



ST NICHOLAS DIOCESAN SCHOOL

A Co-Educational, Independent, Anglican, Day and Boarding School for Pupils from Gr RR - 12

Dear Parents and Guardians,

Thank you for requesting information regarding the admission of your child to St Nicholas. Please find enclosed a copy of our Prospectus, Application Forms and current Fee Structure. Before we can process your application, we require **ALL** of the following:

- Completed Admission Form and Enrolment Agreement.
- A certified copy of the child's most recent school report and most recent end of year report.
- A certified copy of the child's Identity Document and/or Birth Certificate.
- Certified copies of both parents' Identity Documents.
- A copy of bank statements for the past 3 months.
- Certified copies of salary slips.
- A passport sized photograph of the child.
- A Financial Clearance Certificate from his present School (enclosed).
- On arrival at St Nicholas a Transfer Card from his/her previous school.
- A certified copy of the child's Immunisation Card.
- A copy of your Medical Aid Card (both sides).
- Proof of parent's residential address (E.g. a current electricity account or a letter from your Councillor)
- R400 application fee

} From the person/s who signs the
Financial Commitment.

NOTE:

Please make sure the application is signed and witnessed where indicated.

FAILURE TO COMPLY WITH THE ABOVE MAY RESULT IN A DELAY IN THE PROCESSING OF THE APPLICATION.

If you have any queries, please do not hesitate to contact the school or visit our website at www.stnicholas.co.za.

We look forward to hearing from you.

Yours sincerely,

.....
LEON GROVÉ.
PRINCIPAL.

SECTION B:

PARTICULARS OF PARENTS/GUARDIANS: *(Please indicate whether parent or guardian)*

FATHER	GUARDIAN																			
Title:																				
Surname:																				
First Names:																				
Identity Number:																				
Marital Status:		Single		Married		Divorced		Separated		Widowed										
Qualifications:																				
Residential Address:																				
Postal Address:																				
Occupation:																				
Name of Business:																				
Address of Business:																				
Self Employed:		Yes	No																	
Home Tel No:																				
Cell Phone No:																				
Work Tel No:																				
Fax No:																				
Email Address:																				
MOTHER	GUARDIAN																			
Title:																				
Surname:																				
First Names:																				
Identity Number:																				
Marital Status:		Single		Married		Divorced		Separated		Widowed										

Qualifications:																											
Residential Address:																											
Postal Address:																											
Occupation:																											
Name of Business:																											
Address of Business:																											
Self Employed:	Yes	No																									
Home Tel No:																											
Cell Phone No:																											
Work Tel No:																											
Fax No:																											
Email Address:																											
NEXT OF KIN (Person to contact in case of emergency other than parents/guardians)																											
Name & Surname:																											
Relationship to child:																											
Contact Tel No:																											
OTHER CHILDREN IN THE FAMILY																											
Name & Surname:																											
Gender:																											
Age:																											
ANY OTHER INFORMATION YOU THINK WE SHOULD KNOW																											

SECTION C:**MEDICAL PARTICULARS:**

* Please attach a clear copy of your child's immunisation card			
Approval is hereby given for the immunisation of my child/ward mentioned herein against the following diseases should the Department of Health deem it necessary <i>(Indicate with an X)</i> :		YES	NO
	Tuberculosis		
	Poliomyelitis		
	Tetanus & Diphtheria		
Disabilities, allergies or conditions: <i>(Please provide details)</i>			

SECTION D:**ACADEMIC PERFORMANCE:**

* Please attach your child's <u>most recent report</u> as well as their <u>most recent end of year report</u>			
Is your child fluent in English?	Y	N	
Academically, does your child have any specific weaknesses? <i>(Please provide details)</i>			
Has Ritalin ever been administered to your child?	Y	N	
Is he/she currently on Ritalin?	Y	N	
Has your child had psychological intervention?	Y	N	
If yes, state the name/s of the psychologist/s:			
PLEASE NOTE: A copy of the psychologist's report must be attached hereto. State briefly the problem, the psychologist's recommendation and the outcome:			
Has your child repeated a grade?	Y	N	
Please provide details:			

SECTION E:**EXTRA CURRICULAR:**

Child's Sport Preferences:	
Teams played for:	
Other extra-curricular activities, societies, clubs etc:	

SECTION F: INFORMATION

- At St. Nicholas the medium of instruction is English.
- Applications for admission to St. Nicholas are received on or after 1 February of the year preceeding the year of admission but not before i.e. maximum advance booking is 11 months.
- Life Skills (including sexuality, aids and religions) are taught as part of the School programme.
- Sport and other extra-mural activities including Physical Education are compulsory. Every child is required to participate in at least one sport or extra-curricular activity per quarter organised by the School.
- Tours and excursions are undertaken from time to time. All children are expected to attend these outings if required to do so. Parents are levied a fee for these trips, tours and excursions.
- Admission to Grade 1: The admission age for learners entering Grade 1 will be in accordance with current legislature.

ADMISSION PROCEDURE:

Upon receipt of this application, it will be processed and you will be informed timeously whether your child is required to write an entrance test. A deposit of R3 000 will be required to secure your child's place in the classroom (this will be deducted from the October fee the following year, but will not be refunded if your child does not take his/her place at St. Nicholas). A deposit of one term's boarding fee is payable in advance before a child is admitted into the boarding establishment. This deposit is NOT refundable should your child not take up the position in the boarding establishment. All deposits are payable in cash, by EFT payment or Credit/Debit Card payment. No cheques will be accepted.

IMPORTANT NOTICE:

Should you wish to remove your child from either the School or the Boarding Establishment the following notice periods will apply:

REMOVAL FROM SCHOOL: ONE TERM'S NOTICE OR 25% OF THE ANNUAL SCHOOL FEES IN LIEU THEREOF.

REMOVAL FROM THE BOARDING ESTABLISHMENT: ONE TERM'S NOTICE OR ONE TERM'S BOARDING FEES IN LIEU THEREOF.

DECLARATION:

- I/we undertake to inform the School and/or Boarding Establishment of any change of address, telephone number, surname etc.
- I/we undertake to inform the School and/or Boarding Establishment of any case of infectious illness in my/our household.

Conditions of acceptance:

- I/we do hereby acknowledge that:
- The acceptance of my/our child at St Nicholas School is subject to his /her being bound to obey all the School rules and dress regulations including hairstyles, and I/we agree to abide by all the School's decisions in this regard.
- I/we acknowledge and accept that St Nicholas is an Anglican School where members of other faiths are welcome. It was established on Anglican principles, and an Anglican ethos prevails. All learners are required to attend Bible Education classes and Christian ceremonies.
- I/we agree to incur costs for any damages done to school property/equipment.
- I/we undertake to ensure that my/our child attends school regularly and should my child/ward be absent from school for any reason, I/we will notify the school, by telephone, stating the reason/s for absence.
- I/we agree that the Headmaster or his designates may act as Loco Parentis in the event of any injury or accident in which my child/ward may be involved should his parents/guardians be unavailable.
- If a pupil contravenes any School rule or regulation as laid down by the responsible authorities, disciplinary action may be taken against such a learner. The Headmaster reserves the right to search pupils' bags should it be deemed necessary in the event of School security being compromised.
- I/we hereby request that my/our child be permitted to take part in the extra-mural activities of the School, including games, athletics and excursions of an educational, cultural or sporting nature.

DISCIPLINE AND INDEMNITY:

- My child will abide by the Rules of the school in force at present, or which may be introduced while he/she is a learner. I acknowledge that the discipline of the school is under the control of the Principal who has a right, in his/her sole discretion, to refuse to allow a child to return to school or to suspend, or expel a learner summarily, for any cause judged adequate by him.
- For as long as my child is at St Nicholas Diocesan School, I/we personally undertake to comply with all the school rules now in force or rules which may be introduced while my child is at the school. I/we acknowledge the full authority of the Principal in all matters concerning the administration of discipline of the school.
- I/we agree that unless my child is medically exempted, my child will take part in all school games and physical education.
- None of the St. Nicholas School Council, the employees or any other pupils of the School will be liable for any damages arising from injuries received by my child, or for any loss or damage to property from any cause whatsoever and whether occasioned on the School premises or not. Such exemption from liability also includes any injury, damage or loss to my child during any extramural activity whilst my child, being about the affairs of the school, is nonetheless off the School's property. I/we hereby waive our own claims and indemnify the School, its employees and agents (for whom it may be found to be vicariously liable) against any claim of my child in respect of the event in question.

FINANCIAL MATTERS:

- **I/we hereby undertake to give one full quarter's notice to the Principal before withdrawing my/our child from the school. This applies to both day scholars and boarders. Such notice is to be in writing and to be given by pre-paid registered post, or delivered, by hand, so as to be received by the Principal before the first day of the last quarter that my/our child will attend school. I/we agree that if the Principal does not received such notice in time and I/we withdraw my/our child from the school, I/we shall be liable to pay the school fees and any changes due for the quarter in which my child is withdrawn. I addition I agree that I shall be liable to pay the school's fees and boarding fees for the following quarter.**
- I/we agree that if my child is withdrawn at the Principal's request, or is expelled or suspended for whatsoever reason, I shall be liable to pay the School's fees for the quarter during which he/she is withdrawn, expelled or suspended, together with any costs incurred.
- I/we choose as our domicilium et executandi for all matters relating hereto, the following address (This must be a physical address, not a box number).

To be signed by both parents/guardians.

Dated at _____ this _____ day of _____ (month) _____ (year)

Father/Guardian's Signature: _____ Name in capitals: _____

Mother/Guardian's Signature: _____ Name in capitals: _____

Witness 1 Signature: _____ Name in capitals: _____

Witness 2 Signature: _____ Name in capitals: _____

ATTACHED HERETO PLEASE FIND THE FOLLOWING ITEM –

Financial Clearance Certificate to be completed by your child's current school and returned to St. Nicholas by his/her school.

SECTION G : FINANCIAL COMMITMENT – To be signed by the person/s responsible for the payment of School Fees.

BOARDER

DAY SCHOLAR

SCHOOL FEES AND OTHER CHARGES:

I/we, the undersigned

_____ (Father/Guardian)
(Print full names)

_____ (Mother/Guardian)
(Print full names)

hereby bind myself / ourselves jointly and severally, the one paying the other to be absolved and to be responsible for the due payment of all amounts as levied by the School, in respect of :

_____ (Name of learner)

Address to which school fee account should be sent:

(which address is deemed to be the chosen *domicilium citandi et executandi* for all matters relating hereto).

- I/we acknowledge that: I/we accept that a deposit of R3 000 will be required to secure your child’s place in the classroom (this will be deducted from the October fee the following year, but will not be refunded if your child does not take his/her place at St. Nicholas). A deposit of one term’s boarding fee is payable in advance before a child is admitted into the boarding establishment. This deposit is NOT refundable should your child not take up the position in the boarding establishment. All deposits are payable in cash or by EFT payment. No cheques will be accepted. I/we undertake to pay the school’s fees as amended from time to time, in ten equal instalments beginning on 1 January, thereafter on 1 February and on the first of each succeeding month until 1 October of the same year, and understand that the School shall be entitled, at its discretion, to suspend any child from the School in the event of any failure to make any such aforesaid payment or payments.
- I/we accept that school fees, administration levies and insurance (as amended from time to time) will be levied by the School and that these fees are compulsory and that I/we am/are responsible for the payment thereof. I/we understand and agree that all payments due to the school are payable at St Nicholas Diocesan School, 34 Jabu Ndlovu Street, Pietermaritzburg, or directly into the school’s Nedbank Bank account. Account details: **NEDBANK, HAYFIELDS BRANCH, CLEARING CODE: 13402500, ACCOUNT NUMBER: 1340552396, REFERENCE: CHILD’S NAME AND GRADE OR FAMILY CODE.**
- I/we undertake, for the duration of my child’s education at St Nicholas, to bind ourselves jointly and severally, the one paying the other to be absolved, and to be responsible for the due payment of all amounts as levied by the School, and that should it be necessary for the school to consult an attorney or to institute legal action against me/us, as a result of any breach of this agreement, I/we accept liability for all legal costs incurred, including collection of commission charges, instruction fee and cost on a scale as between Attorney and Client.
- I/we confirm that I have adequate financial resources to pay all fees and charges.
- The following conditions apply to the payment of School fees:
 - School fees are payable within 30 days on presentation of statement. Banking details are available from the Finance Department.
 - All overdue School fees shall attract interest at the prime overdraft rate charged by Nedbank, compounded monthly.
 - The School is entitled to institute legal proceedings to recover fees and disbursements and I/we agree to pay costs on the attorney and own client scale in the event of proceedings being instituted, together with all Collection Commission.
 - Post-dated cheques are not acceptable unless prior arrangements have been made with the Bursar.
 - I/we hereby consent to the payment of charges for extra activities in which my/our son may partake from time to time, for example plays, excursions and tours.
- I/we acknowledge that the charges are payable within 30 days of statement and that the conditions are set out in paragraph 2(iii) and (iv) above, mutatis mutandis will apply to these charges.

I/we hereby undertake to give one full quarter’s notice to the Principal before withdrawing my/our child from the school. This applies to both day scholars and boarders. Such notice is to be in writing and to be given by pre-paid registered post, or delivered, by hand, so as to be received by the Principal before the first day of the last quarter that my/our child will attend school. I/we agree that if the Principal does not received such notice in time and I/we withdraw my/our child from the school. I/we shall be liable to pay the school fees and any changes due for the quarter in which my child is withdrawn. I addition I agree that I shall be liable to pay the school’s fees and boarding fees for the following quarter.

I/we consent to the Jurisdiction of the Magistrate’s Court.

Dated at _____ this _____ day of _____ (month) _____ (year)

Father/Guardian’s Signature: _____ **Name in capitals:** _____

Mother/Guardian’s Signature: _____ **Name in capitals:** _____

Witness 1 Signature: _____ **Name in capitals:** _____

Witness 2 Signature: _____ **Name in capitals:** _____

BOARDING FEES AND OTHER CHARGES – To be signed by the person responsible for the payment of Boarding Fees and other charges.

I/we, the undersigned _____ (Father/Guardian)
(Print full names)

_____ (Mother/Guardian)
(Print full names)

hereby bind myself / ourselves jointly and severally, the one paying the other to be absolved and to be responsible for the due payment of all amounts as levied by the School, in respect of :

_____ (Name of learner)

Address to which school fee account should be sent:

(which address is deemed to be the chosen *domicilium citandi et executandi* for all matters relating hereto).

I/we hereby acknowledge that:

- I/we accept that Boarding fees will be levied by the School and that these fees are compulsory and that I/we am/are responsible for the payment thereof.
- The following conditions apply to the payment of Boarding fees:
 - The fees and any disbursements paid out on my/our behalf are payable quarterly in advance on presentation of statements and accounts must be paid in full on or before the first day that my/our child is returned to the Hostel each term.
 - All overdue fees shall attract interest at the prime overdraft rate charged by Nedbank, compounded monthly.
 - If the fees are not paid timeously the School is entitled, at its sole discretion, to exclude my/our child from the Hostel.
 - Post-dated cheques are not acceptable unless prior arrangements have been made with the Bursar.
 - I/we acknowledge that should it be necessary for the School to consult an attorney or to institute legal action against me/us, as a result of any breach of this agreement, I/we accept liability for all legal costs incurred, including Collection Commission charges, instruction fees and interest on a scale between Attorney and own Client.
 - I/we consent to the Jurisdiction of the Magistrate's Court.

Dated at _____ this _____ day of _____ (month) _____ (year)

Father/Guardian's Signature: _____ **Name in capitals:** _____

Mother/Guardian's Signature: _____ **Name in capitals:** _____

Witness 1 Signature: _____ **Name in capitals:** _____

Witness 2 Signature: _____ **Name in capitals:** _____



St. Nicholas Diocesan School

MISSION STATEMENT

Under the motto 'Deus Ducit' (GOD LEADS), St. Nicholas Anglican Diocesan School strives to:

- Provide a co-educational school, in which English is the medium of instruction, and which promotes Christian values, tolerance and respect.
- Provide a high quality education to form a firm academic foundation for a well-balanced intellectual life.
- Nurture the children's spiritual, physical and emotional growth in order to develop their full potential.
- Be aware of the responsibility to serve the broad community in appropriate ways and to encourage the same spirit of service amongst our pupils.

In striving to achieve these goals, the school endeavours to be affordable to as wide a range of community as possible.



St. Nicholas Diocesan School

P. O. Box 3310
Pietermaritzburg
3200

Telephone: 033 345 1566
Fax: 033 342 0077

34 Jabu Ndlovu Street
Pietermaritzburg
3201

E-mail: admissions@stnicholas.co.za

FINANCIAL CLEARANCE CERTIFICATE

*This document should be submitted to the Finance Office of the school where the child is currently enrolled.
It must be signed by the Bursar and have the school stamp.*

Name of Pupil:	Grade:	
Name of Father:	ID No.:	
Name of Mother:	ID No.:	
Name of school where pupil is currently enrolled:		
Annual Fees:	R	
Fees paid to date for current year:	R	
Fees outstanding for current year:	R	
Is the learner receiving and form of financial assistance?		
Comment/History:	Have you ever had problems with payment of school fees?	

This is to certify that the above parent has paid school fees as indicated.

Signature of Principal or Bursar

Date

SCHOOL STAMP:

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**Your assistance is appreciated.
Admissions Administrator.**



ST NICHOLAS DIOCESAN SCHOOL

A Co-Educational, Independent, Anglican, Day and Boarding School for Pupils from Gr RR - 12

ST NICHOLAS DIOCESAN SCHOOL SCHOOL FEES

ACADEMIC FEE

<u>GRADE</u>	<u>COST PER ANNUM .</u>	<u>COST PER MONTH .</u>
<u>Grade RR & R</u>	R21 181	R2 118.10
<u>Grades 1 & 2</u>	R26 333	R2 633.30
<u>Grades 3 - 7</u>	R30 054	R3 005.40
<u>Grades 8 & 9</u>	R33 775	R3 377.50
<u>Grades 10 – 11</u>	R37 782	R3 782.20
<u>Grade 12</u>		R7 788.67

PAYABLE OVER 6 MONTHS JANUARY TO JUNE.

As in the past, fees may be paid monthly over ten months. The first payment is due before the first day of the first term and thereafter on the 1st DAY OF EVERY MONTH, January to October inclusive. **Grade 12 fees are to be over six months, January to June.**

Interest on outstanding accounts will be charged at 12%. We would also bring to your attention that should the payment of fees fall in arrears, the School Council ruling will apply whereby the pupil will be suspended from attending school until such time as the fees are up to date.

These fees cover tuition in all subjects in the school curriculum, including class music, physical education, swimming, computer education and sport.

BOARDING FEE

Per annum R56 157.00

R12880.00 per term payable in full on or before the first day of each term when the child returns from home. A DEPOSIT OF ONE TERM'S FEE (R14 039.25) IS REQUIRED IN ADVANCE TO SECURE YOUR CHILD'S PLACE IN THE HOSTEL.

NOTICE OF WITHDRAWAL

Please note that **A FULL TERM'S NOTICE IN WRITING** or one quarter's fees in lieu thereof, is required before withdrawal of a learner from school or the hostel.

APPLICATION FEE

A non-refundable application fee of R400 must accompany each Application for Admission form, plus the necessary documents.

PERSONAL ACCIDENT INSURANCE

This insurance is compulsory and covers Medical Rescue costs and medical expenses up to R20 000 for accidents which occur on the school premises or while participating in school activities. The annual premium is R300.00

STATIONERY, PHOTOCOPYING AND COMPUTER DEVELOPMENT

A small levy, per child, per year will be charged to go towards a fund to keep updating the computer equipment, to cover some of the costs of duplicating worksheets and stationery. Each child will also have an individual and class photograph. This amount will be charged in January.

Reception: R1800 per annum Grade 1 - 2: R2500.00 Grade 3: R2650 Grade 4 -7: R2900.00 Grade 8 – 11: R3000.00 per annum

DEPOSIT

A non-refundable deposit of R3 000 – to secure the child's place once he/she has been accepted – will be charged. (This will be deducted from your fees in August and will be reflected on your August statement.

However, if the child does **NOT** come to St Nicholas, this amount will **NOT** be refunded.)

Boarders must pay one term's boarding fee IN ADVANCE to secure a place in the hostel.

IEB GRADE 12 EXAMINATION FEE

Examination Fee **MUST BE PAID BEFORE 1 APRIL .**

EXTRA EXPENSES

Please remember that all extra expenses will be charged to your account. For example, school trips, displays and drama productions etc. These charges will vary from grade to grade.

BANKING DETAILS FOR INTERNET TRANSFERS

St Nicholas Diocesan School

Nedbank - Hayfields Branch

Account number : 1340552396

Clearing code: 13402500

Reference: Child's school account number

NB: FEES PAID IN FULL BY 31st JANUARY WILL RECEIVE A 5% DISCOUNT



PARENT INFORMATION FOR BOARDING SCHOOL RECORD.

Name of Learner: Grade:

CHILD RESIDES WITH – MOTHER / FATHER / GUARDIAN. Please mark with a X.

Surname: (Father) _____ (Mother) _____

First Names: _____

ID Number: _____

Passport No: _____

Occupation: _____

Company: _____

Marital Status (mark with an X) Married Divorced Single Other

Mother's Tel No. Home _____ Work _____ Cell _____

E-mail Address: _____

Street Address: _____

Postal Address: _____

Father's Tel No. Home _____ Work _____ Cell _____

E-mail Address: _____

Street Address: _____

Postal Address: _____

Contact Person – In case of emergency (close relative or friend, not parents)

_____ Relationship _____ Tel No. _____

_____ Relationship _____ Tel No. _____

Learner Information:

SURNAME		FULL NAMES	
RELIGION		PREVIOUS SCHOOL	
GIRL/BOY		HOME LANGUAGE	
NATIONALITY		DATE OF BIRTH	
ID NUMBER		MEDICAL AID	
MED AID NO:		MEDICAL AID MAIN MEMBER	
DOCTOR:		TELEPHONE NO:	