



# APPLICATION FORM

## JACOBS WELL SCHOOL

Name of Learner: \_\_\_\_\_ Applying for Grade: \_\_\_\_\_

Location of School applying for (e.g. Valhalla, Benoni): \_\_\_\_\_

This application for admission will be processed when all the fields are completed and signed and all supporting documents are provided.

**For Office use only:**

Captured / Checked by:	
Date:	
Deposit Amount paid:	

Please complete the form and provide the following:

**Section 1: Documentation required**

Two recent colour photos of learner (ID size)	ID Copy of parents / legal guardians	
Transfer Card once available	Completed & signed debit order form	
Copy of learner's latest progress report	Subject choice form: Grade 10 – 12	
Copy of learner's birth certificate or ID	Copy of learner's residence / study permit, if foreign	

**Section 2: Learner's Personal Details**

Surname: \_\_\_\_\_

Full names as on birth certificate / ID: \_\_\_\_\_

Preferred name: \_\_\_\_\_ Gender: \_\_\_\_\_

ID / Passport Number: \_\_\_\_\_ Ethnic Group: \_\_\_\_\_

Position in the family on the father's side: No \_\_\_\_\_ of \_\_\_\_\_ children

Position in the family on the mother's side: No \_\_\_\_\_ of \_\_\_\_\_ children

Date of birth: \_\_\_\_\_ Home language: \_\_\_\_\_

**Current School:** \_\_\_\_\_

**Previous School:** \_\_\_\_\_

Address:	Address:
Province:	Province:
Tel. No:	Tel. No:
Principal:	Principal:

Last Grade passed: \_\_\_\_\_ Any grades repeated? \_\_\_\_\_

Has the learner received any pre-primary education?

None:  Non-Formal:  Formal Grade R:

Has admission to any other school/s ever been refused? If yes, please state reason:

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**Medical Details**

Blood type: \_\_\_\_\_ Family doctor: \_\_\_\_\_

Address of Doctor: \_\_\_\_\_

Tel. No: \_\_\_\_\_

Allergies, Disabilities or Conditions: \_\_\_\_\_

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Medical Aid Name: \_\_\_\_\_ Medical Aid No: \_\_\_\_\_

Main Member: \_\_\_\_\_ Tel. No: \_\_\_\_\_

**Section 3: Details of Parents, Guardians, Emergency Contact**

**Parent 1:**

Full Name(s)			
ID / Passport number		Title:	
Physical Address			
Email			
Telephone Numbers	Home	Work	Cell
Relationship to Learner			
Occupation		Employer	
Marital Status	Please circle: Married / Single / Divorced / Widowed / Separated		

**Parent 2:**

Full Name(s)			
ID / Passport number		Title:	
Physical Address			
Email			
Tel	Work	Cell	Other
Relationship to Learner			
Occupation		Employer	
Marrital Status	Please underline: Married / Single / Divorced / Widowed / Separated		

**Next of Kin:**

Name	Contact No
Relationship to Learner	

Is any parent of the parents deceased? \_\_\_\_\_

**Section 4: Declaration by Parents / Guardians**

We/I the undersigned,

\_\_\_\_\_, hereby certify that the information given by us in this Application for Admission is complete and accurate. We also agree to the conditions as set out herein. We understand that the prescribed number of learners per class may be exceeded through the placing of a current learner that has to repeat a grade. This Application for Admission will be reconsidered in the case where important relevant information, which should be brought to the School’s attention, is withheld. We have read the Code of Conduct and will accept an offer of placement for our child at the school in accordance with the terms and conditions as set out therein.

**NB: The signatures of both parents and / or legal guardians are required where applicable.**

\_\_\_\_\_  
SIGNATURE OF PARENT 1 / LEGAL GUARDIAN

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF PARENT 2 / LEGAL GUARDIAN

\_\_\_\_\_  
DATE

**Section 5: Financial Terms and Conditions**

**CONDITIONS**

- 1. ACCEPTANCE OF LIABILITY
  - 1.1 The person responsible for the Account (hereafter the Account Holder) as set out in the standard Application for Admission (hereafter the Application) herewith assumes liability for the Account, alternatively binds him-/herself as co-debtor and surety for payment of all fees to the School.
  - 1.2 The legal guardian, as described in the Application, binds him-/herself as surety and co-debtor for the payment of all fees by the Account Holder or any other payments that may arise from this Agreement.
- 2. TERMS OF PAYMENT
  - 2.1 It is recorded that fees are determined at the beginning of the year and that the Account Holder is informed of the result in writing.
  - 2.2 The Account Holder shall immediately inform the School if he / she has not received an invoice at the start of the academic year.
  - 2.3 Fees for 10 (ten) months are payable monthly in advance by means of debit order on or before the 2nd (second) day of each calendar month or annually in advance by 31 December, depending on the fee payment option exercised by the Account Holder in the Application.

- 2.4 Payment of monthly fees is not subject to presentation of a statement. Payments are made in accordance with the applicable fee structure of the School.
- 2.5 In the event where an existing account is / has not been managed in the proper manner, no further Applications will be considered.
- 2.6 Should an account holder query an amount on his/her account, the total amount due for payment cannot be withheld as a result of the pending query. The amount under query should be deducted from the total amount due with the remaining balance not under query to be settled in full.
- 2.7 The contract amount must still be paid in full irrespective of learners' attendance.
- 2.8 If the payment of any contract amount is late, we may exclude the student from campus or any program and keep back any results until the amount has been paid, without prejudice to our other rights. The student must still complete and submit any assignments and assessments set during this time. The undersigned parties must still pay the full contract amount even if JWS excludes the student or holds back results.
- 2.9 If any payment is more than 30 calendar days late, you must immediately pay the entire unpaid balance of the contract amount. We will charge interest on the outstanding amount at the highest rate allowed under the National Credit Act, 34 of 2005 as amended from time to time.
- 2.10 ANNUAL ROLL OVER DEBT

JWS therefore reserves the right to not enrol a learner in an academic year should any fees from a previous academic year be unpaid.

Should a parent/guardian/account holder make full payment of the outstanding fees from a previous academic year, JWS-Benoni may, in its sole discretion decide to enrol the learner and reserves the right to make specific payment arrangements with the parent/guardian/account holder for the new academic year. Such specific payment arrangements need not be in line with JWS-Benoni's normal payment terms and will need to be agreed to by both the school and the parents/guardians/accontholders.

#### 2.11 DEBT COLLECTION

When collecting outstanding debts, JWS-Benoni will escalate the process as follows:

- 2.11.1 Communicate the outstanding debt to the parents/guardians/accontholders to effect payment of amounts in arrears.
- 2.11.2 Attempt to make payment arrangements with parents/guardians/accontholders that would ensure the payment of amounts in arrears and prevent the necessity for JWS-Benoni to take further legal action.
- 2.11.3 Default listing of parents/guardians/accontholders for amounts in arrears.
- 2.11.4 Hand over the accounts in arrears to attorneys for further legal action.
- 2.11.5 Take the necessary steps to terminate the relationship and contract.

### 3. BREACH OF CONTRACT

In the event where the undersigned surety, Account Holder or legal guardian commits a breach of contract of any of the terms of this Agreement, the undersigned parties remain responsible for any expenses incurred by JWS. These expenses may include legal fees, tracing and collection costs. Furthermore, the School may in its sole discretion:

- 3.1 Refuse the learner entry to the School's premises until the breach has been remedied; or
- 3.2 Claim damages from the Account Holder and / or the surety and legal guardian; or
- 3.3 Take whatever legal steps that may be necessary.

### 4. GENERAL

This Agreement constitutes the whole Agreement between the parties relating to the subject matter hereof. No amendment or consensual cancellation of this Agreement or any provision or term thereof or of any Agreement, bill of exchange or other document issued or executed pursuant to or in terms of the Agreement and no settlement of any disputes arising under this Agreement and no extension of time, waiver or relaxation or suspension of any of the provisions or terms of this Agreement or of any Agreement, bill or exchange or other document issued pursuant to or in terms of this Agreement shall be binding unless recorded in a written document signed by the parties. Any such extension, waiver or relaxation or suspension which is so given or made shall be strictly construed as relating strictly to the matter in respect whereof it was made or given.

### 5. JURISDICTION

This Agreement is subject to South African law.

### 6. CREDIT INFORMATION

The Account Holder, surety or legal guardian hereby consents to the disclosure and exchange of personal financial information to a credit bureau or financial institution in accordance with the National Credit Act.

### 7. DOMICILIUM

The parties choose as their domicile citandi et executandi the addresses set out in the Application.

### 8. LEGAL FEES

In the event where the School takes legal action against the Account Holder, he / she will be liable for all legal fees on an attorney client scale, collection costs and commission, interest and tracing fees.

9. CANCELLATION

9.1 The Account Holder undertakes to give 30 (thirty) calendar days’ written notice of termination of the enrolment of a learner to the School Manager.

The school may retain the following amounts as a reasonable cancellation fee to cover its administrative and other costs:

In case of cancelation:	The amount below must be paid and will not be refunded:
Before the stipulated start date of the academic year	15% of payment. (upfront payment in full) irrespective of the payment arrangements you have made, plus the full cost of any academic material (impaq books) already supplied;
Within the first term.	50% of the contract amount, plus the full cost of any academic material already supplied;
Any time after the end of the first semester	100% of the contract amount, plus the full cost of any academic material already supplied. If the payment of any contract amount is late, we may exclude the student from campus, any programme and graduation and keep back any results until the amount has been paid, without prejudice to our other rights. The student must still complete and submit any assignments and assessments set during this time. You must still pay the full contract amount even if we exclude the student or hold back results.

9.2 The School shall be entitled to terminate the enrolment of any learner under the following circumstances: Summarily, and with immediate effect, if the learner is guilty of an offence which, in the sole opinion of the School, renders his / her continued enrolment at the School impossible, in which event the Account Holder, after deduction of all amounts otherwise owing to the School, will be refunded a pro-rata proportion of any fees already paid in advance in respect of such learner.

9.3 In the event of emigration, which is a long process, the School requires 1 (one) full term’s written notice in advance.

10. CONTRACTUAL OBLIGATION

10.1 Each person accepting this contract promises and agrees that they are jointly and severally liable to pay the full contract amount to the school (JWS-Benoni) in FULL on these terms. This means that they are legally responsible together and individually for paying the FULL contract amount and punctually pay all fees and amounts owed to JWS-Benoni.

10.2 The undersigned persons accept the JWS-Benoni's Financial Terms and Conditions, which protects the school's right to implement legal proceedings against them should all amounts due not be paid in accordance with the terms and which may result in the cancellation of the contract.

11. GENERAL TERMS

- 11.1 International students who are not permanent residents of South Africa must get a relevant visa for study valid for the full study period from the South African Department of Home Affairs at their own cost. The visa must be in favour of Jacobs Well School - Benoni. If the authorities grant any visa, asylum, refugee or similar status for study purposes, and later withdraw or do not renew it, this contract is automatically cancelled. Application and other fees will not be refunded. This means you remain responsible for the full balance of the contract amount. We will consider a refund if you send us proof that a study visa has been denied or an asylum seeker visa has not been renewed.
- 11.2 We do not make any guarantee, promise or representation about the learners' success, failure or performance.
- 11.3 The contract is binding once accepted. Registration is conditional on submission of ALL documents needed to complete our registration process, and that we accept the documents. If any of these are not supplied, the student will not be able to continue with us. The parent/legal guardian must make sure we have certified copies of the documents, and must resubmit them if necessary. All documents submitted must be valid and we will take appropriate action if any fraudulent documents are submitted.

**Section 6: Declaration of Account Holder**

We/I the undersigned,

\_\_\_\_\_, hereby certify that the information given by the Account Holder in this Application for Admission is complete and accurate. We/I warrant and promise that we/I have read and understood this contract. We/I accept joint and several liable to Jacob's Well Village NPC for the due and punctual payment of once-off, non-refundable enrolment fees, school fees and any other amounts which may become due and payable to the school or in respect of participation in or attendance of any extracurricular activity. We/I warrant that we/I have the authority to accept and be contractually bound by the terms of tis contract.

We/I accept the Financial Terms and Conditions of which a copy has been kept.

**NB: The signatures of the account holder and that of the 2<sup>nd</sup> parent / a parent / legal guardian are require if applicable.**

\_\_\_\_\_  
SIGNATURE OF ACCOUNT HOLDER

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF PARENT 2 / A PARENT / LEGAL GUARDIAN

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF AN AUTHORISED SCHOOL REPRESENTATIVE

\_\_\_\_\_  
DATE



**Section 7: General Indemnity**

1. The School and the Jacobs Well Village NPC's Board of Directors undertake to implement reasonable and generally acceptable measures with regard to the safety and well-being of all learners, educators and visitors to the School.
2. Due to the nature of the matter, the School and the Jacobs Well Village NPC's Board of Directors do not accept any responsibility for accidents that may take place in the class, on the school terrain or on the sports fields.
3. Each parent is therefore requested to complete this form as proof that you accept the position of the School and the Jacobs Well Village NPC's Board of Directors as set out above as well as the risks involved therewith.
4. I, \_\_\_\_\_, being the parent / legal guardian of \_\_\_\_\_ who is enrolled as such and accepted by the School, subject to the terms set out herein, indemnify the School and the Jacobs Well Villages NPC's Board of Directors for any losses or damages in general, however they may occur, that I as parent / legal guardian of the above learner may suffer as a result of any occurrence whereby the learner may be involved, whether as the causing or suffering party, whilst participating in any school activity, except if such loss or damage arises as a consequence of the gross negligence or willful misconduct of the School or the Jacobs Well Village NPC's Directors or any person acting for or controlled by the School or the Jacobs Well Village NPC's Board of Directors.
5. In particular, I authorise that the aforesaid learner may be involved in all excursions undertaken by his / her group or class during school days as part of his / her learning experience and, where applicable, I agree that he / she may utilise the transport arranged by the School for such excursions. I also indemnify the School and the Jacobs Well Village NPC's Board of Directors for any damages or losses that I as parent / legal guardian of the above learner may suffer under such circumstances and voluntarily accepts the risks associated therewith, except if such loss or damage arises as a consequence of the gross negligence or willful misconduct of the School or the Jacobs Well Village NPC's Board of Directors or any person acting for or controlled by the School or the Jacobs Well Village NPC's Board of Directors.
6. In the event of the aforesaid learner making use of the bus service to and from the School, I acknowledge that I am aware that such service is operated by an independent contractor and that neither the School nor the Jacobs Well Village NPC's Board of Directors accepts any responsibility therefore. The Jacobs Well Village NPC's Board of Directors have, however, in awarding the right to operate the service, laid down certain conditions to ensure that the bus company complies with safety regulations and that the driver is sober and experienced with a proven and unblemished record.

SIGNED IN ACKNOWLEDGEMENT BY

\_\_\_\_\_

AT \_\_\_\_\_ ON THIS \_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_\_\_\_

**Section 9: Survey**

Marketing: Where did you hear about us?

Billboard		Website	
Presentation		Magazine	
Friend / Family		Flyer	
Newspaper		Radio	
Brochure		Exhibition	

If other, please specify: \_\_\_\_\_

Please indicate how satisfied you were with the service received during the pre-enrolment process:

Very satisfied	
Satisfied	
Unsatisfied	
Very unsatisfied	

Was the information received during pre-enrolment:

Relevant	
Informative	
Sufficient	

If not, please provide details: \_\_\_\_\_

\_\_\_\_\_

## **Code of Conduct: Jacobs Well Schools**

**Jacobs Well Schools' teachers, mentors and learners are expected to demonstrate the following principles:**

- Courtesy, which is founded in respect for all people, regardless of race, gender, religion, age and status.
- Pride in oneself and one's appearance.
- Pride in his/her contribution and membership in the Jacobs Well School.
- Awareness of his/her role and responsibilities in the Jacobs Well School and the community.

**Generally, we expect Jacobs Well Schools' learners to:**

- Treat all mentors with respect and dignity.
- Be friendly and respectful to fellow students, mentors and visitors.
- Treat each other's belongings with the necessary respect.
- Take care of their personal belongings. Jacobs Well Schools will not be held responsible for personal items that are stolen.
- Switch off cell phones and MP3-players during study time. Parents are welcome to contact the school in case of emergency.
- Do not use crude or foul language.
- Be worthy of the trust placed in them.

**Appearance and behaviour:**

Jacobs Well Schools' learners are expected to:

- Arrive promptly in the morning.
- Show pride in personal appearance, to dress neatly in jeans and a t-shirt, keep their hair clean and in neat styles. Girls must wear tops that cover their midriffs and bust.
- Not use excessive make-up and jewellery.
- Treat their surroundings with respect – the furniture, equipment, the garden and the toilet facilities.

**Breaks**

- Students are allowed to use the porch and garden area to relax.
- Students should bring healthy snacks for break to keep their energy levels constant.
- Please respect the environment inside and outside and use the rubbish bins for any trash and chewing gum.
- Please respect each other with the use of the toilet facilities and leave these areas clean after use.
- No smoking is allowed inside or around the building.
- No use of alcohol or drugs allowed.