

School fees must be paid by the 2<sup>nd</sup> of every month and deposit slips must be brought to school for capturing.



ST AQUINAS COLLEGE PRETORIA  
 (SUMMAT INSTITUTE PRETORIA)  
 277 Pretorius Street Pretoria 0001.  
 Telephone: 012 763 2200 / 012 763 2249  
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**APPLICATION FOR ADMISSION FORM FOR GRADE 4 – 6                      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	
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		Mode of transport			
Physical address:		Cell no: 1			
		Cell no: 2			
		Emergency no			
City or Suburb		code		Home language	
Deceased parent		Mother	Father	None	Religion
<b>Previous School Information</b>					
Name of previous school					
Previous school address					
Code	Province	Country			
<b>School fees details</b>					
Fees payment option		Once –off or monthly fees		R	No of months
<b>Learner Medical Information</b>					
Medical Aid Number		Medical Aid Name			

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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>Siblings</b>							
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					
<b>Details of Parents / Guardian Information</b>							
Title	Initials	Surname					
First Name	Gender	Home language	Race				
ID Number or Passport No`		Fees payer	Yes/No				
Residential Street Address:							
City / Suburb		Code					
Occupation		Learner stays with this parent (yes or no)					
Cell no	Home number	Work no					
Email							
<b>Spouse details</b>							
Title	Surname	First name					
Marital status		Occupation					
Residential Address		City	Code				
Learner stays with this parent ( yes or no)							
Cell no	Home number	Work no					
E-mail address							

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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 – grade 4 - 6</b>		
1. Mathematics	2. English home lang	3. Natural scie & Technology
4. Afrikaans fal	5. Social SCIENCES	6. Life Skills

**SCHOOL FEES**

**OPTION 1 - DEBIT ORDER PLAN**

GRADE	REG FEES	MONTHLY FEES	NO OF MONTHS	TOTAL EXCL REG	TOTAL INCL REG
4, 5 & 6	R600.00	R900.00	10	R9 000.00	R9 600.00

**OPTION 2 - ONCE - OFF PLAN**

GRADE	REG FEES	MONTHLY FEES	NO OF MONTHS	TOTAL EXCL REG	TOTAL INCL REG
4, 5 & 6	R600.00	R0.00	1	R8 500.00	R9 100.00

**OPTION 3 - MONTHLY DEPOSIT AT ATM OR INSIDE BANK**

GRADE	REG FEES	MONTHLY FEES	NO OF MONTHS	TOTAL EXCL REG	TOTAL INCL REG
4, 5 & 6	R600.00	R950.00	10	R9 500.00	R10 100.00

**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. 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