

<b>Passport photo</b>	<b>LORETO CONVENT SCHOOL</b> <b>NANA SITA STREET</b> <b>PRETORIA</b>	<b>OFFICIAL USE</b>  Deposit: R..... Receipt Number: ..... Family Code: ..... Register Class: ..... Admission Date: ..... Sports House .....
		

### LEARNER ADMISSION CONTRACT (Annexure A)

*(Please print clearly and complete in full)*

**Learner Information:**

Learner's Surname:											
Learner's Full Name:											
Learner's Preferred Name:											
Date of Birth:						Gender:					
ID/Passport Number:											
Country of Birth / Nationality:						Date of Arrival in South Africa:					
Study Permit Details:											
Home Language:											
Learner Language Preference:											
Religion/Denomination:						Ethnicity:					
Learner's Cell Number:											
Learner's Email Address:											
Siblings at Loreto Convent School (if applicable):		Full Name:					Grade:				
Sport Interests:											
Cultural Interests:											
Allergies/Other Medical Conditions:											
Handed		Spectacles		Hearing Defect		Speech Defect		ADHD		Occupational Therapy	
Left	Right	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No

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**Previous School:**

First Registration of Learner in Gauteng:

YES

NO

Learner Attended School Last Year?

YES

NO

If yes, which Province or Country: \_\_\_\_\_

Current/Previous School and Address:			
Province:			
Telephone Number:			
Principal's Name:			
Highest Grade Passed:		Grades repeated:	
Current Annual School fees:	R		
Reason for Leaving:			

**Parent/Guardian Details:** *(Please complete in full – correspondence will be sent to the details below)*

<b>FATHER / STEPFATHER / GUARDIAN</b> <i>(indicate with circle please)</i>					
Title:		Marital Status:			
Preferred Name:		Initials:			
Surname:					
Full Names:					
ID Number:		Citizenship:	SA	Other	<i>Country of birth</i>
Date of Birth:		Passport Number:		Permit Number:	
Home Address: <i>(domicilium)</i>					
	Code:				
Postal Address:					
	Code:				
Home Language:					
Occupation:					
Occupation Status:	<input type="checkbox"/> Own Employer Non-Professional <input type="checkbox"/> Own Employer Professional <input type="checkbox"/> Full Time Employed <input type="checkbox"/> Part Time Employed <input type="checkbox"/> Contract Worker <input type="checkbox"/> Pensioner <input type="checkbox"/> Other _____ <input type="checkbox"/> Learner <input type="checkbox"/> House Husband <input type="checkbox"/> Unemployed				

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Employer:			
Work Address:			
E-mail Address:			
Contact Numbers:	(work)	(home)	
	(cell)	(fax)	
Does the learner live with you? <b>Yes / No</b>	Are you the legal guardian of the learner? <b>Yes / No</b>		

All communication sent by: EMAIL

<b>MOTHER / STEPMOTHER / GUARDIAN</b> <i>(indicate with circle please)</i>					
Title:		Marital Status:			
Preferred Name:		Initials:			
Surname:					
Full Names:					
ID Number:		Citizenship:	SA	Other	<i>Country of birth</i>
Date of Birth:		Passport Number:		Permit Number:	
Home Address: <i>(domicilium)</i>					
	Code:				
Postal Address:					
	Code:				
Home Language:					
Occupation:					
Occupation Status:	<input type="checkbox"/> Own Employer Non-Professional <input type="checkbox"/> Own Employer Professional <input type="checkbox"/> Full Time Employed <input type="checkbox"/> Part Time Employed <input type="checkbox"/> Contract Worker <input type="checkbox"/> Pensioner <input type="checkbox"/> Other _____ <span style="float: right;"> <input type="checkbox"/> Learner  <input type="checkbox"/> House Wife  <input type="checkbox"/> Unemployed         </span>				
Employer:					
Work Address:					
E-mail Address:					
Contact Numbers:	(work)	(home)			
	(cell)	(fax)			
Does the learner live with you? <b>Yes / No</b>	Are you the legal guardian of the learner? <b>Yes / No</b>				

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All communication sent by: EMAIL

Does the learner have deceased parents, please indicate:

MOTHER

FATHER

BOTH PARENTS

**Details of Account Holder:** *(Please complete in full – Financial correspondence will be sent to the details below)*

Who will be responsible for the School fees:	Father	Mother	Other
If other individual, please complete the following:	Title:		
Relationship to learner:	Does the learner live with you? <b>Yes / No</b>		
Surname:			
Full Names:			
ID Number:	Citizenship:	SA	Other: <i>Country of birth</i>
Passport Number:	Date of Birth:	Permit Number:	
Home Address: <i>(domicilium)</i>	Code:		
Postal Address:	Code:		
Occupation:			
Employer:			
Employer Address:			
E-mail Address:			
Contact Numbers:	<i>(work)</i>	<i>(home)</i>	
	<i>(cell)</i>	<i>(fax)</i>	
<p>I/We are aware that the school is affiliated to a registered credit bureau and that all account payment profiles, patterns and behaviour is recorded monthly with the credit bureau as the School sees fit. I/We are also aware that overdue accounts are handed over for debt collection by third parties.</p>			
Are you or have you ever been under an Administration/Sequestration Order or Debt Review: <b>YES / NO</b>			
Department of Military Veteran's Beneficiary: <b>YES / NO</b>			

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**Credit References:**

I/We hereby authorise the school to collect, store and process information now or at any time, from any supplier, service/credit provider or credit bureau in order to assess the behaviour, profile, payment patterns, indebtedness, whereabouts, criminal history and creditworthiness of the parent(s) / guardian(s) or account holder responsible for school fees.

*For Official Use Only*

Credit check done by: \_\_\_\_\_ (signed) Date: \_\_\_\_\_

**LEARNER HEALTH INFORMATION (Please complete fully):**

Chronic Health Conditions:	
Allergies:	
Chronic Medication:	

**Emergency Contact (Next of Kin):**

Please indicate the person who may be contacted in the case of an emergency if the learner's parents/guardians are unavailable:

Name:	Telephone Number(s):	Relationship to Learner:

**Family Doctor Information:**

Name: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Practise / Hospital Address: \_\_\_\_\_

\_\_\_\_\_

**Medical Aid Information:**

Name: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Main Member: \_\_\_\_\_

Member Number: \_\_\_\_\_

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**Annexure B: FINANCIAL CONTRACT BETWEEN  
THE SCHOOL MANAGEMENT OF LORETO CONVENT SCHOOL  
135 Nana Sita Street, Pretoria Central**

**AND**

(Fill in full names and surname of person responsible for paying school fees for a learner in  
Grade RRR – Gr 12)

.....

Identity Number .....

I select as my physical street address (*domicillium citandi et executandi*):

.....  
.....  
.....

**TERMS OF CONTRACT**

- 1. I hereby acknowledge liability for and undertake to abide by the following rules for the 2024 academic year, and continuing indefinitely for the duration of the child’s school career, in respect of (learner’s name) ..... who has applied for Grade .....
- 1.1 This contract is for an indefinite period. It is expected that the contract will continue for the duration of the child’s school career, unless it is terminated by the school or the parents/guardians as provided for in these terms and conditions.
- 1.2 I understand that incorrect, incomplete and/or misleading details that I provide will render this contract null and void.
- 1.3 I understand that this contract binds me to the payment of fees and the acceptance of the school rules and policies as set out by Loreto Convent School.

**FINANCIAL AGREEMENT**

- 2. Furthermore, I understand that:
  - 2.1 School fees include the deposit which must be paid before a child can be registered as a learner at Loreto Convent School, School Fees, Building Levy, Extra Fees and Daycare Fees (if applicable) as set out in Annexure C of this document, published by the School annually.
  - 2.2 School Fees may be paid in full on or before 29 February 2024 and will be discounted by 2.5%. A sibling discount of 5% is offered by the School to parents that have a second, third or fourth sibling enrolled at the School simultaneously. This discount will be reversed, in the event that the account falls into arrears.
  - 2.3 The monthly statement issued by Loreto Convent School will be *Prima Facie* evidence of the outstanding amount owed by me.
  - 2.4 I will provide the school with not less than one month’s written notice of my intention to remove my child/guardian from Loreto Convent School or to pay the School one month’s school fees in lieu of notice.
  - 2.5 If I fail to pay any fees on or after the due date, interest at a rate of 2% per month may be charged on all amounts in arrears after 30 days.

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- 2.6 If any payment made by debit order is referred to drawer, an additional amount of R 200.00 will be added to my account, in addition to interest fees of 2% per month.
- 2.7 If my account is 60 days or more in arrears, I am at risk of having the account handed over for collection.
- 2.8 If my account is 90 days or more in arrears, the full amount owing must be paid by the end of that calendar month. Failure to do so will result in my child/guardian's removal from the School's enrolment register for the following academic year and the account will be handed over to the school's debt collection agencies for collection.
- 2.9 In the case of default, steps for the collection of the school fees will be initiated and I shall be responsible for payment of the capital amount, I will be liable for interest at 2% per month, all the debt collection costs and collection commission of 20% and/or any legal costs on an attorney client scale, not only between party and party but also between attorney and client.

### **PROTECTION OF PERSONAL INFORMATION (POPI)**

- 3.1 By entering into this Contract, and unless you at any time instruct the School expressly and in writing to the contrary, your consent is given for the School to:
- 3.1.1 collect, store and process credit information about you and any Third Party, or divorced or separated parent(s) responsible for payment of any or all amounts comprised in the Fees;
- 3.1.2 collect, store and process names, contact details and information relating to yourself and/or your child, and to such information being made available to Third Party data holders (such as D6 and the Department of Education n SA-SAMS) and other responsible persons engaged or authorised by the School for school-related purposes to the extent required for the purpose of managing relationships between the School, Department of Education, Third Party data holders, Parents/Legal Guardians, and current Students as well as providing references and communicating with the body of former Students;
- 3.1.3 include photographs or other images, with or without the name of your child in any School publications, on the School website or in press releases and social media to celebrate the School's or your child's activities, achievements or successes, and to include any such information for advertising or marketing purposes;
- 3.1.4 supply information and a reference in respect of your child to any educational institution which you propose your child may attend. We will take care to ensure that all information that is supplied relating to your child is accurate and any opinion given on his/her ability, aptitude and character is fair. However, the School cannot be liable for any loss you or your child is alleged to have suffered resulting from opinions reasonably given, or correct statements of fact contained, in any reference or report given by the School; and
- 3.1.5 inform any other school or educational institution to which you propose to send your child of any outstanding fees or slow payment history.
- 3.2 For the purposes referred to above, the word "processing" refers to any act that can be performed when handling personal information. The POPI Act defines "processing" to include collecting, recording, organising, updating, storing, distributing, destroying or deleting personal information.
- 3.3 Save for what is stated above, the School may not distribute or otherwise publish any of your personal information in its possession, unless you give your consent, in writing, to the School that it may do so. Should this be the case, the School may only distribute or otherwise publish the information specified in your consent to the people and for the purpose stated in your written consent.
- 3.4 During the period of enrolment of your child, and subsequent thereto, the Parent/Legal Guardian will be required to treat any information obtained about any other Parent/Legal Guardian and/or Student/s and/or the School as confidential information.

**Declaration:**

By signing below, I/we declare that:

I/we, the undersigned, do hereby declare that I/we have read and understood this Contract, all its Annexures, as well as the School Rules, Policies and School's Code of Conduct.

In entering my/our son/daughter/ward at Loreto Convent School, I/we agree for myself/ourselves and son/daughter/ward to co-operate with the School in enforcing the terms and condition as well as the regulations stipulated in this Contract.

I/We am/are the Mother, Father, or Legal Guardian (as relevant) of the Child named above.

I/We have read and understood this Contract, including the Annexures, as well as the School Rules, Policies and School's Code of Conduct.

I/We understand that I/we and the child must comply with the terms and conditions of this Contract as well as the School Rules, Policies and School's Code of Conduct for the child to remain enrolled at the School.

I/We accept that I/we am/are personally responsible to pay the Fees on demand from the School. I understand that the School may demand payment of Fees from me jointly with any other Parent, Legal Guardian or Third Party; or separately from me alone. This obligation exists throughout the duration of the Contract, even if I am not the stated payer. I/We am/are the payer/s of some or all of the Fees set out in this Contract.

I/We accept that I/we am/are aware of the School Fees as laid out in the School's Schedule of Fees and that I/we are in a financial position to afford payment of those Fees.

I/We understand and accept that I/we will be required to give one full calendar month's written notice before withdrawing my/our child (named above) from Loreto Convent School or, alternatively paying one full month's Fees in lieu of notice.

I/We accept that I/we will advise Loreto Convent School of any changes in personal details as and when they may occur.

**Acceptance of Offer and Parental/Guardian Declaration**

I/We \_\_\_\_\_ (Father of child) (full names)

and \_\_\_\_\_ (Mother of child) (full names)

Parent(s)/Legal Guardian(s) of \_\_\_\_\_ (child's full names)

hereby accept the vacancy offered by Loreto Convent School for entrance in Grade \_\_\_\_\_

in \_\_\_\_\_ (Year)

Signed at \_\_\_\_\_ on \_\_\_\_\_ (date).

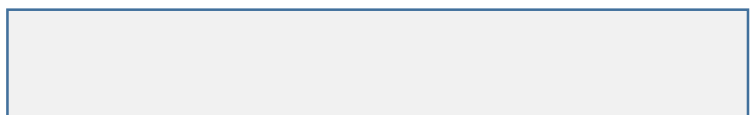
**Father:**

**Mother:**

\_\_\_\_\_

\_\_\_\_\_

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Legal Guardian (if applicable): _____	Third Party (if applicable): _____
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Witness 1: _____	Witness 2: _____
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**PLEASE NOTIFY THIS OFFICE IMMEDIATELY OF ANY CHANGES IN STATUS OR CONTRACT INFORMATION.**

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## Annexure C: FINANCIAL INFORMATION 2024\_

### **SCHOOL FEES:**

- All school fees are due monthly in advance by the 7<sup>th</sup> i.e. January fees should be paid by 7 January. If you get paid on the 15<sup>th</sup> of each month, we will allow payment on the 15<sup>th</sup>. All school fees are payable over 11 months, from January to November, except for **Gr 12 which is payable over 7 months (January to July)**. Please make sure you pay your fees every month on time as unpaid fees will result in your child not receiving her/his report card during the year.
- Statements are sent out monthly via email only. Should the account holder not receive a statement please contact Mrs Swart at [finance@loreto.co.za](mailto:finance@loreto.co.za) to alert the school.
- When making a payment directly at the bank or via electronic transfer, your deposit slip / electronic transfer is your proof of payment. No receipt will be issued by the school.
- When making a payment directly at the school with a card, a receipt will be issued. Please limit credit card payments as far as possible, as bank charges for these transactions are extremely high and not negotiable at the bank. The school is kindly requesting that payment of fees is done by either EFT payments or debit orders, which the school can assist with, after requesting a debit order form to complete.
- **The school strongly requests that no cash payments be done at school as this poses a significant security risk. Cash deposits at your bank's branch are also discouraged, as the bank fees charged on these deposits are extremely high. The D6 APP offers a cashless payment, which will automatically be allocated to your account.**

Please **only** use your account reference as a reference when making a payment at the bank or via EFT. The reference is a FOUR-digit number which will also appear on your monthly statement.

### **SCHOOL FEES 2024:**

Grade RRR & RR	R 42 460.00 or R 3 860.00 for 11 months (until 17:30)
Grade R	R 55 330.00 or R 5 030.00 for 11 months (until 17:30)
Grade 1 – Grade 6	R 55 330.00 or R 5 030.00 for 11 months
Grade 7 - Grade 9	R 60 610.00 or R 5 510.00 for 11 months
Grade 10 – Grade 11	R 64 955.00 or R 5 905.00 for 11 months
Grade 12	R 64 960.00 or R 9 280.00 monthly over 7 months

### **EXTRA FEES 2024:**

Grade 1	R 615.00 per learner
Grade 2	R 665.00 per learner
Grade 3	R 715.00 per learner
Grade 4 – Grade 6	R 610.00 per learner
Grade 7	R 680.00 per learner
Grade 8- Grade 11	R 460.00 per learner
Grade 12	R 620.00 per learner

### **DAY CARE:**

- Day care will be charged on the same account as your school fees. Should you wish to pay day care separately from your school fees please use a "D" in front of your school reference. Example: **D1234– take note this is an example and is not your reference number.**
- Day care is due by the 7<sup>th</sup> of each month in advance. Even if you get paid on the 15<sup>th</sup>, the day care must still be paid by the 7<sup>th</sup>.

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- **No food will be provided in 2024. Day care service will only be for supervision purposes.**
- The total fee is **R 3 800.00** per annum or R 380.00 per month from February to November 2024.

### **DISCOUNT**

Discount for the year is given as follows:

**Family discount** – For every biological sibling other than the oldest (enrolled at Loreto Convent School on the same account), a **5 %** discount on school fees only. Any discounts will be reflected monthly.

**\*\*\* VERY IMPORTANT\*\*\* should you not keep your account up to date, your family discount will be reversed.**

Gr RRR and Gr RR – not applicable

Gr R – 6 discount is **R 2 766.50**

Gr 7 – 9 discount is **R 3 030.50**

Gr 10 – 11 discount is **R 3 247.75**

**Settlement discount** – if the school fees are settled by 29 February 2024 a **2,5%** discount is given.

Gr RRR&RR discount is **R 1 061.50**

Gr R – 6 discount is **R 1 383.25**

Gr 7 – 9 discount is **R 1 515.25**

Gr 10 – 12 discount is **R 1 624.00**

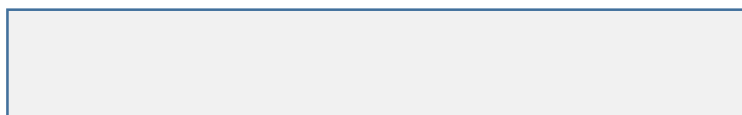
### **TAKE NOTE:**

- In order to secure your child's place in 2024, a re-registration fee of **R 5 000 for PS and R 5 500 for HS** is payable by 31 October 2023. The fee will be allocated to your January 2024 school fees. No deductions or partial payment of this fee will be allowed under any circumstances. **Please note that should you pay the re-registration fee in 2023, but give notice after 1 November 2023, the re-registration fee forfeits in lieu of a month's notice.**
- A building levy of **R 850**, is charged once-off per account in January 2024
- **Grade 1 to 7:** All extra fees will be billed on 1 January 2024 and must be paid by end of January 2024. Stationery packs for Gr 1 – 7 must be paid fully by 16 October 2023 for 2024.
- **Grade 8 and 9:** All extra fees and textbook charges for Gr 8 and 9, will be billed on 1 January 2024 and must be paid by end of January 2024.
- **Grade 10 to 12:** Extra fees be billed on 1 January 2024 and must be paid by end of January 2024. Textbook charges will be billed on 1 February 2024 as choice subjects will impact on the charged amounts per learner. These must be paid by 29 February 2024.
- A debit order facility is available, please send an email to [finance@loreto.co.za](mailto:finance@loreto.co.za) to request a debit order form.
- Should a quote for 2024 be required, please contact the bursar via email. ([finance@loreto.co.za](mailto:finance@loreto.co.za))

### **Bank details:**

**Loreto Convent School - Standard Bank - Cheque account**

**Account number: 010 387 927      Branch code: 01 00 45**



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