



ACACIA

private schools

ENROLMENT FORM



SURNAME					PHOTO	
NAME						
PUPIL'S PREFERRED NAME						
PUPIL'S CELL NUMBER						
PUPIL'S E-MAIL ADDRESS						
REQUIRED GRADE						
REQUIRED YEAR						
IMMIGRANT	YES	<input type="checkbox"/>	Date of arrival	Expiry date of study visa		Place or origin:
	NO	<input type="checkbox"/>	YYYY/MM/DD	YYYY/MM/DD		
DISTANCE FROM SCHOOL (Mark with an X)	< 5 KM	5 - 10 KM	10 - 15 KM	15 - 20 KM	20 -25 KM	25 KM >
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

THE FOLLOWING MUST PLEASE ACCOMPANY THIS SIGNED AND COMPLETED CONTRACT AND HANDED OVER TO THE REGISTRAR		CHECKLIST FOR INTERNAL USE
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THE FOLLOWING MUST PLEASE ACCOMPANY THIS SIGNED AND COMPLETED CONTRACT AND HANDED OVER TO THE REGISTRAR		CHECKLIST FOR INTERNAL USE
1	A copy of the pupil's most recent report (PRIMARY AND HIGH SCHOOL ONLY).	
2	A recent passport sized photograph.	
3	A copy of the pupil's identity document or birth certificate.	
4	Immunisation card (clinic card) (pre-school only).	
5	Transfer card from previous school attended.	
6	Certified photocopies of the front page of the Identity Documents of both parents /guardians as detailed above.	
7	Report of additional specialist intervention (Occupational Therapist Report Gr R & 1)	
8	Payment of a non-refundable administration and registration fee as per the current fee structure (on acceptance).	

PLEASE READ THE ENTIRE DOCUMENT, INITIAL EACH PAGE, SIGN IN FULL AND RETURN TO ACACIA.

DETAILS OF PUPIL AND PARENTS / GUARDIANS

PUPIL'S DETAILS

DATE OF BIRTH		ID NUMBER	
GENDER		RELIGION	
NATIONALITY		PREVIOUS SCHOOL	
HOME LANGUAGE			
OTHER SIBLINGS Names and Grades			
SCHOLASTIC ACHIEVEMENTS			
SPORT / CULTURAL ACHIEVEMENTS			
EMERGENCY CONTACT DETAILS			

DETAILS OF PARENTS / GUARDIANS

FATHER / GUARDIAN 1	MOTHER / GUARDIAN 2
TITLE	TITLE
FIRST NAMES	FIRST NAMES
SURNAME	SURNAME
PREFERRED NAME	PREFERRED NAME
MARITAL STATUS	MARITAL STATUS
ID NUMBER	ID NUMBER
OCCUPATION	OCCUPATION
EMPLOYER	EMPLOYER
WORK TELEPHONE	WORK TELEPHONE
HOME TELEPHONE	HOME TELEPHONE
CELL NUMBER	CELL NUMBER
E-MAIL ADDRESS	E-MAIL ADDRESS
POSTAL ADDRESS	POSTAL ADDRESS
RESIDENTIAL ADDRESS Domicilium Citan- di et Executandi	RESIDENTIAL ADDRESS Domicilium Citan- di et Executandi

DECEASED PARENTS (Mark with an X)	NONE	FATHER	MOTHER	BOTH

INITIAL

ENROLMENT CONTRACT ACACIA PRIVATE SCHOOLS

I / We the Parent(s) / Legal guardian(s) of

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Pupil's Full Name

hereby confirm the admission of the pupil named above to

ACACIA PRIVATE SCHOOLS

I / We hereby confirm that the information supplied by us in this agreement is complete and accurate.

I / We have read, understood and agree to all the rules and conditions as contained in this booklet including: Conditions of Admission, Code of Conduct of Acacia, Medical Information and Consent Form and Indemnity Declaration and Appointment in loco parentis.

This agreement shall take effect immediately upon signature hereof and shall continue for the duration of the enrolment of the pupil at Acacia.

DETAILS OF PARENTS / GUARDIANS

1.	RELATIONSHIP TO PUPIL	FATHER	MOTHER	GUARDIAN						
	FULL NAME									
	ID NO.									
	NATIONALITY									
	DATE	Y	Y	Y	Y	M	M	D	D	SIGNATURE

2.	RELATIONSHIP TO PUPIL									
	FULL NAME									
	ID NO.									
	NATIONALITY									
	DATE	Y	Y	Y	Y	M	M	D	D	SIGNATURE

3.	PUPIL LIVES WITH:	FATHER	MOTHER	BOTH	GUARDIAN
	NUMBER OF CHILDREN IN FAMILY:		POSITION IN FAMILY		
	PERSON LIABLE FOR ACCOUNT:				
	SEND COMMUNICATION TO:	FATHER	MOTHER	BOTH	GUARDIAN

4.	CONTACT DETAILS		
		TEL	
		FAX	
		E-MAIL	

PUPIL										I HAVE READ AND ACCEPT THE TERMS OF THE CODE OF CONDUCT (PUPILS IN GRADE 4 OR HIGHER)
										SIGNATURE

FOR ACACIA PRIVATE SCHOOLS (Pty) Ltd

										SIGNATURE
	NAME									SIGNATURE

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I HEREBY GIVE PERMISSION THAT PHOTOS OF MY CHILD / CHILDREN MAY BE USED FOR THE SCHOOL'S SOCIAL MEDIA (i.e. FACEBOOK, TWITTER), PURPOSES.

DATE	Y	Y	Y	Y	M	M	D	D	SIGNATURE
NAME AND SURNAME OF PARENT / GUARDIAN									

CONDITIONS OF ADMISSION

GENERAL

- The Signatories and the Pupil will be bound by the rules, regulations, policies, and procedures of Acacia as laid down by the Acacia Board, its Executive Committee and /or its Head from time to time. The Signatories confirm that by signing this enrolment contract, that he / she / they will have read, and discussed the school rules contained in the Code of Conduct with his / her / their son / daughter / ward, and agree to adhere to the Christian Ethos and Practices observed by Acacia.
- The Signatories and Pupil agree to abide by Acacia's Christian ethos, and conform to the spirit of Acacia's Christian-based education.
- The Signatories and Pupil agree and undertake to read and be bound by the Acacia "Code of Conduct" and any future amendments thereto.
- The Signatories accept their responsibility to supply Acacia with any documentation as required by National Legislation, including medical information, study permits, academic records, etc. and accept that failure to produce the same may result in the Pupil being excluded from the School.
- The Signatories hereby acknowledge and confirm that they are personally liable for all terms and conditions herein and to be effected in terms hereof, including but not limited to: Acacia Code of Conduct.
- The Signatories and the Pupils undertake at all times to uphold the good name and reputation of Acacia.
- The Signatories accept that personal possessions of the Pupil are not covered in any risk insurance by Acacia and that the Signatories are responsible for supplying adequate cover for the Pupil's personal possessions.
- The Signatories accepts liability for any loss or damage suffered by Acacia arising from any conduct of the pupil, howsoever caused.
- The Signatories understand that Acacia will constantly endeavour to take such steps as may be reasonably required in the circumstances to do what it can to ensure an environment free from harm and / or loss, taking into account what can be reasonably foreseen and provided for in the circumstances.
- The Signatories hereby indemnify and hold blameless Acacia, its shareholders, directors, employees, and agents against any loss, damage or injury which may be sustained from whatever cause excluding gross negligence, whether on Acacia property or en route thereto or therefrom or in the course of any extra mural activity or organised outing in which the Pupil or Signatories may participate.
- The Signatories understand that the information contained in the enrolment contract constitutes a material representation relevant to the acceptance of the enrolment of the Signatories' child as a Pupil and the Signatories warrant that all information contained in the enrolment contract is true, complete and accurate.
- The Signatories further agree that any change in information supplied in this agreement including but not limited to the Signatories marital status, residential status, employment status or contact details does not alleviate the agreement made herein, and any such change will be reported in writing to Acacia.
- Any relaxation or deviation from the terms of this agreement, which may have arisen in the past or may arise in the future, shall not be deemed to be a waiver of Acacia rights to enforce strict compliance with these conditions without further notice.
- This agreement shall be deemed to be concluded upon the enrolment of the Pupil by Acacia, and on the payment of the non-refundable registration and admission fee stipulated by Acacia and shall constitute the whole agreement between the parties and no amendment, alteration, addition, variation, representation or warranties, whether expressed or implied, will be of any force or effect unless reduced to writing and signed by both parties.

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15. All legal correspondence between the Signatories and sent by Acacia shall be delivered by hand, either directly to the Signatories or via the Pupil or sent by pre-paid registered post. The correspondence shall be deemed to have been received on the date of delivery or on the 5th business day after posting. In regard to all correspondence by the Signatories to Acacia, the onus of proof of delivery shall rest on the Signatories.
16. The Signatories acknowledge that Acacia shall be entitled to recover all legal costs incurred by it, in order to enforce its rights under this agreement, including but not limited to attorney and own client fees and collection and tracing charges.
17. The Signatories understand that by signing this form they consent to Acacia conducting whatever enquiries may be considered necessary to verify any information given in this application, including confirming their credit rating with a national Credit Bureau and contact with previous schools of the Pupil.
18. On termination of this agreement for any reason whatsoever, the Signatories undertake to immediately withdraw the Pupil from Acacia and to make satisfactory arrangements for the Pupil's attendance at any alternative school.
19. Acacia shall be entitled to cancel this agreement by giving the Signatories 3 (three) months written notice to this effect.

PAYMENT OF FEES

1. By enrolling your child at Acacia, you are investing in his/her education. This investment comprises our school fees, levies (which are announced on an annual basis), subscriptions and any other amounts that you have to pay from time to time. Please ensure that you pay the requisite fees on time. For convenience we refer to "school fees" in this agreement.
2. "Levies" refers to an amount budgeted each year for compulsory school activities, such as outings and camps. "Subscriptions" refers to amounts due for non-compulsory extramural activities, such as sports and tours.
3. The Signatories accept joint and severally liability to Acacia for the punctual payment of all fees, subscriptions, levies, and other amounts that become due and payable to Acacia, or in respect of participation in, or attendance at school-related activities. Any bursary or sponsorship in favour of the Pupil relates only to school fees.
4. The Signatories agree that they shall be jointly and severally liable to pay tuition fees, as prescribed in the Schedule of

Fees, from time to time, and any special levies imposed by Acacia, and that they have sufficient funds to meet the financial commitments herein. The school can claim the entire outstanding amount of school fees from either or both of you, regardless of your marital status or divorce order.

5. The Signatories accept that fees are payable annually in advance on or before the first day of attendance of the Pupil at Acacia unless arrangements have been made in writing at the sole and absolute discretion of Acacia for the payment of tuition fees, by cheque, debit order or EFT. A debit order instruction form will be provided and must be returned as part of the registration process. No payments in cash will be accepted.
6. If arrangements have been made or will be made for the payment of school fees, each instalment shall be paid on the first day of each month or on the first day of each term as the case may be.
7. A statement issued by the school Financial Administrator certifying the balance owing from time to time shall be valid and sufficient (prima facie) proof for all purposes of the amount owing by the Signatories in terms hereof.
8. A poor payment record may impact the standard payment terms available to parents.
9. The Signatories acknowledge that the inability of the Pupil to attend school or the absence of the Pupil from the school does not relieve the Signatories of the obligation to pay school fees.
10. The Signatories agree to provide a non-refundable admission and application fee as a condition of enrolment.
11. In the event of the Pupils'™s expulsion from Acacia the parent/s or guardian/s will be refunded on a pro-rata basis, if they have already paid the school fees for the term or for the rest of the year.
12. Failure by the Signatories to pay any amount on due date constitutes a breach of this agreement. Should the Signatories fail to remedy the breach within the time period specified in any notice, this may result in the cancellation of the agreement. On breach, the balance of the annual tuition fee will be immediately due and payable and may be retained Acacia as a cancellation fee.

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SERIOUS CONSEQUENCES OF LATE OR NON-PAYMENT

1. Any late or non-payment of school fees, levies or subscriptions may have the following consequences at the absolute discretion of Acacia:
 - a. Services provided by Acacia may be withdrawn if you are 3 months in arrears. Further, the school's contract with the parent may not be renewed; and the school will not re-enroll the child(ren) for further studies at Acacia.
 - b. Your child may be prevented from taking part in any extramural activities.
 - c. Any special discount granted by the school will be revoked.
 - d. The full annual fees will become due and payable by the parent(s)/guardians.
 - e. The school may report the slow or non-payment of the parent(s)/guardians to our credit bureau; and this may affect your creditworthiness.
2. Acacia charge administrative fees for any cost relating to returned debit orders, refer-to-drawer (RD) cheques, reminders, letters of demand or other fees relating to the collection of payment. We recover any legal expenses that we have to incur to collect payment from you, including any attorney fees at the actual rate charged (that is, the attorney-and-own-client scale), any collection commission and tracing fees.

CANCELLATION WITH THREE MONTHS' NOTICE

1. The Signatories are entitled to terminate the contract with three calendar months' written notice.
2. If no notice is given, you will be liable for three months school fees in lieu of the notice.
3. No indulgence which Acacia may grant to you will constitute a waiver of any of its rights unless reduced to writing and signed by an authorised representative of Acacia.

PERSONAL INFORMATION

1. Personal information means information that can be used on its own or with other information to identify, contact or locate a person or to identify an individual in context.
2. The Pupil and insofar as may be required, the Signatories, understand, accept and consent to Acacia collecting

personally identifiable information about pupils and Signatories only to the extent necessary in terms of this agreement.

3. In obtaining your personal information through this form or related forms, Acacia are legally obliged to respect your privacy and that of your child.
4. The school uses your child's and your personal information only to deliver quality educational services, to ensure your child's health and safety and to comply with applicable legal requirements.

ACCURACY OF AND CHANGES TO PERSONAL INFORMATION

1. The accuracy of your child's and your personal information is extremely important to Acacia. Please take the time to ensure that it is true, complete and accurate. By signing this document, you warrant that this is the case.
2. You are required to inform us immediately if any of your personal information changes (e.g. your marital status or your contact details or residential address).

VERIFYING YOUR INFORMATION

1. By signing the contract, you give us permission to conduct enquiries to verify the information that you gave us as part of this application and to check your creditworthiness. This includes contacting your child's previous school(s) and conducting a credit check.
2. Acacia will not disclose your information to the public or to any third parties without informing you.
3. Your child's next school may contact us to obtain information about you and your child in order to verify admission criteria and your creditworthiness. We disclose only the necessary information in response to such enquiries. By signing the contract, you consent to such disclosure.

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SECURITY

1. Acacia has implemented reasonable security safeguards designed to protect the personal information that you provide. However, no system is perfectly secure. This means that, while Acacia takes all reasonable steps to protect your information, we cannot guarantee that it will not be accessed, disclosed, altered or destroyed by breach of any of our physical, technical or managerial safeguards.
2. Please note that e-mails that you send us are not encrypted; therefore, we strongly advise you not to communicate sensitive information, such as banking details, by these means.

PHOTOGRAPHS

1. Images of the Pupil and the Signatories whether by photographic or other means may be collected and used by Acacia in any publication relating to the achievements of the School.

This done and signed at _____ this the _____ day of _____ (month) _____ (year).

	FATHER / LEGAL GUARDIAN	MOTHER / LEGAL GUARDIAN
SIGNED		
FULL NAMES		

(To be signed by both father and mother or legal guardian)



MEDICAL INFORMATION AND CONSENT FORM

PUPIL NAME AND SURNAME			
PUPIL GENDER			
MEDICAL AID SCHEME			
PRINCIPAL MEMBER			
MEMBERSHIP NO.			
DOCTOR'S NAME			
DOCTOR'S TELEPHONE NUMBER			
PUPIL BLOOD TYPE			
PREVIOUS ILLNESSES	ALLERGIES		ANAPHYLAXIS
	ASTHMA		BLOOD PRESSURE
	DIABETES		DRUG SENSITIVITY
	ECZEMA		EPILEPSY
	FAINING		FITS/BLACKOUTS
	HAY FEVER		HEADACHES
	HEARING PROBLEMS		HEART CONDITION
	NOSE BLEEDS		SIGHT PROBLEMS
DATE OF TETANUS INJECTION		YES	NO
PLEASE STATE MEDICATION			
IS YOUR CHILD SUFFERING FROM ANY OTHER ILLNESSES?		YES	NO
PLEASE STATE ILLNESSES (INCLUDING PHYSICAL OR PSYCHOLOGICAL LIMITATIONS)			
ANY OTHER RELEVANT MEDICAL INFORMATION			

The Signatories, in their capacity as parent / guardian of the pupil consent to the exercise of the necessary parental powers by the Head, Deputy Head or nominated teacher over the pupil whilst the pupil is on the Acacia premises and / or engaged in any activity in connection with or incidental to Acacia, academic, sporting, recreational or otherwise and herewith confirm their appointment in loco parentis, having all necessary authority and without limiting the generality in case of emergency, regarding any medical treatment, operation, or blood transfusions.

The Signatories accept responsibility for payment of all medical / hospital and related costs, and undertake/s to refund Acacia, immediately on demand, such funds dispersed by Acacia.

The Signatories must give written permission and directions for the administration of any medication taken during school hours or after hours school activities.

This done and signed at _____ this the _____ day of _____ (month) _____ (year).

	FATHER / LEGAL GUARDIAN	MOTHER / LEGAL GUARDIAN
SIGNED		
FULL NAMES		

(To be signed by both father and mother or legal guardian)

INDEMNITY DECLARATION AND APPOINTMENT IN LOCO PARENTIS DECLARATION

I/We, the undersigned, _____ of
PARENTS' / GUARDIANS' FULL NAMES

PUPIL FULL NAMES

acknowledge that in certain situations there may be insufficient time to contact Parents / Guardians or to refer to Medical Records, and consequently the school representative is authorised to utilise the most appropriate medical services available.

And we therefore:

1. Delegate to the Headmaster or his / her representative, the power to authorise whatever medical treatment he / she in their sole discretion deems necessary for the pupil, and in doing so agree that the Headmaster and / or his / her representative should act in loco parentis.
2. Indemnify and hold Acacia Private Schools (Pty) Ltd., its shareholders, directors, employees, and agents harmless in respect of all loss or damage, whether to person or to property, from any cause howsoever arising, which may be sustained by the pupil stipulated or his / her property or possessions, whilst on school property or under school control during any school excursion, activity or outing, or as a result of medical treatment administered under paragraph 1 above.
3. Agree that this indemnity and appointment in loco parentis shall commence on the date of signature hereof and remain in force and effect for the duration of the pupil's enrolment at Acacia.

This done and signed at _____ this the _____ day of _____ (month) _____ (year).

	FATHER / LEGAL GUARDIAN	MOTHER / LEGAL GUARDIAN
SIGNED		
FULL NAMES		

Note: Witness signatures to be obtained by Father / Mother / Guardian.

MARKETING INFORMATION

HOW DID YOU HEAR ABOUT Acacia PRIVATE SCHOOLS?

FAMILY / SIBLING	
SCHOOL IS IN YOUR LOCAL AREA	
WORD OF MOUTH	
REPUTATION IN COMMUNITY	
INTERNAL REFERRAL	
ADVERTISING	

WHAT FORM/S OF MARKETING CREATED AN AWARENESS OF ACACIA FOR YOU?

STREET POLE ADVERTISEMENTS	
NEWSPAPER ADVERTISEMENTS	
NEWSPAPER REPORTS	
ACACIA WEBSITE	
OTHER WEBSITES (I.E. ISASA, SA PRIVATE SCHOOLS ETC)	
EVENTS AND EXHIBITIONS	
MAGAZINE ADVERTISEMENTS	
ESTATE AGENTS	
BILLBOARDS	

For Internal Use:

Checklist	<input type="checkbox"/>
Reports	<input type="checkbox"/>
Birth Certificate	<input type="checkbox"/>
Admin Fee	<input type="checkbox"/>
Admission Fee	<input type="checkbox"/>
Photographs	<input type="checkbox"/>
ID Copies	<input type="checkbox"/>
Admin	<input type="checkbox"/>
Bursar	<input type="checkbox"/>

Signatories checked + ID	<input type="checkbox"/>
All pages signed	<input type="checkbox"/>
No changes made	<input type="checkbox"/>
Christian Ethos Letter	<input type="checkbox"/>

Checked by:

Name: _____ Signature: _____

Name: _____ Signature: _____

ACACIA PRIVATE SCHOOLS

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