

## Application form 2023

Dear Parent, we are ensuring our records are up-to-date and complete. Please fill in this form with as much of the information as possible and return to your child's teacher as soon as possible.

Thank you,

The Bushwillow Team

<b>Learner 1 Details:</b>			
First Names		Surname	
Preferred Name		Date of Birth	
ID Number		Nationality	
Home Language		Medical Aid	
Medical Aid Number		Medical Aid Head Member	
Previous School		Religion	
Ethnic Group		Gender	
Dexterity			
<b>Learner 2 Details:</b>			
First Names		Surname	
Preferred Name		Date of Birth	
ID Number		Nationality	
Home Language		Medical Aid	
Medical Aid Number		Medical Aid Head Member	
Previous School		Religion	
Ethnic Group		Gender	
Dexterity			
<b>Learner 3 Details:</b>			
First Names		Surname	
Preferred Name		Date of Birth	
ID Number		Nationality	
Home Language		Medical Aid	
Medical Aid Number		Medical Aid Head Member	
Previous School		Religion	
Ethnic Group		Gender	
Dexterity			

<b>Parent 1 Details</b>			
Title		First Names	
Surname		Preferred Name	
Marital Status		ID Number	
Passport Number (if no ID number)		Ethnic Group	
Gender		Home Language	
Nationality		Home Phone Number	
Employment Sector		Lives with Child Yes/No	
Work Phone Number		Cell Phone Number	
Email Address		Preferred Communication Method: Sms, Email, Post, By hand	
Postal Address		Physical Address	
Occupation		Employer	
Employer Address		Guardian Type (Mother, Father, Foster Parent, Etc)	
Parent 1 is primary point of communication	Yes / No (Please circle)	Family Status: Single, Married, Divorced, Widowed	
Parents Living or Deceased		Learner has Parent 2	Yes / No (Please circle)
<b>Parent 2 / Additional Guardian</b>			
Title		Full Names	
Surname		Preferred Name	
Marital Status		ID Number	
Passport Number (if no ID number)		Ethnic Group	
Gender		Home Language	
Nationality		Home Phone Number	
Employment Sector		Lives with Child Yes/No	
Work Phone Number		Cell Phone Number	
Email Address		Preferred Communication Method: Sms, Email, Post, By hand	
Preferred Communication Method:		Sms / Email / Post / By hand (Please circle)	
Postal Address		Physical Address	
Occupation		Employer	
Employer Address		Guardian Type (Mother, Father, Foster Parent, Etc)	
Parent 2 also receives communication from School	Yes / No (Please circle)		

Alternative Contact In Case of Emergency			
Name		Contact Number	
Alternative Contact Number		Relation to Learner	
Learner's Doctor		Doctor Telephone Number	
Learner Medical Conditions		Learner Allergies	
Person Responsible for Paying School Fees			
Name		Contact Number	
Email Address		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 2023 school year is as follows:

Full-time enrolment	
Monthly school fee (12 months – to be paid by the 1st of every month)	Pre-primary (age 3-5): R1 500 Grades R: R2 400 Grades 1-2: R2 500 Grades 3-4: R2 500 Grades 5-6: R2 600 Grades 7-8: R3 300
Sibling discount	Pre-primary: not applicable Primary: R250 / month (+/-10%) Grades 7-8: R330 / month / (+/-10%)
Enrolment fee (to be paid on acceptance)	Pre-primary: R1 200 Primary: R2 200

Activity Day (Fridays)	
Friday fee for once off visitors	R200 per child per day (R180 per sibling)
Friday fee for regular visitors	R400 per month, 12 months per year R360 per month, 12 months per year

### 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 and fee policy document:

by email to: [info@bushwillow.co.za](mailto:info@bushwillow.co.za)

or by hand at the school to Paula Scholtz.