



KEURBOSCH INTERNATIONAL SCHOOL

13 QUEEN STREET KNYSNA
6571
Western Cape
SOUTH AFRICA

Contact: +27 44 382 3395
knysnaeducation@gmail.com

APPLICATION FORM & Parent Contract

ANNEXURE A - STUDENT DETAILS

DATE		
FIRST NAME		
SURNAME		
STUDENT EMAIL ADDRESS – required for registration on site		
GENDER	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		
REPORT CARD INCLUDED	YES	NO

SUBJECT DETAILS		
SUBJECT NAME	LEVEL (CP1/CP2/CP3/IGCSE/AS/A)	ANTICIPATED EXAM DATE (YEAR)
DOCTORS DETAILS		
NAME		
TELEPHONE NUMBER		
CELLULAR NUMBER		
ADDRESS		
Health problems or any condition that you may need to disclose.		
ANNEXURE B - MOTHERS DETAILS		
FIRST NAME		
SURNAME		
OCCUPATION		
NAME OF EMPLOYER		

MOTHER'S ADDRESSES	
HOME	
POSTAL ADDRESS	
POSTAL CODE	
WORK	
E MAIL	
MOTHER'S TELEPHONE NUMBERS	
HOME	
CELLULAR	
WORK	
ANNEXURE B - FATHERS DETAILS	
FIRST NAME	
SURNAME	
OCCUPATION	
NAME OF EMPLOYER	
FATHER'S ADDRESSES	
HOME	
POSTAL ADDRESS	

POSTAL CODE	
WORK	
E MAIL	
FATHER'S TELEPHONE NUMBERS	
HOME	
CELLULAR	
WORK	
Summary of TERMS AND CONDITIONS	
<ul style="list-style-type: none"> • 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 may attract 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. 	
ANNEXURE C - 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: SIGNATURE	

CREDIT REFERENCE

Please provide 3 credit references:

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

Please attach copies of the following documents to your application:	Mark with an X those copies that have been attached.
Latest report Card	
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)	

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Proof of payment for registration fee		
For office use:		
Reference:	Contact	Date
NEW ENROLMENT CHECKLIST		
<p>Interview Student</p> <p>Enrolment form completed in full</p> <p>Referenced</p> <p>Entry test conducted</p> <p>Report card filed</p> <p>Entry test filed</p> <p>ID documents filed</p> <p>Parents ID</p> <p>Students ID or Birth certificate</p> <p>Proof of residence</p> <p>Subject choice, level confirmed</p> <p>Learning path and exit plan defined</p> <p>Account terms and conditions signed</p> <p>Account registered</p> <p>Invoice sent</p> <p>Enrolment fee received</p> <p>Enrolment register updated</p> <p>NUMBER _____</p> <p>Attendance and class registers updated</p> <p>CEMIS registration inbound</p> <p>NUMBER _____</p> <p>Text books invoiced</p> <p>Text book order paid</p> <p>Text book order placed</p> <p>Text books issued</p> <p>Uniform invoiced</p>		
<p>Uniform order paid</p> <p>Uniform order placed</p> <p>Uniform issued</p> <p>LMS registration</p> <p>Add to mailing list</p> <p>Add to sms system</p> <p>Add to Whatsapp groups</p> <p>Birthday onto Facebook</p>		

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 to sms system Remove to Whatsapp groups Remove birthday on Facebook		

By completing this Application form the Parent/s / Guardian/s undertake to pay all fees, including school fees promptly on due date.

The Parent/s / Guardian/s undertake to adhere to all the school rules and policies of the school.

The student further undertakes to adhere to all the school rules of Keurbosch School and especially undertake to act in a way which is always respectful and diligent.

Parent / Guardian 1

Parent / Guardian 2

Student