



METROPOLITAN GROUP OF SCHOOLS

“Independent, inspired and Eco-friendly Schools in Southern Africa”

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APPLICATION / ENROLMENT FORM

Nelspruit Private College

Academic Year applied for: 20_____

Entry Grade: _____

REQUIREMENTS FOR APPLICATION

Make sure you bring the following Documents/Items with you. Without it we cannot complete your registration.

- One Id photo of the applicant
- Previous School Report
- Transfer Letter & Portfolio’s From previous School if you are moving during the Academic Year
- Certified copy of the Birth Certificate ID of the applicant
- Copy of the Parent/Guardian/Sponsor ID or Passport
- Copy of the Surety’s ID
- Copy of Study permit for foreign students (**Compulsory**)

For Office Use:

Contract Received & Checked By:		Date:	
Outstanding Documents:			
Proof Of Payment Received:		Amount:	
Added on SAMS:		Added on Pastel:	



SECTION A - THE APPLICANT

Please complete the following section in full; information must be the same as on verifiable documents such as Birth Certificate/ID Document.

This is the info the school use to register the learner on the National Education Database



Learner Information											
Year of Admission:	20.....		Grade to be Entered								
Surname											
Full Name(s)											
Date of Birth		-		-							e.g. 13/02/1998
Nationality											
Gender	Male		Female								
ID/Passport Number				-				-			OR
Residential Address											
Home Language											
Name of Previous School											
Telephone Number	+			-							Last Grade Completed
✓ the correct option	Day Scholar		Boarder								
Medical History											
Name of Doctor											
Contact Number:	+			-							
Do you belong to a Medical Aid?			YES		NO						
Medical Aid Name:											
Option:											
Medical Aid Number:											
Allergies - Please list:											
Any Medical Conditions we should be aware of? Please list											
Do you take medication? Please list names and dosages											

For Office Use:											
School:	Student Number:	Captured:									

SECTION B**THE PERSON RESPONSIBLE FOR PAYMENT**

Surname	
Full Name(s)	
ID/Passport Number	
Relationship to applicant	
Residential Address	
Postal Address if different from Residential	
Home Telephone Number	
Cell Number	
E-mail Address	
Occupation	
Company Name	
Work Address	
Work Telephone Number	

If the person responsible for payment is not the Legal Parent/Guardian please give us the details of the person legally responsible for the child. The person responsible for Payment must also sign the School Fee Structure and Payment Policy Document

THE PARENT/LEGAL GUARDIAN

	Father	Mother	Legal Guardian
Surname			
Full Name(s)			
ID/Passport Number			
Residential Address if different from Residential			
Home Telephone Number			
Cell Number			
E-mail Address			
Occupation			
Company Name			
Work Address			
Work Telephone Number			

If the school needs to convey a message it will be via the parent/legal guardian. Please make sure that the information and contact details above are 100 % correct. Remember to notify the school immediately if any particulars change.

LEGAL UNDERTAKING

PARENT/LEGAL GUARDIAN

I _____ ID/Passport Number _____

the Father/Mother/Legal Guardian of _____
declare that all the particulars given above are true, complete and correct. I accept that incorrect or misleading information could lead to the cancellation this application.

I further undertake -:

1. To comply with all the rules and regulations, including the disciplinary rules of The Metropolitan Group of Schools including any amendments thereof as published from time to time and to acquaint myself with all the provisions thereof.
2. To notify the school immediately of the abandonment of studies and or changes of my address or contact details.
3. To acquaint myself with and submit and agree to all the rules and regulations set out by the school as well as rules regarding the payment of fees.
4. I undertake that I will not hold MGS liable nor make any claim against the school for any compensation and or any expenses incurred or damages suffered as a result of or in respect of any injury, illness or death – irrespective of whether such damages, injury or death may have been attributable to any degree of negligence on the part of MGS, the school or one or more of its employees or other person(s) through whose action(s) might have been responsible.
5. I accept that the school reserves the right to change subjects, grades and the center should they deem it necessary for academic performance.
6. I am aware that my enrolment is valid only if it complies with the regulations governing the studies concerned, notwithstanding the acceptance of this enrolment by the school.
7. I accept that if studies are abandoned or changes at any time, no cancellation or reduction of fees will be considered and that I will remain liable for the payment of all fees in full.
8. I undertake to pay the school fees on the dates and per the amounts as set out in the School Fee Structure and payment policy.

Signature of the Parent/Guardian _____ Date ____/____/20____

THE SURETY

This portion is compulsory! The surety cannot be the same person as the person responsible for payment. The surety is the person that will assume the responsibility of paying the debt in case the person responsible for payment defaults or is unable to make the payments.

Surname	
Full Name(s)	
ID/Passport Number	
Residential Address	
Postal Address if different from Residential	
Home Telephone Number	
Cell Number	
E-mail Address	
Occupation	
Company Name	
Work Address	
Work Telephone Number	

SURETY DECLARATION

I, _____ the undersigned, hereby acknowledge to be jointly and separately responsible for the amount which the Person Responsible for the payment of School fees/Parent/Legal Guardian have agreed to pay to MGS as set out in the School fee Structure and Payment Policy as well as any further charges that may arise from the education of the enrolled learner

Signature of Surety _____ Date ____/____/20____

SECTION C – SUBJECTS

DOE - CAPS

GRADE 10, 11 & 12

Grade 10, 11 & 12 Learners needs to choose Subjects. All the subjects must fall within the same stream. Choose your subjects by placing a ✓ mark next to the subject of your choice. The subjects already ✓ are compulsory in the respective streams. All South African Students are obliged to do at least 2 official languages. All learners must take 8 Subjects

GENERAL		
1	African Languages	
2	French/Portuguese	
3	English	
4	Afrikaans FAL	
5	Mathematics/Mathematical Literacy	
6	Life Orientation	✓
7	Life Sciences	
8	History/Business	
9	Geography	
10	Agricultural Science	
11	CAT – Computer Application	
12	Religious Studies	
13	Tourism	

SCIENCES		
1	African Languages	
2	French/Portuguese	
3	English	
4	Afrikaans FAL	
5	Mathematics/Mathematical Literacy	
6	Life Orientation	✓
7	Life Sciences	
8	Physical Science	
9	Geography	
10	Agricultural Science	
11	CAT – Computer Application	
12	Religious Studies	
13	Tourism	

COMMERCIAL		
1	African Languages	
2	French/Portuguese	
3	English	
4	Afrikaans FAL	
5	Mathematics/Mathematical Literacy	
6	Life Orientation	✓
7	Accounting	
8	Business Studies	
9	Geography	
10	Economics	
11	CAT – Computer Application	
12	Religious Studies	
13	Tourism	

SECTION D – RULES AND REGULATIONS

School/General Rules

1. Students must be at school on time for classes, attend evening studies and Saturday Classes where applicable to the Grade/School. No lateness will be allowed. Please check with the respective school for the exact times learners should be in class. No learners will be released early.
2. Evening Studies are compulsory for all boarders and all Grade 12 students.

3. All Students are expected to be properly dressed in accordance with the uniform policy. All students must be uniform from Monday – Friday. The school management will communicate the sport day where learners are expected/allowed to wear the sportswear uniform/tracksuit.
4. Should a student be unsuitably dressed the school reserve the right to refuse the learner access and/or supply the learner with a suitable uniform which will be charged on the account and must be paid by the parent.
5. No learner is allowed to bring dangerous weapons such as, but not limited to Firearms, knives, explosives onto the school premises.
6. The use of alcohol, drunkenness, and smoking, stealing and fighting are prohibited on the school premises or outside of the school in uniform.
7. Learners found in possession of abusive substances will face expulsion.
8. Any learner involved in a fight with an educator will automatically be expelled.
9. Eating in the classroom is forbidden
10. No form of bullying either physically or mentally as well as any form of intimidation is allowed
11. Learner(s) causing damage to any property owned, possessed or occupied by the school are expected to repair such damage. Should the culprit not be made known to the school management all learners forming part of the group where the incident took place will be equally charged for the repairs. Should repairs not be done in the given time frame, learners will be suspended until such repairs are completed.
12. Extracurricular activities are compulsory, except if proven medically unfit.
13. School work, homework (class work, notes, projects, and assignments) must be up to date and handed in on the due date set by educators. Failing to hand in a project/assignment will lead to a zero mark being recorded on the marks list. Refusal to participate in class projects/assessments will lead to a zero being recorded on the marks list. Any learner interrupting/mockingly or making derogative comments towards a fellow student whilst participating in a class activity will not be given the chance to participate and receive a zero mark with disciplinary action taken against them.
14. No learner is allowed out of class or the hostel without receiving the proper permission.
15. Learners can be searched and questioned by any staff member or official of the Metropolitan Group of Schools at any time if deemed necessary.
16. In order to progress to the next grade a learner needs to attend at least 90% of his or her classes during the academic year.
17. Absenteeism of more than 3 days without prior consent or valid reason (Doctors note) will lead to suspension. Any form of absenteeism must be communicated to the school in writing.
18. No Cell phones are allowed on the school premises. Any cellphone found will be confiscated never to be returned.
19. School fees are payable as set out in the School Fee Structure and Payment policy document, that must be signed yearly by each parent. No deviations from the payment policy will be considered or entertained.
20. Learners who owe fees will be excluded from class and barred from writing tests/exams.
21. School fees must be paid in full whether a learner is withdrawn, expelled or abandons his/her studies at the school.
22. The School has the right to transfer any child to another school in the group that may be better suited to his/her needs.
23. If a female student falls pregnant, she will be expelled from school. If the boy responsible for the pregnancy happens to be a student at the school, he will also be expelled.
24. All immigrant Learners MUST reside in the school hostel.

25. Any student without a valid driver's license will not be allowed to drive onto the school premises. Any learners coming to school with his/her own vehicle needs to obtain permission from the principal who will dedicate a parking space for such learner.
26. The Hostel rules are applied in conjunction of the school rules.
27. All learners will be taken to the closest Government Hospital if sick, only those with a proper and South African recognized Medical aid will be taken to a private hospital. The school is not allowed to take learners to hospital and will make use of ambulances, again government ambulances will be used for learners without medical aid. When dealing with sick children, the school reserves the right to assess the situation and make a decision based thereon. Parents remain liable for payment towards any medical treatment/ambulance fees for their child.
28. Both the parent and learner agrees to the rules as it stands without any possibility of alteration or future dispute that may arise around any of the rules as set out by the school.
29. The school reserves the right to alter or add to the rules from time to time as necessary
30. Right of admission is reserved at all the premises owned or occupied by MGS. The time for collecting, dropping off and visitation of learners will only be allowed during the times communicated by the school. Collection of any learner must be communicated to the Principal/School office and a learner may only be released once permission is granted.

UNIFORM & GENERAL APPEARANCE POLICY/RULES

School uniform consists of the items purchased from the Group Uniform shop in White River. Our uniforms were specifically designed for the group and we are very particular on how the uniform should be worn. Our uniform is part of the MGS identity that bounds all of our learners together, creating a sense of pride and belonging. No substitutes will be allowed or considered as uniform. No alteration to the fit or structure of the uniform is allowed.

The school reserve the right to refuse entry to students not dressed in accordance with the school rules, any altered uniforms and skirts shorter than the prescribed length fall in this category.

No other clothes except white t-shirts and white vests that may be worn under the school shirt is allowed, any color (or Logo) that shines through the shirt is NOT allowed

Tracksuit Jackets are not considered normal school uniform and should not be worn with the normal daily uniform, we have pullovers, jerseys and blazers available.

The tracksuit worn with the school Golf Shirt must be worn with WHITE canvass sneakers and white socks.

A tie is worn daily Monday – Friday except on the day where the school allows sport wear.

Boys:

Prescribed uniform as sold at the Uniform shop consisting of, trousers, shirts (with logo), Pull Over, Jersey, Sportswear, Golf Shirt & Tracksuit.

School trousers are worn with GREY socks, BLACK/BROWN belts (with a small standard buckle) and BLACK SCHOOL SHOES.

Girls:

Prescribed uniform as sold at the Uniform shop consisting of, trousers, shirts (with logo), Pull Over, Jersey, Sportswear, Golf Shirt & Tracksuit.

Girls wear BLACK SCHOOL SHOES with white ANKLE SOCKS during the summer. Black long tights may be worn in winter.

STRICTLY NO PANTS ARE ALLOWED TO BE WORN BY GIRLS WITH THE EXCEPTION OF SPORTWEAR AND TRACKSUITS.

Skirts must be work no shorter than THE MIDDLE OF THE KNEE

General Appearance

Boys:

Hair: Natural short without any shaping of any sort. The use of any substance that changes the texture and color of the hair is not allowed – gel, dye, highlights.

General: Nails must be short, neat & clean. No jewelry is permitted. All boys must be cleanly shaven daily. No Visible tattoos

Girls:

Hair: Natural hair without any shaping of any sort. The use of any substance that changes the texture and color of the hair is not allowed – gel, dye, highlights. Extensions, dreadlocks, spikes, pineapple ponies or bird's nests are not allowed. Any natural long hair that touches beyond the bottom of the folded down collar of the school shirt must be tied up. No bonding is allowed.

General: Nails must be short, neat & clean, no nail polishes. No jewelry apart from one pair of small identical dotted earrings or sleeper rings in the middle of the fleshy part of the ear is allowed. No multiple piercings. Nose and tongue rings/jewelry is not permitted. No Makeup is permitted in uniform. No visible tattoo's.

Hostel Rules

1. All boarders must be in the Hostel at the required time(s)
2. Boarders should take responsibility for their own property
3. Permission to leave the Hostel to go to town, home or anywhere else must be obtained from the Principal/Deputy Principal and should be requested in writing at least two days before. These permission requests must be done by the Parent/Legal Guardian.
4. No child will be released to a person not known to the school, parents must inform the school giving third parties permission to collect a child on their behalf.
5. No Learner are allowed to bring any dangerous weapons into the hostel
6. Alcohol, drunkenness and smoking is prohibited in the hostel
7. Learners found in possession of abusive substance will be expelled
8. No Cellphones, laptops or any electronic gadgets are allowed in the hostel. Such items, when found will be confiscated never to be returned.
9. Learner(s) causing damage to any property owned, possessed or occupied by the school are expected to repair such damage. Should the culprit not be made known to the school management all learners forming part of the group where the incident took place will be equally charged for the repairs. Should repairs not be done in the given time frame, learners will be suspended until such repairs are completed.
10. No Fighting is allowed in the hostel
11. Disputes in the hostel must be reported to the Boarding Master / Matron
12. Every boarder is in charge of the cleanliness of his/her own room.

13. No visitors are allowed in the hostel without the permission of the Boarding Master/Matron
14. External visitors not known to the school will not be allowed without express permission by the parents
15. All boarders are expected to attend a church service (in the hall) on Sundays
16. Allocation/reshuffling of rooms to boarders are done by the Boarding Master/Matron. No learner is allowed to move a room without permission.
17. All learners will be taken to the closest Government Hospital if sick, only those with a proper and South African recognized Medical aid will be taken to a private hospital. The school is not allowed to take learners to hospital and will make use of ambulances, again government ambulances will be used for learners without medical aid. When dealing with sick children, the school reserves the right to assess the situation and make a decision based thereon. Parents remain liable for payment towards any medical treatment/ambulance fees for their child.
18. Both the parent and learner agrees to the rules as it stands without any possibility of alteration or future dispute that may arise around any of the rules as set out by the school.
19. The school reserves the right to alter or add to the rules from time to time as necessary
20. The Hostel rules are applied in conjunction with the school rules

I _____ ID/Passport Number _____

Parent/Legal Guardian of _____

declare that I have read and understood the rules and regulations set out in this document. With my signature hereto I declare that both myself as Parent/Legal Guardian as well as my child/ward accept the rules and regulations and undertake to abide by it.

Signature Parent/Guardian

Signature Learner

____/____/20____

Date



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SECTION E – INDEMNITY

I _____ ID/Passport Number

_____ the Father/Mother/Legal Guardian of

Hereby warrant and acknowledge:

1. That my son/daughter _____ is in generally good health and there is nothing which renders him/her unfit to participate in extracurricular activities and partake in any educational trips/tours organized by the school.
2. That I/we understand and appreciate fully that despite the best efforts by the educators and/or representatives of the MGS, there may well be risks, hazards and dangers involved to which he/she would be subjected to during such activities/trips/tours.
3. That I accept your standard rules and regulations together with this indemnity contract and I/We voluntary assume the risk inherent in taking part in such activities, trips and tours and I/we together with my heirs, executors and administrators hereby release The Metropolitan Group of Schools, its officers, representatives, staff, agents, educators and management, from any duty or care towards my child in connection with his/her participation in any activity, tour or trip and from liability from all or any claims that could accrue or arise out of his/her participation or in any related activities irrespective of whether such claim or claims arose through the negligence of any staff or from any of the other risks, dangers or hazards inherent in such activity or any loss of property from any cause whatsoever, or even death. I further indemnify and hold MGS and its associated persons harmless against any claims howsoever the same may arise.

This signed at _____ on this _____ day of _____ 20 _____

Parent/Legal Guardian

Principal