Paarl Boys' High School

INFORMATION FORM

Photo

Name and Surname (learner)

FOR OFFICE USE

Date of application		**Family code**	
Admission number		**Grade**	
Language of admission	AFR ENG	**Edu-Admin**	**Pastel (S)** **Pastel (K)**

ACCEPTED DAY SCHOLAR	ACCEPTED HOSTEL	WAITING	UNSUCCESSFUL

Welcome to PBHS and thank you for considering us as a school for your son!

PLEASE INCLUDE THE FOLLOWING DOCUMENTS IN YOUR INFORMATION FORM

		☑
1.	Original latest school report card.	❑
2.	Copy of learner's ID or birth certificate.	❑
3.	Certified copy of ID of parent(s)/guardian(s).	❑
4.	Copy of ID of accountable person (if third party).	❑
5.	Municipal account (proof of residential address).	❑
6.	Certified copy of medical aid membership (if applicable).	❑

SECTION A: Particulars of learner

Day scholar ☐ Hostel ☐ For which grade? ☐ For which year? ☐

If your application for hostel is unsuccessful, do you want to continue with an application as day scholar? Yes ❑ No ❑

SOBIS unique learner number ☐☐☐☐☐☐☐☐☐☐☐☐☐

PERSONAL INFORMATION

Surname ☐ Initials ☐

Full names ☐

Nickname ☐ Cultural name ☐

Date of birth Y Y Y Y - M M - D D ID ☐☐☐☐☐☐☐☐☐☐☐☐☐

Nationality RSA | Namibia Other ☐

Current school ☐ Province of school ☐

Email address (current school) ☐ Telephone number ☐

Email address (learner) ☐ Cell phone number ☐

Home language Afr | Eng | Xhosa Other ☐ Language of instruction Afr | Eng

Paarl Boys' High is a school with primarily a Christian ethos (general way of living). Although we expect everybody to pay respect to this communal value, learners of all cultures and recognised religious beliefs are accommodated.

Religion ☐ Race White | Indian | Coloured | Black | Other

Brother(s) / Father / Grandfather(s) in PBHS

	Name	Grade / Year	Hostel
1			
2			
3			

MEDICAL INFORMATION

Medical aid | Plan

Main member | Fund number

Allergies | Blood group

Chronic medication

Operations (type and date)

Other medical problems

Illness(es) against which learner has been immunised:

Tuberculosis | Diphtheria | Whooping cough | Tetanus

Measles | German measles | Mumps | Poliomyelitis

Doctor | Telephone number

Dentist | Telephone number

Contact person in case of emergency

Relation to parent | Cell phone number | Other contact number

EXTRACURRICULAR ACTIVITIES

Criteria for admission are based on academic performance, disciplinary history at previous school, involvement as well as achievement in sport, leadership and cultural activities. Therefore please complete this part as thoroughly as possible. You are welcome to include testimonies or certificates of achievement.

Current participation in sport	Highest level

Current participation in cultural activities	Highest level

Participation in at least two school activities during the course of the year is compulsory.

I herewith commit myself to participation in the following sport and/or cultural activities during the course of my school career:

Sport	Culture

Current leadership role(s)

Please state your reasons if you have any objection to your child's participation in any extracurricular or religious activities

UNDERTAKING BY LEARNER

I, ...(full name of learner), declare the following:

1. I am currently (in 20……) a learner in Grade …… at ..... (name of school).

2. I reached my current Grade honestly and sincerely.

3. My report card, which reflects the previous Grade I passed, is accurate and the correct one.

If my application as (day scholar/hostel dweller) is successful, I undertake to subject myself to the code of conduct and rules of the (school/school and hostel) for as long as I am a registered learner of PBHS.

I further undertake to respect the three traditions, i.e. good behaviour, good scholarship and good sportsmanship. I also accept the shared responsibility for my academic progress at PBHS.

I undertake to participate in at least two (one winter and one summer) school and sport activities and that I will support events, practices and matches of these activities faithfully. I also understand that school activities enjoy preference above activities outside of the school context.

Received and signed on this ……. day of …… 20…….

…….
Signature of learner

SECTION B: Particulars of parents

LEGAL FATHER

Accountable (school) Yes No Accountable (hostel) Yes No

Surname | Initials | Title

Full first names | Preferred name

ID

Postal address | Residential address

Telephone home | Telephone work | Cell phone number

Email Address

Marital status: Single | Married | Divorced | Widower

Occupation | Employer

Employment type: Self | Full time | Part time | Contract | Pensioner

Address employer | Account address (if different to postal address)

Relationship to applicant: Parent | Step-parent

LEGAL MOTHER

Accountable (school) Yes No Accountable (hostel) Yes No

Surname **Initials** **Title**

Full first names **Preferred name**

ID

Postal address

Residential address

Telephone home **Telephone work** **Cell phone**

Email Address

Marital status Single Married Divorced Widow

Occupation **Employer**

Employment type Self Full time Part time Contract Pensioner

Address of employer

Account address (if different to postal addresss)

Relationship to applicant Parent Step-parent

SECTION C: Third party

Complete this section *only* if a third party acts as accountable person.
Indicate the relationship with the applicant as custodian, guardian, grandparent, etc.
Please attach a certified copy of the person's ID.

Accountable person school Yes | No **Accountable person hostel** Yes | No

Surname **Initials** **Title**

Full first name(s) **Preferred name**

ID

Postal address

Residential address

Telephone home **Telephone work** **Cell phone**

Email Address

Marital status Single | Married | Divorced | Widow(er)

Occupation **Employer**

Occupation type Self | Full time | Part time | Contract | Pensioner

Address employer

Account address (if different to postal address)

Relationship to applicant

Next of kin not living with you **Contact number**

SECTION D: Fees

THE FOLLOWING PAYMENT CONDITIONS CONCERN SCHOOL AND HOSTEL FEES:

1 All fees are payable in advance within the first two weeks of a school term.

2 When a hostel dweller's school and/or hostel fees are in arrears in terms of the chosen payment option, accommodation for the following term will be terminated.

3 When an account is in arrears for more than 30 days and the parent does not react to notice from the financial officer, the account will be handed over for collection.

4 According to the school's credit management policy no parent will be exempted from payment of hostel fees. Only parents of day scholars may apply for financial assistance.

5 When a third party is involved in the payment of school or hostel fees, it is regarded strictly as an arrangement between the parent and said third party, and not between the said third party and the school/hostel. Payment arrangements will only be made between the school/hostel and the parent. Only financial support or arrangements in the form of a written contract will be accepted.

6 According to the Act on Family Rights all parents are *jointly* responsible for payment of their child's school and hostel fees.

7 Parents must ensure that changes in relevant information (e.g. telephone numbers, addresses, etc.) are communicated timeously and correctly to the school.

8 When parents use the debit order as payment option, the financial office should receive **one calendar month** notice in advance in case of change in banking details.

9 Should parents wish to terminate their son's hostel accommodation, a WRITTEN DECLARATION should be sent AT LEAST ONE TERM IN ADVANCE to all three of the following parties:

- financial office
- head master
- hostel father

10 If parents experience difficulties with payment of school or hostel fees, the financial office should be approached with a suggestion of a payment arrangement, directed to the Governing Body for consideration.

DECLARATION: I, _____, herewith delare that I take note of the payment options mentioned above.

_____ _____

SIGNATURE PARENT/GUARDIAN/ACCOUNTABLE PARTY **DATE**

PAYMENT OPTION SCHOOL HOSTEL **Learner:**

HOW WILL PAYMENT BE DONE? Debit Order | Cash | Electronic (EFT)

Monthly (before the 7th of each month from February to November)	10 instalments	
Per term (within the first week of a new term)	4 instalments	
Yearly (before or on 1 March for the whole year with discount)	1 instalment	

Although it is preferred that fees be paid within the first week of a new month or term, the following options are available for debit orders:

Monthly to be deducted on the 2nd, 7th, 15th or 26th of a month
Per term to be deducted on 2 February, 2 April, 2 July and 2 October

DEBIT ORDER INFORMATION FOR NEW ACCOUNTS

Name of account holder

Bank **Branch code** **Account nr**

Type of account Cheque | Savings | Tranmission

Signature of accountable person: _____ **Date:** _____

I, the undersigned, herewith authorise PBH to debit my account with above-mentioned bank (or other bank or branch to which I may transfer my account) with R_____(school) and R_____(hostel) for payment owing regarding school/hostel fees. All withdrawals from my account to PBHS will be treated as if it is signed by me personally. I understand that the withdrawals herewith authorised will be executed by Nedbank and I also understand that the details of each transaction will reflect on my bank statement or an accompanying receipt. I accept responsibility for any bank charges incurred by this debit order. This authorisation can be cancelled easily by me by giving one calendar month's notice, but I understand that I will not be entitled to a back payment made by PBHS while the authorisation was in place if such amounts are lawfully owed to PBHS. The receipt of this instruction by PBHS will be seen as receipt of it by my bank.

DECLARATION: I herewith declare that all the above information is correct and true. I recognise that the terms and conditions in the application form together with the terms and conditions of this form constitutes a binding agreement between me and PBHS. I undertake to comply with all responsibilities pertaining to school and/or hostel fees, as stipulated in Section D.

_____ _____

SIGNATURE OF PARENT/GUARDIAN/ACCOUNTABLE PARTY **DATE**

SECTION E: Undertaking by Parents and Learners

We, _____, parent(s)/guardian(s) of

_____(learner's full names and surname)

in Grade _____residing in _____.

take note of the contents of the Code of Conduct of PBHS. We accept all the stipulations and subject ourselves to the implementation, execution and upholding thereof.

We stand informed of and give our consent for testing of the use of drugs, drug-related substances and/or alcohol as regarded necessary by the headmaster (or housemaster and/or staff member on duty in case of residing in hostel) and we accept full responsibility for any costs incurred in this regard.

We furthermore stand informed regarding the payment conditions and options of PBHS with regard to school and/or hostel fees and consider ourselves irrevocably bound to the payment thereof as applicable to the above-mentioned learner.

In the case of hostel residence

The parties concerned herewith agree that all payments made by parents will be deducted first and foremost from outstanding school fees and thereafter only from outstanding hostel fees, regardless any stipulation a parent may make regarding the distribution of payments.

We acknowledge that in the case of neglect of payment a learner will forfeit his place in the hostel and will consequently not be accepted into the hostel at the start of the following term. We also stand informed that we will still be held accountable for said fees, despite the fact that the learner has forfeited his place in hostel. This arrangement will apply until a suitable replacement is found for the learner, or another arrangement is made with the school Governing Body.

Signed at _____on this _____ day of _____ 20 _____.

_____ SIGNATURE OF PARENT

_____ SIGNATURE OF LEARNER

SECTION F: Indemnification

I, ...(full name(s) of parent/guardian),

of the following residential address: .....

.....

.....

the parent/guardian of .....(full name(s) of learner),

herewith confirm that the aforementioned learner is permitted to attend Paarl Boys' High and fully accept the rules of the school.

I thus fully understand and accept that said attendance will be at my and the aforementioned learner's risk and I herewith remove, indemnify and remit on behalf of myself, the named learner, my spouse and our executors, the Western Cape Department of Education, the Governing Body and its individual members, the headmaster, the educators and all other members of staff of the aforementioned school, of any and all demands of any nature relating to or resulting from any loss or damage to any property in the possession of the aforementioned learner or which results from any injury to the person of the aforementioned learner, while said learner attends the named school during normal school times or otherwise, or take part in sport or other activities presented by the school or activities presented by any other party on the school terrain and/or attend any outing being organised or undertaken and/or under the control of any of the mentioned parties, who I herewith indemnify, as mentioned.

I hereby also give permission for the school to take photos and footage of my son(s) during school events and to use it to celebrate and publicise his and the school's achievements with pride. The publications using this material can include the social media, websites and newsletters of the school and the Old Boys' Union. I also realise and I give permission that this material may be used by news organisations and I indemnify the school and any other news organisation from any liability that may arise from its use. I furthermore understand that I can revoke this permission at any stage by sending an email to the headmaster.

Dated at ..... on this ..... day of..... (month)

. ..... (year).

SIGNATURE OF PARENT/GUARDIAN .....

AS WITNESSES:

1. ..... 2. .....

SECTION G: Electronic Equipment in Hostels

(Hostel Applications only)

Name of learner: _____

Cell phone number: _____

Learners may have cell phones only if the followings conditions are met:

a) Notifying the housemaster immediately when learner is given a cell phone.

b) The cell phone may only be used in his room, on the balcony and in the TV room. It may not be used in the passages of the hostel, the bathrooms or outside the hostel.

c) Cell phones must be switched off during quiet time and study times. No phone calls may be made or answered after 22:00.

d) Cell phones may not be brought into the dining area.

e) Cell phones may not be used as alarm clocks.

f) Cell phones may not be left playing music with ear phones after 22:00.

If any of the above conditions are not met, the housemaster has the right to confiscate the phone for at least one term. After the second offence, the cell phone may be confiscated for six months. The learner will not be allowed to have a cell phone in his possession after repeated offences.

Undertaking:

I, _____, accept the above-mentioned conditions and undertake to abide by them.

_____ _____

SIGNATURE DATE

SECTION H: Permission for visit with third party

Parents/guardians make copies of this original document and use it as necessary.

I, _____, parent/guardian of _____

in Grade _____ residing in _____(hostel), herewith confirm that we

are aware that he will ***not*** be spending the weekend of _____to _____in the

hostel.

The details of the guest parents are as follows:

Full name and surname	
Street address	
Suburb / Town	
Home telephone number	
Cell phone number	

I further confirm that:

1) I approve of the visit;
2) I will not hold the housemaster/governing body/school management of Paarl Boys' High liable for any financial costs relating to the weekend;
3) I will not hold the Housemaster/Governing Body/School Management of Paarl Boys' High liable for any situation my son may find himself in.

_____

PARENT/GUARDIAN OF LEARNER