



Beacon Hill Academy

Farm B70, Quenera North, East London, 5205

admin@beaconhillacademy.net

www.beaconhillacademy.net

Beacon Hill Academy –Application (20_ _)

Student Information

	<u>Details</u>
Academic Year Applying for:	
Grade Applying For:	
Date of Application:	
Pupil First Name:	
Pupil Surname:	
ID Number:	
Date of Birth:	
Home Language:	
Gender:	
Race:	
Dexterity:	
Country of Origin:	
Province:	
Home Address domicilium citandi et executuandi:	

Account Holder Initial: _____

Emergency Contact

Field	Details
Name:	
Surname:	
Relationship to Pupil:	
Contact Number:	

Medical Information

Field	Details
Medical Aid Name:	
Membership Number: Main	
Member: Family Doctor:	
Doctor's Contact Number:	
Physical Defects/Allergies:	
Immunizations Complete:	
Diphtheria Immunization:	
Smallpox Immunization:	
Polio Immunization: Other	
Medical Conditions:	

Account Holder Initial: _____

Parent/Guardian 1 (Father)

<u>Field</u>	<u>Details</u>
Name:	
ID Number:	
Address:	
Occupation:	
Employer:	
Work Address:	
Home Address domicilium citandi et executuandi:	
Cell Number:	
WhatsApp Number:	
Alternative Number:	
Home Number:	
Work Number:	
Email:	

Account Holder Initial: _____

Parent/Guardian 2 (Mother)

<u>Field</u>	<u>Details</u>
Name:	
ID Number:	
Address:	
Occupation:	
Employer:	
Work Address:	
Home Address domicilium citandi et executuandi:	
Cell Number:	
WhatsApp Number:	
Alternative Number:	
Home Number:	
Work Number:	
Email:	

Account Holder Initial: _____

Parent/Guardian 3 (Guardian) – If Applicable.

<u>Field</u>	<u>Details</u>
Name:	
ID Number:	
Address:	
Occupation:	
Employer:	
Work Address:	
Home Address domicilium citandi et executuandi:	
Cell Number:	
WhatsApp Number:	
Alternative Number:	
Home Number:	
Work Number:	
Email:	

Account Holder Initial: _____

Declaration by Parent/Guardian

I, the undersigned, hereby declare that all information provided in this application form is true, correct, and complete to the best of my knowledge. I understand that any false or misleading information may result in the rejection of this application or the termination of enrolment at Beacon Hill Academy.

I further acknowledge that it is my responsibility to inform the school promptly of any changes to the details provided herein.

Parent/Guardian 1 (Father)

Name: _____

Signature: _____

Date: _____

Parent/Guardian 2 (Mother)

Name: _____

Signature: _____

Date: _____

Parent/Guardian 3 (If Applicable)

Name: _____

Signature: _____

Date: _____

Account Holder Initial: _____

PARENT CONTRACT

Between
BEACON HILL ACADEMY
(hereinafter referred to as “the School”)

And _____ (Father of the Child)
_____ (Physical Address)
_____ (Mother of the Child)
_____ (Physical Address)
Or _____ (Guardian of the Child)
_____ (Physical Address)

(Jointly and severally referred to as “the Parent(s)/Guardian(s)”)

Of _____ (Child’s Full Name)

FEE STRUCTURE & BREAKDOWN

- **Administration Fee:** _____
- **Monthly School Fee:** _____
- **Annual School Fee:** _____

The amounts above may vary to include additional charges such as aftercare, educational resources, excursions, or photocopying.

PARENT/GUARDIAN DECLARATION AND CONTRACT OF ENROLMENT

The Parent(s)/Guardian(s) whose details appear above declare that they are the legal parent(s) or guardian(s) of the child named herein. The rights and obligations outlined in this contract are binding and must be fulfilled for the child to remain enrolled at Beacon Hill Academy.

Important Notice:

By signing this contract, you confirm that you have read, understood, and agree to its terms and the School’s Policies, which form part of this contract. Please request clarification on any provisions you do not fully understand.

This contract contains clauses which may:

- Limit the liability of the School;
- Impose obligations or liability on the Parent(s)/Guardian(s);
- Require indemnification of the School;
- Serve as acknowledgement of certain facts.

Nothing in this contract unlawfully limits your statutory rights under the **Consumer Protection Act, 2008 (CPA)**.

Account Holder Initial: _____

1. DEFINITIONS

Terms such as Registration Fee, School Fees, Additional Fees, Policies, Parent, Child, Term, and others retain their definitions from the School's original documentation.

2. GENERAL OBLIGATIONS OF THE SCHOOL

- Admission is at the discretion of the Head of School.
 - The School undertakes to exercise reasonable skill and care in educating and ensuring the welfare of your child.
 - Pupils are required to respect the Christian ethos of the School, including participation in assemblies, chapel, and religious instruction.
 - The School may decline or cancel enrolment if it cannot reasonably meet a child's educational or special needs.
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3. PAYMENT OF FEES

- Fees are payable in advance on the 1st day of each month.
 - Parents remain jointly and severally responsible for all fees and charges.
 - The School may charge interest on overdue accounts, as well as reasonable legal and collection costs.
 - A full term's written notice (or one term's fees in lieu) is required for withdrawal.
 - Accounts of 30 days and more, in arrears, may result in blacklisting, suspension, or termination of enrolment.
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4. DISCLAIMERS AND INDEMNITY

- The School is not liable for loss or damage to personal property unless caused by gross negligence. Parents indemnify the School, its Board, Principal, and staff against claims arising from injury, loss, or death during school activities, except where caused by gross negligence. While the School maintains public liability insurance, parents waive claims beyond the coverage provided.
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5. PARENT OBLIGATIONS

- Inform the School of any special educational or medical needs.
 - Support your child's education at home and maintain constructive relations with School staff.
 - Ensure punctual collection of your child and payment of aftercare fees.
 - Ensure your child abides by the School's Code of Conduct and Policies.
 - Parents are responsible for medical expenses incurred by their child.
 - The School may withhold academic documents if fees are outstanding.
-

Account Holder Initial: _____

6. SCHOOL POLICIES

- Parents agree to be bound by the School's policies, which may be amended from time to time.
 - Policies are available from the School office or the School website.
-

7. ACCEPTANCE AND SECURING FEE

- Placement is confirmed once this contract is signed and the non-refundable administration/registration fee is paid.
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8. PROTECTION OF PERSONAL INFORMATION & MEDIA CONSENT (POPIA)

- The School will collect, process, and store personal information of parents/guardians and learners as required for administration and legal purposes.
 - Parents/Guardians give consent for the School to take photographs, videos, and other media of learners during school activities and events.
 - Consent includes use of such media on the School's website, social media platforms, promotional materials, newsletters, and other communications, unless withdrawn in writing.
 - Personal information will not be distributed to third parties without written consent, unless required by law.
-

9. TERMINATION AND NOTICE

- This contract terminates upon completion of the School's curriculum unless ended earlier according to its terms.
 - A full term's written notice (or one term's fees in lieu) is required for withdrawal.
 - The School may terminate this contract with written notice or summarily in cases of serious misconduct, breach of contract, or non-payment of fees.
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10. DOMICILIUM CITANDI ET EXECUTANDI

- The Parent(s)/Guardian(s) choose the residential address listed in this contract as their **domicilium citandi et executandi**, where all legal notices may be validly served.
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11. GOVERNING LAW AND JURISDICTION

- This contract is governed by South African law.
 - The School may institute proceedings in any Magistrate's Court with jurisdiction, notwithstanding the amount in dispute.
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Account Holder Initial: _____

12. ACCEPTANCE OF TERMS

By signing below, I/we acknowledge that I/we have read, understood, and agree to be bound by this contract and the School's Policies.

Signed at: _____

Role:	Name:	Surname:	Signature:	Date:
Parent/Guardian 1				
Parent/Guardian 2				
Parent/Guardian 3 (if applicable)				
Witness 1				
Witness 2				
Confirmed by Beacon Hill Academy – Principal/Head				

Account Holder Initial: _____

For Office Use Only

Application Received By: _____

Date Received: _____

Application Number: _____

Supporting Documents Submitted:	
•	<input type="checkbox"/> Birth Certificate
•	<input type="checkbox"/> Copy of Clinic Card
•	<input type="checkbox"/> SA-SAMS Transfer Letter
•	<input type="checkbox"/> Previous Two Terms School Reports
•	<input type="checkbox"/> 3x Colour Photographs of the Pupil
•	<input type="checkbox"/> Most Recent Payslip of Account Holder
•	<input type="checkbox"/> 3-Month Bank Statement of Account Holder
•	<input type="checkbox"/> Proof of Residence
•	<input type="checkbox"/> ID Copies of Both Parents/Guardians
•	<input type="checkbox"/> Learner Formal Request Letter (completed by transferring school)

Admission Status:

- Accepted
- Waitlisted
- Declined

Grade Placed In:	
Start Date:	
Processed By (Staff Name & Signature):	Name: _____ Surname: _____

Administrator's Approval:

Name: _____

Signature: _____

Date: _____