

School fees must be paid by the 2<sup>nd</sup> of every month and deposit slips must be brought to the school for capturing. Learners whose parents have outstanding fees shall be denied entry into school premises.



**ST AQUINAS COLLEGE PRETORIA**

**(SUMMAT INSTITUTE PRETORIA)**

**EMIS NO: 8400366 GDE REG NO: 700400366**

**277 Pretorius Street Pretoria 0001 & 41 Bureau Lane, Pretoria 0001**

**Telephone: 012 770 1022 Email: summatinstitutepta@gmail.com**

**APPLICATION FOR ADMISSION FORM FOR GRADE: GRADE: R - 3    YEAR:    2023**  
**(FOR NEW LEARNERS ONLY)**

Personal information									
Grade applied for		Highest grade passed			Year passed				
Surname			First name		Other names		Nickname		
Date of birth			ID/Passport number		Age	Gender		Race	
If passport used, permit number									
Nationality		Citizenship	City or suburb		Code	Province		Home language	
Physical address		Home cell number		Previous school		Previous school address			
		WhatsApp number		School Tel number					
Email address			Emergency no		Mode of transport		Religion		
Fees payment information									
Payment option		Amount		No of months		Total			
		R							
Learner Medical Information									
Medical Aid Name		Medical Aid Number		Main member		Family doctor's name			
Doctor's Address						Tel No			
Medical condition		Learner dexterity				Allergies			
		Right		Left		Ambidextrous			

School fees must be paid by the 2<sup>nd</sup> of every month and deposit slips must be brought to the school for capturing. Learners whose parents have outstanding fees shall be denied entry into school premises.

Siblings at Summat information					
No of other children at Summat			Position in the family e.g. 1 <sup>st</sup> born		
Supply full names of other children					
No	Surname and name		Grade	Position in family	
1					
2					
3					
Details of Parents / Guardian Information					
Title	Initials	Surname	First Name(s)		Gender
Cell number		WhatsApp number	Work number	Email number	
ID/Passport number		Race	Employer		Fees payer
Street address		Suburb	City	Code	Province
Spouse's surname		Spouse name		Marital status	Work number
Occupation			Employer name		

SUBJECTS OFFERED – GRADE R – 3					
1	Mathematics	2	Life skills	3	Afrikaans FAL
4	English Home Lang				

SUMMAT INSTITUTE TSHWANE CAMPUS – GRADE R - 3 SCHOOL FEES PAYMENT STRUCTURE										
Options		Monthly deposit through ATM					Debit order / Multiple kids / Once – off payment (10% discount)			
Gr	Reg fees	Extra-curricular fees	No of months	Fees per month	Yearly fees excl reg	Total fees incl reg	No of months	Fees per month	Total fees excl reg	Total fees incl reg
R	R800	R200	10	R1 000	R10 000	R11 000	10	R900	R9 000	R10 000
1	R800	R200	10	R1 000	R10 000	R11 000	10	R900	R9 000	R10 000
2	R800	R200	10	R1 000	R10 000	R11 000	10	R900	R9 000	R10 000
3	R800	R200	10	R1 000	R10 000	R11 000	10	R900	R9 000	R10 000

PLEASE TURN OVER FOR TERMS AND CONDITIONS

**School fees must be paid by the 2<sup>nd</sup> of every month and deposit slips must be brought to the school for capturing. Learners whose parents have outstanding fees shall be denied entry into school premises.**

<b>Terms &amp; Conditions (Please read the terms and conditions below carefully)</b>	
<b>1</b>	Applicants will only be considered for admission on correct completion of this application form and payment of the registration fees.
<b>2</b>	The registration fee is <b>non-refundable</b> , therefore, it is very important to enquire on the eligibility of the application before paying the registration fees.
<b>3</b>	School fees is payable in advance on or before the <b>2<sup>nd</sup> of every month</b> , that is, the fees for January should be paid on or before the first of January etc.
<b>4</b>	Our fees are yearly fees, however, broke down into monthly fees for easy payment. It is on the discretion of the school to reduce the yearly fees.
<b>5</b>	Repayment of overpaid fees shall only be done by the head office after supporting evidence has been supplied and a <b>20% deduction</b> is applicable.
<b>6</b>	Learners with outstanding fees may or shall be denied entry into the school premises, therefore it is prudent to ensure that fees is paid in time.
<b>7</b>	<b>Payment of Fees by a third party:</b> An agreement with a third party to pay the Fees or any other sum due to the School does not release Parents from any liability under these Terms and Conditions or affect the operation of these terms and conditions unless an express release has been given in writing signed by the Principal. The School reserves the right to refuse a payment from a third party. All such payments received are accepted in good faith.
<b>8</b>	Summat College has the right to decline your application should any information given be incomplete or dishonest to the best of our knowledge.
<b>9</b>	Should you (payee) fail to honour your part of contract, an interest of <b>prime + 2%</b> will be charged.
<b>10</b>	As a parent or guardian, you promise to provide your child with all the required learning materials such as Exercise books, textbooks, 2 X 500 sheets A4 bond paper and any other items required.
<b>11</b>	You agree to your child being subjected to the school Code of conduct/Policies and will not interfere with normal learning process or disturb the smooth running of the school.
<b>12</b>	You agree to be liable for all expenses incurred directly or indirectly as a result of my breach of contract or conduct of my learner.
<b>13</b>	You will ensure that your child reports for lessons or classes every day and on time and if for any reason, he or she will not attend, you promise to notify the school on time.
<b>14</b>	Over- payment of school fees is refundable under strict conditions. Check the correct amount before you pay. An amount equivalent to 20% shall be deducted as admin fees before refund.
<b>15</b>	You shall attend College activities for Parents/Guardians and if you are unable to attend you shall send written apology or send a representative on your behalf.
<b>16</b>	This contract will not be withdrawn from the School until the end of the academic year unless based on merit.
<b>17</b>	Summat College will hand over any outstanding debts to the debt collectors. <b>The costs of such collection and legal costs will be paid by the Parent/ Guardian/ Sponsor.</b>

**PLEASE TURN OVER FOR SIGNING AND ADMISSION REQUIREMENTS**

School fees must be paid by the 2<sup>nd</sup> of every month and deposit slips must be brought to the school for capturing. Learners whose parents have outstanding fees shall be denied entry into school premises.

### Undertaking by parent / guardian

I (Parent)\_\_\_\_\_ the undersigned Parent or Guardian of  
(Learner)\_\_\_\_\_ Grade: \_\_\_\_\_ acknowledges that I am indebted to  
Summat College for the payment of fees. I have read and understood the terms and  
conditions herein and shall be bound by them.

Signed at ..... On the ..... Of ..... 20.....

.....  
Parent/Guardian/Sponsor                      Signature                      Date

### REQUIREMENTS

#### PLEASE NOTE:

The registration form must be submitted with the following documents

		Parent checklist (please tick)	Checklist for office use
1	Two certified copies of the learner's Identity document		
2	Two certified copies of learners' report		
3	Transfer letter for learners applying for grade 2 and 3		
4	3 months bank statement		
5	Two reams of bond papers 500 sheets each		
6	Proof of payment of registration fees		
7	Parent or guardian's certified ID copy x 2		
8	Fully completed application form		
9	Fully signed application form		
10	Fees and general conduct clearance form from previous school		

Person admitting	Full name	Signature	Date