



# KINGFISHER PRIVATE SCHOOL

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PO Box 1048  
PHALABORWA  
1390

## ENROLMENT DECLARATION BY PARENTS / GUARDIANS SCHOLASTIC YEAR 2025

Pupil's Name: ..... Enrolment Grade: .....

Please note that in all instances throughout this document:

- "We" is taken to mean I/We; "Him" is taken to mean him/her/they as applicable; "Ourselves" is taken to mean myself/ourselves; "Child" is taken to mean child/ren.
- This form has to be completed for every new academic year.
- No pupil will be registered for the following academic year without this completed form.
- All children on any Scholarship / Bursary Scheme have to complete these forms. They are subjected to the same policies and procedures as set out in this document.
- If any pupil is paid for by a Trust / other company, the parent still needs to complete the forms in full, as it remains the parent's responsibility to arrange the payment from the said institution.

**Please sign on the last page, and initial all other pages. Please send all the pages back.**

### **POLICIES**

1. We have read and understood the policies of Kingfisher Private School.
2. We agree to abide by all of the policies of Kingfisher Private School, with particular reference to the School Fee Policy. We understand that further policies may be adopted by the School from time to time and we undertake additionally to abide by these.
3. We undertake to abide by all of the rules and regulations of the School, and accept that it is our responsibility to familiarise ourselves with the rules pertaining to the School.
4. We will ensure that our child abides by all policies applicable to him.
5. We acknowledge that we remain responsible for our child on the property of the School, and after the published finishing times of any School activity, event or function whether at the School or elsewhere.
6. We hereby agree that every child has the right to basic education, but education at this institution is not basic education, but independent school education. We, as parents chose independent school education for the benefits it has for our child's future. We hereby agree that the school reserves the right to suspend schooling, if the school account is in arrears. Schooling will be resumed once the account has been settled or acceptable arrangements have been made.

### **DISCLAIMER**

7. We accept that the School does not, and will not, take any responsibility for any theft/loss, or damage/destruction to any property whatsoever (including school clothing, sporting equipment, books, etc) brought onto the School property by our child.

### **PAYMENT OF FEES**

8. We hereby take full responsibility for payment of any fees due in respect of our child, as stipulated by the Board of Governors of Kingfisher Private School.
9. In the event of the Third Party taking responsibility for the payment of the Fees, you by your signature hereto, hereby bind yourself jointly and severally in your personal capacity as surety and co-principal debtor with the Third Party for payment to the School of any amounts which are owing and may at any time become owing to the School by the Third Party.
10. You confirm that a statement or Detailed Customer Ledger showing the amount owing by you or the Third Party to the School shall be reputable proof that the said amount is due, owing and

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Parent / Guardian 1

Parent / Guardian 2



payable. Where the quantum of the School's claim is thereafter disputed by you or the Third Party, you or the Third Party shall bear the onus of proving that such amount is not owed and/or due and/or payable.

11. You and/or the Third Party accept the additional Goods/Services. The School will, as far as reasonably possible, give you notice prior to providing such additional Goods/Services. You and/or the Third Party expressly agree to the delivery or performance of the additional Goods/Services and accept liability for payment thereof, in accordance with clause 7.1. You and/or the Third Party acknowledge that the additional Goods/Services are not unsolicited, within the meaning of the Consumer Protection Act or otherwise and that you have expressly accepted such additional Goods/Services.
12. Statements or Detailed Customer Ledgers will be emailed or sent by hand monthly to the parent or The Third Party. Invoices will only be sent on request. The school fees for Grade 12 pupils will be invoiced quarterly, in advance. The additional IEB registration fee as set out by the IEB will be invoiced separately in the first term. This fee has to be paid up by 30<sup>th</sup> June of each year.
13. We accept the following payment terms:
  - 13.1 Annually/per term – please ask bursar to invoice accordingly.
  - 13.2 Monthly – School fees may be paid on a monthly basis from January to December (12 payments). Fees are due at the beginning of every month, and are not payable in arrears. **The fees must be paid in advance, by the 3rd day of each month.**
  - 13.3 Payments may be made by means of stop orders or electronic fund transfers. Payments by cash or cheque are to be paid directly into the School's bank account, as **no cash or cheques will be accepted at the School.**
  - 13.4 Proof of payment must be forwarded to the School in all instances. Bank account details are as follows :

First National Bank – Phalaborwa  
Account Number: 62013009445.

Branch Code: 270452  
Reference: Account reference number  
(Please ask the Bursar if you have not received one)

Fax: 0866 111 980

Email: finance@kingfishersschool.co.za

14. We choose the residential address set out below as our domicilium citanti et executandi for the service on us by the School of all notices, processes or other communication.
15. ***We accept that the School may refuse admission of a pupil if there are any school fees outstanding, unless a specific written agreement has been reached between the School and the parents with regard to the settlement of the outstanding fees. If the parent defaults on this agreement, the pupil will be asked to leave immediately.***
16. We accept that we remain responsible for any outstanding fees and the School reserves the right to use any legal means to recover the amounts outstanding.
17. We agree that a calendar month's written notice or the equivalent fee is required before the withdrawal of our child from the School. Notice may not be given at the end of November, as the fees are payable over 12 months. December's fees are payable if the child attends school in the 4<sup>th</sup> term.
18. The School has the right to give a pupil a calendar month's written notice.
19. We are not bound to give you a full term's written notice if we expel or suspend your child. We will refund any school fees you have paid in advance for the next term or terms, minus the administration fee applicable on refunds. If there are still school fees outstanding for that particular month, they will still be payable by you.
20. A 10 % administration fee will be deducted from any refunds
21. If a cheque deposit is made into our account, and the cheque is rejected by the bank for any reason, an administrative fee of R200 will be levied.

.....  
Parent / Guardian 1

.....  
Parent / Guardian 2

21. I/We undertake to be responsible for the proper keeping of pupil support material provided by the school. I/We shall personally ensure that such material is returned to the school in proper condition. In case of losses and/or support material returned in a poor condition, I am liable for the cost of replacing of such material and will be invoiced accordingly.

#### REGISTRATION

22. Notice has to be given, at the latest, by 01 November, if the pupil will be leaving this institution at the end of the academic year. If following notice is received in January, the parent will still be liable for the full fees for January.
23. We accept that any outstanding fees from the previous year must be settled before schooling may continue at the start of the following year, and we understand that in the event that we are unable to comply, an acceptable arrangement indicating payment of fees must be made with the School. Failure to meet this undertaking will be deemed to be in breach of the contract, and our child will therefore not be permitted to attend school for the new academic year.
24. We accept that a new enrolment declaration form is to be submitted for each new academic year. **Failure to submit this form for a new academic year, will lead to suspension of schooling, until such form has been returned completed. This could result in the class being at capacity, in terms of numbers.**

#### BREACH CLAUSE

25. We accept that the School shall have the right to take action to recover any outstanding amount in a court of law, in which case we are liable for and consent to pay costs and interest to any attorney on the attorney/client scale, this sum including any collection commission and tracing fees.
26. We hereby authorise Kingfisher Private School, or their agent, to undertake any credit checks that they may deem necessary.

#### GENERAL

27. We confirm that the particulars that we may furnish or that have been furnished on this form are, to the best of our knowledge and belief, comprehensive and accurate.
28. We agree to notify the School in writing of any changes to our details as provided below.
29. By entering into this contract, and unless you at any time instruct the School expressly and in writing to the contrary, your consent is given for the School to:
- i. collect, store and process credit information about you and any Third Party or divorced or separated Parent responsible for payment of any or all amounts comprised in the Fees;
  - ii. collect, store and process names, contact details and information relating to yourself and your Child, and to such information being made available to other parents/guardians, staff or responsible persons engaged or authorised by the School for School-related purposes to the extent required for the purpose of managing relationships between the School, parents/guardians, and current pupils as well as providing references and communicating with the body of former pupils;
  - iii. include photographs, with or without name, of your Child in School publications, or in press releases to celebrate the School's or your Child's activities, achievements or successes;
  - iv. supply information and a reference in respect of your Child to any educational institution which you propose your Child may attend. We will take care to ensure that all information that is supplied relating to your Child is accurate and any opinion given on his/her ability, aptitude and character is fair. However, the School cannot be liable for any loss you or your Child is alleged to have suffered resulting from opinions reasonably given, or correct statements of fact contained, in any reference or report given by us; and
  - v. inform any other school or educational institution to which you propose to send your Child of any outstanding fees.

**ANNEXURE B: DETAILS OF PARENT / GUARDIAN**

I/We the undersigned,

	<b>First person responsible for payment of fees</b>	<b>Second person responsible for payment of fees</b>
Surname		
Full Names		
Preferred Name		
Relation to the pupil		
I.D/Passport No		
Current Postal Address		
Current Residential Address		
Occupation		
Employer		
Work Address		
Work Tel No		
Home Tel No		
Cell Phone		
E-mail		
<b>Banking details:</b>		
Name of Account holder		
Name of Bank		
Branch name		
Branch number		
Account number		
Own or Shared Account		

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Parent / Guardian 1

.....  
Parent / Guardian 2

- 30. confirm that all the particulars that I have furnished to the School on this contract or otherwise from time to time are or will be, to the best of my knowledge and belief, full, true and accurate.
- 31. undertake to advise the School in writing of any changes to the details included in this contract.

**PARTIAL INVALIDITY**

- 32. Terms and conditions contained in this agreement are separate from the other terms and conditions in the sense that if anyone is determined to be illegal and unenforceable, it will simply be disregarded and of no force and effect, but the agreement will otherwise remain valid.

**ANNUAL INCREASE**

- 33. The School fees will be reviewed annually and may be increased by an amount which the School considers reasonable. We will endeavour to give you at least two calendar months' notice of any increase in the fees due for a particular term.

**INVOICES / STATEMENTS**

Please tick preferred: Emailed            or            given to pupil

***Declaration: I/we, the undersigned, do hereby declare that I/we have read and understood this Contract.***

**IN MY/OUR CAPACITY AS THE PARENT/S OR GUARDIAN/S OF:**

.....  
**(Pupil's Name)**

.....  
**(Current Grade)**

**I/We hereby apply to enrol the above mentioned child as a pupil at Kingfisher Private School, subject to the terms and conditions contained within this declaration and the policies of Kingfisher Private School, by which we agree to be bound. The terms contained within this declaration will prevail in the event of any conflict or ambiguity in relation to any other documentation signed by me.**

**SIGNED AT ..... ON THIS ..... DAY OF ..... 20.....**

.....  
**SIGNATURE FATHER / GUARDIAN**

.....  
**SIGNATURE MOTHER/GUARDIAN**

***Date edited: June 2022***

