APPLICATION FORM

SANDTON SCHOOL GROUP

+27 82 332 2060
admissions@sandtonschoolgroup.co.za
141 Coleraine Drive | 74 Shepherd Avenue

REGISTRATION INFORMATION	
School Applied At: *(Circle)*	Sandton Primary | Sandton College
Month & Year Applied For:	
Grade Applied For: *(Circle)*	RR | R | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12
NB: This application for admission will only be processed if all fields are completed legibly, are signed and all necessary supporting documents are attached.	
Supporting Documents Required:	☐ Copy of Child's Birth Certificate
	☐ Copy of Child's Vaccination Record
	☐ Copy of Child's Last School Report
	☐ Copy of Parent/s ID
	☐ Proof of Residential Address
	☐ Completed & Signed Application Form

SECTION I: CHILD'S PERSONAL INFORMATION	
Surname:	
Full Names:	
Date of Birth:	DD/MM/YYYY
ID/Passport Number:	
Ethnicity: *(Circle)*	African | Asian | Coloured | Indian | White | Other
Nationality:	
City/Country:	
Home Language:	
Religion:	
Gender: *(Circle)*	Male | Female
Transport to/from School:	Personal | School

SECTION II: MEDICAL INFORMATION

Blood Type: *(Circle)*	O+ | O- | A+ | A- | AB+ | AB- | B+ | B-
Family Doctor:	
Tel No:	
Address:	
Medical Aid Provider:	
Medical Aid Member No:	Dep. Code:
Main Member Name:	
Main Member ID:	
Has the child suffered from any of the following illnesses? If yes, please indicate with an X:	☐ Asthma ☐ Mumps ☐ Chicken Pox ☐ Polio Rheumatic Fever ☐ Diabetes ☐ Rheumatic Fever ☐ Diphtheria ☐ Scarlet Fever ☐ Enteric Fever ☐ Tick-bite Fever ☐ German Measles ☐ Whooping Cough ☐ Hepatitis ☐ Covid ☐ Malaria ☐ Other:
Allergies:	
Other Relevant Medical Information:	

In a critical situation, please bear in mind that there may not be time to refer to the child's records. The school therefore reserves the right to utilise the quickest medical service available.

I, _____, parent/legal guardian of _____, hereby agree that a medical practitioner may provide emergency treatment as may be necessary.

Signature of parent/legal guardian:_____

Emergency Contact Person Name & Surname:	
Relationship:	
Cell No:	
Email Address:	

SECTION III: INFORMATION OF FATHER/STEPFATHER/LEGAL GUARDIAN	
Surname:	
Full Names:	
Title: *(Circle)*	Mr | Ms | Mrs | Miss | Dr | Rev | Prof | Other
ID number:	
Relationship to Child:	
Marital Status:	
Occupation & Employer:	
Tel (Work):	
Cell No:	
Email Address:	
Residential Address:	
Work Address:	
Postal Address:	
Parental Status:	Living with Parent | Access Rights | Emergencies Only

SECTION III: INFORMATION OF MOTHER/STEPMOTHER/LEGAL GUARDIAN	
Surname:	
Full Names:	
Title: *(Circle)*	Mr | Ms | Mrs | Miss | Dr | Rev | Prof | Other
ID number:	
Relationship to Child:	
Marital Status:	
Occupation & Employer:	
Tel (Work):	
Cell No:	
Email Address:	
Residential Address:	
Work Address:	
Postal Address:	
Parental Status:	Living with Parent | Access Rights | Emergencies Only

SECTION IV: INFORMATION OF ACCOUNT HOLDER

Surname:	
Full Names:	
Title: *(Circle)*	Mr | Ms | Mrs | Miss | Dr | Rev | Prof | Other
ID number:	
Relationship to Child:	
Marital Status:	
Occupation & Employer:	
Tel (Work):	
Cell No:	
Email Address:	
Residential Address:	
Work Address:	
Postal Address:	
Parental Status:	Living with Parent | Access Rights | Emergencies Only

SECTION V: DECLARATION OF ACCOUNT HOLDER

The Account Holder undertakes to give full term's written notice of termination of the enrolment of a child in the Primary / High (Sandton Combined) school no later than the first day of the term. The notice period serves the full term from the first day to the last day of the term. Payment is required in full for each month that falls within the term, i.e. 4 months payment in full.

Please Note: All school fees are payable in 12 months. November and December are our no notice periods

The account holder undertakes to give the school thirty (30) calendar days written notice of termination of the enrolment of all school's additional services, i.e. aftercare, transport, etc. failing which, the account holders and the surety and co-principal debtor shall be liable for the full amount of the tuition fees for the following month.

Please Note: All GRADE 12 STUDENT's fees need to be paid up for their final academic year by the 15th October in order to receive their final year Exam numbers.

We accept joint and several liability to (school name) for the due and punctual payments of the once-off, non-refundable enrolment fee, school fees and any other amounts which may become due and payable to the school or in respect of participation in or attendance of any extracurricular activity.

We accept the Financial Terms and Conditions of which a copy has been kept and the school tuition fee schedules which are all annexed hereto. NB: The signatures of the account holder and that of the 2nd parent / a guardian / legal guardian is required if applicable.

Signature of Account Holder:	Date:
Signature of 2nd Parent/Stepparent/Guardian: *Surety and co-principal debtor for the obligations of the account holder*	Date:

SECTION VI: FINANCIAL TERMS & CONDITIONS

1 .ACCEPTANCE OF LIABILITY

1.1 The person responsible for the account (hereafter the Account Holder) as set out in the standard Application for Admission (hereafter the Application) here with assumes liability for the account, alternatively binds him/herself as co-debtor and surety for payment of all fees to the School.
1.2 The legal guardian, as described in the Application, binds him/herself as surety and co-debtor for the payment of all fees by the Account Holder or any other payments that may arise from this Agreement.

2. TERMS OF PAYMENT

2.1 It is recorded that fees are determined at the beginning of the month and that the Account Holder is informed of the results in writing.
2.2 The Account Holder shall immediately inform the school if he/she has not received an invoice at the start of the academic month.
2.3 Fees for 12 (twelve) months are payable monthly in advance by means of credit card/EFT/Cash on or before the 2nd (second) day of each calendar month or annually in advance by 31 December, depending on the fee payment option exercised by the Account Holder in the Application.
2.4 The school reserves the right to charge interest of 15% (fifteen per cent) on all accounts that are in arrears by 30 (thirty)days or longer.
2.5 Payment of monthly fees is not subject to presentation of a statement. Payments are made in accordance with the application fee structure of the school.
2.6 In the event where an existing account is/has not been managed in the proper manner, no further Applications will be considered.
2.7 In the event of any one monthly payment not paid on due date, full amount of the annual fees shall immediately become due and payable. In the event of any one terms fees not being paid on the due date for the payment of the term fees, the full amount of the school tuition fees for the entire year shall immediately become due and payable.

3. BREACH OF CONTRACT

In the event where the undersigned surety, Account Holder or legal guardian commits a breach of contract of any of the terms of this Agreement, the school may in its sole discretion without notice:

3.1 Refuse the child entry to the school's premises until the breach has been remedied; or
3.2 Claim damages from the Account Holder and / or the surety and legal guardian; or
3.3 Take whatever legal steps that may be necessary.

4.GENERAL

4.1 This Agreement constitutes the whole Agreement between the parties relating to the subject matter hereof. No amendment or consensual cancellation of this Agreement or any provision or term thereof or of any Agreement, bill of exchange or other document issued or executed pursuant to or in terms of the Agreement and no settlement of any disputes arising under this Agreement and no extension of time,waiver or relaxation or suspension of any of the provisions or terms of this Agreement or of any Agreement, bill or exchange or other document issued pursuant to or in terms of this Agreement shall be binding unless recorded in a written document signed by the parties. Any such extension, waiver or relaxation or suspension which is so given or made shall be strictly construed as relating strictly to the matter in respect whereof it was made or given.
4.2 No representation, promise, warranty or guarantee other than as recorded in this Application for Admission shall be binding on the parties.

5. JURISDICTION

This Agreement is subject to South African law.

6.CREDIT INFORMATION

The Account Holder, surety or legal guardian hereby consents to the disclosure and exchange of personal financial information to a credit bureau or financial institution in accordance with the National Credit Act.

7.DOMICILIUM

The parties choose as their domicilia citandi et executandi the addresses set out in the Application.

8.LEGAL FEES

In the event where the school takes legal action against the Account Holder, he / she will be liable for all legal fees on an attorney client scale, collection costs and commission, interest, and tracing fees.

9.CANCELLATION

The Account Holder undertakes to give full term's written notice of termination of the enrolment of a child in the Primary/High (Sandton combined) school no later than the first day of the term. The notice period serves the full term from the first day to the last day of the term. Payment is required in full for each month that falls within the term, i.e. 4 months payment in full.

The account holder undertakes to give the school thirty (30) calendar days written notice of termination of the enrolment of all primary / high (Sandton Combined) school additional services, i.e. aftercare, transport, etc. The Applicant may not give notice to terminate for the months of November and December. The fees for BOTH months are fully payable. Notice to terminate this agreement for the end of December must be handed in at the office by the beginning of December.

The school shall be entitled to terminate the enrolment of any child under the following circumstances:

Summarily, and with immediate effect, if the child is guilty of an offence which, in the sole opinion of the school, renders his/her continued enrolment at the school impossible, in which event the Account Holder, after deduction of all amounts otherwise owing to the school, will be refunded a pro-rata proportion of any fees already paid in advance in respect of such child.

Signature of Account Holder:	Date:

SECTION VII: GENERAL INDEMNITY

1.The school, its staff, teachers, and the Board of Directors undertake to implement reasonable and generally acceptable measures with regard to the safety and wellbeing of all children, educators, and visitors to the school.

2. Due to the nature of the matter, the school, its staff, teachers, and the Board of Directors do not accept any responsibility for accidents that may take place in the class or on the school terrain.
3. Each parent is therefore requested to complete this form as proof that you accept the position of the school and the Board of Directors as set out above as well as the risks involved therewith.

4. I, _____, being the parent / legal guardian of _____ who is enrolled as such and accepted by the school, subject to the terms set out herein, indemnify the school and the Board of Directors for the time being of any losses or damages in general, however they may occur, that I as parent / legal guardian of the above child may suffer as a result of any occurrence whereby the child may be involved, whether as the causing or suffering party, whilst participating in any school's activity, except if such loss or damage arises as consequence of the gross negligence or wilful misconduct of the school or the Board of Directors or any person acting for or controlled by the school or the Board of Directors.

5.In particular, I authorise that the aforesaid child may be involved in all excursions undertaken by his / her group or class during school days as part of his / her learning experience and, where applicable, I agree that he / she may utilise the transport arranged by the school for such excursions. I also indemnify the school and the Board of Directors for any damages or losses that I as parent / legal guardian of the above child may suffer under such circumstances and voluntarily accepts the risks associated therewith, except if such loss or damage arises as a consequence or wilful misconduct of the school or the Board of Directors or any person acting for or controlled by the school or the Board of Directors.

SIGNED AT _____ ON THIS ____ DAY OF 20____

Signature of Account Holder:	
Witness 1:	

SECTION VIII: PERMISSION TO USE PHOTOGRAPHS

I understand and acknowledge that, from time to time, informal photographs are taken of the school's children, and that, insofar as these photographs are placed in the possession or control of the school, these photographs might be used by the school in the electronic and / or printed media, including the school's website, newspaper advertisements, magazine advertisements, brochures, flyers, posters, billboards, banners, flippers and signage on buildings and vehicles, which use will be solely for purposes of marketing the school. As all marketing material of the school portrays excellence, the school will at all times, insofar as the use and publication of photographs are placed in the control of the school, ensure that these photographs are used in good taste.

Signature of Parent/Legal Guardian:	

SECTION VIII: FEE STRUCTURE

ADMISSION FEES:

REGISTRATION FEES: R12 000.00

IMPORTANT NOTE:
Registration fees are a once-off payment for new students and are non-refundable.

ADMISSION PAYMENT METHOD:
Please make payment of the registration fee into the registration fee account listed below. Please contact the campus for more information on:

Tel:
Prep School: (011) 706 1597 or
College: (011) 463 4600
Email: admissions@sandtonschoolgroup.co.za

Upon receipt of the registration fees, each accepted applicant will receive a formal notification of their placement at Sandton School Group.

TUITION STRUCTURE:

	ANNUAL	10 MONTHLY	12 MONTHLY	TERMLY
GRADE 0	92 400	9 240	7 700	30 800
GRADE 1	92 400	9 240	7 700	30 800
GRADE 2	92 400	9 240	7 700	30 800
GRADE 3	92 400	9 240	7 700	30 800
GRADE 4	92 400	9 240	7 700	30 800
GRADE 5	92 400	9 240	7 700	30 800
GRADE 6	92 400	9 240	7 700	30 800
GRADE 7	92 400	9 240	7 700	30 800
GRADE 8	98 400	9 840	8 200	32 800
GRADE 9	98 400	9 840	8 200	32 800
GRADE 10	98 400	9 840	8 200	32 800
GRADE 11	98 400	9 840	8 200	32 800
GRADE 12	98 400	9 840	N.A.	32 800
WEEKLY BOARDING	170 400	17 040	14 200	56 800
TERMLY BOARDING	180 000	18 000	15 000	60 000

Terms and Conditions:
If fees are in arrears the school reserves the right to take the necessary steps as per conditions of contract.

Signature of Account Holder:		Date:	

ADDITIONAL SERVICES

	ANNUAL	10 MONTHLY	12 MONTHLY	TERMLY
AFTERCARE	31 200	3 120	2 600	10 400
TRANSPORT: 1 WAY	28 800	2 880	2 400	9 600
TRANSPORT: 2 WAY	42 240	4 224	3 520	14 080
SHUTTLE: 1 WAY	12 000	1 200	1 000	4 000
SHUTTLE: 2 WAY	24 000	2 400	2 000	8 000

Ad hoc aftercare and transport is available on a daily basis (R350.00)

ADDITIONAL FEES

IEB CONCESSION APPLICATION FEE	6 500	IEB CONCESSION APPLICATION *SCHOOL ADMIN FEE*	5 500
IEB PAST SCRIPT REVIEW	2 500	IEB GR 3, 6 & 9 IBT FEES	400 - 700
GRADE 12 IEB EXAMINATION FEE	11 000	CONSUMER STUDIES ANNUAL LEVY	2 000

TERMS & CONDITIONS

ANNUAL FEE INFORMATION:
If the annual fee is not settled in full by 15 January 2026 the payment option automatically reverts to 12 monthly payment plan. Holiday Club is included for 12 month and annual fee aftercare payment options.

PAYMENTS:
The school fee payments may be made annually or monthly in advance on or before the 1st of every month.
For Grade 12 students, the 12-monthly payment option is not available. The payment plan available to Grade 12 is either the annual upfront or 10 monthly payment plan.

OUTSTANDING FEES:
If fees are in arrears, the school reserves the right to take the necessary steps as per the conditions of the contract.

NOTICE PERIOD:
The Primary and High School requires one full term's (4 full months) notice in an event of a parent wishing to deregister a child.
All additional services requires a full month's notice.

GRADE 12 IEB EXAM FEES:
Grade 12 learners will be billed separately for their IEB Exam fees. The fees will be loaded on the Karri Pay System.

EDUCATIONAL TOURS:
All educational and sports tours must be paid for prior to the departure of the tour vi the Karri Pay System. Should the school fees be in arrears, these children will not be permitted to go on tour until the overdue school fees have been paid.

BANKING DETAILS:

Sandton School Group **(Primary School)** **Grade 00 - Grade 7** Account Holder: Sandton School Group - Primary Bank Name: Standard Bank Current Account Branch: Sandton Account Number: 302600698	**Sandton School Group** **(High School & Boarding)** **Grade 8 - Grade 12** Account Holder: Sandton School Group - High Bank Name: ABSA Current Account Branch: ABSA Wealth Sandton Account Number: 4085680968

Signature of Account Holder:	Date: