



Johannesburg Polytech Institute

"The Spirit That Will Never Die"

Registered in terms of the South African Schools Act, 1997.
Registration number 700122234 District 11
Contact Details: 011- 402-2227/8(T) 011 402- 2226(F)

NB
Attach
I.D.
Photo

Name: _____

Age: _____

Current School: _____

Where did you hear about us: word of mouth/ website/ newspaper
/other please specify

APPLICATION FORM ALL GRADES

For office use **DATE APPLICATION RECEIVED:** _____

GRADE: _____

<i>ADMISSION DATE</i>	<i>ADMISSION NO</i>	<i>ACCOUNT NO</i>	<i>DEPOSIT RECD.</i>

PLEASE NOTE: APPLICATION CANNOT BE PROCESSED WITHOUT ALL THE RELEVANT DOCUMENTS BEING SIGNED AND RETURNED TO THE SCHOOL

Relevant Documents:

- *Learner ID Photo*
- *Certified Copies of ID*
- *Copy of Learner Birth Certificate*
- *Latest Report*
- *Municipal Account*
- *Signed Fee Agreement*

Applicants, please note that the acceptance of a completed copy of this form by Johannesburg Polytech does not constitute the offer of a place for a learner at the school.

A R700.00 non-refundable administration fee will be charged for the submission of this Application Form and its subsequent processing by the School Authorities.

Johannesburg Polytech Institute reserves the right to verify the information supplied by the applicant by contacting the applicant's current / former school/s.

Parent / guardian and pupil interviews may be conducted at the School Management Team's discretion.

*** This form must be completed in full by the learner's parent/ legal guardian ***

LEARNER INFORMATION

GRADE APPLIED FOR
YEAR OF ENROLEMENT AT J.P.I

NB. THE SURNAME REFLECTED ON THE BIRTH CERTIFICATE / IDENTITY DOCUMENT IS THE ONLY SURNAME WE ARE ALLOWED TO USE FOR THE LEARNER.

1. Surname: Initials: First Names:

Known as: Sex: I.D.No

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Birth date: Home language:

2. Person to receive child's report:
Title Initials Surname

Relationship to the learner: Whom does the learner live with:

Email address:

3. Does the learner have a brother or sister at **Johannesburg Polytech Institute**? How many

1. If yes, Full name: Grade:

2. Full names : Grade:

3. Full name: Grade:

4. Full name: Grade:

5. Full name: Grade:

6. Full name: Grade:

7. Full name: Grade:

5. Name of present school: Tel No:

6. Has the applicant ever been expelled, dismissed, suspended or refused admission to another school?

YES / NO - If the answer is YES, please explain

7. Are all fee paid up to date at the applicant's current and / or former school/s? If not, please state reasons

.....

8. Religious Affiliation:

9. Number of children in family:

Is pupil *1st, 2nd, 3rd* etc child in family?

10. Dexterity of learner (right or left handed):

11. Citizenship of learner (if not South African):

MOTHER'S / GUARDIAN'S DETAILS

1. Title : Surname:..... Initials:..... Name :

2. I.D.No:

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 Home Language :

3. Mother's residential address (if different from learner's address) :
.....
.....

Tel no (h): Cell No

4. Occupation: Employer's name:

(W) Tel : Email address:

5. Marital Status : Married / Divorced/ Separated / Widowed

PRIMARY COMMUNICATION CELL NO:

APPLICATION AGREEMENT

1. I/we the undersigned declare that the above particulars are to the best of my/our knowledge correct.
2. I/we, further undertake to:
 - a) To furnish proof of the correctness of my/our child's age;
 - b) To inform the school in writing of any change of address or telephone number;
 - c) To inform the school in writing of any infectious illness / diseases in my/our household;
3. I/we undertake to:
 - a) Ensure that my/our child/ward attends school regularly;
 - b) Ensure that my/our child/ward complies with the rules and regulations of the school
 - c) Pay all costs incurred for damage done or losses caused by my/our child/ward to school property, books and equipment.
4. I/we agree that the Principal or an educator in control at the school may act in my/our place and consent to necessary treatment in the event of any injury or accident in which my/our child/ward may be involved. I/we agree that I/we shall be responsible for any medical expenses incurred.
5. We undertake to comply with the written Fee Collection Policy which I/we confirm I/we have read and understood, which Policy document I further undertake to complete and sign annually within 7 days of the commencement of the school year. In the event of my failing to sign said Policy annually the last completed and signed Policy document shall prevail subject to the right of the school to levy the current school fees.

IMPORTANT NOTES

- A) **ENGLISH** is the medium of instruction.
- B) The following documents **MUST** be attached.

- 1. COPY OF BIRTH CERTIFICATE***
- 2. MOST RECENT SCHOOL REPORT***
- 3. COPY OF ELECTRICITY ACCOUNT // TELEPHONE ACCOUNT***
- 4. COPY OF BOTH PARENTS' I.D. DOCUMENTS***
- 5. TRANSFER LETTER FROM PREVIOUS SCHOOL (where applicable)***
- 6. SIGNED SCHOOL FEES AGREEMENT FORM***

- C) **Upon acceptance to the school the applicant shall pay R700.00 a non-refundable admissions fee plus two Months school fees in advance.**



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ACCOUNT INFORMATION

School fees, essential to the existence of the school are without exception compulsory and are payable in advance. The sum of the fees is determined by the School Management Body and is directly related to the costs of running and maintaining the school

(N.B. I understand that should any document have been sent to me at the chosen address, in law I will have been deemed to have received such document, notwithstanding the fact that I/we may subsequently have moved from that address, unless I have advised the School, in writing, of my new address.)

- (i) In the event of a learner being removed from the school before the completion of a Grade, **A FULL TERM'S NOTICE IN WRITING** shall be given to the Accounting Department
- (ii) Should such notice not be received by the Accounting Department the commencement of the learner's last term at the school, then the fees for the following term may, at the discretion of the Management body, become payable in lieu of notice.
- (iii) In the event of a learner being unable to attend the school as a result of illness or incapacity for any length of time, no refund of any part of the fees will be considered for any reason whatsoever.
I/we, the undersigned, jointly and severally, undertake to pay all school fees levied by the Management Body and to enter into the agreement relating thereto.

****Failure to comply with the above may result in delays in processing of the application****

AGREEMENT TO PAY SCHOOL FEES

Entered into between:

JOHANNESBURG POLYTECH INSTITUTE ("THE SCHOOL")

And

FULL NAMES OF FATHER/GUARDIAN

RESIDENTIAL ADDRESS (DOMICILIUM CITANDI ET EXECUTANDI):

FULL NAMES OF MOTHER/GUARDIAN

RESIDENTIAL ADDRESS (DOMICILIUM CITANDI ET EXECUTANDI):

TELEPHONE NUMBERS:

EMPLOYMENT ADDRESS (FATHER/GUARDIAN):

EMPLOYMENT ADDRESS (MOTHER/GUARDIAN):

NAME AND ADDRESS OF A FAMILY MEMBER WHO DOES NOT RESIDE WITH YOU:

NAMES OF PUPILS:.....

1. **PREAMBLE**

- 1.1 The School is an independent school as defined by Sections 45 and 46 read with Section 1 of the South African Schools Act 84 of 1996.
- 1.2 The School's Board of Governors meet annually to determine the school fees payable by parents of the School.
- 1.3 All relevant considerations are taken into account when the school fees are determined to ensure that the School can meet its obligations and to ensure that the highest level of education is afforded to all children who attend the School.
- 1.4 The obligation to pay school fees is contractual and all parents must complete and return an agreement to pay school fees annually.

2. **UNDERTAKING & CONCESSION**

- 2.1 I/We, the undersigned, hereby acknowledge liability for the annual school fees and I/We undertake to pay the annual applicable schools fees referred to in annexure "A" annexed to this agreement.
- 2.2 School fees are due and payable in advance on the 1st day of January each year, notwithstanding date of signature hereof.
- 2.3 Notwithstanding 2.2 above, the School is prepared to accept payment of school fees in monthly instalments, subject to the completion and return of this agreement, in which case the School will accept payment of school fees in 11 equal instalments commencing on or before the first day of January each year and thereafter on or before the first day of each succeeding month until all the school fees for the year is paid in full.
- 2.4 In addition to payment of the school fees for the applicable year, I/We undertake to make punctual payment of all additional costs which may from time to time be levied which relate, but are not limited, to field trips, medical requirements, books and any other costs which may arise during the course of the year.
- 2.5 I/We undertake to pay these additional costs upon presentation of a request for payment from the School
- 2.6 I/We further undertake:
 - 2.6.1 To pay the school fees punctually in accordance with the provisions of this agreement;

Dated at _____ on this _____ day of _____ 20

FATHER/GUARDIAN _____

MOTHER/GUARDIAN _____

PRINCIPAL/BURSAR _____

- 2.6.2 In the event of my/our child leaving the school, a full term's notice must be given in writing to the Headmaster, failing which I/we will be liable for a full term's fees in lieu of notice.
- 2.7 I/We undertake to pay the school fees as follows (indicate your choice) (Mark with an "X"):
- 2.3.1 A single payment of the full amount:
- 2.3.2 Termly instalments:
- 2.3.3 11 equal instalments:
- 2.8 No indulgence or latitude will be construed as a waiver or novation of any rights the School might have.
- 2.9 We request that School fees are paid into the Johannesburg Polytech Institute's Bank Account - ABSA Bank , Main Branch Dobsonville, Account No: 4052510340, Branch Code : 420155.

3. **DEFAULT**

- 3.1 In the event that I/we fail to make any payment promptly and on or before due date, the full amount then due to the school will immediately become due, owing and payable and the School shall have the right to proceed against me/us for the full amount owing without further notice to me/us.
- 3.2 In the event of non-payment of school fees as envisaged by paragraph 3.1 above, the School may, but will not be obligated to, terminate further services and to ask a learner(s) to leave the School.
- 3.3 Should I/we fail to make payments in accordance with this agreement, the School may institute legal action against me/us for collection of the arrear school fees, in which event I/we will be liable for costs on the scale as between attorney and client, including collection commission and tracing fees.
- 3.4 A certificate signed by the Principal or the Bursar shall be *prima facie* proof of any amount outstanding in terms of this agreement.

4. **GENERAL**

- 4.1 Parents/Guardians shall be jointly and severally liable for payment of school fees.
- 4.2 No variation or amendment of this agreement will be of any force or effect, unless it is reduced to writing and signed by the parents/guardians and the school.
- 4.3 I/We nominate the abovementioned address as my/our *domicilium citandi et execut*

