

# BERTHARRY ENGLISH PRIVATE SCHOOL

Knowledge is power, in God we trust

P.O.BOX 1557  
TEMBISA  
1632

14 Mapungubwe Street  
256 Temong Section  
Tembisa  
1628



TEL: (011) 920 2477/ 011 924 6012  
Fax: 086 610 7748

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GDE Reg: 400054

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## ENROLMENT FORM FOR PRIMARY SCHOOL

### 1. LEARNER'S PARTICULARS

Surname -----

First Name(s) -----

Female/Male -----

Date of Birth -----

Home Address -----

Telephone ----- Cell -----

Grade Being Applied For-----

Previous School -----

Learner Applicant's Present Grade -----

Physical Handicaps/Special Disabilities -----

Is the learner applicant in Good Health?  Yes  No

If not (give information) -----

Dexterity of Learner Right Handed  Left handed

### 2. PARENTAL PARTICULARS

**(Please indicate if any of the parents is deceased)**

#### FATHER

Full Name(s) of Father -----

ID No. -----

Marital Status: (Please tick applicable) Married, Single, Divorced, Widowed.

Home Language -----

Home Address -----

Work Place -----

Occupation-----

Cell No. -----

E-mail -----

Tel (Work) ----- Tel (Home) -----

**MOTHER**

Full Name(s) of Mother -----

ID No. -----

Marital Status: (Please tick applicable) Married, Single, Divorced, Widowed.

Home Language -----

Home Address -----

Workplace -----

Occupation -----

Cell No.-----

Email -----

Tel (Work) -----Tel (Home) -----

**3. WHO IS RESPONSIBLE FOR PAYING SCHOOL FEES?**

Name -----

Home Address-----

Work Address -----

Occupation -----

Tel (Work) ----- Tel (Home) -----

Cell No. -----

**4. EMERGENCY CONTACT NUMBERS**

Name----- Contact Number -----

What is the relation with the learner applicant? -----

Name of Friend/Relative -----

Address -----

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**5. SCHOOL'S BANK DETAILS**

**BERTHARRY ENGLISH PRIVATE SCHOOL**

**FNB BANK**

**GREENSTONE BRANCH**

**ACCOUNT NUMBER: 62423120782**

**BRANCH CODE: 201510**

**FOR OFFICIAL USE ONLY**

*ID Copy of Parent/Guardian*

*Transfer Letter*

*Previous School Report*

*Birth Certificate (Copy)*

*Administrative Fees*

*Fees Deposit*

*Proof of Residence*

*Two Latest ID Photo of the Child Applicant*

*Clinic card for grade R*

**Registered By:**

\_\_\_\_\_  
*Name*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date Registration Processed*

# TERMS AND CONDITIONS OF SCHOOL ENROLMENT

*This contract of enrolment is for Bertharry English Private School, 256 Temong Section, Tembisa, herein referred to as BEPS and is entered into between BEPS and*

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*This contract form should be accompanied by a **Non-Refundable Administrative Fee of R300.00** on registration. The school will regulate and provide for termination of contract in case of breach of this contract, its rules and regulations.*

1. **BEPS** chooses domicillium citand at executand for all including correspondence arising at **14 Mapungubwe Street, 256 Temong Section, Tembisa.**
2. **BEPS** undertakes to provide tuition to learners who comply with **BEPS** rules and regulations
3. Each registered student is to pay **Refundable Deposit Fee of R500.00**. This will be refunded when the learner leaves, however deductions will be made if the learner damages/loses school property.
4. Without derogating from generality of the contract, missed lectures, tests and examinations cannot be made up.
5. School fees and courses are not transferable and/or refundable, and are calculated for the full year.
6. This contract may only be cancelled with a **THREE (3) month** written notice or full payment of the term's fees.
7. School fees are calculated for the full year. Should a learner drop out of school without the said notice; he/she will be liable for the whole year fees.
8. **Fees are paid in full (advance) at the beginning of each month/quarter/semester as determined by the school, not later than seven (7) days. Fees shall be paid into the School Bank Account and Deposit Slip shall be sent for official school receipts. Non-payment of fees may lead to suspension or expulsion of the learner after due process is done.**
9. If any other action is taken by **BEPS** to recover any amount due to them in terms of this Contract, the parties to the contract other than **BEPS** will be liable for all costs on all cost on the attorneys/client scale equivalent with other such losses incurred by **BEPS** to recover the amount due to them in terms of this contract including but not restricted to, collecting commission and interests.
10. **BEPS** reserves the right to exclude the student from lectures/classes for not complying with the terms of this contract and other such rules **BEPS** may make from time to time.
11. **Late payments will be handed over to Debt Collectors and Legal Advisors with interests and commission at extra costs, and shall be incurred by the payee.**
12. In the event of payment terms being exceeded or not being adhered to, the school has the right to terminate this contract.
13. **BEPS** will not be held responsible for any cash or cheque not officially received at the office.
14. All payments will have to be done through the bank.

15. *Overdue amounts shall be subject to interest at twenty per cent (20%) per annum calculated from the date the amount is overdue until the date of payment.*
16. *Cheques must be made payable to **Bertharry Educational Services and Crossed Out**. All unpaid cheques will be subject to **R100.00 Penalty Fee**.*
17. ***BEPS** will not be laid in any matter whatsoever for the death of a student, or for loss or damage as a result of negligence or otherwise by the learner.*
18. *No relaxation of any of these terms by **BEPS** for any reason whatsoever shall be or waiver of these terms or constitute a notation.*
19. *Management reserves the right to revise and adjust school fees from time and shall inform parents and guardians of such changes in good time.*
20. *The learner is obligated to start a course on the agreed starting date.*
21. *Students who are not **Permanent Residents of South Africa** must obtain **Study Permits or Resident Permits** before enrolling with **BEPS**.*
22. *In the rare event of problems, the school may be closed at the discretion of the management.*
23. *In the event of natural or political or industry unrest that may cause the temporarily cessation of tuition, the school shall use its best endeavours to ensure the students recommence their studies at the school or at appointed school as soon as possible and as such students shall not be entitled to refund in respect of total cost of the period.*
24. *Students who will be found breaking school rules and Code of Conduct will be subject to Disciplinary Action which may lead to suspension and dismissal from school and no refund will be given to the parent.*

## ***DECLARATION***

*I have read the current outline and understand the contents thereof. I am conversant with the rules and wish my child be enrolled at the school and that he / she will take part in all activities at the school.*

*I acknowledge and accept that **BEPS** shall be entitled, at any time and without assigning any reasons thereof to vary the course syllabus and fees.*

*I acknowledge that I am aware that I have so complied with requirements of the performance as laid down including the school code of conduct.*

*I the undersigned hereby apply to be enrolled as a payer at **BEPS** and hereby accept the terms and conditions of this contract and accept to be bound by them.*

*I undertake to contribute to the development of the school and support any other extramural activities that may need my input.*

\_\_\_\_\_  
**Full Name of Legal Guardian/Payer**

\_\_\_\_\_  
**Signature of Payer**

**ID Number** \_\_\_\_\_