



071 480 3847
 info@bushwillow.co.za
 www.bushwillow.co.za

Application form

Learner 1 details									
First names					Surname				
Preferred name	N/A				Date of birth	dd	mm	yyyy	
ID number					Nationality	South African			
Home language					Grade completed	N/A			
Medical aid number	N/A				Medical aid head member	N/A			
Previous school	N/A				Religion	Anglican	Apostolic	Buddhism	Catholic
Ethnic group	African/Black	Coloured	Indian	White		Christian	Hindu	Islam	Judaism
	Asian	Other	Specify			Lutheran	Methodist	Protestant	Other
Dexterity	Left handed		Right handed		Gender	Male		Female	
Allergies									
Medical condition(s)									
Has your child seen any therapist? e.g. speech, occupational, psychologist, etc				Yes	No	Please attach therapist's report		Report attached	Report not available
Therapist type & details									
Does your child have any special needs?		Yes	No	If yes provide details					
Learner 2 details									
First names					Surname	Same as above			
Preferred name	N/A				Date of birth	dd	mm	yyyy	
ID number					Nationality	Same as above			
Home language	Same as above				Grade completed	N/A			
Medical aid number	Same as above				Medical aid head member	Same as above			
Previous school	Same as above				Religion	Same as above			
Ethnic group	Same as above				Gender	Male		Female	
Dexterity	Left handed		Right handed		Allergies				
Medical condition(s)									
Has your child seen any therapist? e.g. speech, occupational, psychologist, etc				Yes	No	Please attach therapist's report		Report attached	Report not available
Therapist type & details									
Does your child have any special needs?		Yes	No	If yes provide details					

Learner 3 details											
First names				Surname	Same as above						
Preferred name	N/A				Date of birth	dd	mm	yyyy			
ID number				Nationality	Same as above						
Home language	Same as above				Grade completed	N/A					
Medical aid number	Same as above				Medical aid head member	Same as above					
Previous school	Same as above				Religion	Same as above					
Ethnic group	Same as above				Gender	Male		Female			
Dexterity	Left handed		Right handed		Allergies						
Medical condition(s)											
Has your child seen any therapist? e.g. speech, occupational, psychologist, etc				Yes	No	Please attach therapist's report		Report attached		Report not available	
Therapist type & details											
Does your child have any special needs?	Yes	No	If yes provide details								
Parent 1 details											
Title	Mr	Mrs	Other (Specify)		First names						
Surname	Same as above				Preferred name		N/A				
<u>Your current</u> marital status	Married	Single	Divorced	Widowed	<u>Child's family</u> status		Married	Single	Divorced	Widowed	
ID number					Passport number (if no ID number)		N/A				
Gender	Male		Female		Home language		Same as above				
Nationality	Same as above				Ethnic group		African/Black	Coloured	Indian	White	
Home phone number							Asian	Other	Specify		
Cellphone number					Email						
Work telephone number					Preferred communication method		Sms	Email	Post	Hand	
Physical address					Postal address		N/A				
							Same as physical				
							Post code				
Employer					Employer address						
Occupation											
Employment sector, e.g. agriculture, construction							Post code				
Guardian type (e.g. mother, father, foster parent, etc)					Names & ages of child's siblings not on page 1						
Lives with child	Yes		No		Who else lives with child						
Mother alive or deceased & year of death	Alive	Deceased	yyyy		Father alive or deceased & year of death		Alive	Deceased	yyyy		
Who normally fetches your child					Who else is authorised to fetch your child						
Parent 1 is primary point of communication	Yes		No		Learner has Parent / Guardian 2		Yes		No		

Parent 2 / Additional guardian									
Title	Mr	Mrs	Other (Specify)		First names				
Surname	Same as above				Preferred name	N/A			
Your current marital status	Married	Single	Divorced	Widowed	Home language	Same as above			
ID Number					Passport number (if no ID number)	N/A			
Gender	Male		Female		Ethnic group	African/Black	Coloured	Indian	White
Nationality	Same as above			Asian		Other	Specify		
Home phone number	Same as above				Work phone number				
Cellphone number					Email				
Lives with child	Yes		No		Preferred communication method	Sms	Email	Post	Hand
Physical address	Same as above				Postal address	Same as above			
			Post code				Post code		
Employer					Employer physical address				
Occupation									
Employment sector, e.g. agriculture, construction							Post code		
Guardian type (e.g. mother, father, foster parent, etc)					Parent 2 also receives communication from school			Yes	No
Alternative contacts in case of emergency									
Name 1			Relationship to child			Contact number			
Name 2			Relationship to child			Contact number			
Child's doctor					Doctor's contact number				
Person responsible for paying school fees									
Name					Contact number				
Email					Relationship to learner				

Photos and videos permission form

As part of our documentation and observations, staff or a representative of Bushwillow School may record photos or videos of your child and display them in the class or in your child's personal file. We may also use these photos on our website and Facebook page.

Please indicate if you give permission for your child to be photographed or videoed.

I/we give permission

Name: _____

Name: _____

Signed: _____

Signed: _____

Additional items

Please accompany the following items with the application form:

1. A copy of your child's birth certificate.
2. A copy of your child's clinic card (if available).
3. A copy of the parents' ID books or passports.
4. A copy of your child's latest progress report (if available).
5. A photo of your child. Can be sent by email or whatsapp to details on top of page 1.
6. Note: to secure your place in the class, enrolment fee is due within 7 days of acceptance letter.

Conditions of enrolment

1. The applicant(s) is/are responsible for payment of fees of (full names) _____ (hereafter referred to as the learner).
2. The applicant(s) and the learner will be bound by all and any rules, regulations, policies and procedures of the school as laid down by the Trust.
3. The applicant(s) acknowledge that they are aware of, and agree to, the fact that the one-off enrolment fee (see Annex A) paid with regard to the learner is non-refundable and will be forfeited in the event of me cancelling the registration of the learner. In the unlikely event that your application is declined by Bushwillow School, this enrolment fee will be refunded in full.
4. **All tuition fees (see Fee Structure attached) shall be due and payable monthly in advance BEFORE the first day of each month.**
5. Should the applicant(s) choose to terminate the learner's enrolment at the school, the applicant(s) shall give a full term's written notice to the school, failing to do so, the applicant(s) shall be obliged to pay the terms fees in lieu of notice together with any other amounts due to the school and prior to the learner leaving.
6. The school shall give the applicant(s) 2 months' written notice of any increase in fees.
7. The applicant(s) hereby indemnifies the school and its staff or their authorized agents against any and all claims arising out of any injury, loss of life, loss, damage, costs, and expenses including legal costs suffered by the learner or applicant during the enrolment of the learner, knowing that the staff will take all reasonable precautions to ensure the safety and welfare of my child.
8. If any legal action has to be taken with regard to unpaid school fees, any legal, debt collector and administrative fees charged in recovering the debt will be for the applicants' account, inclusive of collection commission, stamps, postage, etc.
9. The applicant(s) hereby authorize Bushwillow Primary School to check their credit rating for the purpose of the enrolment procedure. Bushwillow Primary School undertakes to keep this information confidential.
10. Bushwillow Primary School reserves the right to ask anyone not complying with our rules and regulations to leave without notice or refund.
11. Bushwillow Primary School reserves the right to decline applicants.

As applicant(s) for Bushwillow Primary School, we agree to be bound by the above mentioned terms and conditions of enrolment.

Signature of both parents/guardians

1) _____

2) _____

Date: _____

Date: _____

Fee structure

Please retain this page for your future reference

Our fee structure for the 2019 school year is as follows:

Full-time enrolment

Monthly school fee (12 months – to be paid by the 1st of every month)	Pre-primary: R900 (age 3-5) Primary: R1700 (Grade R-7)
Sibling discount	Pre-primary: not applicable Primary: R 170 / month (10%)
Enrolment fee (to be paid at registration)	Pre-primary: R900 Primary: R1700
Stationery fee (to be paid by 31 December 2018)	Pre-primary: R600 Primary: R 600

Activity Day (Fridays)

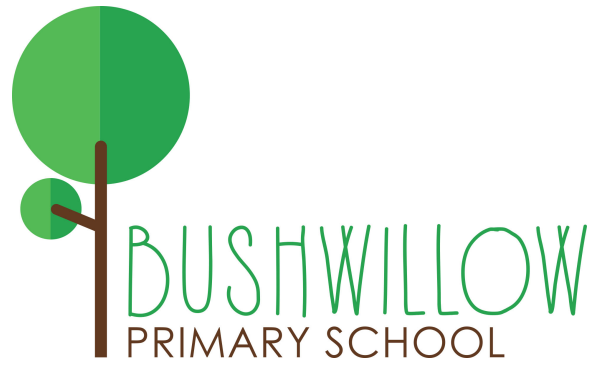
Day Fee	R100.00 per child or R150.00 per family
Sibling discount	n/a

Our bank details:

Account holder: Bushwillow School Trust
Bank: First National Bank
Branch code: 240154
Account number: 62633819977
Type of account: Cheque

Please return the completed application form:

- by email to: stephen@bushwillow.co.za
- or by hand at the school to Teacher Julie



**Bushwillow School Fee
and
Enrolment / Admission
Policy**

Final Draft, 22 March, 2019

1. Background

Bushwillow School is a privately-run school. The school does not receive any funding from the Department of Education and therefore relies on School Fees to be able to effectively run the school and to meet the operational financial requirements. The payment of school fees is compulsory and legally enforceable.

To ensure the long-term viability of Bushwillow School, it is necessary to act with financial prudence and to put in place procedures with regard to the payment of school fees, collection of school fees, arrear accounts and the recovery of debt.

The purpose of this policy is to provide an understanding of the school fee structure, clearly indicate the requirements of notice periods, and provide a standardised approach for the collection of outstanding fees.

This policy is in line with the enrolment contract as well as the provisions of the Consumer Protection Act 68 of 2008, and it is applicable to all parents/guardians/benefactors/sponsors of any children enrolled at Bushwillow School.

School fees are determined by the Bushwillow School Trust. Each year the fees will be reviewed by the Trustees and adjusted accordingly. Upon the setting of school fees, a letter of notification will be sent out by the Trust to the parents explaining the amendment in fees.

It is required that all parents read this policy, and return a signed copy to the school.

2. Fee Structure

Enrolment Fee: Once a completed application form has been received by the school, the applicant will undergo an entrance interview and if admitted will receive a letter of acceptance. A one-time enrolment fee is then payable. This fee is to be paid within seven days of the date of the acceptance letter in order to secure the applicant's place in the school. Should the fee not be paid within seven days, and no alternative arrangement is made, the applicant's place in the school will not be guaranteed. This enrolment fee must also be paid before the learner's first day of school.

1. Note that when a child moves up from pre-primary to primary school, the current primary school enrolment fee will be payable less the pre-primary enrolment fee already paid.
- iii. **Stationery Fee:** An annual Stationery Fee is also due before the child starts school or before 1 January for the following years. This fee is to cover the learner's stationery and exercise books for the year. This fee is payable annually and needs to be paid in advance before the child starts at Bushwillow Primary.
- iv. **School Fees:** School Fees are payable in advance on or before the 1st of the month for all 12 months of the year.
 - 2.
- v. **Sibling Discount:** A sibling's school fees will be discounted by 10% per sibling. This discount does not apply to the first child or to pre-school fees.
 - 3.
- vi. **Annual Payment Discount:** An annual payment discount of 5% is offered for settling the school fees a year in advance, before the 1st of January.
 - 4.

3. Terms of School Fee Payment

- i. Enrolment Fees, Stationery Fees and School Fees are to be paid in advance and by no later than the dates stipulated above.
- ii. In the event of the party responsible for school fees not being able to comply with these terms, they must make a payment arrangement with the Bushwillow School Trust that is acceptable to the Trust. Should they fail to meet the arrangement, the account will be deemed to be in arrears and the Trust will take the necessary steps to recover the outstanding amount, which may include suspending learners from the school.
- iii. An invoice will be sent by e-mail to the party responsible for paying the school fees as indicated on the application form. The onus is on the responsible party to ensure receipt of this invoice.
- iv. From time to time there will be additional charges for some learners for extra-curricula activities, these charges will be indicated on the applicant's statement. These charges are payable on the basis that they are indicated on the statement.
- v. The Bushwillow Trust reserves the right to do a credit check on the party responsible for paying school fees, either when the child is enrolled or at any other time during the child's enrolment at Bushwillow School.
- vi. Bushwillow reserves the right to suspend a learner if their school fees are more than 30 days in arrears.
- vii. Bushwillow School reserves the right to terminate a learner's enrolment if the school fees are more than 30 days in arrears and the applicants account remains in arrears for more than 14 days after written notice calling for payment.
- ix. Any costs, including legal fees and third-party debt collection fees, to administer or collect outstanding fees will be added to the outstanding debt and the applicant will be liable to pay these costs.
- x. Any outstanding fees from the previous year must be settled before the end of the year. Unless an arrangement is made that is acceptable to the Bushwillow School Trust. Applicants whose fees are in arrears and without any arrangement in place at the start of the new school year will be in breach of contract and the learner will not be allowed to return to the school.
- xi. One months notice is required in writing when withdrawing a student from the school, otherwise one months fees will be charged in lieu of notice. The notice of withdrawal must be received by the School Trust before the first of the month. If it is not received by the first of the month it will be considered notice for the following month.

4. Enrolment and Admission of Learners to Bushwillow Primary

- i. According to the South African Schools Act 84 of 1996, section 61(a), the admission policy of a school in South Africa is to be determined by the governing body of the school (in our case the Bushwillow Trust).
- ii. The Admission policy of Bushwillow School is drafted in accordance with the Bushwillow School Constitution and the Constitution of the Republic of South Africa.
- iii. Bushwillow School welcome learners into our school from all practically reachable surrounding areas. Priority however will be given to learners in our immediate area.
- iv. Applicants with siblings at Bushwillow School will enjoy preference in admission.
- v. The Trust reserves the right to a second interview with prospective learners and their parents in order to determine the suitability of the applicant.
- vi. All learners admitted at Bushwillow are admitted on an initial probation period for the duration of three months. During this time the enrolment can be terminated if the Trust feels there is enough reason to do so.
- vii. Creating a school of diversity and appreciating that diversity is a key part of the Trust's vision. The Trust understands that because of South Africa's history there is an enormous wealth and income gap in our country. In an effort to keep Bushwillow School accessible to previously disadvantaged families and to be part of a positive force for change in our community, the Trust has created a Bursary Scheme.

support these applicants. The applicant nominating the learner for a bursary should supply a letter of motivation as to why this learner should be awarded the bursary.

- ix. Bushwillow School does not make provisions for children with learning disabilities or other handicaps. This does not however mean we will not accept them. Each case will be considered individually and determined by the potential impact it may have on the class and school as a whole. In these cases the Trust may practice what is considered "fair discrimination" in the provisions of the Constitution of South Africa.

x.

Please sign and return this policy document to the School as an indication of your acceptance of the above terms of the Bushwillow School Fees Policy.

Party Responsible for paying School Fees:

Name: _____

ID/Passport Number: _____

Signature: _____

Witness 1:

Name: _____

ID/Passport Number: _____

Signature: _____

Witness 2:

Name: _____

ID/Passport Number: _____

Signature: _____