

CONTRACT OF ENROLMENT

Made by and between:

**Gratton College NPC
 (hereinafter referred to as Gratton School)**

And:

The Responsible Person/s who by his/her/their signature/s at the foot of this document acknowledge that he/she/they are legally responsible for the learner described herein:

IMPORTANT

1. This form must be completed by the Responsible person/s.
2. This application will not be considered unless ALL questions have been answered.
3. Please read the Contract carefully before signing.
4. Any change in the details submitted must be advised immediately to avoid invalidation of this contract.
5. Please download and initial the Gratton Fee Payment Policy – Annexure A, that forms part of this application.
6. Please download and initial the Gratton Hostel Rules – Annexure B (if applicable).
7. For information on fees and payment plans download – Fees and Payment Plans.
8. If applying for more than one learner a new Contract must be completed for each learner.

1. TYPE OF APPLICATION (TICK APPLICABLE TYPE)

1.	FIRST TIME SCHOOL APPLICATION	Complete all sections	
2.	FIRST TIME SCHOOL AND BOARDING APPLICATION	Complete all sections	
3.	RENEWAL SCHOOL APPLICATION	Sections 1, 2, 3, 7, 8, 9, 11 and 13	
4.	RENEWAL SCHOOL AND BOARDING APPLICATION	Sections 1, 2, 3, 7, 8, 9, 11 and 13	

2. YEAR OF ENROLMENT

3. DETAILS OF THE LEARNER

Surname:	First names:
Name by which learner is known:	
Date of birth:	Place of birth:
ID number:	Nationality:
Home language:	Religion:
Gender:	
Grade for which applying:	Year for which applying:
Names and ages of brothers and sisters:	

INITIALS

--	--	--	--

4. SCHOLASTIC DETAILS OF THE LEARNER

Last school attended:	Dates of attendance:
Present grade:	Language of instruction:
Has the learner ever been expelled or refused admission to a school? YES / NO	
If YES, give details:	
Has the learner repeated a class or grade? YES / NO	
If YES, give details:	
Give details of any remedial assistance that may have been given to the learner:	
Give details of any special achievement of the learner:	

5. MEDICAL DETAILS OF THE LEARNER

Does the learner wet the bed at night? (BORDERS ONLY)?	Never	Sometimes	Every night
Name, address and contact number of learner's dentist.			
Name, address and contact number of learner's doctor. (If not completed the learner will be admitted to the local government hospital in the event of an emergency.)			
Is the learner left or right handed?			
Give details of any disability or allergy affecting the learner.			
Give details of any other special health circumstance.			
Indicate briefly any illness, operation or injury the learner has experienced Date & type of operation / illness / injury.			
Is the learner covered by Medical Aid?	YES	NO	

INITIALS

--	--	--	--

Name of fund.	
Membership number.	

6. SOCIAL GRANTS INFORMATION

Child support grant	<input type="checkbox"/>	Grant no:
Maintenance grant	<input type="checkbox"/>	Grant no:
Foster care grant	<input type="checkbox"/>	Grant no:
Disability grant	<input type="checkbox"/>	Grant no:

7. VISITORS TO THE SCHOOL

Please list the names and contact numbers of persons who are allowed to visit the learner at school. **Maximum 4 names.**

8. RESPONSIBLE PERSON/S DETAILS

RELATION: Father	Stepfather	Other	RELATION: Mother	Stepmother	Other
Details of Other			Details of Other		
Surname			Surname		
First names			First names		
ID no.			ID no.		
Residential address			Residential address		
Postal address			Postal address		
Occupation			Occupation		
Employer/Business name			Employer/Business name		
Business address			Business address		

INITIALS

--	--	--	--

Telephone / email:	Telephone / email:
Home	Home
Work	Work
Cell	Cell
Email	Email
Details of person paying fees if not the Responsible Person. Please note that the Responsible Person remains legally responsible for fees even if this section is completed.	

9. APPLICANT'S MARITAL STATUS

Married		Divorced (Date of order)	
Widowed (Date)		Single	
State the name of the learner's legal guardian (if applicable):			
State the name of the person who has custody of the learner (if applicable):			

10. PAYMENT OF FEES

The payment of fees and extras as set out in the Gratton Fee Payment Policy, Annexure A, as agreed between the parties may not be revised in any way except by the written agreement of Gratton College NPC.

11. PAYMENT PLANS

The payment plans are:

PLAN	DETAILS
Plan A	One payment payable annually in the first week of the first term. A discount is applicable. Any discount applied will be reversed if payments are not received by due date.
Plan B	Four equal payments, payable termly in the first week of each term. No discount is applicable.
Plan C	Eleven equal payments (grade 000 to 11) and ten equal payments (grade 12) payable monthly in the first week of each month, commencing in January. No discount is applicable.

I/we the Responsible Person/s select the following payment plan.

PLAN	INITIALS
Plan A	
Plan B	
Plan C	

INITIALS

--	--	--	--

12. COPIES OF the following documents must be attached to this application form

- Learner's birth certificate
- Learner's most recent school report (not applicable for grade R)
- Passport photo of the learner
- Immunisation card
- Copy of Responsible Person/s Identity Documents
- Proof of Income (payslip)

13. AGREEMENT

I _____

being the Responsible Person, and

I _____

being the Responsible Person

for learner _____

hereby apply for the learner to be admitted as a learner of Gratton School.

I / We declare that to the best of our knowledge that the information given in this Contract is true and correct, and, if the learner is admitted as a learner at Gratton school,

- I / We as the Responsible Person/s agree to the terms and conditions set out in this Contract to be read together with Annexure A – Gratton Fee Payment Policy and Annexure B – Gratton Hostel Rules (if applicable).
- I / We as the Responsible Person/s agree that the terms and conditions set out in this Contract will be binding on me / us for as long as the learner is registered as a learner at Gratton School

I / We undertake:

- To inform the school of any changes in the details submitted in the Contract, especially any changes of status, address or telephone numbers.
- To ensure that the learner attends school regularly and that he / she complies with the Code of Conduct of Gratton School. We understand and accept that, should our learner break this Code of Conduct, the matter will be dealt with in terms of the School's Disciplinary Procedure.
- To sign the Gratton School Consent and Indemnity Form and acknowledge that any offer to accept the learner as a learner at Gratton School is conditional on my / our signing the Consent and Indemnity Form.

I / We give permission:

- For the learner to participate in all activities of the school which the Management of Gratton school considers desirable, including extramural activities, outings, tours and visits outside of the school property. I fully understand and accept that the above mentioned visit / excursion / activity shall be taken at the learner's own risk, and I / we undertake to indemnify, hold harmless and absolve the School, the School Board, the Principal and the Staff against and from any or all claims whatsoever that may arise in connection with any loss or damage to the property or injury to the person of the learner in the course of the above

INITIALS

--	--	--	--

visit, in the knowledge that the Principal and Staff will, nevertheless, take all reasonable precaution for the safety and welfare of the learner.

- For the learner to be photographed and hereby grant the School, the School Board, the Principal and the Staff sole and exclusive right to print and publish any photos taken.

Signed at _____ on this _____ day of _____ 20_____

 Responsible Person

 Responsible Person

 Name

 Name

 Witness

 Witness

Note: Signature of this Contract does not mean that the learner will be admitted to Gratton School.

INITIALS

--	--	--	--