

A: LEARNER DETAILS

A1. LEARNER PERSONAL DETAILS

Title: (Tick box) Mr Miss

Gender: Male Female

Age: _____

Surname: Names:

Identity/Passport Number: Date of Birth: Y Y M M D D

Learner Cellphone Number (If Available) - -

Learner E-mail address:

Learner physical address: Code:

A2. PREVIOUS SCHOOL INFORMATION

Name of previous school

Contact Details - - Grade attained

Physical address: Code:

Reason for leaving

A3. MEDICAL DETAILS

Medical Aids Name: Medical Aid Number

Identity/Passport Number: Date of Birth: Y Y M M D D

Doctor's Name: Tel no.: - -

Medical Condition:

Special Conditions

A4. GRADE SELECTION

A4.1. Primary or High School

Primary School High School

A4.2. Which grade do you want to enroll for: _____

A4.3. Indicate the choice of subjects (Grade 10 to 12)

Sciences Commercials General

(Please refer to the information brochure for the choice of subjects)

B: PARENTS / GUARDIAN DETAILS

B1. MOTHER DETAILS

Title: (Tick box) Ms Mrs Dr

Surname: Names:

Identity/Passport Number:

Tel no.: - - Cell no.: - -

E-mail address:

Physical address: Code:

B2. FATHER DETAILS

Title: (Tick box) Mr Dr Gender: Male Female

Surname: Names:

Tel no.: - - Cell no.: - -

E-mail address:

Physical address: Code:

B3. DETAILS OF PERSON RESPONSIBLE FOR PAYMENT OF FEES

The Primary Contact

This part to be completed in full

Title: (Tick box) Company Mr Ms Mrs Miss Dr Gender: Male Female

Employed Self-employed Not employed

Relationship to Learner

Surname: Names:

SURETY

I/we the signatory/signatories (hereinafter referred to as the "surety/ies") to this agreement, other than the student, hereby bind myself/ourselves as surety/sureties and co-principal debtor/s jointly and severally for and with the student (the principal debtor) *in solidum* in favour of Whitestone College for the payment of all debts and due fulfilment of all obligations of whatever nature and however arising which the student may now or hereafter owe to Whitestone College.

Identity/Passport Number:

Initials

Home Tel: - - Cell No.: - -

E-mail address:

Physical address: Code:

Postal address: Code:

Work Address Work Tel

C. AGREEMENT

I, the undersigned hereby apply/register as a student of Whitestone College NPO (hereinafter referred to as Whitestone"), subject to the following terms and conditions:

1. Included in the rules and regulations of Whitestone College under this agreement

- 1.1. I hereby undertake to acquaint myself, abide by and comply with all the rules, regulations, policies and procedures of Whitestone as amended from time to time.
- 1.2. I agree that Whitestone, through its normal governance bodies, may amend any rule, regulation, policy or procedure and that I shall be bound to any such amendment as soon as it may take effect.
- 1.3. I agree that a change to my regulated curriculum (subjects) may only be effected by application to and with the approval of the Administration Office of Whitestone and any such change must be effected in accordance with the prescribed procedure and within the appointed period. In all such cases fees payable will be that of the program to which I transfer and such fees will be payable in the time frame of the course transferred to. I will be required to pay an administration fee to effect the transfer. It will also be my responsibility to acquire all necessary books and requirements of the course to which I transfer.
- 1.4. I agree to update Whitestone College of any changes to my personal details.

2. Reports and documents of entrance

I agree that Whitestone College has the right to cancel my registration if I provide incorrect information or documentation in an application for admission and registration (including but not limited to the official certificate in respect of my Whitestone College admission, any previous study record, and certificate of conduct) or if I fail to provide material information or documentation.

3. Tuition fees

- 3.1. I/we, the undersigned, hereby assume absolute responsibility for the payment of any fees that may fall due as a result of my studies at Whitestone on the appointed due dates as determined by Whitestone from time to time.
- 3.2. The terms of payment of Whitestone are as follows:
 - 3.2.1. The registration fee is payable upon registration.
 - 3.2.2. The monthly installments are payable in advance on the 1st day of each month commencing on the first month of the program for which I have registered.
 - 3.2.3. Sports Levy (R200.00), School Development Levy (R300.00, Book fee (R500). *NB Book fee is applicable for Grade R-8*
 - 3.2.4. Late registration or enrolment does not exempt me from paying fees for the period concerned.
 - 3.2.5. All fees must be paid in full before the applicant/student will be permitted to sit for the final examinations.
- 3.3. All fees are payable into Whitestone College's bank account, the details of which will be provided to the applicant/student upon request.
- 3.4. The student's name and surname are to be used as reference on all payments and a copy of the deposit slip/proof of payment is to be faxed or emailed to the Accounts department, alternately the relevant office at the Campus. It is the applicant/student's, alternatively his/her parent/guardian/next-of-kin/spouse's responsibility to ensure that the Accounts department obtains proof of payment.
- 3.5. Fees can be made in the following ways:
 - 3.5.1. Cheque (all cheques are to be made payable to **Whitestone College NPO**)
 - 3.5.2. Electronic funds transfer (EFT)
 - 3.5.3. Cash deposit
- 3.6. Every signatory to this agreement hereby consents to and authorises Whitestone to enquire about credit worthiness from credit bureaus and to publish any event of non-payment to credit bureaus.
- 3.7. I confirm that, in the event of my failure to pay any amount due by or demanded of me on the due date, all outstanding fees owing to Whitestone at that point shall become due and payable in one sum with immediate effect.
- 3.8. I agree that the nature and amount of my indebtedness to Whitestone shall at any time be proven by a written certificate purporting to be signed by or on behalf of the Whitestone or its duly authorised representative whose authority need not be proved, acting reasonably and in good faith, and this certificate shall constitute prima facie proof of the contents thereof and of the amount of my indebtedness and the fact that such an amount is due and payable in any legal proceedings against me.
- 3.9. In respect of students not fulfilling their financial obligations on time and as prescribed, Whitestone retains the right:
 - 3.9.1. not to allow the student to sit for the final examination/s;
 - 3.9.2. to withhold students' examination results or diplomas/degrees;
 - 3.9.3. to cancel students' registration after the specified dates and to hold them liable for payment of the outstanding amounts as agreed upon and signed in the special arrangement made with Whitestone;
 - 3.9.4. not to allow students to register if the previous year's fees have not been paid in full;
 - 3.9.5. not to issue a progress report; and
 - 3.9.6. to institute legal action against students, who will be liable for all Whitestone's legal costs.

4. Refunds

- 4.1 All money paid in respect of registration fees, course fees, books, student cards and uniform is strictly non-refundable.
- 4.2 Refunds will only be entertained according to Whitestone's Refund Policy which will be available to the applicant/student at registration on the school website or any time thereafter upon request.

5. Cancellation of registration

- 5.1. The applicant/student has the right to cancel this registration within 14 working days of registration in which event, notwithstanding the provisions of clause 4 above, the registration fee will be non-refundable but the monthly installments paid in advance will be refunded in full and an administration fee will be charged.
- 5.2. The date of submission of the cancellation form to the school is taken as the date of cancellation.
- 5.3. On cancellation
 - 5.3.1. Registration fee is non refundable.
 - 5.3.2. Stationary, student card, t shirt and uniforms are non-refundable.
- 5.4. Restrospective cancellations will not be processed, nor cancellations be back-dated.
- 5.5. Should the applicant/student cancel their registration more than 14 working days after registration, the full course fee will become immediately due and payable.
 - 5.5.1. The current and past months fees will become immediately due and payable.
 - 5.5.2. A cancellation fee of 15% of the settlement amount will be levied on the student account.
 - 5.5.3. The remainder of tuition fees paid in advance will be refunded.
- 5.6. All cancellations must be done in writing and forwarded to the relevant campus manager and Accounts department.

6. Examination fees (Grade 12 only)

- 6.1. I acknowledge that it is my responsibility to ensure that I pay any required examination fees stipulated by Whitestone College's examination office before being registered for examinations and failure to pay such examination fees will result in me not being registered for examinations, unless prior arrangements have been made.

- 6.2. I undertake to complete separate examination form for the final examination.
- 6.3. This fee is currently R50.00 per subject, however, I acknowledge that same is subject to change from time to time and I undertake to pay this fee, irrespective of the cost thereof.
- 6.4. The due date for the payment of assessment and moderation fees is 3 March.

7. Late enrolment, absenteeism and fundraising activities

- 7.1. I acknowledge that I shall be solely responsible for the consequences of late enrolment or late payment of the required fees on my part.
- 7.2. I agree that incomplete work, absenteeism or non-submission of PoE will result in loss of marks.
- 7.3. I agree to take part in the fundraising activities, graduation, prize giving and pay the required amounts. Non-attendance of the activities will not exonerate me from paying the stipulated fee.

8. Code of conduct

- 8.1. It is a condition of enrolment that applicants/students agree to abide by Whitestone code of conduct.
- 8.2. Applicants/students must approach the campus Administrator/Lecturers in case of any uncertainties.
- 8.3. Applicants/students are not permitted to eat and drink in the computer room.
- 8.4. Smoking is not permitted on the college premises.
- 8.5. The consumption of alcohol and/or drugs on campus is strictly prohibited.
- 8.6. The applicant/student shall be liable for any damage to Whitestone property as a result of the applicants/student's willful conduct or negligence.
- 8.7. Applicants/students are prohibited from engaging in any acts of violence, the threat of violence, and from carrying weapons on campus.
- 8.8. Applicants/students shall accept the results of Whitestone examinations as final, subject to standard remark procedure. Applicants/students may however appeal according to the Whitestone's Appeals procedure.
- 8.9. Applicants/students irrevocably authorise Whitestone to use his/her photos or results for publicity and marketing purposes.

9. Amendment to this agreement

- 9.1. I acknowledge that, unless expressly changed in writing, all the terms of this agreement shall remain in force and shall stand for as long as I am a registered student of Whitestone, irrespective of whether or not my studies may be suspended.
- 9.2. I declare that no amendment or change to this agreement, including this clause, shall be valid unless it has been duly authorised in writing by either Whitestone or its duly authorised representative.

10. Access to information

I accept, agree and understand that Whitestone keeps and processes data and documents in electronic and paper format, including the data supplied by me during application and registration. Whitestone may use and transfer such data and use such documents in electronic or other formats for Whitestone purposes. This includes but is not limited to the following:

- 10.1. Whitestone may make use of my personal information (including my surname and first name, identity number, passport number, face image and fingerprints, as well as my cellphone number) for academic, administrative and support purposes.
- 10.2. Details relating to my academic performance, may be used in the interest of my own academic development and support which includes communication with my parent/s, guardian and/or bursary sponsor.
- 10.3. My name, address and phone number may be made available to potential employers for a possible employment opportunity or to such other persons as may be indicated if Whitestone is compelled by law to adhere to the request (e.g. national learner record database as required by the Department of Education).
- 10.4. Every signatory hereby authorises Whitestone to collect all of the personal data supplied by them to Whitestone respectively for research, statistical, credit control and publication purposes, to retain such data and to process the data for the aforesaid purposes of Whitestone and to publish such data and make this data available to third parties. Without detracting from the generality of the foregoing, the applicant/student irrevocably authorises Whitestone to account, communicate and report to the spouse, parents or legal guardians of the applicant/student and any person or body responsible for the payment of the tuition and other fees or who has awarded a bursary to the applicant/student to pay in part or in full for the studies and other expenses of the applicant/student regarding the academic and general progress of the applicant/student and in respect of any monies due to Whitestone and to communicate to all of the aforesaid and any prospective employer all personal data required by such a third party. In general, each signatory agrees to the publication of personal information in any format to such third parties as Whitestone may deem necessary or may be required to do in the conduct of its responsibilities. All signatories to this agreement agree and acknowledge that my/our consent extended to Whitestone to disseminate personal information is irrevocable.

11. Cession of intellectual property rights

I hereby cede to Whitestone any existing, future or contingent copyright or any other intellectual property right that may arise from any incomplete or completed work, including, without limitation, any paper, article, assignment, dissertation, thesis or minor-dissertation, that may in any way whatsoever have originated or originate from any study or research project I may have undertaken or have launched or may undertake or launch at Whitestone, irrespective of whether such work has been or may be accepted for examination. Intellectual property rights will also be applicable to any existing, future or contingent copyright or intellectual property rights that may arise from computer software or patent rights, patentable invention or registrable model program that has originated or may originate from any study or research project whatsoever that I have undertaken or have launched or that I may undertake or launch at Whitestone.

12. General terms

I hereby:

- 12.1. declare that this agreement which has been completed and duly signed is applicable to my total period of study at Whitestone;
- 12.2. declare that I have acquainted myself with, and in the future will keep myself acquainted with, the contents of Whitestone's policies, academic and financial rules and regulations pertaining to study at Whitestone;
- 12.3. declare that, in the event of my being under-aged, this agreement is concluded with the privity consent and assistance of my parents and/or guardian;
- 12.4. declare that should it be deemed necessary by Whitestone (as a result of this agreement) to institute legal proceedings against me, and should I be unsuccessful in such legal proceedings, I shall be liable for the legal costs according to the attorney and own client scale of fees and collection commission;
- 12.5. accept the jurisdiction of the magistrate's court in the event of any action or claim for damages being instituted or brought against me, irrespective of the extent of the action or the measure of damages;
- 12.6. consent to an emolument attachment order if Whitestone should succeed in any legal action to claim or recover any monies from me;
- 12.7. declare that in accordance with the rules, regulations, policies and procedures of Whitestone, I will give written notification to the Administration Office in the event that I should decide:
 - 12.7.1. to change my course of study or curriculum;
 - 12.7.2. to terminate my studies in part or in their entirety;
 - 12.7.3. not to pursue a particular program of study for which I have registered.

I acknowledge that failure to do so will result in my being indebted in any amount of tuition fees that, owing to my omission, would have become payable to Whitestone.

13. Domicilium citandi et executandi (physical address for official notices)

I/we, the undersigned, hereby appoint as our domicilium citandi et executandi for all purposes in terms of this agreement, including the service of legal process, the address set in sections A1 to A4 above. I hereby elect, for the purpose of serving all process documents and any other notices pertaining to my studies or research at Whitestone, the address entitled "Domicilium citandi et executandi (physical address)", as aforesated.

14. Surety / Parent / Guardian / Spouse

- 14.1. Each signatory (hereinafter referred to as the "surety/ies") to this agreement, other than the applicant/student, hereby bind/s myself/ ourselves as surety/sureties and co-principal debtor/s jointly and severally for and with the applicant/student (the principal debtor) in solidum in favour of Whitestone for the payment of all debts and due fulfilment of all obligations of whatever nature and however arising which the applicant/student may now or hereafter owe to Whitestone.
- 14.2. Each Surety/Parent/Guardian/Spouse that signs this agreement consents to the collection and processing of their personal information for the administrative purposes of the applicant to this agreement.

Signature of applicant/student

* (Duly assisted by his/her parent/guardian, as may be required by law)

Date: _____

And also signed in his/her own capacity and assisting the applicant/student where necessary by his/her parent/guardian/next-of-kin as stipulated in section A2, A3 or A4 above as the case may be.

* Signature of parent/legal guardian/spouse

Date: _____

D. LEARNER CODE OF CONDUCT

- I. School begins at 08:00 am and assemblies are held on Mondays, Wednesday and Fridays in the school examination hall. Punctuality must be observed. Morning devotions are to be attended and respected.
- II. Complete uniform is to be worn every day. Sports attire to be worn on Thursday. Please note that any additional wear other than the school uniform will be confiscated. Boys are not allowed to wear earrings.
- III. It is compulsory for every learner to participate in sports. If you suffer any ailment, please submit a doctor's certificate together with this form upon registration. Submit a doctor's certificate together with this form upon registration.
- IV. Bunking of lessons for any reason is strictly not allowed.
- V. Smoking, drinking alcohol, and taking drugs in the school premises or in the school uniform even if one is outside the school premises is a punishable offence which may result in expulsion.
- VI. No student is allowed to carry **CELLPHONE** to school. Any cell phone found in your possession (*whether switched on or off*) will be confiscated from you and will only be handed to your parent/guardian upon payment of R200 fine.
- VII. No toys, pocket radios, DVD players sunglasses or earphones are allowed in the school.
- VIII. Disrespectful to educators, bullying and using vulgar language within the school will not be tolerated.
- IX. Stealing or theft is prohibited. Offenders will be suspended from school and the offence will be to the account of the parent.
- X. Any damages to school or personal property, willful will be to the account of the parent.
- XI. No learner will leave the school premises without the consent of the class teacher. Learners are advised to bring packed lunch and a tuck-shop is available in the school premises

Declaration by learner

I.....who is doing Grade.....have read and understood the above code of conduct and commit to abide by it. I understand that the school will take appropriate measures if I break any of the rules above.

STUDENT'S SIGNATURE _____ **DATE** _____

PARENT, S SIGNATURE _____ **DATE** _____

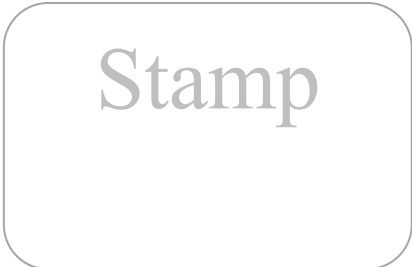
E. ANNEXURE 1 – THE HEAD OF SCHOOL REGULATIONS

Read carefully the following Code of Conduct, sign it and return it to the admission desk before the commencement of the classes. By signing of this code is your agreement to abide by them as long as your child remains a pupil at Whitestone College Primary and High School. You are advised to keep a copy for your own.

1. Parents agree to accept the decision of the School in all matters relating to school organization and discipline, and such decision shall be final. These matters include the conduct of pupils generally, including in particular the matters dealt with regulations, punished including suspension or expulsion from the school.
2. The Principal may require parents to withdraw their child with immediate effect in case of serious or repeat misconduct or where, in his opinion, it is in the interest of the school and other learners.
3. All pupils are requested to attend morning divinity lessons at the school assemblies in a respectful and reverent manner.
4. Pupils are requested to behave in a manner which does not harm the school and the headmaster reserves the right to punish pupils for bad work or misbehavior out of school.
5. Principal reserves the right to delegate authority to any Whitestone College staff or an appointee to punish a pupil when necessary. **(Corporal punishment is strictly forbidden)** unless otherwise requested by the offender and will be exercised within accepted limits.
6. Permission for absence during the school terms for any tangible reason must be obtained in advance from the principal of the school. Such permission will not be given merely to facilitate holiday arrangements. Where the child is sick, the school must be informed immediately.
7. Smoking, drinking of alcohol and any trafficking in or use of drugs or introducing of cigarettes, alcohol or drugs to the school is absolutely forbidden. Any involvement in alcohol or drugs will be regarded as a very serious offence and could lead to parents being required to withdraw their child from school.
8. No form of bullying or unruly gangs will be tolerated.
9. Pupils may not be absent from school activities without the prior permission of the school authorities.
10. During school hours, the principal is the **loco parent**.
11. The Principal and his appointee reserve the right to detain pupils for misconduct or bad work or incomplete class work.
12. No pupils are allowed to leave school premises during learning hours without permission from the Principal of the school. English will be the medium of instruction in the school and must be practiced during learning hours.
13. Parents share a responsibility with the school to ensure that their child's behavior is of the highest standard. In the event of serious or continual minor misbehavior, parents will be involved at an early stage.

I agree to abide by the College By-Laws and the Rules and Policies of the College, as amended from time to time. I also agree that it is my responsibility to ensure that I review the By-Law, Rules and Policies of the College during my period of study as the most current rules are applied and may differ from the time of my initial enrolment.

Student's Signature: _____ **Date:** ____/____/____
(I agree that I have understood the information contained in this form)



Parent's Signature : _____ Date: ____/____/____