

Debit order will go through on or before the 3<sup>rd</sup> of every month, please ensure enough funds are available in the account to avoid accruing charges.



ST AQUINAS COLLEGE PRETORIA  
 (SUMMAT INSTITUTE PRETORIA)  
 277 Pretorius Street Pretoria 0001.  
 Telephone: 012 763 2200 / 012 763 2249  
 Email: summatinstitutepta@gmail.com

**APPLICATION FOR ADMISSION FORM FOR GRADE 10 – 12**

**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

Grade applied for		Highest grade passed			Year grade passed		
Learner repeating? (yes/no)		Grade(s) & year repeated					
Surname		Initials			Nickname		
First name		Other Names					
Date of birth	YYYY	MM	DD	Gender			
Race		Identification or Passport No					
Country of residence:		Citizenship					
If SA, province of residence		Home language					
Physical address:				Home telephone			
				Emergency telephone			
				Learner cell phone			
City or Suburb		City / suburb code					
Learner email		Religion					
Deceased parent	Mother	Father	Both	Mode of transport			
<b>School fees details</b>							
Fees payment option	Debit order	Monthly /once off fees	R	No of months			
<b>SUBJECTS CHOSEN (Must be 7 subjects in total and all South Africans must choose 2 languages, a home language and first additional language. Foreign learners can choose 1 language and any other 6 subjects, however, if they can do a local language, they may choose 2 languages)</b>							
1		2		3			
4		5		6			
7	Sports						

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Previous School Information							
Name of previous school							
Previous school address							
Code		Province				Country	
LEARNER MEDICAL INFORMATION							
Medical Aid Number				Medical Aid Name			
Medical Aid main				Doctor Name			
Doctor's Address						Tel No	
Medical condition							
Special problems requiring counselling							
Dexterity of learner	Right Handed		Left handed		Ambidextrous		
<b>If the learner is accepted, the following documents must accompany form:</b> <b>1. Copy of Birth Certificate or ID card 2. Progress report &amp; transfer letter from previous school</b>							

Siblings							
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				Relationship to learner			
Cell number				Work number			
Email address							
Spouse details							
Surname of spouse				First name			
Occupation of spouse				Employer name			
Learner stays with this parent		Yes /No			Relationship to learner		
Marital status							
Residential address							
			City/Suburb				Code
Cell number					Work telephone		

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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: \_\_\_\_\_

<b>SUBJECTS OFFERED GR 10 - 12</b>		
1. ENGLISH HOME LANG	2. MATHEMATICS	3. MATHEMATICAL LITERACY
4. SEPEDI HOME LANG	5. ISIZULU HOME LANG	6. LIFE ORIENTATION
7. ECONOMICS	8. BUSINESS STUDIES	9. PHYSICAL SCIENCES
10. LIFE SCIENCES	11. GEOGRAPHY	12. ENGLISH FIRST ADDITIONAL
13. ENGLISH F A L	14. ACCOUNTING	15. AFRIKAANS FAL

**SCHOOL FEES DETAILS**

**OPTION 1 – ONCE – OFF PAYMENT**

GRADE	REG FEES	MONTHLY FEE	NO OF MONTHS	TOTAL FEES EXCL REG	TOTAL FEES INCL REG
10	R600	N/A	N/A	R10 000	R10 600
11	R600	N/A	N/A	R11 000	R11 600
12	R600	N/A	N/A	R12 000	R12 600

**OPTION 2 – DEBIT ORDER**

GRADE	REG FEES	MONTHLY FEE	NO OF MONTHS	TOTAL FEES EXCL REG	TOTAL FEES INCL REG
10	R600	R1 050	10	R10 500	R11 100
11	R600	R1 150	10	R11 500	R12 100
12	R600	R1 300	10	R13 000	R13 600

**Undertaking by parents**

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

In grade ..... undertakes to:

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

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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. School fees for grade 10 – 12 is through two options only, that is, debit order and once off.
2. 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.
3. School fees is payable in advance on the **3<sup>rd</sup> day of every month**, if my debit order does not go through, I consent to the fact that my learner will be refused entry to the school premises.
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**

1. Two certified copies of the learner’s ID, birth certificate or asylum
2. Report card from previous school
3. 2 previous report cards if learner repeated before
4. Signed debit order mandate form
5. 3 months bank statement not older than 3 months
6. Two reams of bond papers 500 sheets each
7. Proof of payment of registration fee and 1<sup>st</sup> month payment.
8. Parent or guardian ID copy – 2 certified
9. Transfer letter from previous school.
10. Sports fee of R150

**Checklist**

No	Document	Tick or State
1	Copies of learner’s ID, birth certificate	
2	Report card from previous school	
3	If learner repeated before, 2 previous reports	
4	Debit order mandate form	
5	Bank statement	
6	2 reams of paper	
7	Proof of registration fee	
8	Parent or guardian’s ID copy	
9	Transfer letter	
10	Sports fee	

**Undertaking**

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