



65 Karee Road
Bluehills
Midrand
1685

Cell: 064 401 3393 / WhatsApp: 084 0467 999
Email: info.ravenwoodacademy@gmail.com

LEARNER'S APPLICATION

(Please complete the form in block letters incl. email addresses as legibly as possible.)

LEARNER'S FULL NAME: _____

GRADE APPLYING FOR: _____ YEAR: _____

SCHOOL FEES: Option 1: Monthly Fees over 12 Months (January – December)

 Option 2: Termly Fees four payments to be paid at the beginning of each term.

 Option 3: Annual Fees payable before the 1st of January

Please indicate with a cross the option of your choice

DEPOSIT: The non-refundable deposit secures your child's place and is payable via the following:

 Non-refundable deposit: _____
(Equivalent to 1 months' school fees payable on acceptance, securing the learner's place.)

REGISTRATION FEE: **R1000.00 (One Thousand Rand Only)** ANNUAL FEE (New enrolments payable on acceptance)

OFFICE USE ONLY:

INTERVIEW DATE: _____ FEES OPTION: _____ DEPOSIT: _____ DATE PAID: _____

ADMINISTRATION FEE DATE PAID: _____ ACCEPTED: YES/NO _____ GRADE: _____

COMMENCEMENT DATE: _____

DOCUMENTS REQUIRED CHECK LIST: (COPIES TO BE ATTACHED)

All documents must accompany the application to ensure smooth processing of your application.

1. PASSPORT SIZE PHOTO OF LEARNER	
2. COPIES OF BOTH PARENTS ID DOCUMENTS / GUARDIAN'S ID DOCUMENTS	
3. THREE MONTHS BANK STATEMENTS FROM BOTH PARENTS	
4. COPY OF LEARNER'S BIRTH CERTIFICATE	
5. LATEST CERTIFIED SCHOOL REPORT	
6. FINANCIAL CLEARANCE CERTIFICATE FROM THE PREVIOUS SCHOOL	
7. TRANSFER CARD FROM PERVIOUS SCHOOL	
8. COPY OF MEDICAL AID CARD	
9. COPY OF CLINIC CARD FOR CHILD IF CHILD IS YOUNGER THAN 8 YEARS OLD	

A. LEARNER'S DETAILS:

FULL NAMES SURNAME
PREFERRED NAME
MALE/FEMALE (M/F)
DATE OF BIRTH
IDENTITY NUMBER
HOME LANGUAGE
FLUENT IN
NAME PRESENT / PREVIOUS SCHOOL
CONTACT NO. SCHOOL
PRESENT GRADE
GRADE APPLYING FOR
LEARNER'S HOME ADDRESS
CODE
LEARNER'S CELL NO.
NAME OF PERSON WITH WHOM STUDENT LIVES
RELATIONSHIP TO STUDENT

B. FATHER'S DETAILS:

FULL NAMES AND SURNAME
INITIALS TITLE
IDENTITY NUMBER
EMPLOYER'S NAME
EMPLOYER'S ADDRESS
OCCUPATION
CONTACT NUMBER (HOME)
CONTACT NUMBERS (WORK)
CONTACT NUMBERS (CELL)
EMAIL
POSTAL ADDRESS
CODE
RESIDENTIAL ADDRESS
CODE
MARITAL STATUS

C. MOTHER'S DETAILS:

FULL NAMES AND SURNAME
INITIALS TITLE
IDENTITY NUMBER
EMPLOYER'S NAME
EMPLOYER'S ADDRESS
OCCUPATION
CONTACT NUMBER (HOME)
CONTACT NUMBER (WORK)
CONTACT NUMBER (CELL)
EMAIL
POSTAL ADDRESS
CODE
RESIDENTIAL ADDRESS
CODE
MARITAL STATUS

INITIAL HERE _____

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

FULL NAMES AND SURNAME
INITIALS TITLE
CONTACT DETAILS (H) (C)
RELATIONSHIP TO LEARNER
RESIDENTIAL ADDRESS
CODE

E. MEDICAL DETAILS

MEDICAL AID NAME
MEDICAL AID NUMBER
DOCTOR'S NAME
DOCTOR'S TEL. NO. (W) (C)
ALLERGIES YES / NO
DETAILS
IS STUDENT ON MEDICATION YES / NO
DETAILS

SIGNED BY THE APPLICANT AT ON THIS _____ DAY OF _____ 20____

PRINT FULL NAME/S:

SIGNATURE:

SIGNATURE:

APPLICANT (PARENT/GUARDIAN)

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 RAVENWOOD ACADEMY, whether gratuitous or not, is undertaken or provided on these terms and conditions.

3. APPLICABLE LEGISLATION

- 3.1 If RAVENWOOD ACADEMY 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 RAVENWOOD ACADEMY 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, RAVENWOOD ACADEMY 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. ENROLMENT

- 4.1 A Learner's enrolment will be subject to the conditions stated hereunder or such other conditions which the Director may have determined.
- 4.2 This Agreement is applicable to the completed application and becomes a binding contract upon signature of the Applicant.
- 4.3 The Applicant agrees to be bound by the rules, regulations, policies and procedures of RAVENWOOD ACADEMY, as determined from time to time and announced by the Director.

5. RESPONSIBILITY OF EDUCATION

- 5.1 The final responsibility for the education and training of the Learner remains with the Applicant. RAVENWOOD ACADEMY is a provider of educational services as an aid in supporting the education and training responsibilities of the Learner and this application is not an enrolment at the Department of Education.
- 5.2 The Applicant confirms and takes full and final responsibility for the grade choice and curriculum being the CAPS SYSTEM OR THE GED SYSTEM.
- 5.3 It is the Applicant's responsibility to register the Learner with the Pestalozzi Trust and is liable for all cost involved.
- 5.3 The Applicant undertakes to adhere to RAVENWOOD ACADEMY'S rules and regulations.

INITIAL HERE _____

6. DEPOSITS

- 6.1 **A ONE MONTH NON-REFUNDABLE** deposit of _____ equivalent to one month's school fees. This non-refundable deposit is separate from the school fees and is payable on enrolment, securing the learner's place. The Non-refundable deposit is not refundable and is not in lieu of the last month's school fees. It is not deductible from the term's notice fees or any other incurred or outstanding debt.
- 6.2 An annual administration fee of R1000.00 is payable on enrolment for new enrolments and every January thereafter for current learners and is not negotiable even if written notice has been given and is subject to increase.

7. PAYMENTS

- 7.1 Fees are payable in advance **before the 1st day** of each succeeding month starting in January and ending in December, 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 RAVENWOOD ACADEMY, or have any query regarding such statement, it will notify RAVENWOOD ACADEMY 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 Payments received by RAVENWOOD ACADEMY shall be allocated to the oldest debt first, or as RAVENWOOD ACADEMY may otherwise determine in its sole and absolute discretion.
- 7.4 The Applicant consents that should he/she fail to make payment of any amount due, owing and payable to RAVENWOOD ACADEMY then and in such event RAVENWOOD ACADEMY shall send the Learner home until such time as the outstanding amount is paid to RAVENWOOD ACADEMY. The Applicant further consents that RAVENWOOD ACADEMY 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 RAVENWOOD ACADEMY.
- 7.5 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 RAVENWOOD ACADEMY.

8. SCHOOL HOURS:

- 8.1. School Hours are as follows:
Mondays to Thursdays 08h00am – 14h00pm
Fridays 08h00am – 13h00pm
- 8.2 Should your child be showing signs of illness, (runny nose, cough etc.) our policy is for the child to be kept at home, until the child has made a full recovery.
- 8.3 Should your child be absent due to illness please notify the School by 07:45am. If your child has been absent for more than two days a doctor's note is required notifying the school that the child is no longer contagious before returning.

9. NOTICE OF WITHDRAWAL OR TERMINATION OF CONTRACT

- 9.1 The Applicant agrees to give RAVENWOOD ACADEMY a **FULL TERMS NOTICE** in writing before withdrawing the learner, failing which the Applicant **accepts liability for a full term in lieu of such notice**.
- 9.2 All notices must be in **writing and e-mailed** to info.ravenwoodacademy@gmail.com **no later than the 1st day of your last attending term**. Late notices will **NOT** be accepted, and the relevant term fees will apply. This **includes the end of a year and the beginning of the next year**. **Full terms notice** in writing is **still required**.
- 9.3 It is the responsibility of the parent/s and/or legal guardian/s to give Ravenwood Academy notice of termination of enrolment in writing.

INITIAL HERE _____

- 9.4 Should the Applicant be enrolled in RAVENWOOD ACADEMY'S AFTERCARE SERVICE a **FULL TERMS NOTICE** in writing is required, failing which the Applicant **accepts liability for a full term in lieu of such notice**.
- 9.5 Should RAVENWOOD ACADEMY elect for any reason to terminate this agreement, then it may do so. In such a situation RAVENWOOD ACADEMY 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.
- 10. AUTHORISATION OF THE DIRECTOR**
- 10.1 The Applicant authorises and consents to the Director to:
- 10.2 Act on the Applicant's behalf in all matters affecting the Learner whilst the Learner is at RAVENWOOD ACADEMY;
- 10.3 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;
- 10.4 Use photographs of the Learner's on the RAVENWOOD ACADEMY'S multimedia platforms at RAVENWOOD ACADEMY'S discretion.
- 11. INDEMNITY & PERMISSIONS**
- 11.1 The Applicant absolves and indemnifies and agrees to hold harmless RAVENWOOD ACADEMY, the Director and its representatives against any and all claims howsoever arising including negligence, arising out of injury, loss damages, cost or expense, including legal costs, suffered by the Learner or a third party as a result of or during the enrolment of the Learner at RAVENWOOD ACADEMY.
- 11.2 Permission is granted to RAVENWOOD ACADEMY to refuse the Learner the use of alcohol, drugs, tobacco products, and misconduct whilst at RAVENWOOD ACADEMY.
- 12. GENERAL**
- 12.1 RAVENWOOD ACADEMY 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 RAVENWOOD ACADEMY with a certified copy of any legal document affecting the protection and safety of the Learner, for e.g.: A restraining order.
- 12.3 RAVENWOOD ACADEMY 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 RAVENWOOD ACADEMY 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 RAVENWOOD ACADEMY.
- 13. VARIATION OF THESE TERMS AND CONDITIONS**
- 13.1 No variation of these terms and conditions shall be binding RAVENWOOD ACADEMY unless embodied in a written document signed by a duly authorised member of RAVENWOOD ACADEMY. 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.
- 13.2 RAVENWOOD ACADEMY 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 RAVENWOOD ACADEMY'S service after any such changes shall constitute the Applicant's consent to such changes.
- 14. NON-WAIVER**
- 14.1 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.

INITIAL HERE _____

15. GOVERNING LAW

15.1 These terms and conditions and all agreements entered into between RAVENWOOD ACADEMY 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.

16. BREACH

16.1 Should RAVENWOOD ACADEMY 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 RAVENWOOD ACADEMY’S legal costs on the attorney and own client scale, including collection commission, counsel’s fees as on brief, and tracing fees.

17. SEVERABILITY

17.1 If any provision of these terms and conditions is unenforceable, then RAVENWOOD ACADEMY 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.

I, THE UNDERSIGNED HAVE READ AND UNDERSTOOD ALL THE TERMS AND CONDITIONS ABOVE.

SIGNED BY THE APPLICANT AT ON THIS _____ DAY OF _____ 20____

PRINT FULL NAME/S:

SIGNATURE:

APPLICANT (PARENT/GUARDIAN)

SIGNATURE:

APPLICANT (PARENT/GUARDIAN)

Witnesses:

1. _____

2. _____