

APPLICATION FOR PLACEMENT

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 form and all the required supporting documents, including proof of payment of the R500 application fee, 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 Applicants who would like to be considered for boarding in Katherine House, have to request a Boarding Application Form from admissions@stcyprians.co.za, complete it and email to the Admissions Office.
- 1.4 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. Both parents/guardians need to sign the contracts.
- 2.2 Confirmation of enrolment also requires the payment of a once-off School Enrolment Fee, as stipulated in the Offer of Enrolment.

Please note: No student will be admitted to the school until the Enrolment Fee has been paid in full and the completed and signed Contract of Enrolment has been received by the Admissions Office. Boarders also have to submit the completed Katherine House Contract of Enrolment.

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

- 4.1 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 The completed application form is submitted online, and all supporting documents should be uploaded directly. Should the applicant want to submit additional documents at a later stage, i.e., after confirmation of registration, these documents can be emailed to the Admissions Manager at admissions@stcyprians.co.za.
- 5.2 The following supporting documents MUST accompany this application form:
- 5.2.1 Proof of payment of the R500 application fee.
 - 5.2.2 A copy of the student applicant's unabridged birth certificate.
 - 5.2.3 A copy of the student applicant's passport (for non-South African citizens).
 - 5.2.4 Copies of identity documents or passports of both parents/legal guardians.
 - 5.2.5 A copy of the applicant's latest final end-of-year school report and recent mid-year reports, if available.
 - 5.2.6 Professional reports relating to special education needs (if applicable).

End of document.