

School fees must be paid by the 3<sup>rd</sup> of every month and deposit slips must be brought to the school for capturing. We can only credit your fees account after receiving the slip.



ST AQUINAS COLLEGE PRETORIA  
 (SUMMAT INSTITUTE PRETORIA)  
 277 Pretorius Street Pretoria 0001.  
 Telephone: 012 3230201  
 Fax: 012 3230600

**APPLICATION FOR ADMISSION FORM FOR GRADE 1 - 3**

**YEAR: 2020**

This form must be completed in full and completing the form does not necessarily mean that the learner has been accepted at school

Grd applied for		Highest grd passed		Year passed	
Surname			Initials	Nickname	
First name			Other Names		
Date of birth	YYYY	MM	DD	AGE	GENDER
Race		Identification or Passport No			
Country of residence:		Citizenship			
If SA, province of residence					
Physical address:			Home cell number		
			Emergency telephone		
City or Suburb		code	Home language		
Name of previous school			Tel number		
Previous school address					
Deceased parent	Mother	Father	Both	Mode of transport	
Religion					
<b>Fees payment information</b>					
Payment option (debit order or Once off or monthly deposit)					
Monthly payment or once off payment		R	No of months		
<b>Learner Medical Information</b>					
Medical Aid Number		Medical Aid Name			
Medical Aid main		Doctor Name			

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Doctor's Address		Tel No	
Medical condition			
Dexterity of learner	Right Handed	Left handed	Ambidextrous

**Siblings at Summat information**

No of other children at Summat		Position in the family e.g. 1 <sup>st</sup> born	
Supply full names of other children			
Name		Grade	
Name		Grade	
Name		Grade	

**Details of Parents / Guardian Information**

Title	Initials	Surname				
First Name	Gender	Home language	Race			
ID Number or Passport Number	Fees payer	Yes/No				
Residential Street Address:						
City / Suburb	Code					
Occupation	Employer					
Surname of spouse	First name					
Occupation of spouse	Employer name					
Marital status						

**Contact Details**

Home Telephone	Work telephone
Fax number	Cell Number
Spouse Tel number	Spouse Cell number
E-mail address	1. ....

I hereby declare that to the best of my knowledge, the above information as supplied is accurate and correct.

Name of Parent/Guardian (Please Print): \_\_\_\_\_  
 Signature of Parent or Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

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**SUBJECTS OFFERED – GRADE 1 – 3**

1. MATHEMATICS	2. ENGLISH HOME LANG	3. LIFE SKILLS	4. AFRIKAANS FAL
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**SCHOOL FEES DETAILS**

**OPTION 1 - DIRECT DEBIT ORDER**

- The school gets the fees direct from the parent’s bank through a DEBIT ORDER.

GRADE	REG FEES	MOTHLY DEDUCTION	NO OF MONTHS	TOTAL FES FOR THE YEAR EXCL REG	TOTAL FEES INCL REG
1	R600,00	R750.00	10	R7 500.00	R8 100.00
2	R600.00	R750.00	10	R7 500.00	R8 100.00
3	R600.00	R750.00	10	R7 500.00	R8 100.00

**OPTION 2 – MONTHLY DEPOSIT BY PARENTS**

- Parents have to deposit the fees into the school account through bank tellers or ATM

GRADE	REG FEES	MONTHLY DEPOSIT	NO OF MONTHS	TOTAL EXCL REG FESS	TOTAL INCL REG FEES
1	R600.00	R800.00	10	R8 000.00	R8 600.00
2	R600.00	R800.00	10	R8 000.00	R8 600.00
3	R600.00	R800.00	10	R8 000.00	R8 600.00

**OPTION 3 – ONCE – OFF FEES PAYMENT**

GRADE	REG FEES	MONTHLY FEES	NO OF MONTHS	TOTAL EXCL REG FEES	TOTAL INCL REG FEES
1	R600.00	R0.00	1	R7 000.00	R7 600.00
2	R600.00	R0.00	1	R7 000.00	R7 600.00
3	R600.00	R0.00	1	R7 000.00	R7 600.00

**Undertaking by parents**

I ....., the parent of .....

In grade R undertakes to:

1. Pay the monthly school fee of ..... for ..... months and also;
2. Provide my child with the proper school uniform all the time.
3. Provide my child with the correct stationery.
4. Ensure that my child gets to school before the classes commence.

**PLEASE TURN OVER FOR TERMS AND CONDITIONS**

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**Terms & Conditions ( Please read the terms and conditions below carefully)**

Applicants will only be considered for admission on the correct completion of this **Application Form and signing the Terms and Conditions below and returning to the College with the non-refundable registration fee** paid. Learners are admitted in terms of our Admission Policy and admission will be confirmed as soon as the Admissions Committee has considered the Application and decided. Admission is subject to the availability of a place and the learner satisfying the admission requirements at the time.

1. I agree that Summat College or any agent the College appoints on its behalf is authorised to conduct a credit check on me as per my Identification Document/Passport.
2. School fees is payable in advance on the **3<sup>rd</sup> day of every month**, if I fail to pay I consent to the fact that my learner will be refused entry to the school premises.
3. If debit order option is chosen, please ensure that enough funds are available in your bank account to avoid charges being debited to your account after the debit order fails to go through.
4. Please note that the school fees is a yearly amount with an option to pay each month.
5. Applicants and their guardians are advised to make sure they do not over pay. Any extra amount over paid will not be refunded in full; the college shall keep 20% of the total over paid amount as administration fee.
6. **Payment of Fees by a third party:** An agreement with a third party to pay the Fees or any other sum due to the School does not release Parents from any liability under these Terms and Conditions or affect the operation of these terms and conditions unless an express release has been given in writing signed by the Principal. The School reserves the right to refuse a payment from a third party. All such payments received are accepted in good faith.
7. Summat College has the right to decline your application should any information given be incomplete or dishonest to the best of our knowledge
8. Should you (payee) fail to honour your part of contract, an interest of **prime + 2%** will be charged
9. I will provide my child with all the required learning materials such as Exercise books, textbooks, 2 X 500 sheets A4 bond paper and any other items required.
10. I agree that my child will observe the College Code of conduct/Policies and will not interfere with normal learning process or disturb the smooth running of the college.
11. I agree to be liable for all expenses incurred directly or indirectly as a result of my breach of contract or conduct of my learner.
12. I will ensure that my child reports for lessons every day and on time.
13. Over payment of school fees is refundable under strict conditions. Check the correct amount before you pay.
14. I shall attend College activities for Parents/Guardians and where I am unable to attend I shall send written apology or send a representative on my behalf.
15. This contract will not be withdrawn from the School until the end of the academic year unless based on merit.
16. Summat College will hand over any outstanding debts to the debt collectors:  
The costs of such collection and legal costs will be paid by the Parent/ Guardian/ Sponsor.

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## REQUIREMENTS

PLEASE NOTE:

The registration form must be submitted with the follow documents

No	Document	Please tick or State
1	Copies of learner's birth certificate or ID document	
2	Copy of parent's ID	
3	Report card (if applicable)	
4	Fees payment option (please state)	
5	Bank statement if debit order is chosen	
6	Debit order mandate form if debit order is chosen	
7	2 reams of bond paper	
8	Registration fees paid	

The college reserve the right to refuse admission due to subject combination or factors based on our admission policy

- An incomplete admission form will not be accepted
- The school does not supply exercise or note books. Parents/ guardian should make sure they buy for their learners.

Enjoy your stay at St. Aquinas. Feel free to ask for assistance where you need it.

Thank you

### Undertaking by parents

I (Parent) \_\_\_\_\_ the undersigned Parent/Guardian

of (Learner) \_\_\_\_\_ GRADE \_\_\_\_\_

Acknowledges that I am indebted to Summat College for the payment of fees should this application be successful. I have read and understood the terms and conditions therein and shall be bound by them.

.....  
Parent/Guardian/Sponsor Signature

.....  
Date