



# Uplands Preparatory School

(Association Incorporated under Section 21)  
Reg. No. 05/16725/08

☎ Headmaster (013) 751 3929  
School (013) 751 3806/7  
Fax (013) 751 2765  
E-mail [Admin@uplands.co.za](mailto:Admin@uplands.co.za)  
Website [www.uplands.co.za](http://www.uplands.co.za)

✉ 244  
White River 1240  
Mpumalanga  
South Africa

## **APPLICATION FORM FOR ENROLMENT**

### **Please attach the following to this application form:**

- 1) Copy of your child's birth certificate
- 2) Copy of your child's most recent school report
- 3) Copy of Parents ID or Non South Africans copy of your Passport
- 4) R260 registration fee

### **Office use:**

Non refundable enrolment fee  
Accepted: Y/N

Should you wish to pay the registration fee directly into our account, the details are:  
First National Bank, White River, Branch code: 270552, Account: 54285516910.  
Proof of payment to be faxed to above number.

### **A. PUPIL INFORMATION**

Surname:		First Names/ Preferred name:	
Date of birth:		Boy/Girl:	
ID/Passport nr:		Study permit nr: (foreign students only)	(copy included) (renewal date)
Previous school:		Grade completed:	
Home language:		Religion:	
Entry Year:		Entry Grade:	
Admission Date:			
Name of siblings and schools (ages in brackets) and House (if applicable)			
If parents/grandparents/other relations attended Uplands, state what house:			

## B. SPECIAL PROVISION

Has the student received Special Education? YES/NO

Has the student received Specialist Services? YES/NO

Does the student have any Specialist reports eg Speech, Psychology, etc YES/NO

Disabilities? E.g intellectual, physical, behaviour disorder (please provide details)

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Learning difficulties? (please provide details)

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Special gifts/talents (please provide details)

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## C. MEDICAL INFORMATION

Medical aid scheme		Name of Principal member	
Medical aid number:		DOB of principal member	
Medical Aid telephone number:		Emergency contact/ Next of Kin: name and number (not parents)	
Medical conditions, allergies etc, that the school should be aware of:			

## D. BANKING DETAILS

A credit check may be performed if deemed necessary by the school's board of directors. Notification of this and the subsequent results will be forwarded to the account holder as below.

Bank:		Account number:	
Branch:		Branch code:	
Type of account:		Account holder:	

**E. PARENT/GUARDIAN INFORMATION**

Please tick the appropriate box

I heard about Uplands via the Website  another school  from current parents

other (please specify).....

DETAIL	FATHER/PRINCIPAL GUARDIAN	MOTHER/SECONDARY GUARDIAN
Title :		
Surname:		
First name / Preferred name:		
Initials:		
Marital status:		
ID/Passport number:		
Relationship to the child:		
Postal address:		
Residential address:		
Home telephone:		
Cell number:		
E-mail address:		
Occupation:		
Place of employment/ Name of business:		
Business telephone:		
Fax number:		
Position at work:		

**F. FAMILY INFORMATION**

If parents are separated, do both parents require copies of all correspondence? YES/NO

Are there any custodial or legal arrangements of which the school should be aware?

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## **G. CONDITIONS OF ENROLMENT AT UPLANDS PREPARATORY SCHOOL**

### **1. Registration fee and non-refundable enrolment fee**

- 1.1 A non-refundable registration fee is payable when submitting the form of application for admission to the school.
- 1.2 When children are offered a firm place in the school, parents will be required to confirm their acceptance with a non-refundable enrolment fee. These fees contribute to the development of the school campus.
- 1.3 Should it become necessary to cancel the application after the deposit has been paid, the school must be informed before the last day of the term preceding the child's proposed entry to the school.

### **2. Fees**

- 2.1 Fees are detailed in a separate schedule and all terms and conditions therein apply.
- 2.2 Additional charges may include, but will not be limited to, the cost of outings, clubs/societies, subscriptions, pocket money, bus journeys to and from the Prep School, damages to property and stationery and book costs.

### **3. Termination of enrolment**

- 3.1 Once the pupil has entered the school, a clear term's written notice of withdrawal must be given to the Head, if the parent wishes to terminate this contract for any reason and to withdraw the pupil prior to the final exit examination. If such notice is not given, a full term's fees, at the rate applicable for the next term in which the pupil would have been, shall be paid in lieu thereof. Likewise, if the school elects for any reason to terminate this contract, then it may do so, on giving the parent a clear term's written notice of its decision to terminate the contract at the end of the term in question, at which time the parent must withdraw the pupil.
- 3.2 The school shall be entitled to terminate the enrolment of any pupil:
  - 3.2.1 Summarily and with immediate effect, if the pupil is guilty of any conduct which, in the sole opinion of the Headmaster, is inconsistent with such pupil's continued enrolment at the school, in which event the deposit, after deduction of all amounts otherwise owing to the school, will be refunded together with a pro-rata proportion of any fees already paid in advance in respect of such pupil.
  - 3.2.2 At the end of any academic year, in the event that the pupil, in the opinion of the Headmaster, is unsuitable for promotion to the following year of study and would not benefit by repeating the present year of study.

### **4. Participation in school life**

Children at Uplands Prep School are expected to participate in all aspects of school life, its discipline and code of conduct, including religious worship and instruction. A more detailed statement of the implications of this clause is available on request.

### **5. Indemnity**

- 5.1 The applicant(s) hereby indemnify and agree to hold harmless, the Diocese of Pretoria, the Diocesan trustees, the trustees of the Uplands Foundation, the Uplands Preparatory School Board of Directors, the school, its Headmaster and staff or their authorised agents or representatives, against any and all claims, costs or expenses, including legal costs, however arising, including negligence, but not gross negligence, arising out of injury, death, loss or damage suffered as a result of any school activities during the enrolment of the pupil at the school.
- 5.2 The school will constantly endeavour to take such steps as may be reasonably required in the circumstance to do what it can to keep the pupil out of harm, and free of loss, taking into account the circumstances of each case. In respect of events where the school or one of its employees (for whom it may be found to be vicariously liable) may be determined to have fallen short of its common law or statutory obligations in this regard, the school has taken out public liability insurance. Subject to the limitations placed on the school's right to an indemnity placed on it in terms of Section 103 of the School Education Act, (Section 101(1) of the Mpumalanga School Education Act) both parents jointly and severally waive their own claims and indemnify the school and its employees against any claim of the pupil in excess of the cover provided by its public liability insurance in respect of the event in question.

### **6. Parental/Guardian Undertakings**

- 6.1 The applicants, by submitting an application form, agree, for both themselves (where applicable) and the pupil, to comply with the rules, regulations, policies and procedures of the school from time to time, as enunciated by the Headmaster of the school, acting in his capacity as such.
- 6.2 In the event of any dissatisfaction on the part of any applicants with such rules and regulations etc., or the implementation thereof, the applicants shall be entitled to make written representations to the Board of Directors for a final decision on the matter.
- 6.3 The liability of the applicants arising out of any enrolment in terms hereof shall be joint and several.
- 6.4 The applicants accept that our child will abide by the Code of Conduct and general rules of the Prep School. We acknowledge that the discipline of the Prep School is under the control of the Headmaster, who has the right to refuse to allow a pupil to return to the Prep School, or to demand his/her immediate withdrawal from the

Prep School, or to suspend, or to expel a pupil for a serious breach of discipline as laid down in the Prep School's Code of Conduct.

- 6.5 We personally undertake to comply with all the Prep School Rules, and acknowledge the full authority of the Headmaster in all matters concerning the administration and discipline of the Prep School.
- 6.6 In the event of our child requiring emergency medical assistance, we will reimburse the Prep School within seven days for the cost of the emergency admission deposit required by the Hospital or Clinic. We also agree to reimburse the Prep School within seven days for all other medical costs incurred in the treatment of our child.
- 6.7 We hereby grant permission for our child to utilise the computer facilities at the Prep School, including the Internet and e-mail, in accordance with the rules as set out from time to time by the school.

**7. Notices and the Service of any other document**

- 7.1 For the purposes hereof the applicants choose as "domicilium citandi and executandi" the address set out in the Application form, or such other address as may be specifically notified in writing to the school.
- 7.2 For the purposes hereof the school chooses as 'domicilium citandi and executandi': Cons. Portion 159 of the Farm White River No. 64 JU.

**8. Governing Law and Disputes**

- 8.1 The contract shall be construed and interpreted in accordance with the laws of the Republic of South Africa.
- 8.2 Any disputes arising between the parties in respect of this agreement shall, at the option of the school, be justifiable in the Magistrate's Courts of White River, Mpumalanga, notwithstanding the fact that the dispute might otherwise have fallen outside the jurisdiction of such Magistrate's Court and the applicants hereby consent to such jurisdiction.
- 8.3 In the event of the school resorting to legal action the applicant(s) shall be liable for all costs incurred by and on behalf of the school on the scale as between attorney and client.

**H. ACCEPTANCE OF OFFER AND PARENTAL/GUARDIAN DECLARATION**

We, the undersigned, hereby undertake to comply with all the undertakings as set out in this Application form for enrolment and attest that all the information herein is true and accurate to the best of our knowledge.

Signed at.....this.....day of .....201.....

.....  
Witness 1

.....  
Father/Principal guardian

.....  
Mother/Secondary guardian

.....  
Witness 2

**Accepted on behalf of the school:**

.....  
Headmaster

.....  
Date

**UPLANDS PREPARATORY SCHOOL**

**ACKNOWLEDGMENT OF DEBT**

I, (full names) .....

Identity number: .....

Postal Address: .....

Residential address: .....

Employer: .....

Business address: .....

Home Tel nr: .....

Work Tel nr: .....

Cell nr: .....

Acknowledge that I am responsible for the payment of the relevant School Fees and other incidental costs as set out by Uplands Preparatory School relative to the tuition and ancillary costs relative to the child/children mentioned below:

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.....  
.....

From date of signature hereof until such time as I notify Uplands Preparatory School of any changes to the contrary, bearing in mind that a full term's notice is required to be given by myself to the Headmaster.

I also acknowledge that the onus is on myself to advise Uplands Preparatory School of any changes in my personal details as and when they should occur.

SIGNED AT: ..... ON THE ..... DAY .....201.....

WITNESSES:

1).....  
.....  
SIGNATURE

2).....  
.....  
NAME (PLEASE PRINT)

**N.B. A COPY OF THE FRONT PAGE OF YOUR IDENTITY DOCUMENT MUST ACCOMPANY THIS FORM**