# Foundation Phase Enrolment Form

Child's

Passport size photo

Here

**For Office Use Only**

Admission Form completed: ……

Enrolment agreement read and signed: ……..

Supporting Documents attached: ……..

Admission Approved or rejected……

Principal signature: ……

**Applicant's personal details**

Name……. Surname……Gender……..

Date of Birth……ID No……..Age……..

Grade applying for……T-shirt and Shirt size…… Hight……..

Medical condition……Doctor's contact……

Any other information Rivoningo Olieven Academy should take note of……...

……

| **Parents /guardian personal details** | |
|---|---|
| **Mother/ Guardian** | **Father/ Guardian** |
| Name: | Name: |
| ID/ PP No: | ID/ PP No: |
| Home Address: | Home Address: |
| Cell: | Cell: |
| WhatsApp No: | WhatsApp No: |
| Work Tel: | Work Tel: |
| Email: | Email: |
| Occupation: | Occupation: |
| Company Name: | Company Name: |
| Work Address: | Work Address: |
| Signature: | Signature: |
| With whom does the child lives: | |
| Parents marital status: Married Single | Divorced Widowed |

Email: info@rivoningoacademy.co.za
Contact: 083 857 4344

| This section is to be completed by the Parent/Guardian/Sponsor responsible for the account | | |
|---|---|---|
| First Name and Surname | | |
| ID/ Passport No | | |
| Work Address | | |
| Company Name | | |
| Work Position | | |
| Work Telephone | | |
| Cell No | | |
| Email Address | | |
| Home Address | | |
| Payment Options | 12 Monthly Payments | |
| | 11 Monthly Payments | |
| | 4 Quarterly Payments | |
| | Annual Payment | |
| Payment Method | EFT Transfer before or on 1st | |
| | Debit Order | |
| I/we, being both Parents/Guardians hereby accept joint liability for the payment of school fees, levies or other accounts which may become due in regard to our child's attendance at Rivoningo Olieven Academy. I/we acknowledge that all school fees are payable upfront and undertake to pay such school fees on or before the due date. I accept that late payments carry a penalty and further action as per our terms and conditions | | |
| Signature: | Date: | |

## Year 2019 Criteria

| Grade | Year of birth | Age |
|---|---|---|
| Grade R | 2013 | 5 turning 6 |
| Grade 1 | 2012 | 6 turning 7 |
| Grade 2 | 2011 | 7 turning 8 |

## Documents to be attached to this form

| Parents' Check list | |
|---|---|
| Applicant's birth certificate | |
| Applicant's latest year-end report \| | |
| Copy of vaccination card | |
| Copies of ID documents of both parents | |
| Proof of Payment of R300 for registration fee | |
| Singed Enrolment Contract | |
| Study visa /permanent residence permit (if pupil not born in SA | |

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## Enrolment Agreement

1. Placement of learners will be done according to the admission criteria so as to ensure that learners reach their full potential and progress to later school years without impediments.
2. This enrolment form as well as all terms and conditions are valid from the date of signature thereof and will be valid for the entire duration of your child's enrolment at Rivoningo Olieven Academy.
3. The parent / guardian acknowledges that this application does not necessarily mean automatic enrolment to Rivoningo Olieven Academy.
4. The parent / guardian hereby accepts that Rivoningo Olieven Academy foundations are founded on the Christian faith and Christian principals will be followed.
5. The parent / guardian warrants that all the information furnished above is true and complete in every respect and hereby gives Rivoningo Olieven Academy their irrevocable consent to check the validity of all information supplied.
6. The parent / guardian undertakes to notify Rivoningo Olieven Academy in writing within 7 days of any change of address or any other information supplied herein.
7. The parent / guardian responsible for the payment of the school fees hereby acknowledges and undertakes to pay the fees in terms of the agreed school fee structure and before the 2nd of the month in accordance with the selected option. Payment must be made notwithstanding the fact that a statement has not been received.
8. Cheques are not accepted – payment only via EFT or cash via the school office.
9. Please do not deposit cash into our bank account, charges by the bank for cash deposits will be added to your account the following month.
10. Monthly instalments must be paid in advance and in full, on or before the 1st day of each month (January to December when paying in 12 monthly instalments, January to November when paying in 11 monthly instalments). Quarterly instalments must be paid in advance and in full, on or before the 1st day of each quarter (January, April, July and October). Annual payments must be paid in advance and in full, on or before 01 January. Interest will be levied against any late payments and/or outstanding amounts.
11. If your Shows & Outings fees are not paid up to date your child will not be permitted to attend any shows or outings until these fees are paid up to date. NO REFUNDS WILL BE GIVEN FOR SHOWS/OUTINGS NOT ATTENDED, FOR ANY REASON WHATSOEVER.
12. Should it be necessary for Rivoningo Olieven Academy to institute legal proceedings for the recovery of any outstanding fees, the parent / guardian undertakes to pay all legal expenses incurred in the recovery of all amounts due to Rivoningo Olieven Academy, as between attorney and own client, including collection charges and tracing fees.
13. In the event of any payment not being made by the parent / guardian on its due date, the full balance outstanding plus the levied amount, will immediately become due, owing and payable.
14. Fees are payable monthly in advance. No refunds will be made for absences.
15. Three calendar month's written notice is required if contract is terminated.
16. written notice of termination must be hand delivered to Rivoningo Olieven Academy for attention of "The Principal". Notice of Termination may not result in the last day of attendance being in the month of November
17. Parents who fall into arrears will automatically be handed over to our attorneys and your child will be suspended from school until such time as fees are up to date.
18. Learners whose fees are not up to date will not receive their progress reports, nor will they receive transfer cards if they are moving on to other schools.
19. Neither the parent / guardian nor or any other family member or legal representative shall hold Rivoningo Olieven Academy liable for any injury to and / or loss incurred by the learner / parent / guardian while on the school premises and or under the supervision of the school's staff where all reasonable precaution has been taken to ensure the welfare of all on the school premises.
20. The parent / guardian understands and accepts that this agreement will incorporate Rivoningo Olieven Academy rules, transgressions (disciplinary procedures) and regulations and understands that a breach thereof may lead to necessary action being taken as set out in the addendum credo and to actively partake in the educational process of the learner.
21. By enrolling your child at Rivoningo Olieven Academy you are giving permission to add any appropriate photographs taken during school events of your child onto either our school website, Facebook page, School Communicator etc.
22. The Parent/Guardian chooses as his/her domicilium citandi et executandi for all purposes under this agreement the address stipulated in this enrolment form.
23. The Parent/Guardian may change his/her chosen domicilium citandi et executandi to another physical address within the Republic of South Africa by giving at least 7 (seven) working days written notice to the other party.
24. A non-refundable Registration Fee is payable per child on registration.
25. The parent / guardian acknowledges that Rivoningo Olieven Academy has the right to amend the fees, provided that 30 (thirty) days written notice shall be given.
26. The parent / guardian exempts Rivoningo Olieven Academy, employees and management of Rivoningo Olieven Academy from any liability incurred on account of any injury, illness or death of the learner howsoever arising from any liability for loss or damage suffered due to any damage to, or loss of articles brought into Rivoningo Olieven Academy by the learner.
27. In the event of an accident Rivoningo Olieven Academy reserves the right to transport the child to a registered hospital if the legal guardian cannot be contacted. In that case, the representative of the academy will act "in loco parentis".
28. Rivoningo Olieven Academy reserves the right to amend any conditions from time to time at the school's discretion and written notification will be communicated to all the parents and/or guardians.

Parent/Guardian signature…… Date……

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