



ENROLMENT FORM - 2027

PLEASE COMPLETE WITH A BLACK PEN
DO YOU HAVE ANY LEARNERS CURRENTLY/PREVIOUSLY IN THIS SCHOOL?

Yes

No

Name of other learner(s) : _____

DATE: 12 AUG 2025

LEARNER INFORMATION

LEARNER

Full names: _____

Surname: _____

Preferred name: _____

Date of birth: _____

ID Number: _____

Nationality: _____

Religion denomination: _____

Gender: ☐ Male ☐ Female

Ethnic group: _____

Home language: _____

Preferred tuition language: _____

Dexterity: ☐ Left ☐ Right ☐ Both

Learner mobile number: _____

Learner e-mail address: _____

Admission date: _____

Grade in 2026: _____

Years in grade for 2026: _____

Years in phase for 2026: _____

Pre-primary education attended: ☐ Formal ☐ Informal
☐ Other: _____

Attach learner photo: 

Method of transport: _____

Taxi/Bus registration number: _____

Name of driver: _____

Contact number: _____

NEXT OF KIN INFORMATION

Name: _____

Contact number: _____

Alternative contact number: _____

Relation: _____

OFFICE USE ONLY

Family code: _____

Register class: _____

Admission number: _____

Waiting list: ☐ A ☐ B

Number on waiting list: _____

ID copy: ☐

Application fee: ☐

Proof of residence: ☐

Birth certificate: ☐

Clinic card: ☐

School Report: ☐

FAMILY INFORMATION

Family status: ☐ Both parents ☐ Single parent - Unmarried
☐ Foster care ☐ Children's home ☐ Single parent - Divorced
☐ Other ☐ Re-composed ☐ Widow/Widower

Parents deceased: ☐ Mother ☐ Father ☐ None

LEARNER HEALTH INFORMATION

Chronic diseases: _____

Allergies: _____

Medication: _____

MEDICAL AID INFORMATION

Name: _____

Telephone number: _____

Member number: _____

Primary member: _____

FAMILY DOCTOR INFORMATION

Name: _____

Telephone number: _____

Business address: _____

INFORMATION OF PREVIOUS SCHOOL/PLAY GROUP/NURSERY

First registration of learner in Gauteng: ☐ Yes ☐ No

Learner attended school last year ☐ Yes ☐ No

If yes, in which Province/Country: _____

Previous school: _____

Telephone Number: _____

Address: _____

Province: _____

Highest grade in previous school: _____

Reason for leaving the school: _____

PLEASE PRINT OR TYPE IN CAPITAL LETTERS

Title: Full names: Surname: Initials: Preferred name: ID number: _____

Nationality: Home language: _____

Marital status: _____

☐ Common law marriage ☐ Divorced

☐ Married ☐ Separated ☐ Single

☐ Widowed

Communication: ☐ SMS ☐ E-mail ☐ Mail ☐ By hand

Comm language: _____

Mobile number: _____

Home tel: _____

E-mail: _____

Is the learner living with this parent? ☐ Yes ☐ No

Residential address: _____

Postal address: _____

Occupation status: ☐ Own Employer Professional

☐ Own Employer Non-Professional

☐ House wife ☐ Part time

☐ Contract worker ☐ Pensioner

☐ Student ☐ Temporary

☐ Full time ☐ Unemployed

Occupation: _____

Employer: _____

Work telephone number: _____

Employer physical address: _____

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☐ Full time ☐ Unemployed

Occupation: _____

Employer: _____

Work telephone number: _____

Employer physical address: _____

ACCOUNTABLE PERSON'S INFORMATION

☐ Biological Parent 1

☐ Biological Parent 2

☐ Other

Only if 'Other', please complete section A or B below:

A) INDIVIDUAL

Title:	_____
Full names:	_____
Surname:	_____
Initials:	_____
Preferred name:	_____
ID number:	_____
Home language:	_____
Communication:	☐ SMS ☐ E-mail ☐ Mail ☐ By hand
Comm language:	_____
Mobile number:	_____
Telephone number:	_____
Fax number:	_____
E-mail:	_____
Residential address:	_____ _____ _____
Postal address:	_____ _____ _____

B) COMPANY / CLOSED CORPORATION / TRUST

Title:	_____
Name:	_____
Registration number:	_____
Comm language:	_____
Contact number:	_____
Fax number:	_____
Business address:	_____ _____ _____
Postal address:	_____ _____ _____

BANKING DETAILS

Bank:	_____
Branch:	_____
Branch code:	_____
Account type:	☐ Cheque ☐ Transmission ☐ Savings
Bank account number:	_____
Account holder:	_____

BERTHARRY ENGLISH PRIVATE SCHOOL

Knowledge is power, in God we trust

P.O.Box 1557
Tembisa
1628



Tel: (011) 924 6012/(011) 568 2793
Fax: 086 610 7748

14 Mapungubwe Street
Temong Section
Tembisa
1632

Email: bertharry@bertharryschools.co.za

GDE Reg: 400054

Umalusi Accreditation No: 24 SCH 0118

CONTRACT OF ENROLMENT

This Contract of Enrolment (“Contract”) is entered into between Bertharry English Private School (“the School”) and the undersigned Parent/Guardian (“the Parent/Guardian”) of the Learner named below.

1. Definitions

- 1.1. “**Contract**” refers to this agreement and all related policies that govern the enrolment and attendance of a Learner at the School.
- 1.2. “**School**” refers to Bertharry English Private School.
- 1.3. “**Parent/Guardian**” refers to the individual(s) responsible for signing this Contract and ensuring the Learner’s compliance with the School’s terms and conditions.
- 1.4. “**Learner**” refers to the child being enrolled under this Contract.
- 1.5. “**Fees**” refers to all monetary amounts due to the School, including but not limited to tuition, additional fees for extracurricular activities, and any other charges communicated by the School.
- 1.6. “**Termination**” refers to the ending of this Contract by either the Parent/Guardian or the School under the conditions specified herein.

2. Purpose and Scope

This Contract sets forth the terms and conditions for the enrolment of the Learner at Bertharry English Private School, including the rights and obligations of both the School and the Parent/Guardian.

3. Language of Instruction

The language of instruction at the School is English. The Parent/Guardian acknowledges that the Learner must be able to understand English sufficiently to make academic progress.

4. Educational Standards

- 4.1. The School is committed to maintaining high educational standards. If additional lessons are recommended for the Learner, in Grades 7–12, the Parent/Guardian agrees to follow the School’s advice in the interest of the Learner’s academic success.
- 4.2. The school undertakes to provide tuition to a Learner who is deemed to be duly registered.

5. Fees and Payment Terms

- 5.1. **Payment Schedule:** All school fees for Grades R to 12 are payable in 12 installments from January to December. In the event that a child is enrolled late, an alternative payment schedule will be arranged to ensure that the annual fees are fully covered.
- 5.2. **Registration and Re-Registration Fees:** The registration or re-registration fee is separate from the school fees. Learners will only be enrolled or re-enrolled at Bertharry English Private School upon payment of the registration fee, refundable deposit and the first month's school fees. This initial payment confirms the Learner's place at the School and must be made prior to the commencement of the academic year or term.
- 5.3. **Refundable deposits:** A refundable deposit fee of R500.00 is required upon registration. This deposit will be refunded when the learner leaves the school, provided no deductions are necessary for damages or losses to school property. Deductions will be made based on the cost of repairs or replacements.
- 5.4. **Payment method:** Payments must be made through debit order, card payments at the school, or electronic funds transfer (EFT). Proof of payment must be emailed to the school at **bertharry@bertharryschools.co.za**. The school operates primarily as a cashless institution. However, cash payments may be accepted for specific non-administrative endeavours, such as fundraising events, school activities, or condolence programs. The school is not responsible for cash or cheques not officially received and acknowledged by the school office.
- 5.5. **Exclusions:** School fees do not cover textbooks, stationery, uniforms, camps, tours, excursions, or transport for sports events. Textbooks and uniforms must be purchased on the school premises. Additional information is available at www.bertharryschools.co.za
- 5.6. **Late Payment:** Fees are due by the 1st of each month. Late payments will incur a penalty of 10% monthly. If fees remain unpaid for one month, the following actions will take place:
- 5.6.1. **Notification:** Upon non-payment by the due date, the School will issue a formal verbal or written notice to the Parent/Guardian, specifying the outstanding amount and the application of the late payment penalty. The notice will provide a grace period of 4 days within which the fees must be paid to avoid further action.
 - 5.6.2. **Consultation Efforts:** If payment is not made within the grace period, the School will make reasonable efforts to contact the Parent/Guardian through phone, email, and written correspondence. The purpose of this communication is to arrange a meeting to discuss the reasons for non-payment and to explore possible solutions, including the establishment of a revised payment plan.
 - 5.6.3. **Exclusion from Class:** If the outstanding fees remain unpaid or if no satisfactory payment arrangement is made the Learner may be excluded from attending classes. The exclusion will remain in effect until the full outstanding amount is paid or until the Parent/Guardian and the School agree upon an alternative payment schedule.
 - 5.6.4. **Legal Action:** In cases of persistent non-payment after exclusion, the School may initiate legal proceedings to recover the unpaid fees. The Parent/Guardian shall be liable for all costs associated with such legal action, including attorney fees, court costs, and any other expenses incurred by the School in enforcing this agreement.
 - 5.6.5. **Reinstatement:** Upon full payment of the outstanding fees or the acceptance of a revised payment plan by the School, the Learner shall be promptly reinstated to their classes.
- 5.7. **Suspension and Termination for Non Payment:**
- 5.7.1. **Suspension of services:** Where the Parent/Guardian fails to remedy an outstanding amount within the grace period referred to in clause 5.6.1, the School may, in addition to the actions set out in clause 5.6.3 and subject to the Parent/Guardian's rights under the Consumer Protection Act 68 of 2008, suspend the Learner's access to any school services not strictly required for classroom attendance (including but not limited to

extracurricular activities) until the outstanding amount is paid in full or an alternative payment arrangement is agreed. Any such suspension will be reasonable and proportionate to the amount and duration of the non-payment.

5.7.2 Termination of Enrolment Agreement: Without limiting the above, and in accordance with section 14(2)(b)(ii) of the Consumer Protection Act 68 of 2008, the School may cancel this Enrolment Agreement where the Parent/Guardian is in material breach of their payment obligations. Before doing so, the School will give the Parent/Guardian written notice of the breach, specifying the amount outstanding, and will allow no less than 20 (twenty) business days from that notice to remedy it in full. If the amount remains unpaid after that period, the School may cancel this Agreement with effect from expiry of the notice period.

5.7.3 Liability after Suspension or Cancellation: Neither suspension nor cancellation under this clause relieves the Parent/Guardian of liability for any fees, penalties, or other amounts owing to the School up to the date of suspension or cancellation, and the School reserves the right to pursue recovery in accordance with clause

5.8. Annual Fee Adjustment: The amount of school fees for each grade is subject to change on an annual basis. Bertharry English Private School publishes the school fees for the upcoming year before 31 December each year. The school fees will be made available either on the School's website or physically at the School, where parents can inquire about the updated fees. It is the responsibility of the Parent/Guardian to acquaint themselves with any changes to the school fees. The Parent/Guardian will be charged based on the published amount for that academic year.

5.9. Liability for Incorrect Payments: In the event that a Parent/Guardian makes payment of any school fees or related charges to an incorrect bank account, whether due to error or oversight, the Parent/Guardian shall remain fully liable for the outstanding amount not received by the School. It is the responsibility of the Parent/Guardian to ensure that all payments are made using the School's officially provided banking details. The School shall not be held liable for any loss or delay resulting from payments made to an incorrect or unauthorised account.

6. Parent/Guardian Responsibilities

The Parent/Guardian agrees to:

- 6.1. Ensure the Learner's punctuality and regular attendance.
- 6.2. Provide notifications and necessary documentation if the Learner is ill or absent.
- 6.3. Supervise and ensure completion of homework and studies.
- 6.4. Ensure the Learner adheres to the School's uniform requirements.

It is important to note that missed lectures, tests, and examinations cannot be made up. The school does not offer compensatory sessions or alternative assessments for absences.

7. Legal Clauses

7.1. Indemnity: The Parent/Guardian indemnifies and holds harmless the School, its Board of Directors, staff, and representatives against any claims, losses, damages, or expenses arising from the Learner's enrolment, except where such losses are due to the School's gross negligence or wilful misconduct.

7.2. Limitation of Liability: The School is not liable for any loss, damage, or injury to persons or property on School premises or during School-related activities, except where caused by the School's gross negligence or wilful misconduct.

8. Review and Updates

This Contract and the School's policies are subject to annual review and updates. The Parent/Guardian will be notified of any significant changes and is required to acknowledge these updates.

9. Refund policy

All requests for refunds of tuition fees, deposits, or any other payments made to the school are subject to the school's refund policy. This policy outlines the specific conditions under which refunds may be granted

10. Permission granted for Marketing and Protection of Personal Data

10.1. By signing this contract, I hereby grant Bertharry English Private School permission to take and use photographs and videos of the enrolled Learner for marketing and promotional purposes. This may include, but is not limited to, posting on social media platforms, billboards, and the school's website.

10.2. In accordance with the Protection of Personal Information Act (POPIA), the Parent/Guardian consents to Bertharry English Private School collecting, storing, processing, and sharing personal information of the learner and parent/guardian for legitimate school-related purposes. This includes the learner's name, contact details, academic records, and any other necessary information.

11. Termination and Notice Requirements

11.1. **Termination by Parent/Guardian:** The Parent/Guardian may terminate this Contract by providing three months' written notice to the School. Failure to provide the required notice will result in a penalty of one term's fees.

11.2. **Termination by School:** The School reserves the right to terminate this Contract with immediate effect if the Learner fails to comply with the School's Code of Conduct or if fees remain unpaid for more than one month.

11.3. **Early Withdrawal Penalty:** In the event of early withdrawal without proper notice, the Parent/Guardian will be liable for one full term's fees in lieu of notice.

12. Dispute Resolution

In the event of a dispute between the Parent/Guardian and the School, the parties agree to first attempt to resolve the matter amicably through direct communication. If the dispute cannot be resolved, the matter shall be referred to mediation before any legal action is taken. The mediator will be selected by mutual agreement, and the costs of mediation will be shared equally.

13. Governing Law and Jurisdiction

This Contract is governed by the laws of South Africa. Any disputes arising out of or in connection with this Contract shall be resolved in the courts of the relevant jurisdiction.

14. Force Majeure and Unexpected Events

In case of unexpected events like natural disasters, political problems, or strikes, the school will do its best to restart classes quickly. However, there will be no refunds for the time when classes are paused because of these events. Additionally, no refunds will be given if a Learner is suspended or expelled due to bad behaviour. All Learners must start their courses on the agreed date.

15. Confidentiality

The Parent/Guardian and the School agree to maintain the confidentiality of all sensitive information exchanged during the term of this Contract. This includes personal data of the Learner, academic records, and any other private information. The School will handle personal data in compliance with the Protection of Personal Information Act (POPIA).

16. Acknowledgment and Acceptance

By signing below, the Parent/Guardian acknowledges having read, understood, and agreed to the terms and conditions outlined in this Contract.

17. Legal Handling

Non-payment of school fees may lead to legal action. If Bertharry English Private School initiates any action to recover outstanding amounts, the parent/guardian will be liable for all associated costs, including attorney fees and interest. Additionally, late payments will be handed over to debt collectors, with any extra costs incurred being the responsibility of the payee.

18. Domicilium Citandi et Executandi

For the purposes of serving any legal notices or documents, the parties choose the following domicilium citandi et executandi (address for legal service):

- 18.1. School: Bertharry English Private School, 14 Mapungubwe Street, Temong Section, Tembisa, 1632.
- 18.2. Parent/Guardian: The residential address provided in the enrolment form or most recent written update to the School.

Any change of domicilium must be communicated to the other party in writing within seven (7) days of such change.

19. Declaration

I, _____ identity number _____ have read and understood all the terms and conditions as outlined herein. I hereby declare that I accept all of them.

Signature

Signed at _____ on this _____ day of _____

Name	_____	Signature	_____
	Parent /Guardian		

Name	_____	Signature	_____
	Admin		