



SAGEWOOD PREPARATORY SCHOOL

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PBO No. 930020807

EMIS 321937

DOC Reg No. 04493

APPLICATION FOR THE ADMISSION OF A PUPIL

Welcome and thank you for choosing Sagewood Preparatory School for this important phase of your child's education.

Sagewood is a registered independent primary school and self-funding. Sagewood is also a member of the Independent Schools of South Africa (ISASA) and is accredited with Umalusi. Our qualified staff endeavour to provide and maintain a high quality of education.

Please study the documents provided, particularly those that relate to the various fees that are payable. The funding of the school is almost entirely from these fees and parents are required to pay their fees timeously.

You are requested to pay R600.00 for this application form.

TERMS AND CONDITIONS

The following terms and condition apply:

- Admission Deposit:** A non-refundable admission deposit of R2 000-00 is payable within one week of notification of your successful application.
- Payment of Fees:** All fees are payable by the end of each month. Parents may elect which payment plan they will feel comfortable with – annual, termly (*fees need to be paid in the first month of the term*) or monthly. Fees paid annually in advance will enjoy a 5% discount.
- Late Payment of Fees:** All fees not paid in terms of item 2 will attract interest at the prime rate ruling of the First National Bank of plus 3%. Should payment of fees not be paid timeously, a letter will be sent in the last week of term by the school to remind the parent/guardian of the amount due. If the arrear fees are not paid before the first day of the term the learner(s) shall be required to leave the school and not return until such time as the outstanding amount has been settled. Learner(s) will not be allowed to start a new year if there are arrear fees from the previous year.
- Termination of Enrolment:** A full term's notice or termination shall be given in writing or alternatively one term's fee paid in lieu of such notice. Should a pupil leave the school during a term, under whatever circumstances, the term's fee shall be forfeited, and full term's fees in lieu of notice shall be due.
- Rebate of Fees:** There shall be no rebate of fees if the pupil is absent from school.
- Person Responsibility for Payment of Fees:** The parent or guardian responsible for the payment of the school's fees shall furnish the information required in Section D of the application and in the event that parents are unmarried then both parents shall furnish the information required, and in either case the parents shall sign an undertaking that school fees will be paid as in item 2 above. Please provide a current 3-month bank statement when submitting the application form.

I have read understood the terms and conditions of enrolment and hereby agree to the terms and conditions above.

Mother/Guardian Signature	Father/Guardian Signature
Date:	Date:

"Accredited by Umalusi, Council for Quality Assurance in General and Further Education and Training"

