

Form number:	
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MASEALA PROGRESSIVE DAYCARE CENTRE

APPLICATION FOR ADMISSIONS



OFFICE USE:		
ADMISSIONS NO.:		
STUDENT NO.:		
CRITERIA		
NOT APPROVED	CONDITIONALLY APPROVED	APPROVED
ADDITIONAL NOTES		
SIGNATURES		
ADMINISTRATOR	PRINCIPAL	MANAGEMENT
Signature:	Signature:	Signature:
Date:	Date:	Date:

APPLICATION FOR ADMISSION

Application for Admission to Maseala Progressive Daycare Centre in: Year: Term: Grade:

Immigrant: Today's Date: SMS Number:

PLEASE COMPLETE THE FORM (X WHERE APPLICABLE) IN PRINT AND ATTACH THE FOLLOWING DOCUMENTS

NEW APPLICATIONS WILL NOT BE ACCEPTED IF ALL THE RELEVANT DOCUMENTATION IS NOT INCLUDED

x2 Recent Passport Photographs

x2 Copies of Birth Certificate

ID Copies of Parents/Guardians

Copy of last school report (if applicable)

Valid Passport or Asylum for Foreign Nationals (Child & Parents)

Proof of Residence

Completed Income and Expenditure form

Copy of Medical Aid Card (if applicable)

ID Copies of Payer/Surety (If not Parent/Guardian)

Copy of Clinic Card

Valid Study Permit for Foreign Nationals (Child & Parents)

3 Months Bank statement / Salary advise

PUPIL'S INFORMATION

Full Names: Surname:

Preferred name: Date of Birth:

Current School: Current Grade: Age:

Home Language: Nationality:

ID/Passport number: Pupil's Contact No.:

Race: Gender:

Religion: No. of Children and Position in Family: of

Pupil lives with:

Family currently at Maseala Schools:

Dexterity of child:

EMERGENCY CONTACT INFORMATION

Relationship to pupil: Title:

Full Names: Surname:

Contact numbers:

PUPIL'S MEDICAL INFORMATION

Name of Medical Aid Scheme:

Medical Aid Number: Primary Member:

Name of Doctor: Doctor's Telephone Number:

Allergies:

Illnesses:

Chronic Medication:

Preferred Hospital: (For emergencies and for parents' account)

Barriers to Learning (e.g. ADHD):

Chronology of Medical Reports (e.g. medical reports, occupational and speech therapist, psychologist, social worker, etc. Reports to be attached)

Date: Description:

Date: Description:

PARENTS/GUARDIANS' INFORMATION

PARENT/GUARDIAN ONE

Payer: YES NO

Relationship to Pupil: FATHER MOTHER GUARDIAN Title:

Full names: Surname:

ID/Passport no.: Race: BLACK WHITE INDIAN COLOURED OTHER (Specify):

Contact numbers: CELL WORK WHATSAPP

Email address:

Marital Status: NEVER MARRIED MARRIED IN COMMUNITY OF PROPERTY MARRIED OUT OF COMMUNITY OF PROPERTY MARRIED COMMON LAW WIDOWED DIVORCED

Home Address:

 CODE

Postal address:

 CODE

Occupation: Employer:

If Self Employed – Name of the Business:

Type of Business:

PARENT/GUARDIAN TWO

Payer: YES NO

Relationship to Pupil: FATHER MOTHER GUARDIAN Title:

Full names: Surname:

ID/Passport no.: Race: BLACK WHITE INDIAN COLOURED OTHER (Specify):

Contact numbers: CELL WORK WHATSAPP

Email address:

Marital Status: NEVER MARRIED MARRIED IN COMMUNITY OF PROPERTY MARRIED OUT OF COMMUNITY OF PROPERTY MARRIED COMMON LAW WIDOWED DIVORCED

Home Address:		Postal address:	
	CODE		CODE
Occupation:		Employer:	
If Self Employed – Name of the Business:			
Type of Business:			

CONDITIONS FOR ENROLMENT

PREAMBLE

The admission policy of Maseala Progressive Daycare Centre is determined by the Board of Governors of the school in terms of section 5(5) of the South African Schools' Act, 1996 (No. 84 of 1996). The policy is consistent with the Constitution of the Republic of South Africa, the South African Schools' Act, 1996 and applicable provincial law.

Maseala Progressive Daycare Centre is a **Christian school**. Pupils of all religions are, however, welcome at Maseala, though they **attend all** religious services and lessons. Maseala may check and confirm any information on the application form and may make any enquiries deemed necessary including credit worthiness with the last school the pupil attended and verifying of permits for foreign pupils.

ADMISSION CRITERIA

1. Completion in full of this Application for Admission form, and compliance with the requirements set out therein (e.g. inclusion of all relevant documentation).
2. The pupil's previous school reports indicate a positive work ethic and sustained parental support.
3. The pupil is not more than one-year out of the Maseala age norm for the grade applied for.
4. A positive or good credit feedback based on the Financial Clearance Certificate.

SUCCESSFUL APPLICATIONS

All successful applications are offered a place, in the **form of an SMS**, as per the **SMS NUMBER** indicated in this application form. To secure the place offered at the school the following must be fully completed and signed by the date to be advised by Marara.

- This Application for Admission form
- The Enrollment Contract
- Financial agreement form
- Declaration of Income and Expenditure form
- All admissions fees and deposits should be paid in full by the specified date in the Financial Agreement form.

NB! If all the conditions to secure acceptance are not met and the completed forms are not received within **twenty-one (21) days** of the acceptance being granted, the offer of acceptance may be cancelled. This is to assist the large number of applications on the admissions waiting list. By accepting the place in the school and signing the Enrollment Contract, a parent/guardian agrees to adhere to and enforce **all academic, sporting, cultural, discipline, financial and uniform requirements and rules in their entirety** as set out in the Code of Conduct and the various School policies and procedures. Parents/Guardians must consider all rules and regulations thoroughly, and request clarification if unsure, before accepting the place offered.

DECLARATION

I/We hereby warrant that the submitted information is true and correct and that I/we have read and understood the above conditions.

Signature Parent/Guardian 1:

Date:

Signature Parent/Guardian 2:

Date:

DECLARATION OF INCOME AND EXPENDITURE

Surname:

Pupil's name/s:

Grade applied:

Year:

According to the FAIS Act, the school, being the service provider, must ascertain that you, the consumer, are not over committing yourself financially by accepting a place at this school for your child. We, therefore, require that the following information be disclosed to our Bursar who will ensure that this information is kept confidential.

Please Note:

In order for your application to be considered, this form must be completed in full and submitted with all other documentation.

I/We hereby warrant that the below information is true and correct at the time of submission

_____	_____	_____
Parent/Guardian 1 Surname & Initials	Signature	Date
_____	_____	_____
Parent/Guardian 1 Surname & Initials	Signature	Date

Income	1 st Parent/Guardian	2 nd Parent/Guardian
Gross Monthly Salary:(Including All commissions & Allowances)	R	R
Deductions: (Including PAYE-UIF-Medical Aid)	R	R
Nett Salary	R	R
Annual Bonus (After Tax)	R	R
Any other income: Stipulate		
	R	R
	R	R
	R	R
TOTAL MONTHLY HOUSEHOLD INCOME	R	R

Expenditure	1 st Parent/Guardian	2 nd Parent/Guardian
Rental/Bond Instalment	R	R
Water, Electricity, and Assessment Rates	R	R
Vehicle (Balance_____) lease/HP Instalment	R	R
Vehicle Running Expenses	R	R
Groceries and Provisions	R	R
Clothes/Clothing Account(s)	R	R

Credit Cards	R	R
Furniture	R	R
Chemist (regular medication not covered by a medical aid)	R	R
School Fees	R	R
Extramural Activities (Children)	R	R
Donations	R	R
Telephone	R	R
Insurance (Life, Funeral Cover)	R	R
Short Term Insurance (Household, Car)	R	R
Wages	R	R
Loans	R	R
Other: Specify	R	R
Other: Specify	R	R
TOTAL HOUSEHOLD EXPENSES	R	R

Please sign and submit this document to your current school to be completed and signed by the Principal and Bursar.

FINANCIAL CLEARANCE CERTIFICATE

Current School: _____

School Contact Number: _____

Academic year: _____

Name of Learner: _____

Name of person responsible for payment of fees: _____

Fees paid to date: **YES / NO**

Fees outstanding: _____

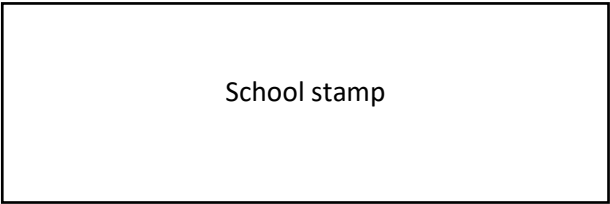
Comments: _____

This is to certify that the above account is in good standing

_____	_____	_____
Principal Name	Signature	Date
_____	_____	_____
Bursar Name	Signature	Date

I understand that the enrolment is contingent upon financial clearance from the previous school. Therefor, and in line with the school’s current privacy policies pertaining to the process of personal and credit information in accordance with the National Credit Act No. 34 of 2005 (“NCA”) and the Protection of Personal Information Act No 4 of 2013 (“POPIA”), I authorize that my credit information may be processed only for the purpose of obtaining financial clearances as stated herein above.

_____	_____	_____
Parent/Guardian 1	Parent/Guardian 2	3 rd Party



MASEALA PROGRESSIVE DAYCARE CENTRE

Excellence in Education | Building Tomorrow's Leaders



2027 SCHEDULE OF FEES

Registration Fees new learners

All Grades: R 600-00

Reregistration Fees old learners

All Grades: R450-00

MONTHLY FEES – PAYABLE FOR 12 MONTHS

AGE	AMOUNT PER MONTH	AMOUNT PER TERM	AMOUNT PER YEAR
1-2	R800-00	R2 400-00	R9 600-00
3-5	R700-00	R2 100-00	R8 400-00

EXTRA COSTS

- Stationery pack: **R 580-00** per year, payable at the beginning of the year
- Casual Fee: **R 160-00** Casual Day fee per year. This also helps with classroom projects, and other learning related activities.
- Unexpected fees like school trips, exhibitions, tours can only be determined during the current school calendar year.

PAYMENT METHODS

Bank Deposit

Bank: **Nedbank**

Acc. Holder: **Maseala Daycare**

Acc. No.: **120 325 2382**

Branch Code: **198765**

Reference: **Child's Name & Surname/Student no.**

ATM Transfer

Electronic Transfer

Debit Order (Self-initiated)

Speed point (At School)

Cash payment not encouraged

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PAYMENT PLANS

TYPE OF PLAN	DUE DATE
Monthly	First week of the month
Quarterly	First day of the quarter
Yearly	On/before the end of January

PAYMENT TERMS

- 10% for once off payment on Registration Fees and School Fees (per year)
- Fees are due first day of opening for the 1st quarter.
- Once-off payments like re-registration, registration, stationery fee, etc should be settled before commencement of term one every academic year.
- Payments should be made timeously to avoid charges.
- Failure to keep accounts current will result in the accounts being handed over to the school Attorneys.
- There is no refund for re-registration, registration, and school fees.
- All Foreign learners are expected to pay Once off fees plus 3 months school fees on the first day of school academic year.

FAILURE TO PAY

- The relationship that exists between the school and the parent is a commercial one based on a contractual agreement.
- Failure to pay school fees therefore is a breach of contract.
- This means the school is within its rights to terminate the contract.
- Failure to pay after the prescribed engagement will result in your child being excluded from school activities.
- We are a private school and as such reserve the right to admission.
- Parents will be advised to transfer /remove their child to a no fee-paying school.