



Cowies Hill Pre-Primary School

19 Alida Place, Cowies Hill, 3610
Email: admin@chpps.co.za Telephone: 031 702 3753
www.cowieshillpreprimary.co.za

Reg. No. 1970/016751/08, Non-Profit registration number: 045-913-NPO

APPLICATION FOR ADMISSION (2026)

An independent Christian school catering for young children

ATTACHED TO YOUR APPLICATION, PLEASE INCLUDE THE FOLLOWING:

- . A COPY OF YOUR CHILD'S UNABRIDGED BIRTH CERTIFICATE & CLINIC CARD
- . A COPY OF BOTH PARENTS' IDENTITY DOCUMENTS.
- . IF PREVIOUS SCHOOL ATTENDED A COPY OF YOUR CHILD'S RECENT SCHOOL REPORT.
- . A NON-REFUNDABLE APPLICATION FEE OF R300.

ON ACCEPTANCE A NON-REFUNDABLE ENROLMENT FEE OF R2000 IS PAYABLE. (Incl. t-shirt, backpack & cooler bag)

PROPOSED YEAR OF ADMISSION:

A / LEARNER INFORMATION

Learners Surname:													
First Names:													
Preferred Name:													
Sex:	Male	Female		(Please tick where applicable)									
Date of Birth:													
Identity Number:													
Citizenship:													
Religion:													
Home Language:													

B / PARENT/GUARDIAN INFORMATION MARRIED / SEPERATED / DIVORSED / ENGAGED (Please tick where applicable)

Relationship to child:		Relationship to child:	
First Names:		First Names:	
Surname:		Surname:	
ID number:		ID number:	
Residential Address:		Residential Address:	
Home Telephone No.:		Home Telephone No.:	
Cellular No.:		Cellular No.:	
e-mail address:		e-mail address:	
Postal Address:		Postal Address:	
Work Name & Address:		Work Name & Address:	
Work Telephone No.:		Work Telephone No.:	
Occupation:		Occupation:	

A) SCHOOL FEE ACCOUNT DATA

DETAILS OF ACCEPTING LIABILITY FOR PAYMENT OF SCHOOL FEES. PLEASE HOWEVER NOTE THAT IN ACCORDANCE WITH THE SA SCHOOL'S ACT OF 1996, BOTH PARENTS ARE RESPONSIBLE FOR THE SCHOOL FEES IN ADDITION TO ANY PERSON SIGNING BELOW. A SCHOOL FEE COMMITMENT FORM IS TO BE COMPLETED ANNUALLY.

NAME AND SURNAME		ID NUMBER	
E-MAIL ADDRESS			
CELL PHONE NUMBER		RELATIONSHIP TO LEARNER	
ACKNOWLEDGEMENT: SIGNED:			

B) MEDICAL DETAILS OF LEARNER

DETAILS OF ANY REMEDIAL TEACHING OR THERAPY RECEIVED			
DETAILS OF ILLNESS / ALLERGIES			
DETAILS OF PHYSICAL AND/OR LEARNING DISABILITIES			
FAMILY DOCTOR		TELEPHONE NUMBER:	

C) GENERAL

Is any member of the family a past pupil of CHPPS? If yes, please state name/s:		
LEARNERS SIBLINGS	NAME	AGE

Marital status (single, married, separated or divorced?)	
Who is the Learner's legal guardian?	
With whom is the Learner living?	
Source of first information about CHPPS (friends, past pupils, advertisements):	

Previous school attended: Contact details:	
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OFFICE USE ONLY	
DATE APPLICATION RECEIVED	
APPLICATION FEE R300 PAID	
ENROLMENT FEE R2000 PAID	
MOTHERS ID COPY (CERTIFIED)	
FATHERS ID COPY (CERTIFIED)	
CLINIC CARD COPY	
UNABRIDGED BIRTH CERTIFICATE COPY (CERTIFIED)	
DATE ACCEPTED	
COPY OF RECENT SCHOOL REPORT	

Banking details for EFT payments:
Cowies Hill Pre-Primary
FNB, Westville
Branch Code: 223526
Account Number: 58880011523

PARENTS/GUARDIAN

SIGNATURE: _____

DATE: _____

SIGNATURE: _____

DATE: _____

ENROLMENT AGREEMENT

1 DEFINITIONS

In this agreement, unless inconsistent with the contents:

- 1.1 “The Child” shall mean the minor child whose information appears under section A of the Application for Admission prefixed hereto.
- 1.2 “The Parents” shall mean the person/s whose information appear/s under Section B of the Application for Admission prefixed hereto.
- 1.3 “The School” shall mean Cowies Hill Pre-Primary NPC, Reg No.70/00012/08.
- 1.4 “School Fees” shall mean all fees raised and disbursements incurred by the school relating to any services rendered or goods supplied to or on behalf of the Child and/or the Parents, including, but not limited to, tuition fees, aftercare, administration fees, stationery and/or necessary educational supplies, application fees and/or enrolment fees.

2 APPLICATION

- 2.1 This agreement regulates the relationship between the School, the Child, the Parents and the Third Party (Clause 3.2) prior to as well as subsequent to admission and enrolment of the Child with the School.
- 2.2 All relevant portions of this agreement remain in force in the event that the child is not admitted and/or enrolled with the school or where such enrolment and/or admission is terminated.
- 2.3 Headings are only for reference and are not to be used for the interpretation of the Agreement.

3 SCHOOL FEES

- 3.1 The Parents hereby agree
 - 3.1.1 to pay any and all School Fees as and when it becomes due;
 - 3.1.2 to be jointly and severally liable to the School for any indebtedness by one or the other relating to the Child.
 - 3.1.3 To be liable to pay interest on all overdue school fees at the rate of 18% per annum.
- 3.2 In the event that the person whose information appears under Section C of the Application for Admission prefixed hereto (“The Third Party”) is not either of the Parents, then such a person will be liable to the School, jointly and severally, with the Parents for payment of all School Fees.
- 3.3 The Third Party’s liability does not in any way detract from the liability of the Parents.
- 3.4 Annual tuition fees become due, owing and payable on 31 January of each year unless a separate payment undertaking is signed by the Parents, the Third Party and the School.
- 3.5 Application fees are due, owing and payable upon the signing hereof.
- 3.6 Enrolment fees are due, owing and payable once the Parents have been informed of the Child’s admission to the School and prior to enrolment.
- 3.7 Additional fees and disbursements become due, owing and payable on presentation of an invoice relating thereto.
- 3.8 The Parents and the Third Party confirm that they have each familiarised themselves with all School Fees including anticipated disbursements and confirm the reasonability thereof.

4 INDEMNITY

- 4.1 The School will not be held liable for any damage suffered by the Child, the Parents or any other party as a result of:

- 4.1.1 Damage, loss or theft of/to any property;
- 4.1.2 Injuries sustained by any person while on any property owned by or controlled by the School and/or while in the care of the School and/or while attending any function or gathering arranged or organised by the School
- 4.1.3 Failure by the school to diagnose, detect or treat any physical, mental or learning disabilities or any other condition suffered by the Child.
- 4.2 The exclusion of liability in Clause 4.1 above includes all liability and, without detracting from the generality hereof, includes direct, indirect, contractual and delictual damages caused by/as a result of any action/s or inaction/s of the School, its employees, its agents and/or any other representative of the School.

ADMISSION, ENROLMENT AND TERMINATION OF ENROLMENT

- 5.1 The conclusion of this agreement does not automatically entitle the Child to admission and/or enrolment with the School.
- 5.2 The Parents are responsible for ensuring that all items listed in Annexure “A” hereto, including application fees, have been supplied/paid to the School and the School will only consider an application once this is done.
- 5.3 The School reserves the right to limit the number of children admitted at any time.
- 5.4 The School reserves the right to grant or refuse admission to any child at its sole discretion for any reason that it deems fit, bearing in mind:
 - 5.4.1 The Constitution of the Republic;
 - 5.4.2 The Best interest of the Child or that of any of the other children attending the School;
 - 5.4.3 The ability of the School to provide quality education to all children attending the School;
 - 5.4.4 Any other factor that the School deems relevant.
- 5.5 In the event that the School admits the Child, then an enrolment fee becomes due, owing and payable.
- 5.6 The Child will not be enrolled until all application and enrolment fees are paid.
- 5.7 The Child will not be entitled to attend the School, including any classes, aftercare or activities, unless properly enrolled.
- 5.8 The School reserves the right, at any time and on reasonable notice under the circumstances, to review and/or cancel the enrolment of the Child for any reason it deems reasonable in its sole discretion, including, but not limited to, :
 - 5.8.1 Non-payment of School Fees;
 - 5.8.2 Continued unreasonable behaviour by the Child or the Parents;
 - 5.8.3 Continued non-compliance by the Child and/or the Parents with the rules and regulations of the School;
 - 5.8.4 The best interest of the Child and/or any other child/ren attending the School.
- 5.9 The Parents may on one clear school term’s written notice terminate the enrolment of the Child at the School.
- 5.10 In the event that the Parents fail to provide notice as per clause 5.9 above in full or at all, then an amount equivalent to the difference between the School Fees that would have accrued had proper notice been provided and the actual School Fees that would accrue until termination of enrolment will immediately become due, owing and payable on notice given or termination of enrolment.
- 5.11 This agreement remains in force and the Child will, once enrolled, remain enrolled until:
 - 5.11.1 The successful completion of Grade R by the Child;

5.11.2 Termination of enrolment in terms of clause 5.8 or;

5.11.3 Termination of enrolment in terms of clause 5.9.

6 POLICIES, RULES AND REGULATIONS

6.1 The School may from time to time and at its sole discretion set policies which will regulate and set norms and standards for its interaction with learners, parents and the community at large. The Parents acknowledge that they have familiarised themselves with these policies and confirm the reasonability thereof.

6.2 The School may from time to time and at its sole discretion set rule and regulations which will regulate and set norms and standards for the interaction of learners and parents towards the School, other children and other parents. The Parents acknowledge that they have familiarised themselves with and undertake to abide by these rules and regulations and will endeavour to ensure the Child does the same.

7 PROTECTION OF PERSONAL INFORMATION

7.1 Any person signing this agreement consents to and authorises the School to:

7.1.1 Collect, store and process credit information of that person

7.1.2 Collect, store and process names, contact details and information relating to that person and the Child, and for such information to be made available to other parents/guardians, staff or responsible persons engaged or authorised by the School for School-related purposes to the extent required for the purpose of managing relationships between the School, parents/guardians, and current learners as well as providing references and communicating with the body of former learners;

7.1.3 Include photographs, with or without name, of the Child in School publications, or in press releases;

7.1.4 Supply information in respect of the Child to any educational institution which the Child proposes in future to attend. The School will undertake to ensure that all information that is supplied relating to the Child is accurate and any opinion given on his/her ability, aptitude and character is fair. However, the School cannot be liable for any loss you or your Child is alleged to have suffered resulting from opinions reasonably given, or correct statements of fact contained, in any reference or report given and;

7.1.5 Inform any other school or educational institution which the Child proposes in future to attend of any outstanding fees.

7.2 The School may not distribute or otherwise publish any personal information in its possession other than stated above, unless given consent in writing

8 GENERAL

8.1 The Parents and Third Party choose as their *domicilium citande et executandi* the respective residential addresses contained in the Application for Admission prefixed hereto.

8.2 Where notice is required to be given to any party in terms of this agreement, such notice may be validly given at the e-mail address for that party as contained in the Application for Admission prefixed hereto or to the School as reflected on the School's current letterhead.

- 8.3 The parties hereby consent to the jurisdiction of the Magistrate's Court having jurisdiction over its/his/her person in respect of all legal proceedings arising from this Agreement, notwithstanding that the amount of the matter in dispute exceeds the Court's jurisdiction, provided that the School shall be entitled to institute such proceedings in any division of the High Court having jurisdiction, if it so chooses.
- 8.4 The parents agree that in the event of any legal action being taken for the recovery of school fees they will be liable for payment of all legal costs on the attorney and own client scale including collection commission.
- 8.5 This Agreement is the whole agreement between the parties and no variation or amendment thereof will be of any force and effect reduced to writing and signed by both parties.
- 8.6 The parties acknowledge that no representations or warranties have been made other than those recorded herein.
- 8.7 No relaxation or indulgence granted by the School in regard to any of the terms and conditions herein shall be deemed to be a waiver of any of the School's rights nor is any such relation or indulgence deemed to be a novation of any of the terms and conditions of the agreement.
- 8.8 If any provision of the agreement is or becomes illegal, invalid or unenforceable, such provision shall be severed and the remaining provisions of this agreement shall continue unaffected.

THE PARENTS

AS WITNESSES:

NAME: _____

1. _____

SIGNATURE: _____

2. _____

NAME: _____

SIGNATURE: _____

SIGNED AT _____ ON THE _____ DAY OF _____ 20

- ONLY COMPLETE IF THIRD PARTY IS PAYING FEES

THE THIRD PARTY

AS WITNESSES:

NAME: _____

1. _____

SIGNATURE: _____

2. _____

SIGNED AT _____ ON THE _____ DAY OF _____ 20

THE SCHOOL

AS WITNESSES:

NAME: _____

1. _____

SIGNATURE: _____

2. _____