



TERMS AND CONDITIONS

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 application and all the required supporting documents, the applicant's name will be registered on the waiting list. Please note that this is the first step of the enrolment process and application does not guarantee a placement at the school.
- 1.3. Candidates are selected from the waiting list and invited to entrance assessments and interviews, should places become available in their respective grades.

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.
- 2.2. Acceptance of an offer also requires the payment of a once-off School Enrolment Fee of R20 000 (Grades 000-9). This fee is reduced for students entering Grades 10 and 11. 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. Refer to the Fees section for the Fees Schedule.
- 3.2. Written notice of one full term to the Principal or Head 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 these Terms and Conditions, the parent/guardian gives consent for a credit check to be conducted 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. A complete on-line application includes the following:
 - Application form;
 - Proof of payment of the R500 application fee;
 - The applicant's latest final end-of-year school report and recent mid-year report, if available;
 - Certified copies of her unabridged birth certificate and passport (where applicable);
 - Certified proof of both parents' identification;
 - Professional reports relating to special education needs (if applicable).
- 5.2. For queries please contact the Admissions Manager at admissions@stcyprians.co.za.

