



# KING'S SCHOOL

P O Box 16 NOTTINGHAM ROAD 3280

Tel: 033 266 6716 E-mail: [reception@kingsschool.co.za](mailto:reception@kingsschool.co.za) Website: [www.kingsschool.co.za](http://www.kingsschool.co.za)

## KING'S SCHOOL – ENROLMENT FORM

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I wish to enroll (full name) \_\_\_\_\_ into Grade \_\_\_\_\_,

To start: \_\_\_\_\_ as a \_\_\_\_\_ (boarder/ day scholar).

My son's / daughter's date of birth is \_\_\_\_\_ .ID No \_\_\_\_\_

His / her current school is \_\_\_\_\_.

FATHER / GUARDIAN	MOTHER / GUARDIAN
Name: _____	Name: _____
ID number: _____	ID number: _____
Physical Home Address: _____ _____	Physical Home Address: _____ _____
Code: _____ (which address I choose as my domicilium citandi et executandi)	Code: _____ (which address I choose as my domicilium citandi et executandi)
Home Tel: _____	Home Tel: _____
Cell: _____	Cell: _____
Email: _____	Email: _____

PATRON: B.S. Ngubane

TRUSTEES: L.J. Coelho, Bruce Zungu, T. Carlyle Mitchell, JD Carlyle Mitchell, I lax, M. Brassell  
A TRUST, AN ASSOCIATION INCORPORATED UNDER SECTION 21, REG. NO. 1988/001790/08  
A NON PROFIT TRUST, AN ASSOCIATION INCORPORATED UNDER SECTION 21, REG. NO. 1988/001790/08  
**NPO Registration No 022-121-NPO, PBO No 18/11/13/3623**

<b>FATHER / GUARDIAN</b>	<b>MOTHER / GUARDIAN</b>
Occupation: _____	Occupation: _____
Business Name and Address: _____ _____	Business Name and Address: _____ _____
Code: _____	Code: _____
Business Tel: _____	Business Tel: _____
Fax: _____	Fax: _____
Email _____	Email _____

Preferred postal address for correspondence from King's:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Postal Code: \_\_\_\_\_

Name and physical address of a contact person to be used in the event of a parent being unavailable:

\_\_\_\_\_ Tel (W) \_\_\_\_\_  
\_\_\_\_\_ (H) \_\_\_\_\_  
Postal Code: \_\_\_\_\_ (C) \_\_\_\_\_

Please give details of your child's health that may have an influence on his / her routine school activities (e.g. routine medication, sight or hearing problems, allergies, asthma, epilepsy, etc.)

\_\_\_\_\_  
\_\_\_\_\_

Special dietary requirements: \_\_\_\_\_

**EXTRAS TO BE TAKEN BY MY CHILD** (Please tick the appropriate box)

Horse Riding p/term grade 0-3	R 589		Piano p/term	R 778	
Guitar p/term	R 778		Extramural art p/term	R 778	
Judo p/term	R 990				

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**I apply for admission of my child to King's School and, if admitted, I agree to the following:**

1. Unless other arrangements are made with the school principal, all fees are payable **quarterly in advance.**
2. Any school fees not paid before or on the last day of any quarter:
  - a) Will be charged with interest at the rate of 2% per month;
  - b) Will entitle the school principal, without notice, to order you to remove your child;
  - c) May result in the institution of legal proceedings against you, including collection of the costs involved in so doing.
3. To give one full quarter's notice, in writing, or one full quarter's fees in lieu of notice, before removing the child from the school.

Date: \_\_\_\_\_

Name of persons responsible for payment: \_\_\_\_\_

Signature of persons responsible for payment: \_\_\_\_\_

(If the person responsible for the payment is not the guardian or the parent, please provide a copy of your ID and Proof of residential address).

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**PLEASE RETURN THIS FORM TO KING'S SCHOOL WITH THE FOLLOWING:**

1. A registration fee of R500.00 for boarders & R250.00 for day scholars.
2. A certified copy of your ID and child's birth certificate.
3. A copy of your child's last school report.
4. Your last 3 months bank statements and pay slips from the person responsible for payment.



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## KING'S SCHOOL FEE POLICY

School fees are decided by the Board and are set annually. Notice of fee adjustments for the following year will be issued in the Fourth Term.

School fees may be paid in accordance with one of three options:

- a) Annually in advance, with a rebate of 7% on tuition fees if paid before 15 January.
- b) Quarterly in advance, due on the first day of each quarter..
- c) Monthly in advance, over 11 months (January through November) by debit order administered by the school and dated for debit on the selected day of the month.

School fees are billed monthly, in advance.

If payments are made in cash into the school account, any accrued costs will be charged to your statement. Due to high bank charges, cheque payments are not accepted.

A non-refundable registration fee of R250 for day scholars and R500 for boarders is payable upon enrolment.

**Please note that the above policy will be applied without deviation.** No children will be granted admission to classes at the start of the school year unless fees for the previous year have been settled in full and a signed debit order form has been lodged with the School Bursar. In the event of the payment of fees and extras falling into arrears, King's School reserves the right to discontinue any account, to summarily cancel any agreement relating to credit terms, to withhold examination results, reports and testimonials, and to require the immediate withdrawal of the student from King's School.

Fee defaulters who do not make acceptable provision for the resolution of debt incur the risk of being listed with credit bureaus.

### Additional Notes

#### Debit Order System

Aside from annual and termly payments, Monthly Debit Orders are the **preferred and only** means of payment available to parents. The school needs to be able to predict income in order to support the goods and services required to provide children with the educational and nurturing environment that they deserve. To cancel your debit order, please advise the School Bursar in writing one month in advance. Debit orders cannot be charged to credit cards.

PATRON: B.S. Ngubane

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## Interest and Penalties

**Penalty interest will be** charged at a rate of 2% per month on any balance owing for 30 days or more. Arrear fees of over 60 days will be handed over to the School's attorneys for collection. Any and all costs borne by the School in following-up on unpaid fees will be charged to the account of the parent/guardian, including bank charges, cell-phone calls, letters, statements, faxes etc. A R100 levy will be charged for each dishonoured debit order.

Fees are payable as usual during a child's absence due to illness or for any other reason.

## Additional costs

Annual **Accident** Insurance and the text book levy are payable in full at the start of the school year, and will be invoiced accordingly.

The Development levy and Incidentals are payable annually, quarterly, or monthly and will be built into the options selected. The Development Levy is utilised for capital replacement of items which require upgrading from time to time, such as computers. Incidentals cover items such as stationery, photocopying, transport and medicines.

Any Extras will be charged to accounts as and when they are incurred by the student.

## Discounts and Rebates

Annual advance payments qualify for 7% depending on payment by 15<sup>th</sup> January.

A sibling rebate of 10% of the tuition fee is applicable to second and third children.

A once-off rebate of 7% of the tuition fee will be awarded to parents who have been responsible for the referral and enrolment of another reliable fee paying family. This rebate will be awarded at the end of the referred child's first year.

## Notice

A full term's written notice must be given when a child is withdrawn from school. Failure to do so will render parents liable for the payment of a full term's fees in lieu of notice.

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By our signatures hereto, we jointly and severally agree and consent:

1. To pay all fees and extras as well as attorney and own client costs and collection costs involved in the recovery thereof.
2. That, entirely at King's School's discretion, the school reserves the right to charge interest on any amounts due, owing and payable at the maximum amount prescribed by the National Credit Act 34 of 2005.
3. To King's School informing any other school or educational establishment to which you propose to send the student of any outstanding fees due to King's School at the time of the student's leaving King's School.

Signature of Parent / Guardian

Date

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Signature of designated representative of King's School

Date

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## 2019 DEBIT ORDER FORM

I hereby grant permission to King's School to arrange with my bank or building society, or to any other bank or building society to which I may change my account, for payment of the amount (current and/or in arrears) in terms of the school fees (including amendments that may be made during the course of the school year) from my account (specified below), in accordance with the debit order system, as follows:

30 <sup>th</sup> of the month	
25 <sup>th</sup> of the month	
15 <sup>th</sup> of the month	
01 <sup>st</sup> of the month	
Quarterly (please also select a date above)	

In the event that the date selected above falls on a Sunday or a public holiday, the debit will be effected on the next business day.

The first debit is to take place on \_\_\_\_\_ and the final debit on \_\_\_\_\_.

Maximum Monthly Total	
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**(Please note that a R100 levy will be charged for dishonoured debit orders)**

Type of account (please check the appropriate block). **No Credit Cards allowed.**

Cheque Account	
Savings Account	
Transmission Account	

Bank details

Name in which account operates		
Name of Banking Institution		
Account Number		
Branch and Branch Code		
Payers ID number		
Payer's Date of Birth		

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## Personal Details

Home Telephone number	
Mobile Telephone Number	
Work / Business Telephone Number	
Email Address	
Postal Address	
Physical Home Address	
Name and Telephone Number of Nominated Other Contact Person	

I confirm that I have read and understood the above information and I undertake ensure that funds are available in my account to cover this debit order at all times.

I further undertake to provide King's School in writing one month in advance of any plans to cancel this debit order.

**Signature of Payer / Authorised Person**

**Date**

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Please ensure that the designated signatures are effected, and that each page of this contract is initialed. Please note: This information will remain confidential.

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## FINANCIAL CLEARANCE CERTIFICATE

Name of Parent.....

Name of Learner..... **LURITS Nr:**  
.....

ID No of Parent.....

Name of School where learner is currently enrolled

.....

Annual Fees: Amount .....

i) Fees paid to date Amount.....

ii) Fees Outstanding Amount.....

Comment:

.....

.....

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

\_\_\_\_\_  
Principal/ Bursar

\_\_\_\_\_  
Date

SCHOOL STAMP