



# SAGEWOOD SCHOOL

## LEARNER'S APPLICATION FOR ADMISSION

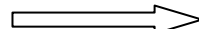
**FOR OFFICE USE ONLY:**

INTERVIEW DATE: \_\_\_\_\_  
 ASSESSMENT FEE: \_\_\_\_\_ RECEIPT NO.: \_\_\_\_\_ DEPOSIT: \_\_\_\_\_  
 ACCEPTED: YES/NO \_\_\_\_\_ GRADE: \_\_\_\_\_  
 COMMENCEMENT DATE: \_\_\_\_\_  
 ITC CHECK: YES/NO \_\_\_\_\_

HOW DID YOU COME TO LEARN ABOUT SAGEWOOD SCHOOL:

**CHECK LIST: (COPIES ATTACHED)**

- 1. PASSPORT SIZE PHOTO OF LEARNER
- 2. LAST 3 MONTHS BANK STATEMENTS FOR BOTH PARENTS
- 3. PARENT INCOME AND EXPENDITURE LIST
- 4. CURRENT PAYSリップ FOR BOTH PARENTS
- 5. DEBIT ORDER FORM
- 6. COPIES OF BOTH PARENTS ID BOOKS
- 7. COPY OF BIRTH CERTIFICATE
- 8. LATEST CERTIFIED SCHOOL REPORT
- 9. COPY OF CLINIC CARD FOR CHILD UNDER 9 YEARS OF AGE
- 10. PROOF OF RESIDENCE OF BOTH PARENTS
- 11. FINANCIAL CLEARANCE CERTIFICATE


Initial here 

**A. LEARNER'S DETAILS:**

1. FULL NAMES AND SURNAME:	_____
2. PREFERRED NAME:	_____
3. MALE / FEMALE:	_____
4. DATE OF BIRTH:	_____
5. IDENTITY NUMBER	_____
6. HOME LANGUAGE:	_____
7. FLUENT IN:	_____
8. NAME OF PRESENT SCHOOL:	_____
9. PRESENT GRADE:	_____
10. GRADE APPLYING FOR:	_____
11. LEARNER'S HOME ADDRESS:	_____
	_____ (CODE) _____
12. HOME PHONE NUMBER:	_____
13. LEARNER CELL. NO.:	_____
14. FULL NAME OF PERSON/S WITH WHOM LEARNER LIVES:	_____
15. RELATIONSHIP TO CHILD (EG. PARENT/GUARDIAN):	_____

**B. FATHER'S DETAILS:**

1. FULL NAMES AND SURNAME:	_____
2. INITIALS:	_____
3. TITLE:	_____
4. ID NUMBER:	_____
5. EMPLOYER'S NAME AND ADDRESS:	_____
	_____
6. OCCUPATION:	_____
7. TELEPHONE NUMBER: (HOME/FAX/WORK/CELL)	_____ (H) _____ (F) _____ (W) _____ (C)
8. EMAIL:	_____
9. POSTAL ADDRESS:	_____ (CODE) _____
10. RESIDENTIAL ADDRESS:	_____ (CODE) _____
11. MARITAL STATUS AND REGIME:	_____

**C. MOTHER'S DETAILS**

1. FULL NAMES AND SURNAME:	_____
2. INITIALS:	_____
3. TITLE:	_____
4. ID NUMBER:	_____
5. EMPLOYER'S NAME AND ADDRESS:	_____ _____
6. OCCUPATION:	_____
7. TELEPHONE NUMBER: (HOME/FAX/WORK/CELL)	_____ (H) _____ (F) _____ (W) _____ (C)
8. EMAIL:	_____
9. POSTAL ADDRESS:	_____ (CODE) _____
10. RESIDENTIAL ADDRESS:	_____ (CODE) _____
11. MARITAL STATUS AND REGIME:	_____

**D. GUARDIAN (IF APPLICABLE) / PERSON TO CONTACT IN CASE OF EMERGENCY(indicate preference):**

1. FULL NAMES AND SURNAME:	_____
2. INITIALS:	_____
3. TELEPHONE NUMBER: (WORK/HOME/CELL)	_____ (W) _____ (H) _____ (C)
4. RELATIONSHIP TO LEARNER:	_____
5. RESIDENTIAL ADDRESS:	_____ (CODE) _____

**E. MEDICAL DETAILS:**

1. MEDICAL AID NAME:	_____
2. MEDICAL AID NUMBER:	_____
3. DOCTOR'S NAME:	_____
4. DOCTOR'S TELEPHONE NUMBER: (WORK/HOME/CELL)	_____ (W) _____ (H) _____ (C)
5. ALLERGIES OF LEARNER:	YES <input type="checkbox"/> NO <input type="checkbox"/> DETAILS: _____
6. IS LEARNER ON MEDICATION?:	YES <input type="checkbox"/> NO <input type="checkbox"/> DETAILS: _____

**F. SIBLING DETAILS:**

1. NAMES AND GRADES OF ANY BROTHERS/SISTERS WHO HAVE APPLIED FOR ADMISSION TO SAGEWOOD SCHOOL:

\_\_\_\_\_

2. NAMES AND GRADES OF ANY BROTHERS/SISTERS WHO ARE ALREADY AT SAGEWOOD SCHOOL:

\_\_\_\_\_

**G. DETAILS REQUIRED BY THE DEPARTMENT OF EDUCATION FOR STATISTICAL PURPOSES:**

1. DOES LEARNER ATTEND  
AFTERCARE:

\_\_\_\_\_

2. TRANSPORT TO AND FROM  
SCHOOL:  
(BUS/KOMBI/PARENTS):

\_\_\_\_\_

3. HOW MANY KILOMETRES DOES  
THE LEARNER TRAVEL TO SCHOOL?

\_\_\_\_\_

4. NATIONALITY:

\_\_\_\_\_

5. ID/PASSPORT NO.:

\_\_\_\_\_

6. IMMIGRATION STATUS AND DATE:

\_\_\_\_\_

9. ETHNIC GROUP:

\_\_\_\_\_

10. RELIGION:

\_\_\_\_\_

11. ACADEMIC YEAR:

\_\_\_\_\_

**H. GRADE 8 TO 12 LEARNERS:**

**CHOICE OF ADDITIONAL LANGUAGE: (TICK CHOICE BELOW)**

AFRIKAANS  
ISI ZULU

<input type="checkbox"/>
<input type="checkbox"/>

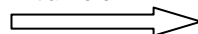
SIGNED BY THE APPLICANT AT \_\_\_\_\_ ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
APPLICANT (PARENT/GUARDIAN)

Witnesses

1 \_\_\_\_\_

2 \_\_\_\_\_



# TERMS AND CONDITIONS OF ENROLMENT

We/I, the undersigned

1. \_\_\_\_\_
2. \_\_\_\_\_

(hereinafter referred to as the Applicant)

Hereby declare that the information given in the aforementioned Admission Application Form is both true and correct.

We/I hereby agree as follows:

## 1. INTERPRETATION

- 1.1 The headings to the clauses are for reference purposes only and shall not aid in the interpretation of the clauses to which they relate.
- 1.2 Unless the context clearly indicates a contrary intention, words importing any one gender include the other two genders, the singular includes the plural and vice versa, and natural persons include created entities (corporate or unincorporated) and vice versa.

## 2. APPLICATION OF TERMS AND CONDITIONS

- 2.1 All or any business undertaken or advice, information, goods or services provided by SAGEWOOD SCHOOL, whether gratuitous or not, is undertaken or provided on these terms and conditions.

## 3. APPLICABLE LEGISLATION

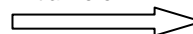
- 3.1 If SAGEWOOD SCHOOL is obliged, in the execution of any of its duties and/or responsibilities, to comply with any common law or legislative enactment ("the law") of any nature whatsoever, then SAGEWOOD SCHOOL by complying therewith, shall not be deemed to waive nor abandon any of its rights in terms of these terms and conditions.
- 3.2 In addition thereto, in complying with the law, SAGEWOOD SCHOOL shall not be deemed to have assumed any onus, obligation, responsibility or liability in favour of the applicant.
- 3.3 In any of the terms of these terms and conditions is repugnant to or in conflict with the law, then and in such event the conflicting term embodied herein shall be deemed to be amended and/or altered to conform therewith, and such amendment and/or alteration shall not in any way affect the remaining provisions of these terms and conditions.

## 4. REFUNDABLE DEPOSIT

- 4.1 A refundable deposit of R \_\_\_\_\_ is payable within three weeks of the date of the school's Acceptance Letter. This secures the Learner's place.
- 4.2 The deposit referred to in clause 4.1 above shall not attract any interest.

## 5. DEVELOPMENT FUND

- 5.1 An annual mandatory development fund of R 1 000, 00 per learner with a maximum of R 1 500, 00 per family with more than one learner is payable by the end of the first term.



**6. ASSESSMENT FEE**

6.1 The assessment fee payable is non refundable.

6.2 Learners from Grade 3 to 12 will attend annual camps which are compulsory.

**7. PAYMENTS**

7.1 Fees are payable in advance on or before the 7<sup>th</sup> day of each succeeding month starting in January and ending in November, irrespective of whether a statement has been received by the Applicant or not.

7.2 Should the Applicant dispute the validity and/or correctness of a statement rendered by SAGEWOOD SCHOOL, or have any query regarding such statement, it will notify SAGEWOOD SCHOOL thereof in writing within 7 (seven) days of receipt of the statement, failing which the Applicant will be deemed to regard the statement as valid and correct and will be deemed to have waived its rights to contest the validity and/or correctness of such statement at a later date.

7.3 If the Applicant fails to make payment to SAGEWOOD SCHOOL of any amounts due and payable to SAGEWOOD SCHOOL on the due date for payment thereof, then such amount shall bear interest at the rate of 15,5% per annum, such interest to be calculated monthly in advance from due date to date of payment.

7.4 A certificate by any manager of SAGEWOOD SCHOOL, whose appointment, designation and authority shall not be necessary to prove, certifying the statement amount, default interest and/or any other amount/s payable by the Applicant to SAGEWOOD SCHOOL and/or the fact that such amounts are due and payable by the Applicant to SAGEWOOD SCHOOL, shall be prima facie evidence of the correctness of the facts so certified.

7.5 Payments received by SAGEWOOD SCHOOL shall be allocated to the oldest debt first, or as SAGEWOOD SCHOOL may otherwise determine in its sole and absolute discretion.

7.6 The Applicant consents that should he/she fail to make payment of any amount due, owing and payable to SAGEWOOD SCHOOL then and in such event SAGEWOOD SCHOOL shall send the Learner home until such time as the outstanding amount is paid to SAGEWOOD SCHOOL. The Applicant further consents that SAGEWOOD SCHOOL is not obliged to and shall not release or issue any school reports or transfer forms until such time as the amount outstanding is paid to SAGEWOOD SCHOOL.

7.7 The Applicant undertakes to pay on demand the costs of any repair/replacement of any item, damaged or destroyed by the Learner during his/her tenure at SAGEWOOD SCHOOL.

**8. CREDIT CHECKS**

8.1 SAGEWOOD SCHOOL reserves the right to run checks (and/or such other background reference checks as SAGEWOOD SCHOOL deems necessary or appropriate) on the Applicant from time to time, and the Applicant hereby consents thereto.

8.2 The Applicant hereby specifically consents to SAGEWOOD SCHOOL disclosing any confidential information obtained pursuant to or in terms of this Agreement to any credit bureau or such other third party as SAGEWOOD SCHOOL may deem appropriate in its sole and absolute discretion.

**9. DOMICILIUM ADDRESS**

9.1 For the purposes of this agreement, including the giving of notices and the serving of legal process, the parties choose their *domicilium citandi et executandi* as follows:

SAGEWOOD SCHOOL: SAGEWOOD AVENUE  
OFF LIEBENBERG ROAD  
NOORDWYK  
MIDRAND

APPLICANT: \_\_\_\_\_ (NAME AND SURNAME)

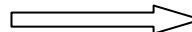
\_\_\_\_\_ (RESIDENTIAL ADDRESS ONLY)

\_\_\_\_\_  
\_\_\_\_\_

9.2 A party may at any time change that party's domicilium by notice in writing, providing that the new domicilium is in the Republic of South Africa and consists of, or includes, a physical address at which legal process can be served.

**10. NOTICE OF WITHDRAWAL OR TERMINATION OF CONTRACT**

10.1 The Applicant agrees to give SAGEWOOD SCHOOL an academic term's notice in writing before withdrawing the Learner, failing which the Applicant accepts liability for a full academic term's fees in lieu of such notice.



- 10.2 Should SAGEWOOD SCHOOL elect for any reason to terminate this agreement, then it may do so. In such a situation SAGEWOOD SCHOOL will give the Applicant one month's written notice of its decision to terminate the contract and at the end of the month the Applicant must withdraw the Learner from the school.
11. **AUTHORISATION TO MEMBER OF MANAGEMENT TEAM**
- 11.1 The Applicant authorises and consents to the member of the management team to:
- 11.1.1 act on the Applicant's behalf in all matters affecting the Learner whilst the Learner is at SAGEWOOD SCHOOL;
- 11.1.2 give consent on the Applicant's behalf where an emergency operation or treatment is required and the Applicant's consent cannot be obtained without causing undue delay;
- 11.1.3 allow the child to attend any authorised school excursion, which excursion includes any outing of:
- 11.1.3.1 An educational nature, such as a geography tour;
- 11.1.3.2 Recreational value for the contentment and well-being of children during their spare time;
- 11.1.3.3 A sporting nature allowing pupils to participate in matches against other school's or to be spectators of any sporting event;
- 11.1.3.4 Any other event which the Management Team considers to be beneficial and in the interest of the Learners;
- 11.1.3.5 Appoint a teacher to accompany the Learner on any authorised excursion to act in parentis locus and to act as the parent as if the Applicant were personally present.
- 11.1.3.4 use photographs of the Learner on the SAGEWOOD website at SAGEWOOD SCHOOL'S discretion.
12. **GENERAL**
- 12.1 SAGEWOOD SCHOOL shall be entitled to cede all or any of its rights and claims against the Applicant to any person without notice to or the consent of the Applicant.
- 12.2 The Applicant agrees to provide SAGEWOOD SCHOOL with a certified copy of any legal document affecting the protection and safety of the Learner, for eg. A restraining order.
- 12.3 SAGEWOOD SCHOOL will constantly endeavour to take such steps as may be reasonably required in the circumstance to do what it can to keep the learner out of harm, and free from loss, taking into account what can be reasonably foreseen and provided for in each case. Subject to the limitations placed on SAGEWOOD SCHOOL'S right to exclude liability in terms of Section 103 of the School Education Act No. 6 of 1995 (Gauteng Province), both parents jointly and severally indemnify the school, its employees and agents (for whom it may be found to be vicariously liable) against any claim of the learner in respect of the event in question.
- 12.4 The Applicant understands that a serious breach of the rules, policies and codes may result in a disciplinary hearing, suspension or even expulsion of the Learner from SAGEWOOD SCHOOL.
13. **JURISDICTION**
- 13.1 The Applicant consents to the jurisdiction of the Magistrate's Court in terms of section 45 of the Magistrate's Court Act No. 32 of 1944 (as amended) having jurisdiction under Section 28 of the said Act, notwithstanding that the claim by SAGEWOOD SCHOOL exceeds the normal jurisdiction of the Magistrate's Court as to amount. SAGEWOOD SCHOOL shall in its discretion be entitled to proceed against the Applicant in any other court of competent jurisdiction, notwithstanding the foregoing.
14. **VARIATION OF THESE TERMS AND CONDITIONS**
- 14.1 No variation of these terms and conditions shall be binding on SAGEWOOD SCHOOL unless embodied in a written document signed by a duly authorised member of SAGEWOOD SCHOOL. Any purported variation or alteration of these terms and conditions otherwise than as set out above shall be of no force and effect, whether such purported variation or alteration is written or oral, or takes place before or after receipt of these standard terms and conditions by the Applicant.
- 14.2 SAGEWOOD SCHOOL reserves the right to change the terms and conditions of this Agreement and or any other agreement at any time and shall notify the Applicant thereof in writing. The Applicant is responsible for regularly reviewing this agreement or any other agreement. Continued use of SAGEWOOD SCHOOL'S service after any such changes shall constitute the Applicant's consent to such changes.
15. **NON WAIVER**
- 15.1 No extension of time or waiver or relaxation of any of the terms and conditions shall operate as an estoppel against any party in respect of its rights under these terms and conditions, nor shall it operate so as to preclude such party thereafter from exercising its rights strictly in accordance with these terms and conditions.

**16. GOVERNING LAW**

16.1 These terms and conditions and all agreements entered into between SAGEWOOD SCHOOL and the Applicant pursuant thereto and on the terms thereof shall be governed by and construed in accordance with the laws of the Republic of South Africa.

**17. BREACH**

17.1 Should SAGEWOOD SCHOOL incur legal expenses arising from failure by the Applicant, howsoever caused, to perform all obligations as set out in these terms and conditions or in terms of any agreement between the parties, the Applicant agrees to pay SAGEWOOD SCHOOL'S legal costs on the attorney and own client scale, including collection commission, counsel's fees as on brief, and tracing fees.

**18. SEVERABILITY**

18.1 If any provision of these terms and conditions is unenforceable, then SAGEWOOD SCHOOL shall be entitled to elect (which election may be made at any time) that such provision shall be severed from the remaining provisions of these terms and conditions which shall not be affected and shall be of full force and effect.

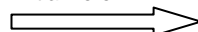
SIGNED BY THE APPLICANT AT \_\_\_\_\_ ON THIS \_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_

\_\_\_\_\_  
 APPLICANT (PARENT/GUARDIAN)

Witnesses

1 \_\_\_\_\_

2 \_\_\_\_\_



**AUTHORITY AND MANDATE FOR PAYMENT INSTRUCTIONS IN LINE WITH THE SAGEWOOD SCHOOL'S  
LEARNER APPLICATION AND TERMS OF ENROLMENT FOR ADMISSION:**

**A. AUTHORITY**

GIVEN BY: (NAME OF ACCOUNT HOLDER) \_\_\_\_\_

ADDRESS OF ACCOUNT HOLDER: \_\_\_\_\_

BANK ACCOUNT DETAILS: BANK NAME: \_\_\_\_\_

BRANCH NAME AND TOWN: \_\_\_\_\_

BRANCH NUMBER: \_\_\_\_\_

ACCOUNT NUMBER: \_\_\_\_\_

TYPE OF ACCOUNT: CURRENT (DELETE WHERE NOT APPLICABLE)  
CHEQUE/SAVINGS/TRANSMISSION

DATE: \_\_\_\_\_

TO: (NAME OF BENEFICIARY) \_\_\_\_\_

ADDRESS OF BENEFICIARY: \_\_\_\_\_

1. I/We hereby authorise SAGEWOOD SCHOOL to issue and deliver payment instructions to SAGEWOOD SCHOOL'S banker for collection against my/our abovementioned account at my/our abovementioned bank on condition that the sum of such payment instructions will never exceed my/our obligations as agreed to in the Learner Application for Admission.
2. The individual payment instructions so authorised to be issued must be issued and delivered monthly/bi-monthly/three-monthly/six-monthly/annually/weekly/bi-weekly (**delete which is not applicable**) (interval) on or after the dates when the obligation in terms of the Learner Application for Admission is due and the amount of each individual payment instruction may not be more or less than the obligation due.
3. The payment instructions so authorised to be issued must carry a number, which number must be included in the said payment instructions and if provided to you should enable you to identify the Learner Application for Admission. The said number should be added to this form in Section E before the issuing of any payment instruction and communicated to me directly after having been completed by you.
4. I/we agree that the first payment instructions will be issued and delivered on or after \_\_\_\_\_ (date). Subsequent payment instructions will continue to be delivered in terms of this authority until this authority is cancelled by me/us by giving you notice in writing of not less than the interval (as indicated in clause 3 above) and sent by prepaid registered post or delivered to your address indicated above.

**B. MANDATE**

I/We acknowledge that all payment instructions issued by SAGEWOOD SCHOOL shall be treated by my/our abovementioned bank as if the instructions had been issued by me/us personally.

**C. CANCELLATION**

I/We agree that although this authority and mandate may be cancelled by me/us, such cancellation will not cancel the Learner Application for Admission Agreement. I/we also understand that I/we cannot reclaim amounts, which have been withdrawn from my/our account (paid) in terms of this authority and mandate if such amounts were legally owing to SAGEWOOD SCHOOL.

**D. ASSIGNMENT**

I/we acknowledge that the party hereby authorised to effect the drawing(s) against my//our account may not cede or assign any of its rights to any third party without my/our prior written consent and that I/we may not delegate any of my/our obligations in terms of this contract/authority to any third party without prior written consent of the authorised party.

SIGNED AT \_\_\_\_\_ ON THIS THE \_\_\_\_ DAY OF \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE AS USED FOR OPERATING ON THE ACCOUNT

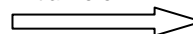
WITNESSES:

\_\_\_\_\_

\_\_\_\_\_

**E. AGREEMENT REFERENCE NUMBER**

The agreement reference number is \_\_\_\_\_.



## Parent Income & Expenditure Form

**FINANCIAL DETAILS**

Copy of Bank Statement/s for the last 3 months to be enclosed.

**FIXED PROPERTY: DESCRIPTION:** \_\_\_\_\_

**REGISTERED OWNER:** \_\_\_\_\_

**OUTSTANDING AMOUNT OF BOND:** \_\_\_\_\_

**MONTHLY GROSS EARNINGS (ATTACH PROOF OF EARNINGS)**

**Father:** \_\_\_\_\_

**Mother:** \_\_\_\_\_

<b>MONTHLY EXPENSES</b>	
<b>Income Tax</b>	
<b>Pension</b>	
<b>Medical Aid</b>	
<b>Bond Repayments / Rent</b>	
<b>School Fees</b>	
<b>Food</b>	
<b>Clothing</b>	
<b>Car Repayments</b>	
<b>Fuel</b>	
<b>Electricity / Water</b>	
<b>Life Insurance</b>	
<b>Household / Car Insurance</b>	
<b>Telephone</b>	
<b>Other (please specify)</b>	
<b>TOTAL MONTHLY EXPENSES</b>	

**EXCESS INCOME / SHORTFALL** \_\_\_\_\_

**PARENTS SIGNATURES:**

**Father:** \_\_\_\_\_

**Mother:** \_\_\_\_\_

**Date:** \_\_\_\_\_