



Celebrating 30 Years of God's Favour
QUEENSWOOD CHRISTIAN SCHOOL

Empowering STUDENTS

Teaching with Passion • Empowering Students • Partnering with Parents
Since 1994

Queenswood Christian School

FET Phase Grade 10

Learner Application of Admission

2025

Name of learner: _____

Grade to be admitted to: _____

Postnet Suite 129, Private Bag X507, Sinoville, 0129. 154 Chervil Avenue, Annlin, 0182.

Tel: 012 543 3552 Cell: 083 373 7272

NPC Registration: 2002/002491/08. NPO 026 036 EMIS: 700220087

Initial: Mother/Guardian _____ Initial: Father/Guardian _____ Initial: Person responsible for the account _____

Learner information:	
Full names:	Surname:
Preferred name:	DEXTERITY OF LEARNER (LEFTHAND, RIGHTHAND OR BOTH)
Date of birth:	ID Number:
Nationality: RSA yes/no Other(specify)	Christian denomination:
Gender: Male Female	Ethnic group:
Home language:	Admission date:
Learner mobile number:	Learner's email address (for online purposes during possible COVID-19 lockdown):
Years in phase for 20	Number of years in current grade:
Pre-primary education attended: Formal- yes / no	Informal- yes / no Other- yes / no

Medical information:	
Name of medical scheme:	Telephone number:
Main member:	Membership number:
Doctor's Name:	Doctor's telephone no:
Siblings: Siblings at QCS.	POSITION IN FAMILY (e.g. first of 3 son/stepson)

Learner health information:	
Chronic diseases:	Allergies:
Medication:	

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Information of previous school/play group/nursery	
First registration in Gauteng: yes / no	Previous school:
Telephone number:	Address:
Learner attended school last year: yes / no	If yes, in which Province/Country:
Highest grade in previous school:	Reason for leaving:

Mode of transport:	
Motor car: yes / no Scholar transport: yes / no	Name of driver:
Registration number:	ID number:
Contact Number:	Other: yes / no Specify:

Please attach copies of:

- 1. Birth certificate.**
- 2. Immunisation card.**
- 3. ID of: Parents/guardians/person responsible for account (if not a parent).**
- 4. Last report.**
- 5. Transfer card when available.**

To be forwarded to previous school: Financial clearance and Confidential report.

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Parental status:	
Married: yes / no	Single-unmarried: yes / no
Re-married: yes / no	Single-divorced: yes / no
Parents deceased: Mother: yes / no	Learner in foster care: yes / no
Father: yes / no	
Person responsible for account	
Title:	Full names:
Surname:	Initials:
Preferred name:	ID number:
Home language:	Communication: SMS: yes / no
Mobile number:	Email: yes / no
E-mail:	Home tel:
Relationship to learner:	Employment status:
Residential address:	Own Employer/Professional: yes / no
	Own Employer/Non-Professional: yes / no
	Housewife: yes / no
	Part time: yes / no
How many kilometers from the school:	Contract worker: yes / no
Code:	Pensioner: yes / no
Employer:	Student: yes / no
	Temporary: yes / no
	Full time: yes / no
	Unemployed: yes / no
Work tel:	Employer physical address:
Occupation:	Is the learner living with this parent: yes / no

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Biological parent/Legal Guardian information (If not person responsible for account)	
Title:	Full names:
Surname	Initials:
Preferred name:	ID number:
Home language:	Communication: SMS: yes / no Email: yes / no
Mobile number:	Home tel:
E-mail:	Employment status:
Relationship to learner:	Self-employed - Professional: yes / no
Residential address:	Self-employed - Non-Professional: yes / no
	Housewife: yes / no Part time: yes / no
	Contract worker: yes / no Pensioner: yes / no
Code:	Student: yes / no Temporary: yes / no
Employer:	Full time: yes / no Unemployed: yes / no
Work tel:	Employer physical address:
Occupation:	Is the learner living with this parent: yes / no

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Other information if not biological mother/father	
Title:	Full names:
Surname	Initials:
Preferred name:	ID number:
Home language:	Communication: SMS: yes / no Email: yes / no
Mobile number:	Home tel:
E-mail:	Employment status:
Relationship to learner:	Self-employed - Professional: yes / no
Residential address:	Self-employed - Non-Professional: yes / no
	House - wife: yes / no Part time: yes / no
	Contract worker: yes / no Pensioner: yes / no
Code:	Student: yes / no Temporary: yes / no
Employer:	Full time: yes / no Unemployed: yes / no
Work tel:	Employer physical address:
Occupation:	Is the learner living with this parent: yes / no

Other information if not biological mother/father

Title:	Full names:
Surname	Initials:
Preferred name:	ID number:
Home language:	Communication: SMS: yes / no Email: yes / no
Mobile number:	Home tel:
E-mail:	Employment status:
Relationship to learner:	Self-employed - Professional: yes / no
Residential address:	Self-employed - Non-Professional: yes / no
	Housewife: yes / no Part time: yes / no
	Contract worker: yes / no Pensioner: yes / no
Code:	Student: yes / no Temporary: yes / no
Employer:	Full time: yes / no Unemployed: yes / no
Work tel:	Employer physical address:
Occupation:	Is the learner living with this parent: yes / no

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Other information
Why do you want to enrol the learner at QCS?
Will you as Parents/Guardians commit yourselves to the school and it's principles?
Are you involving the learner in family prayer?
How and by whom were you referred to QCS?

Part B

AGREEMENT

Should the application be granted by Queenswood Christian School NPC (Registration Number 2002/002491/08) (“QCS”) for the admission of the learner, the parents/guardians whose details appear above (“the Applicants”) hereby further agree as follows:

1. SCHOOL FEES – (Revised every year on 1 January.)

The applicants agree to make payment of the following fees due to QCS in accordance with clause 2 below:

**W.E.F. 1 JANUARY 2025		
REGISTRATION FEES: (This fee is to be paid on presentation of an invoice which the parents/guardians are informed of the learner's successful application. This fee is a non-refundable once-only fee paid to secure the learner’s place).		
REGISTRATION FEE (Non-refundable) R9500 once-off enrolment as confirmation of acceptance: Includes registration and testing. Registration can be paid over 3 months.		
		2025
1 ST CHILD	Paid by 7 th	R5 490.00
	Paid before 3 rd (Discount of R550.00)	R4 940.00
2 ND CHILD	Paid by 7 th	R5 440.00
	Paid before 3 rd (Discount of R545.00)	R4 895.00
3 RD CHILD	Paid by 7 th	R5 390.00
	Paid before 3 rd (Discount of R540.00)	R4 850.00
4 TH CHILD	Paid by 7 th	R5 340.00
	Paid before 3 rd (Discount of R535.00)	R4 805.00
5 TH CHILD	Paid by 7 th	R5 290.00
	Paid before 3 rd (Discount of R530.00)	R4 760.00

2. PAYMENT

2.1. The Applicants bind themselves jointly and severally for payment of all amounts due in terms of this agreement.

2.2. The monthly school fee as set out in clause 1, Includes: Tuition, school photos, Holiday school for Grade 7-12 (when applicable) and a Mon – Thurs Homework room (without assistance) for Grade 6-12 (not applicable for Aftercare students). Please note: Fees do not include afternoon activities

2.3. The monthly school fee is due and payable for 12 months of every calendar year, without exception.

2.4 The monthly school fee does not include:

2.4.1. afternoon extra-curricular activities and after-care, which are invoiced separately by the relevant vendor;

2.4.2. the **non-refundable** registration fee, which is payable immediately upon commencement of this agreement; and

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2.4.3. the cost of school uniforms, and any additional cost, etc, copies, stationery, will be included in the first invoice following the incurrence of such costs and payable in addition to the monthly school fee (“the additional amounts”).

2.4. The first payment is due in the beginning of the first month that the child attends Queenswood Christian School. The Financial Committee in office, retains the right to change this amount should circumstances arise, that make such a decision necessary. Parents will be notified at least one month in advance of such an increase. This fee should not be received later than the 7th of each month. The monthly school fees and additional amounts (“the invoiced amount”) are due and payable in advance by the 7th day of each month.

2.5. One month notice is required in writing upon termination of a learner’s attendance at QCS. As fees are calculated over 12 months, notice given in November must include December fees.

- **Students re-enrol every year at no cost. Once a re-enrolment has been received by QCS, parents will be liable for January fees the following year.**

2.6. Payment is to be made into the following bank account:

Queenswood Christian School Bank Account:

Name: Queenswood Christian School

Bank: ABSA

Branch code: 632 005

Account number: 405 198 1831

Reference: Account number as reflected on the school account

2.7. QCS shall grant a discount on payments as set out in clause 1 above (“early payment discount”), provided that:

2.7.1. Payment of all amounts due are made in full and reflected in the account of QCS by close of business on the 3rd day of the relevant month;

All extras, e.g. uniform. added to your account need to be settled with the account at the end of that month to qualify for the early payment discount.

2.7.2. Payments must be made via EFT or paid directly into the school account. No cash or cheques.

2.7.3. The early-payment discount does not apply to payments made on accounts in arrears.

2.8. QCS retains the right to assess the monthly school fee and additional amounts annually and the Applicants shall be informed in writing, at least one month in advance, of any contemplated increase which shall take effect on 1 January of every calendar year.

2.9. Notwithstanding 2.4, the monthly school fee and additional amounts as set out above shall automatically escalate annually from 1 January of each calendar year at a rate of 10 (TEN) percent per annum unless the Applicant is informed otherwise in writing.

3. TERM OF AGREEMENT AND DISMISSAL

3.1. This agreement commences on the date that the Applicants are notified in writing of the granting of the application, save for Clause 6 hereof which is in effect from the date of signature of this application form by the Applicants.

3.2. This agreement is subject to annual review, and the Applicants may be required, at the election of QCS, to reapply for the enrolment of the Learner at the end of every calendar year.

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This agreement may be terminated by the Applicants only upon one (1) month's written notice being the provided to QCS, during which period the Applicants are liable for payment of the monthly school fee and all additional amounts. As fees are calculated over 12 months, notice given in November must include December fees.

3.3. Acceptance of a student into the school is subject to a three-month probation period commencing on the date of commencement of this agreement. The purpose of probation is to ascertain if the learner is compatible to the QCS education system.

3.4. In the event that the Applicants fail to make payment of any invoiced amounts during the notice period, QCS shall be entitled to exercise its rights as set out in clause 4.

3.5. QCS reserves the right to immediately terminate this agreement and expel the learner in the event that, in the sole discretion of QCS and in its opinion:

3.5.1. The Learner commits any act of gross misconduct;

3.5.2. The Learner commits any illegal act;

3.5.3. The Learner fails to comply with the Learner Standard of Conduct as agreed to by the Learner and amended from time to time;

3.5.4. The Learner commits an act that brings QCS into disrepute;

3.5.5. The Learner negligently or intentionally commits an act that posed or poses a danger to any student or employee of QCS.

3.5.6. Expulsion takes place pursuant to a parent meeting and upon ratification by the School Board of QCS.

4. DEFAULT

4.1. Applicants acknowledge that monthly school fees must be paid and reflect in the school's bank account by the 7th of the month. If parents want to arrange a payment plan, it must be submitted by the 4th of the month and all arrears need to be cleared within that month.

4.2. The Applicants acknowledge and agree that, notwithstanding any remedies that may be available to QCS in terms of this agreement and in law, should the invoiced amount not be paid:

4.2.1. by the 8th of the month will be handed over to the credit bureau for administration, the learner will be automatically suspended from school until the payment is made in full, and the arrears are brought up to date. All costs incurred are for the account of the parent.

4.2.2. if fees are not paid up to date by the last day of the month, the learner will automatically be taken off the student roll, a transfer card and report issued, and the credit bureau (TPN and Trans Union) will commence with formal debt collection and possible blacklisting. All penalties due are for the account of the parent.

4.3. Should the Applicants breach this agreement or fail to pay any amounts due to QCS, then the Applicant acknowledges and agrees that:

4.3.1. all amounts owed by the Applicant to QCS will become immediately due and payable to QCS and QCS will be able to claim immediate payment of such amounts without notice to the Applicant;

4.3.2. the Applicants will be liable for interest on the outstanding amount calculated at 24% per annum;

4.3.3. a certificate signed by any director of QCS certifying the amount due by the Applicants will on the face of it be proof of the Applicants' indebtedness to QCS, and it will not be necessary to prove the appointment of the person signing the certificate;

4.3.4. the default of the Applicants will be listed with the credit bureaus;

4.3.5. the Magistrate's Court will have jurisdiction over any proceedings that arise as a result of this agreement, but QCS shall have the right to institute proceedings in the High Court of South Africa if it so wishes; and

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4.3.6. The Applicants agree to pay any costs incurred by QCS for the enforcement of this agreement, including legal costs on an attorney and own client scale (such costs not being limited to the recovery of costs on a Magistrate's Court Scale), collection commission, tracing fees and other fees or disbursements incurred by QCS.

5. INDEMNITY

5.1. The Applicants hereby indemnify and hold blameless QCS and its staff against any loss, damage or injury which may be sustained by the Learner from whatever cause excluding gross negligence, whether on QCS property or en route thereto or therefrom, or in the course of any extra-mural activity or organized outing in which the Learner may participate.

5.2. The Applicants acknowledge and accept that personal possessions of the Learner are not covered in any risk insurance by QCS and that the Applicants are responsible for supplying adequate cover for the Learner's personal possessions.

5.3. The Applicants acknowledge and accept liability for any loss or damage suffered by QCS as a result of any act or omission of the Learner.

6. CONSENT

6.1. The Applicants hereby appoint and request QCS, its agents and its attorneys as their legal agents, for the purpose of obtaining their confidential credit report data, and the Applicants hereby authorize and consent to QCS requesting and receiving Credit Bureau reports on behalf of the Applicants from one or more Credit Bureaus in South Africa at any time for the purpose of assessing the Applicants' desirability as a customer of QCS. The Applicants are entitled to revoke this authorization and consent, in writing, at any time, save that the revocation does not affect the information already provided to QCS as a result of this authorization, and the authorization will remain in force and effect for the duration of this agreement unless and until it is revoked in writing

6.2. The Applicants and the Learner understand, accept and consent to QCS collecting personally identifiable information about the Learner and the Applicants only to the extent necessary in terms of this agreement and hereby voluntarily authorize QCS to process their personal information and the personal information of the Learner. Personal information means information that can be used on its own or with other information to identify, contact or locate a person or to identify an individual in context. Processing shall include the collection, receipt, recording, organisation, collation, storage, updating or modification, retrieval, alteration, consultation, use; dissemination by means of transmission, distribution or making available in any other form; or merging, linking, as well as blocking, degradation, erasure or destruction of information. This consent is effective immediately and will endure until the relationship between the Applicants and QCS has been terminated and all amounts owed to QCS have been paid in full.

6.3. The Applicants and the Learner acknowledge and consent thereto that the principal, administrator or an educator of QCS, upon reasonable suspicion, has the legal authority to conduct a search of the learner or property in possession of the learner for a dangerous weapon, firearm, drugs, or harmful or dangerous substance, stolen property, or pornographic material brought onto the property of QCS. During a search human dignity shall be observed and learners shall be searched in private by persons of their own gender, preferably in the presence of at least one other person. A record will be kept of the search proceedings and the outcome.

7. DUTIES OF THE APPLICANTS

7.1. The Applicants agree and undertake:

7.1.1. to accept and apply the principles in the Bible, the Word of God, in the educating of the learner;

7.1.2. to support the high standard of education by providing a place at home for the learner to study and by encouraging the learner in the completion of any homework or assignments;

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7.1.3. not to undermine the authority of QCS by being negative about any aspect of the school, but to discuss any problem with the Pastor, Administrator or Principal;

7.1.4. to support a high standard of moral life by screening the books, magazines, music and all social media content/programs the learner is exposed to as well as to keep wise track of the influence of other people/friends in the learner's life.

7.2. The Applicants further:

7.2.1. authorize QCS to employ discipline as it deems necessary and in order to expedite the training of the learner; and

7.2.2. understand that QCS reserves the right to, in its sole discretion, after consulting with the parents and school management, dismiss any child who fails to comply with the established regulations and discipline of the school or whose parents do not assume their responsibility, financial or otherwise, to the education of their child.

8. DELEGATION AND RELEASE

8.1. The Applicants hereby delegate their parental responsibility over the learner to the staff of QCS from 07h30 of every school day until the official end of the Learner's school day, after which the Applicants reassume their full responsibility for the learner.

8.2. The Applicants appoint QCS to act on their behalf as parents for purposes of urgent medical treatment in case of an emergency where the Applicants cannot be reached immediately, and indemnify QCS, its directors, governing body, representatives, officials, staff and all other persons acting or purporting to act on behalf of QCS against all costs or liabilities incurred for the purpose of providing urgent medical assistance to the Learner.

8.3. The Applicants acknowledge and agree that even though some of the staff will be present at school after the official end of the learner's school day, they are tied up with their after-school activities and will not be able to care for the Learner and are under no obligation to do so.

8.4. The Applicants undertake to inform the school office of any irregularities concerning their procedures or mode of transport before and after school, should it be deemed necessary, in order for them to undertake the necessary precautions and communications that will ensure the physical, spiritual and emotional safety of the Learner.

8.5. The Applicants further undertake to inform the Principal/office in writing of the person who has been granted permission to collect the learner from school.

8.6. Until notified otherwise, _____ will fetch the Learner from school.

9. GENERAL

9.1. No amendment to, or consensual cancellation or novation of the terms of this agreement shall be of any effect unless same is reduced to writing and confirmed by the signature of both parties.

9.2. The Applicants choose their physical address as set out on page 1 hereof as their domicilium address at which they will accept service of all documents, letters and notices in connection with this agreement.

10. INDEMNITY

We, the Applicants herein,

1.Consent to the Learner participating in the activities of QCS, whether conducted on or off QCS property, including but not limited to, games, cultural, social and sporting activities, including contact sport, and tours

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and excursions of vocational educational, social, sporting or general interest which may entail some risk of physical injury;

2.Consent to the Learner travelling to and participating in school activities and programs outside QCS: subject to the QCS taking reasonable care to avoid harm and save for any gross negligence on the part of QCS, its employees or agents. I/we hereby indemnify QCS and/or their staff, agents or employees in respect of all loss or damage, whether to person or property of the Learner, which may be sustained by the Learner whilst on QCS property or under QCS, control during any school excursion, activity or outing;

3.Understand and have fully familiarized ourselves of the nature of the demands of the school activities, and we have informed QCS of any mental or physical conditions that might affect the Learner’s performance of the activities. By our signature below, we hereby recognise that QCS does not carry special health and/or hospital insurance or coverage for the Learner in the event that the Learner should sustain an injury while participating in any school activities, including travel to and from the school premises and such school activities;

4.Acknowledge that QCS shall not be responsible for any theft or loss of, or damage or destruction to any property of whatever nature (including school clothing, sporting equipment, books, or any other personal possessions) brought onto the QCS property or to any school excursion;

5.Acknowledge that in certain situations there may be insufficient time to contact parent(s) or guardian(s), or to refer to Medical Records, and consequently I/we authorize QCS representative to utilize the most appropriate medical service available. I/We therefore delegate to the Principal, or his/her representative, the power to authorize whatever medical treatment he/she in their sole discretion deems necessary for the Learner, and in doing so agree that the Principal and/or his/her representative should act in loco parentis (with the same authority as a parent or guardian).

6. Agree that this indemnity shall commence on the date of signature hereof and shall remain in force and be of effect for the duration of the Learner’s enrolment at QCS.

INDEMNITY: In granting this permission we hereby release, indemnify and discharge QCS, its directors, governing body, representatives, officials, staff and all other persons acting or purporting to act on behalf of QCS from all obligations, liabilities, claims, demands, costs and expenses, including attorney’s fees and/or medical fees, arising out of, or in any way connected with, any bodily injury sustained by and/or death of the Learner, and theft, loss, or damage of personal property of the Learner, whether such injury and/or death, theft, loss, or damage results from the negligence of the aforesaid persons or from some other cause.

Signed (parents and/or guardians, where the signatory signs in their capacity as parent and/or guardian on behalf of the Learner, and in their capacity as parent and/or guardian in respect of any obligations, liabilities, claims, demands, costs and expenses, including attorney’s fees and/or medical fees which may by law be claimed by them in such capacity in respect of the Learner):

Parent/Guardian signature: _____

Initial: Mother/Guardian _____ Initial: Father/Guardian _____ Initial: Person responsible for the account _____

11. STATEMENT ON DISCIPLINE

Queenswood Christian School recognizes that it cannot meet the educational needs of all children. It is a school offering a high-quality Christian training but is not designed to be a correctional institution for problems arising beyond those actually encountered in average school children. While we love delinquent and emotionally unstable children, the school is not equipped to meet their needs. Some children do not adjust to a disciplined academic environment and find excuses to criticize the policies and decisions of staff and administration. In such cases, the school reserves the right to have full discretion in the discipline, if considered appropriate, to place students on probation for a reasonable corrective period of time and to dismiss any student who does not co-operate with the total educational process.

Please consider the following carefully and prayerfully:

"I recognize that Queenswood Christian School has a highly qualified and trained staff, and I have confidence in their abilities to perform the educational functions due to my child at their discretion.

I realize that from time-to-time children take issue with actions and they are prone to criticize statements out of context. This being normal for children, I pledge that should this occur, I will not support the criticism, I will correct my child, support the school personnel, and call in for full details at any time that I have a question concerning an incident. I further realize that building strong relations with the school to aid in the training of my child is as much my responsibility as it is the school's and I will:

- *pray for the staff and program;*
 - *co-operate with them in discipline;*
 - *be willing to partner with the school in finding a solution to unacceptable behaviour;*
 - *lay a spiritual foundation through godly example in the home;*
 - *support the spiritual training of chapel, revivals, etc.;*
 - *follow through with any work, assignments etc which need to be completed at home;*
 - *see that the child reaches school on time;*
 - *send written excuses for tardiness or absence;*
 - *co-operate in training the child to respect school property and pay for irregular abuse of the same;*
 - *attend all parent functions;*
 - *Assist in promoting the school and its programs among friends.*
-
- *Realize that attending Queenswood Christian School is a privilege and not a right. It is my intention to abide by the decisions and support the discipline of the administration.*

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12. LEARNER STANDARD OF CONDUCT (To be completed by the learner)

Learner's Name: _____ Age : _____

The learner's attitudes, conversation and behaviour reflect the character of the institution from which he / she derives his / her training - both home and school. This form reflects the school's attempt to secure students who would best adjust to the rigor of a highly disciplined training program which must set high standards as a pilot institution for an international school development program. Please answer the following questions honestly.

Will you honestly agree to keep all the school's rules and respect authority without being critical and finding faults?	
Do you want to attend this school?	
Why?	

General policy: Students are expected to abide by these standards of conduct throughout their enrolment, whether at home, school or elsewhere. Students found out of harmony with the school's ideals of work and life may be requested to withdraw whenever the administration deems it necessary.

As a student of this Christian school, I pledge to uphold the school's moral standard in:

- Honesty
- Language
- Respect and kindness
- I understand that cheating, lying, swearing, abusive indecent language, smoking, drinking alcohol, drugs, promoting porn is not allowed.
- I will maintain Christian standards in courtesy, kindness, morality and honesty.
- I will strive to be of unquestionable character, dress, conduct and other areas of life.
- I agree to maintain a high level of work ethic.

I agree to abide by Biblical standards of conduct as promoted by the school, and other regulations expected of each student enrolled in this Christian school while I am a student attending this school.

I allow staff members of the same sex to search me or my property for illegal substances, cell phone, etc.

Should I in any way act or behave contrary to the above, I stand to be expelled from school.

Learner's Signature

Assisted by Parents / Guardians

Initial: Mother/Guardian _____ Initial: Father/Guardian _____ Initial: Person responsible for the account _____

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WE CONFIRM THAT COPIES OF OUR ID AND LEARNER’S

- 1. Birth certificate.**
- 2. Immunisation card.**
- 3. ID of: Parents/guardians/person responsible for account (if not a parent).**
- 4. Last report.**
- 5. Transfer card when available.**

ARE ATTACHED HERETO

We _____ (“the Applicants”)

parents / guardians of _____ (“the Learner”)
have read all the above and are in full agreement with the contents thereof.

Signed at _____ on this _____ day of
_____ in the year _____

Signed: Mother/Guardian

Signed: Father/Guardian

Signed: Person responsible for the account

For and behalf of Queenswood Christian School

Signed

Capacity

Date

Initial: Mother/Guardian _____ Initial: Father/Guardian _____ Initial: Person responsible for the account _____

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RECOMMENDATION BY PASTOR OR REVEREND

(Must be completed by the family's spiritual leader)

NAME OF LEARNER: _____

Name of parents / guardian: _____

Period of family's involvement in the congregation: _____

What does the family's involvement in the congregation entail: _____

Any remarks that could be of significance in accepting the above-mentioned child at Queenswood Christian

School: _____

Name of Person completing the above _____

Religious Institution _____

Signature _____

Telephone during Office hours _____

Initial: Mother/Guardian _____ Initial: Father/Guardian _____ Initial: Person responsible for the account _____

FOR OFFICE USE ONLY			
Copies received:	Birth certificate.	YES	NO
	Passport:	YES	NO
	Mother/Guardian ID:	YES	NO
	Father/Guardian ID:	YES	NO
	Person responsible for the account (if not a parent) ID:	YES	NO
	Immunisation Card:	YES	NO
	Transfer Card/Gr 2 up (when available)	YES	NO
	Current school report	YES	NO
	Confidential report	YES	NO
	Financial report	YES	NO
Every page initialled by parents/guardians/person responsible for account		YES	NO
Contract signed by parents/guardians		YES	NO
PERSON RESPONSIBLE FOR ACCOUNT completed and signed		YES	NO
RECEIVED BY:			
DATE:			