ADDRESS		

DOCTORS DETAILS	
NAME	
TELEPHONE NUMBER	
CELLULAR NUMBER	
ADDRESS	
ALLERGIES	
Health problems or any condition that you may need to disclose.	

	EMERGENCY CONTACT	TRANSPORT/TAXI (If applicable)
FIRST NAME		
SURNAME		
CELLULAR NUMBER		

AFTERCARE (Tick block)	YES <input type="checkbox"/>	NO <input type="checkbox"/>
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### Summary of TERMS AND CONDITIONS

- Tuition fees are payable by the 1st of the month and are calculated over 12 months invoiced termly.
- The person signing this agreement has familiarised themselves with the fee structure.
- Copies of the fees are available at the office and on the website.
- Overdue accounts will accrue interest.
- Examination fees as charged by CIE examination body are NOT included in school fees.
- Examinations will not be registered where an account is in arrears.
- Overdue examination fees attract penalties as charged by Cambridge Assessment.
- The school reserves the right to suspend any student if an account falls into arrears.
- The school has the right to suspend or expel a student in the event of a contravention of the code of conduct.
- The Code of Conduct is available on the website.
- Suspension does not prejudice any payment due and payable in terms of this contract.
- A full terms notice in writing or the equivalent fee in lieu thereof is required prior to the withdrawal of a student.
- All stationery and books required by the student must be purchased by the person responsible for this account.
- In the event of non-payment all legal fees and collection costs will be for the cost of the person responsible for the account.
- The school must be notified in the event of any change of details.
- The person responsible for the account has the capacity to contract.

### PERSON RESPONSIBLE FOR THE ACCOUNT

NAMES	
ID NUMBER	
WORK TELEPHONE	
CELLULAR TELEPHONE	
E-MAIL ADDRESS	
BANK NAME	
BANK ACCOUNT NUMBER	

I agree to the terms and conditions as set out above:

NAME: \_\_\_\_\_ SIGNATURE \_\_\_\_\_

## CREDIT REFERENCE

Please provide 3 credit references:

Company Name	Account number	Contact number
1.		
2.		
3.		

## DOCUMENTS REQUIRED FOR ENROLMENT:

Please attach copies of the following documents to your application:

Please indicate in the box	ATTACHED	
	Y	N
Most recent school report		
ID or Birth Certificate of student		
ID Mother		
ID Father		
Proof of residence		
Transfer Card from previous school (if applicable)		
Letter of good standing (if coming from a private school)		
Any record / reports of intervention		

## For Office use:

Proof of payment for registration fee		
Reference	Contact	Date

<b>NEW ENROLMENT CHECKLIST</b>		(For Admin purposes)
Interview Parent		
Interview Student		
Enrolment form completed		
Referenced		
Entry test conducted		
Report card filed		
Entry test filed		
ID documents filed		
Parents ID		
Students ID or Birth certificate		
Proof of residence		
Subject choice, level confirmed		
Learning path and exit plan defined		
Account terms and conditions signed		
Account registered		
Invoice sent		
Enrolment fee received		
Enrolment register updated NUMBER		
Attendance and class registers updated		
CEMIS registration inbound NUMBER		
Text books invoiced		
Text book order paid		
Text book order placed		
Text books issued		
Uniform invoiced		
Uniform order paid		
Uniform order placed		
Uniform issued		
LMS registration		
Add to mailing list		
Add to WhatsApp groups		

**DE-REGISTRATION CHECKLIST:**

CEMIS DE-registration		
Account settled		
Book buy back or gift		
Certificates/reports issued		
Attendance and class registers updated		
Remove to mailing list		
Remove from Whatsapp groups		