



# St Catherine's Empangeni

## APPLICATION FOR ADMISSION

P O Box 162 Empangeni 3880 - Telephone 035 7723041 - Fax 035 7726114  
[www.saintcatherines.co.za](http://www.saintcatherines.co.za) - [info@saintcatherines.co.za](mailto:info@saintcatherines.co.za)  
 Nonprofit Organization No: 072-220

**PLEASE COMPLETE THIS FORM USING BLOCK LETTERS**

**SECTION A: DETAILS OF PUPIL**

Surname .....

First Name/s .....

Male / Female .....

Date of Birth .....

ID No .....

Passport No. ....  
 (if no ID available)

Citizenship .....

Home Language .....

Religious Denomination .....

Dexterity 

right-handed	left-handed	ambidextrous
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Previous School .....Province/Country.....

Does your child have any siblings who have attended or who are attending this school? 

Yes	No
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If Yes, Name, Grade and Sports House of Siblings:

Name	Grade	Sports House

If either parent has attended this school, what Sports house were they in?.....

Grade into which admission is required .....

Day Scholar  OR Weekly Boarder (for Grades 8 to 12 girls only)

Date when admission is required .....

How will your child get to and from school? .....

**SECTION B: CONTACT DETAILS OF PARENTS/GUARDIANS:**

	FATHER/GUARDIAN 1	MOTHER/GUARDIAN 2
Surname		
First name		
Postal Address		
Physical Address		
Tel. No. (H)		
Tel. No. (W)		
Cell Phone No.		
E-mail Address		
Occupation		
Employer Name		
Signature		
Date		

**Declaration by parents/guardians**

By my signature above I confirm that:

- I am aware of the fact that St Catherine’s School is a private school at which payment of school fees is compulsory in order to secure continued admission for my child(ren).
- I am aware of the school fees and other additional costs payable and am also aware that the fees are quoted on a PER TERM basis, and not an annual basis.
- I am aware that, should I wish to remove my child(ren) from the school, I am required to give one term’s notice or make payment of a term’s fee in lieu of notice before removing my child(ren) from St Catherine’s School.
- I accept that I am a co-principal debtor for payment of school fees together with my spouse and any additional “Person Responsible for Payment of School Fees” as set out in Section D hereof.

**SECTION C: CONTACT DETAILS OF PERSON(S) WITH WHOM THE PUPIL WILL LIVE WHILST ATTENDING SCHOOL:** *(if this person is the father or mother of the child, please enter “Father” or “Mother” under “First names” only and move on to Section D*

PERSON WITH WHOM PUPIL WILL LIVE	
Surname	
First names	
Postal Address	<hr/> <hr/>
Physical Address	<hr/> <hr/>
Telephone Number (Home)	
Telephone Number (Work)	
Cell Phone Number	
E-mail Address	

**SECTION D: CONTACT DETAILS OF PERSON (OTHER THAN PARENTS/GUARDIANS LISTED ABOVE) FROM WHOSE ACCOUNT PAYMENT OF COMPULSORY SCHOOL FEES WILL BE MADE:**

PERSON (OTHER THAN PARENTS/GUARDIANS) RESPONSIBLE FOR PAYMENT OF COMPULSORY SCHOOL FEES	
Surname	
First names	
Postal Address	----- -----
Physical Address	----- -----
Telephone Number (Home)	
Telephone Number (Work)	
Cell Phone Number	
E-mail Address	
Occupation	
Name of Employer	
Signature	
Date	

**SECTION E: FINANCIAL DECLARATION BY PARENTS/GUARDIANS AND ANY PERSON (OTHER THAN PARENTS/GUARDIANS) RESPONSIBLE FOR PAYMENT OF COMPULSORY SCHOOL FEES**

By my signature below I confirm that:

- I am aware of the fact that St Catherine’s School is a private school at which payment of school fees is compulsory in order to secure continued admission for the child whose admission is sought on this application.
- I am aware of the school fees and other additional costs payable and am also aware that the fees are quoted on a PER TERM basis, and not an annual basis.
- I am aware that I will be required to sign a Financial Agreement/Undertaking to Pay School Fees upon acceptance of my child(ren) at the school.
- I am aware that, should I wish to remove my child(ren) from the school, I am required to give one term’s notice or make payment of a term’s fee in lieu of notice before removing the child(ren) from St Catherine’s School.
- I accept that I am principal debtor for payment of school fees for the child(ren).
- I am aware that a non-refundable Application Fee of R600.00 (six hundred rand) is payable upon submission of an Application for Admission.
- I am aware that, once the child is accepted, a non-refundable Acceptance Fee of R1,250.00 (one thousand two hundred and fifty rand) is payable. These fees are to cover the costs of administration relating to the registration, assessment and acceptance of the child.

Signature: Father/Guardian 1	
Date	
Signature: Mother/Guardian 2	
Date	
Signature: Person other than parents/guardian responsible for payment of compulsory school fees	
Date	

## **SECTION F: SUPPORTING DOCUMENTS FOR ADMISSION AND ACCEPTANCE**

### **ADMISSION**

Parents are required to:-

- (a) complete and return the Application for Admission Form;
- (b) pay the Application Fee;
- (c) supply a photocopy of your child's Birth Certificate;
- (d) supply a photocopy of your child's most recent School Report;
- (e) supply a Fee Clearance Certificate from your child's previous school;
- (f) supply a head and shoulders photograph of your child;
- (g) bring your child for an assessment, when requested;
- (h) supply a copy of your child's clinic card **(Pre-school Applications only)**.

Both parents AND any other person responsible for the payment of school fees must attach:-

- (a) a certified copy of their ID document;
- (b) a certified copy of their proof of physical address;
- (c) a copy of their most recent payslip;
- (d) last three month's bank statements.

### **ACCEPTANCE**

You will be notified whether your child has been accepted or not.

On acceptance, you will be requested to sign a Financial Agreement/Undertaking to Pay School Fees, an Acceptance of the School's Code of Conduct and pay the Acceptance Fee, which will confirm your child's place.

**Should your child not be accepted, no further correspondence will be entered into. St Catherine's is a private school and receives no financial support from the Government. The Principal and/or Board of Governors reserve the right to refuse admission to the school if the person responsible for payment of school fees cannot demonstrate to the Principal and/or Board's satisfaction that they are able to afford payment of the school fees.**



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## FEE CLEARANCE CERTIFICATE

(TO BE COMPLETED BY THE PUPIL'S CURRENT SCHOOL)

Name of parent responsible for fees	
Identity Number of parent/guardian responsible for fees	
Name of pupil / pupils	
Name of School where pupil is currently enrolled	
Annual Fees for (year) 20.....	
Fees paid to date	
Fees outstanding	
Comment	<hr/> <hr/> <hr/>

This is to certify that the above parent has paid school fees as indicated above.

Principal/Bursar

Date

\_\_\_\_\_

\_\_\_\_\_

SCHOOL STAMP: