



ID photo of
child

Application for Admission

Admin Year	_____	Year of Entry	_____
Grade (applying)	_____	Term of Entry	_____
Boarder	_____	Day Scholar	_____

Scholar Details

Surname	_____	Name of current school	_____
Forenames	_____	Current school's telephone number	_____
Gender	_____	Current school's email address	_____
Home Language	_____	Current school's Fax number	_____
Date of Birth	_____	Nationality	_____
Place of Birth	_____	Present Grade	_____
ID/Passport number	_____	Religious denomination	_____

Scholar Medical Details

Medical aid provider	_____	Blood group	_____
Medical aid number	_____	Medication taken by student	_____
Medical aid type	_____		_____
Primary Member	_____		_____
Allergies	_____	Immunizations up to date	_____
	_____	If not, specify why	_____
	_____		_____

Emergency contact details

Forenames and Surname	_____	Relationship	_____
Cell Number	_____	Work Number	_____
Home Number	_____		_____



Parents' Details

Forenames	Mother/Guardian	_____
	Father/Guardian	_____
Surname	Mother/Guardian	_____
	Father/Guardian	_____
ID numbers	Mother/Guardian	_____
	Father/Guardian	_____
Date of birth	Mother/Guardian	_____
	Father/Guardian	_____
Email address	Mother/Guardian	_____
	Father/Guardian	_____

School correspondence to be emailed to	Mother	Father	Mother and Father
--	--------	--------	-------------------

Postal Address	Mother/Guardian	Father/Guardian
	_____	_____
	_____	_____

Physical Address	Mother/Guardian	Father/Guardian
	_____	_____
	_____	_____

Employer	Mother/Guardian	Father/Guardian
	_____	_____
	_____	_____

Contact numbers	Mother/Guardian	Home	Father/Guardian	Home
		Work	Work	
		Cell	Cell	
		Fax	Fax	

Marital status	Married	Divorced	Widowed	Single	Separated
----------------	---------	----------	---------	--------	-----------

If divorced/separated, who has custody?	Mother/Guardian	Father/Guardian
---	-----------------	-----------------



Family Details

<u>Sibling no.1</u>	<u>Sibling no.2</u>	<u>Sibling no.3</u>
Name of Sibling _____	Name of Sibling _____	Name of Sibling _____
Age _____	Age _____	Age _____
Grade _____	Grade _____	Grade _____
Current School _____	Current School _____	Current School _____

We hereby apply for admission for the abovementioned child to Wembley College. We enclose our application fee, which we understand is non-refundable and does not guarantee acceptance.

<u>Mother/Guardian</u>	<u>Father/Guardian</u>
Signed at _____	Signed at _____
Date _____	Date _____
Signature _____	Signature _____

The completed application form, together with the application fee, or proof of payment of application fee, should be sent or hand-delivered:

The Headmaster
Wembley College
Private Bag X5606
Greytown
3250

Payments should be made to:

Wembley College
Nedbank Greytown
Branch no: 198765
Account no: 1344016731
Reference: App. Fee (Child's Name & Surname)

Accompanying documentation

Certified copy of the student's birth certificate or ID document _____

The scholar's most recent report _____

Documents required after acceptance

Completed & signed debit order and family information form (renewable each year) _____

Completed & signed Agreement to Pay School Fees form (renewable each year) _____

The scholar's transfer card (from previous/current school) _____

Copy of Medical aid card / proof of medical aid details _____

A deposit amounting to one month's fees (to be paid as soon as possible) _____

Copy of parent(s) ID document(s) _____

Payment for annual Alexander Forbes Insurance (specific to grade) _____



Undertaking by Parents

We (Full name of father) _____
and (Full name of mother) _____
understand and agree that if (Full name of scholar) _____
is admitted as a scholar at Wembley College.

- 1 He/she will be expected to conform with the rules, regulations, and Code of Conduct of the school.
- 2 All fees and charges will be paid, in advance, or in accordance with the credit terms provided by the school.
- 3 We undertake to pay our accounts on/before the date stipulated on the monthly formal statements. In the event of payment of any outstanding amount on/before the due dates stipulated on the monthly formal statements.
- 4 In the event of payment of fees and charges falling in arrears, Wembley College deserves the right to discontinue any account, cancel any agreement relating to credit terms and refuse to allow the child to continue as a scholar at the school. In the event of any of these rights being exercised, any amounts owing, shall immediately become payable of demand.
- 5 Wembley College deserves the right to withhold examination results and/or reports and/or testimonials if fees fall into arrears.
- 6 Before removing your child from the school or Boarding Establishment or in the event of him/her requesting to discontinue a subject, a full Term's (3 calendar months) written notice will be given to the Headmaster, failing which a Term's (3 calendar months) fees will be payable in lieu of notice).
- 7 We are jointly and severally liable for the payment of all fees and disbursements and undertake to pay all attorney and client costs and collection commission in the event of our account being handed over for collection.
- 8 The Headmaster, in maintaining the discipline of the school, has the sole right to refuse or allow our child admission to the school, or to demand his/her immediate withdrawal from the school, or to suspend his/her attendance from the school for a specific time period. In such circumstances, we acknowledge that the school fees and boarding fees for a full term (3 calendar months), shall nevertheless be payable to the school.

Name of Father/Guardian _____

Signature of Father/Guardian _____

Name of Mother/Guardian _____

Signature of Mother/Guardian _____

Signed on this _____ day of _____ 202__ .



Wembley College

Indemnity and Consent (Day scholars and Boarders)

I, _____ ID no. _____ parent of
(Forenames and surname of parent)

_____ ID no. _____
(Forenames and surname of scholar)

Hereby give my consent for my child ward to participate in all the organized activities of Wembley College.

I delegate all my powers as parent/guardian to the responsible teacher and/or coach in case any emergency may occur. To my knowledge my child/ward is in a good state of health. And if not, I will notify the responsible teacher/coach.

As parent/guardian I would like to bring the following to your attention:

(List all information about your child's health and/or activities he or she may not partake in)

Should medical/surgical treatment be required for my child, I hereby give my consent to the representative of the above-mentioned school to act on my behalf and in their discretion, obtain the best medical treatment available under the circumstance.

Parents/guardians are reminded that as from 2006 it is mandatory to be part of the school's insurance at Alexander Forbes. This fee will be automatically charged to your account yearly.

Signature of Parent/Guardian

Date

Name of parent/Guardian



PROTECTION OF PERSONAL INFORMATION ACT 4 OF 2013

1. Your attention is drawn to the Protection of Personal Information Act 4 of 2013 (POPI) and the POPI policy adopted by the school (the Policy). POPI aims to promote the protection of Personal Information and Special Personal Information by private and public bodies and provide for minimum conditions that should be followed in the lawful Processing of information.
2. Your attention having been drawn to POPI; you warrant that you are familiar with:
 - 2.1. POPI and the meaning of terms defined in POPI.
 - 2.2. the Policy and the purposes recorded therein for the collection of Personal Information.
3. By signing this document, and unless you at any time instruct the school expressly and in writing to the contrary, your Consent is given for the School to:
 - 3.1. collect, store and process credit information about you and any Third Party or divorced or separated Parent responsible for payment of any or all amounts comprised in the Fees.
 - 3.2. collect, store and process names, contact details and information relating to yourself and your Child, and to such information being 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;
 - 3.3. include video recordings and photographs, with or without name, of your Child in School publications, or in press releases to celebrate the School's or your Child's activities, achievements or successes;
 - 3.4. retain records of you and your Child's Personal Information and/or Special Personal Information for so long as the School deems it necessary in its sole discretion, it being necessary to retain such Personal Information even after the termination of the Contract.
 - 3.5. supply information and a reference in respect of your Child to any educational institution which you propose your Child may attend. We will take care to ensure that all information that is supplied relating to your 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 by us; and
 - 3.6. inform any other school or educational institution to which you propose to send your Child of any outstanding fees.
4. The above provisions of this clause shall survive the termination of the Contract.

Signed by the Parent

Signed by the School

Name

Name

Signature

Signature

Date

Date



Wembley College

Permission to Conduct Credit Searches

I/We grant permission to the School's Bursar to make any enquiries and conduct any investigation as deemed necessary, including credit checks with credit unions, to ascertain/determine and monitor my/our creditworthiness.

Forenames

Surname

ID Number

Physical Address

Postal Address

Contact details

Telephone

Home

Work

Signature



Learner Evaluation & Financial Clearance document

As schools are not permitted to give out personal information without parental consent, we kindly request that you as the parent please obtain the following information from your child's current school. To be sent to us, completed, as soon as possible (no later than one week).

Parent Name: _____ Parent Signature: _____

Student's Details

Name	_____	Surname	_____
Current School	_____	Grade	_____
Province/Country	_____	Postal code	_____
Years in Grade	_____	Years in phase	_____

Section A: Learner Development

Please rate the learner on the following scale:

5 Excellent 4 Good 3 Average 2 Weak 1 Very Weak

Homework Completion	_____	Ability to Concentrate	_____
Self-Control	_____	Following Instructions	_____
Interaction with peers	_____	Behaviour	_____
Adherence to Code of Conduct	_____	Leadership skills	_____

Section B: Discipline

Disciplinary action taken against the learner for any of the following offences:

Stealing		Dishonesty		Disruptive in class	
Vandalism		Bullying/aggression		Swearing	

Has learner ever been suspended? Yes No Has learner ever been expelled? Yes No

Section C: Involvement in School Life

Please rate the learner on the following scale:

5 Excellent 4 Good 3 Average 2 Weak 1 Very Weak

Culture		Sport		Community Service	
---------	--	-------	--	-------------------	--

Are the learner's parents (or guardians) involved in /supportive of the school? Yes No

Section D: General Information

- ❖ Would the learner be an asset to Wembly College
- ❖ Current annual fees?
- ❖ Are the learner's fees up to date?
- ❖ Have you ever had trouble with fee payments?

	Yes	No
R		
	Yes	No
	Yes	No

Name of teacher _____

Teacher's signature _____

Name of Principal _____

Principal's signature _____

Date _____



CODE OF CONDUCT

AGREEMENT

I have received and am fully aware of and agree to the contents of the Wembley College Code of Conduct.

As parent/guardian, I have advised my child _____
of the contents.

We hereby subscribe fully and bind ourselves to the Wembley College Code of Conduct.

Signature of parent/guardian _____

Date signed _____

Signature of Scholar _____

Date signed _____

*To access the complete "Code of Conduct" document press 'Ctrl' and click on "CODE OF CONDUCT" on top of this form.