



Re-enrolment Form

It is essential that our records are kept up to date so please complete this form to apply for your child's re-enrolment next year. Please note that any outstanding payments or negative behaviour patterns could result in your child not being re-enrolled.

Section A: Details of Learner

Surname: First Names:.....
Age:..... Siblings at the School:
Current Grade:..... Grade of Re-enrolment:

Section B: Learner Health

Allergies or illnesses we should be aware of:.....
Medical Aid:..... Medical Aid Number:
Child's Doctor: Doctor's Tel Number:
Emergency Contact Person: Number:
Learning difficulties we should be aware of:.....

Medical Kit

Please be aware that Woodcrest Academy may not administer any form of medication to a child without the permission of the parent. All medicines, including plasters, etc., that a child may need must be supplied by the parent in a small, safe, marked container. Please sign permission that the medicine may be administered. If a child is on prescribe medication, please send any medicines in a marked container with directions clearly indicated so the teacher can administer antibiotics, cough mixture, etc. as directed by the doctor.

I, hereby give permission for the class teacher to administer medication/treatments supplied in the child's medical kit to should the need arise.

Section C: Parents / Guardian Details

	Parent / Guardian 1	Parent / Guardian 2
Name:
Residential Address:
Postal Address:

Cell Number:
 Home Number:
 Work Number:
 Email:
 To be used for Billing? Y/N (circle your choice) Y/N (circle your choice)
 Name of Employer:
 Occupation:
 Work Address:
 Employer contact number:
 Employer email address:

Section D: Person Taking Responsibility for Fees

Parent or Guardian 1 Parent or Guardian 2

If other please complete the Fee Responsibility Form.

CHOICE OF METHOD OF PAYMENT:

FREQUENCY:

- 1. School Development Fund: R500 monthly in advance OR In advance for the year
- 2. Monthly Tuition Fees: Monthly in advance OR In advance for the year

METHOD:

- 1. Electronic Funds Transfer (preferably repeat payments).
- 2. Cash (not preferred for safety and tracking purposes).
- 3. Stop Order (organised by you and your banker).

FEE STRUCTURE:

	<u>2021</u>	<u>2022</u>
Once-off non-refundable Registration Fee:		
Pre-school (Grades RRR-RR)	n/a	R1,500
Main school (Grades R-9)	R3,000	<u>R3,000</u>
Learners coming up from the Pre-school will only pay the balance of the Registration Fee.		
Once-off School Development Fund:		
Pre-school school (Grades RRR-RR)	n/a	R2,000
Main school (Grades R-9)	R6,000	<u>R6,000</u>
Learners coming up from the Pre-school will only pay the balance of the School Development Fund.		
Monthly Tuition Fees: Pre-school Phase:	n/a	R2,400
Foundation Phase (Gr R-3):	R2,650	R2,850
Intermediate Phase (Gr 4-7):	R2,950	R3,200
Senior Phase (Gr 8-9):	R2,000	R2,950

Please note that re-enrolment is subject to January fees being paid in advance as per our School Fees and Collection policy. Failure to do so could result in your child not being admitted to school.

BANKING DETAILS:

Account Name: WOODCREST ACADEMY
Branch and Code: 260-225

Name of Bank: FIRST NATIONAL BANK, SCOTTBURGH
Account Number: 62651894191

Please reference payments with the learner’s name/surname or enrolment number or, for multiple siblings, the WCA number on your invoice. Failure to do so may cause a misallocation of this payment. Where a single payment is made for more than one learner, the amount will be split pro rata across the accounts of each learner.

When creating a stop order or scheduled payment, please send proof to admin@woodcrestacademy.co.za of such a facility being in place.

All billing queries should be directed via Whatsapp to 082 665 3265 and the accounts personnel will respond to your query.

To be signed by the Parents or Guardians

The undersigned state that:

- The information contained in Sections A, B, C, and D is correct in every respect.
- They accept the conditions in this document and undertake to read the policies of Woodcrest Academy (available under the Documents tab on the school website) and accept that breach of these policies could result in their child being asked to leave the school.
- They agree to notify the school immediately in the event of any of the above information changing.
- They understand that their child/children will have to apply for re-enrolment each year. The school reserves the right to deny re-enrolment dependent on behavioural and financial compliance.

Signed: _____ Signed: _____ Date: _____
Parent/Guardian 1 *Parent-Guardian 2*