



# Application for Admission

## APPLICANT DETAILS

Surname \_\_\_\_\_

First names \_\_\_\_\_

Preferred name \_\_\_\_\_

Date of birth \_\_\_\_\_ Age \_\_\_\_\_

Unabridged Birth Certificate no. \_\_\_\_\_

Place / Country of birth \_\_\_\_\_

Identity / Passport number \_\_\_\_\_

Nationality \_\_\_\_\_

Religious denomination \_\_\_\_\_

Home language \_\_\_\_\_

Residential address \_\_\_\_\_

Country of residence \_\_\_\_\_

Proposed entry year and month \_\_\_\_\_

Present school and grade \_\_\_\_\_

Previous schools attended \_\_\_\_\_ 20\_\_ - 20\_\_

Boarding Required (Gr. 8-12)  Weekly  Full / Termly  None

Waitlisted at other schools?  Yes  No

Please list \_\_\_\_\_

Where did you hear about St Cyprian's School?  Word of mouth  Media  Internet  Other

## FAMILY CONNECTIONS

Siblings at St Cyprian's School

NAME SCHOOL GRADE YEAR

\_\_\_\_\_

\_\_\_\_\_

Siblings waitlisted at SCS

\_\_\_\_\_

\_\_\_\_\_

Siblings at other schools

\_\_\_\_\_

\_\_\_\_\_

St Cyprian's School Alumnae

NAME RELATIONSHIP YEAR

\_\_\_\_\_

\_\_\_\_\_



## PARENT / GUARDIAN DETAILS

PARENT / GUARDIAN 1

PARENT / GUARDIAN 2

Relationship to applicant

Surname

Initials

First names

Title

South African ID number

Foreign Passport number

Date of birth

Nationality

Marital status

Reside with student?

Religious denomination

Residential address

Postal code

Country

Postal address

(If different from above)

Postal code

Country

Home telephone

Work telephone

Cellphone

Home e-mail

Work-email

Profession

Business name

Business address

Position Held

## REFERENCES

NAME

CONTACT DETAILS

Family

Non-family

## OTHER

Special education needs

Any current medical problems



## APPLICATION FOR PLACEMENT

### 1. Introduction

- 1.1 The school's physical environment, facilities and resources limit its ability to provide high quality education to students with special educational needs, whether due to neurological barriers, hearing impairments, visual barriers, physical barriers, behavioural or emotional barriers or any other medically assessed special need. The parent/guardian is required to inform the school in writing, prior to the enrolment, of any special educational needs of the applicant known to them. Should the student be enrolled at the discretion of the school, the parent undertakes to work closely and co-operatively with the school to provide any and all support required. Should the school, at its sole discretion, NOT be able to continue to support the special educational needs of the student, it will have the power to cancel this contract of enrolment with due notice.
- 1.2 On receipt of this form, the applicant's name will be placed on file. Please note that this is the first step of the enrolment process and application does not guarantee a placement at the school.

### 2. Offer of Placement

- 2.1 Acceptance of an offer of place will require the applicant to complete and submit the Contract of Enrolment. Boarders also have to submit the Katherine House Contract of Enrolment. Please note that the following payments will be required to confirm enrolment:
- 2.2 A once-off School Enrolment Fee of R20 000.  
No student will be admitted to the school/boarding until the Enrolment Fee has been paid in full.

### 3. Conditions of Enrolment

- 3.1 School fees are payable in advance, on an annual, termly or monthly basis. See Annexure A for the detailed Fee Schedule and payment options.
- 3.2 Written notice of one full term is required should the parent/guardian wish to withdraw a student from the school. Should notice be received in the middle of a term for the end of term, the following term's fees will be due in lieu of notice.
- 3.3 By signing this application form, the parent/guardian gives consent for a credit check to be carried out if required.
- 3.4 The applicant undertakes to comply with the requirements set out in the Contract of Enrolment.

### 4. Protection of Personal Information

Where St Cyprian's School receives any personal data as defined by the Protection of Personal Information Act, it shall ensure that it fully complies with the provisions of the Act and only deals with the data to fulfil its obligations under the contract.

### 5. General Information

- 5.1 This document must be returned to the Admissions Manager at St Cyprian's School and an Application Fee of R500 must accompany the application document. Should you wish to do an EFT, proof of payment must be attached. This Application Fee covers the cost of the administration of the application, including placement on the waiting list, should there not be a placement available immediately.
- 5.2 The following supporting documents MUST be attached to this application form. Alternatively, they can be emailed to [admissions@stcyprians.co.za](mailto:admissions@stcyprians.co.za):
- 5.2.1 Proof of payment of the R500 application fee;
- 5.2.2 A copy of the applicant's latest final end-of-year school report;
- 5.2.3 Certified copies of her unabridged birth certificate and passport (where applicable);
- 5.2.4 Certified proof of both parents' identification;
- 5.2.5 Professional reports relating to special education needs (if applicable).

I/we, the legal guardian/s of the above- named student, understand that this application will be registered once this form is returned to the school, together with the Application Fee of R500 and the required documents, as stipulated under Conditions of Enrolment.

SIGNED \_\_\_\_\_ FIRST PARENT / GUARDIAN DATE \_\_\_\_\_

SIGNED \_\_\_\_\_ SECOND PARENT / GUARDIAN DATE \_\_\_\_\_

# Schedule for the 2018 Academic Year

## SCHOOL FEES

### Tuition Fees

GRADE	ANNUALLY	TERMLY	MONTHLY (X10)
000 - R	R 58 000	R 14 500	R 5 989
1 - 3	R 71 500	R 17 875	R 7 382
4 - 7	R 89 000	R 22 250	R 9 189
8 - 11	R 110 000	R 27 500	R 11 358
12	R 110 000	R 36 667 (x3)	R 14 197 (x8)

### Boarding Fees

Weekly	8 - 11	R 88 000	R 22 000	R 9 086
	12	R 88 000	R 29 333 (x3)	R 11 358 (x8)
Full	8 - 11	R 94 000	R 23 500	R 9 706
	12	R 94 000	R 31 333 (x3)	R 12 132 (x8)
Casual	8 - 12	R470 per day		

#### PLEASE NOTE THE FOLLOWING:

##### 1. Expanded Opportunities

The costs of those activities offered by service providers that are not staff members of the school, are due separately to them.

##### 2. Sibling Discount

A concession of 3% of Tuition Fees on a first sibling and a 6% concession on subsequent siblings is offered to students currently enrolled at St Cyprian's School.

##### 3. Payment Terms

- Fees are due strictly in advance annually or termly. Arrangements can be made for monthly payments by debit order. Late payments will incur penalties.
- Early payment, i.e. by 31 January 2018, will enjoy a discount of 3.5%.

##### 4. Fees in lieu of Notice

Fees in lieu of notice will be due should the terms of the contract, i.e. a full term's notice, not be adhered to. A full term's notice is regarded as notice within the first 5 days of the notice term.

## BANKING DETAILS

Account Name	St Cyprian's School	Account Number	070 507 139
Bank	Standard Bank	Branch Code	020 909
Branch	Thibault Square	Payment Reference	Student Surname & Name
SWIFT Code	SBZAZAJJ		