



COLLEGE APPLICATION FOR ADMISSION

- The application in its entirety is to be completed in full & signed where applicable.
- Please use **BLOCK CAPITALS**

PROPOSED YEAR OF ENTRY: _____ GRADE TO BE ENTERED: _____ TERM/ MONTH: _____

Kindly ensure that the following documentation accompanies each application:

<input type="checkbox"/> Copies of parents' I.D.	<input type="checkbox"/> Copy of child's birth certificate	<input type="checkbox"/> Copy of child's most recent report & latest year-end school	<input type="checkbox"/> R500 Application fee
<input type="checkbox"/> Proof of Bank Account (e.g. cancelled cheque)	<input type="checkbox"/> Copy of medical aid / hospital plan card	<input type="checkbox"/> Copy of current school fee account	<input type="checkbox"/> Financial Clearance Form
<input type="checkbox"/> POPIA consent form			

(Please note that should the pupil be accepted, an additional non-refundable enrolment fee of R500 is payable)

1. Surname of Child: _____ First Names: _____

(Underline name used)

2. Gender: M F

3. Date of Birth: - -

4. Place of Birth: _____

5. Child's Birth Certificate, / ID or Passport number:

If not a S.A. citizen, proof of a student study visa is required.

6. Child's cellphone number: _____

7. Home Language: _____

8. Child resides with: _____

9. First Additional Language Choice: Afrikaans isiXhosa

10. Name, Address and Contact details of Present School (including Province): _____

Child's Present Grade: _____ (Month and year) _____

11. Any other Schools attended from Grade 3 upwards:

Name of School and Town

Dates attended (months, years and grades)

12. Religious Denomination: _____

13. Please mention any sporting and/or cultural achievements & at what level (e.g. school team, provincial, national):

14. Is there any additional information relating to this application which you consider should be brought to the attention of the School? (e.g. Has the pupil ever repeated a Grade, Health or Learning Difficulties?)



Application Fee: The amount of R500 (application fee) is enclosed.

I/We understand that this fee is non-refundable. This application is also subject to the acceptance of the pupil. Should the pupil be accepted, a non-refundable enrolment fee of R500 is payable. The debenture is payable before the pupil's commencement date at the school.

I/we understand that completion of this application form does not necessarily guarantee our child will be accommodated at Merrifield.

Dated this _____ day of _____ (year) 20 ____

SIGNED: _____ (Mother) **and** CO-SIGNED: _____ (Father)



**Should you be applying for Grade 10, 11 or 12, kindly complete this section of the application form. **

MERRIFIELD COLLEGE SUBJECT CHOICE for GRADE 10 in 2025

Student name: _____

One subject from each of the five lines below needs to be selected

- 1 Afrikaans or isiXhosa or German
(German learners only)
- 2 Mathematics or Mathematical Literacy
- 3 Physical Sciences or Business Studies or Life Sciences or Drama
- 4 Physical Sciences or Information Technology or CAT or Geography or History
- 5 Life Sciences or Visual Arts or Accounting or Geography

Parent's signature: _____

Date: _____



CONSENT AND INDEMNITY

I, _____
(Full name)

Address _____

the Parent/Guardian of _____ hereby accept that my child will take part in the academic activities and extra-mural activities of the School, including games, athletics and excursions of an educational, cultural or sporting nature.

I fully understand and accept that all academic activities, extra-mural activities, tours and excursions will be undertaken at my child's own risk and I undertake on behalf of myself, my executors, my wife/husband aforesaid, to indemnify and keep indemnified the Board of Governors, the Headmaster and the Staff of Merrifield Preparatory School and College against any or all claims and/or actions whatsoever that may arise in connection with any loss of, or damage to, the property or injury to the person of my child aforesaid in the course of such activities either on or off campus.

Date: _____ Signed: _____
PARENT / LEGAL GUARDIAN

This section to be completed and co-signed by the father*/mother*/guardian*/custodian parent* who is not the abovementioned parent/legal guardian.

1. I am the father*/mother*/guardian*/custodian parent* of the abovementioned child.
2. I confirm that the abovementioned responsible parent/guardian is duly authorized to complete and sign the Consent and Indemnity Form, and has done so with my full knowledge and approval. I acknowledge and accept liability in terms thereof is to be joint and several.

Date: _____

Co-signed: _____
(Father*/Mother*/Guardian*/Custodian Parent*)
*Delete where not applicable



DEBIT ORDER INSTRUCTIONS

NAME OF DEBTOR: _____

NAME OF PUPIL(S): _____

TELEPHONE NO: (w) _____ (h) _____

DATE of DEBIT ORDER:

15th *in advance* 1st *for current month*

20th *in advance* 5th *for current month*

25th *in advance* 7th *for current month*

Last day of month *in advance*

PLEASE NOTE: As school fees are payable in advance, should you elect to run your debit order for the 15th, 20th, 25th, 27th or last day of the month, these debit orders will be run in advance (i.e. for the following month.)

TO: The Bursar
Merrifield Preparatory School and College
P O Box 15681
Beacon Bay
5205

Dear Madam, details of my/our banking account is/are as follows:

Bank _____

Branch (Name & Town) _____

Branch No _____

Account No. _____

Type of Account: Cheque / Transmission (Delete which is not applicable).

I/We hereby instruct and authorise you to draw against my/our account with the above-mentioned bank (or any other bank/branch to which I/we may transfer my/our account) the amount necessary for payment of fees due to Merrifield Preparatory School and College as reflected on my/our statement of account, until my son(s) / daughter(s) leave Merrifield Preparatory School and College. I wish debits to be charged on a monthly/quarterly basis on the last banking day of the month/quarter.

I/We understand that the withdrawal hereby authorised will be processed through ABSA Electronic Fund Transfer Services. I/We agree to pay any bank charges relating to this Debit Order Instruction.

The authority may be cancelled by me/us by giving you thirty days' notice in writing but I/we understand that I/we will not be entitled to any refund of amounts which you have withdrawn while this authority was in force if such amounts were legally owing to you.

Receipt of this instruction from you shall be regarded as receipt thereof by my/our bank (whichever it is or will be).

Signed at _____ this _____ day of _____ 20 _____ .

Co-signed: _____



MEDICINE AND EMERGENCY CONTACT INFORMATION

(PLEASE PRINT CLEARLY)

Full name of child _____

Surname _____

Grade and Class _____

Name of person to be contacted in an emergency _____

Relationship with child _____

Contact Number/s _____

Next of Kin (**LOCAL & other than a parent**) _____

Contact Number _____

Doctor's Name _____

Doctor's Contact number _____

Medical Aid _____

Medical Aid Number _____

Main Member _____

Dependants Code _____

*****Please attach a copy of your medical aid card/ health plan to this application*****

Does your child have asthma or a severe allergy i.e. penicillin, bee stings, peanuts, etc. which might require immediate medical attention/medication? **Your child should have his/her medication on him/her at all times. Alternatively, should you wish the school to keep the medication, kindly hand it in at Reception - clearly labelled.**

Allergy (specify): _____

Medication/ Treatment: _____

Where is the medication kept? _____

Signature

Date

I, _____, parent/guardian of _____ hereby give permission for a member of staff of Merrifield Preparatory School & College to administer medication to my child if necessary.



TERMS & CONDITIONS OF ENROLMENT

DECLARATION BY APPLICANT

I, the undersigned, (Full Names) _____

(hereinafter referred to as the Applicant) of (Physical Address) _____

do hereby agree to be bound by the following terms and conditions of enrolment in the event of

(Full Names) _____
(hereinafter referred to as the learner) being admitted and enrolled as learner to Merrifield Preparatory School and College (hereinafter referred to as the School):

and enrolled as learner to Merrifield Preparatory School and College (hereinafter referred to as the School):

1. The Applicant and the learner will be bound by all and any rules, regulations, policies and procedures of the School as laid down by the Board of Governors and/or its Head from time to time.
2. The Applicant, in his/her capacity as parent and/or legal guardian of the Learner consents to the exercise of the necessary parental powers by the Head over the Learner whilst the Learner is on school premises and/or engaged in any activity in connection with or incidental to the Learner's education at the School, whether academic, sporting, recreational or otherwise. The Head shall be deemed to be In Loco Parentis, having inter alia and without deterring from the generality of the foregoing, the following rights:
 - a) in case of emergency, to give any consent that may be required for medical treatment, operation, anesthetic or blood transfusions;
 - b) to take any decision or furnish any consent or perform any act that they may consider to be in the best interests of the Learner in the prevailing circumstances.
3. The Learner will be subject to the rules and system of discipline laid down by the Board of Governors and the Head from time to time.

In addition, should the School incur or be obliged to incur any direct or indirect costs in the implementation of any disciplining of the Learner, such costs shall be borne by the Applicant.

4. All tuition fees are payable either
 - i) yearly in advance at a reduced rate decided on annually by the Board of Governors
 - or ii) termly in advance on or before the first day of term
 - or iii) monthly in advance on or before the first day of the month by debit order alone.
5. Incidental expenses incurred during the course of the term shall be due and payable as and when charged and upon presentation of the _____ School's customary Statement of Account.
6. Refunds or rebates of school tuition fees will not be granted in circumstances in which the cessation of services by the School is a consequence of the conduct of the Learner and/or the Applicant or illness or any other incapacity of the Learner.
7. Interest shall accrue on all fees and expenses not paid within thirty days of due date, at a rate to be decided upon by the Board of Governors from time to time, but which shall not exceed the maximum interest rate prescribed by law and calculated from due date to date of payment. The said interest shall be calculated and compounded monthly.
8. In addition to the foregoing the Applicant shall be obliged to pay a R200 penalty administration fee (an amount reviewed annually) in lieu of administration and collection costs on a monthly basis relating to the late or non-payment of said fees and incidental expenses inclusive of, but not limited to, the payment of bank charges arising from rejected debit orders and unpaid cheques.
9. A certificate given under the hand of the Business Manager of the School shall be prima facie and sufficient proof of any amount due by the applicant to the School.
10. The Applicant accepts liability for any loss or damage suffered by the School arising from the loss of or damage to any instrument, equipment or property of the School and whether occasioned by theft, misuse or negligence of the Learner. The Applicant's liability shall be commensurate to the cost of repair or replacement of the aforesaid property.
11. The Applicant consents to the jurisdiction of the Magistrate's Court and/or the High Court of South Africa, the forum at the sole discretion of the School and its aforesaid organs, to determine any dispute arising from the enrolment of the Learner and between the Applicant and the School. In the event that the School is obliged to institute legal proceedings in either the Magistrate's Court and/or the High Court of South Africa, for outstanding tuition and related expenses due by the Applicant, then and in that event, the Applicant



shall be liable to the School for all expenses incurred in collecting any amount owing by the Applicant, which expenses shall include all legal charges on the scale as between Attorney and own client, all collection charges and tracing fees.

12. The Applicant undertakes to furnish the School, at the School's request with a Certificate of Health and the enrolment or otherwise of the Learner at the School will be subject to the School's acceptance that the Learner is in a sound state of health. This acceptance shall be in the sole discretion of the School.
13. The Board of Governors may in its sole discretion grant refunds, and make changes or adjustments of fees, but there shall be no entitlement to any rebate of fees if the Learner is absent for any portion of a term owing to illness or any other cause.
14. The Applicant hereby accepts the Schedule of Fees applicable to the School, as prescribed from time to time, and will be bound thereby.
15. The Applicant hereby accepts and agrees that any credit balance reflected on the pupil's fees or deposit accounts with the School at any time would not attract interest or any other charge against the school of whatsoever nature.
16. The Applicant accepts and agrees that the non-payment of fees will constitute a breach of this contract. The School reserves the right to demand payment of school fees and other monies due to the school by the applicant on the due date. If the school fees and/or outstanding monies remain unpaid, the school reserves the right to cancel the contract with the applicant and, in so doing, exclude the learner from the School.
17. Should the Applicant wish to terminate the Learner's enrolment at the School, the Applicant shall be obliged to give the school a full term's notice in writing or one term's fees in lieu of such notice, together with any other amounts due to the School. A full term is reckoned from the first teaching day of the term at the end of which the termination is to take effect.
18. Should the Learner be entering the school at the Pre-Primary Level (Grades 000, 00 or 0), the Applicant will pay a non-refundable Deposit, at the current rate prescribed by the Board of Governors, due on signature of this agreement. The full Debenture amount will then become due on 31 August of the year prior to the child entering Grade 1. The non-refundable pre-primary deposit amount will, at this time, become part of the debenture. Should the Learner leave the school before entering Grade 1, the full pre-primary deposit will be forfeited. The full Debenture will be held in credit in the School's books until the learner leaves the school, providing the child is in Grade 1 or higher.
19. Should the Learner be entering the school at Preparatory School or College Level (Grades 1-12), the Applicant will pay a Debenture, due on signature of this agreement, at the current rate prescribed by the Board of Governors. The full Debenture will be held in credit in the School's books until the learner leaves the school, providing the child is in Grade 1 or higher.
20. For the purposes hereof the Applicant chooses a domicilium citandi et executandi address as set out above as Merrifield Preparatory School and College, corner of Bonza Bay Road and N6 Stutterheim, Beacon Bay, East London.
21. All notices required to be given by the Applicant in terms hereof shall be delivered to Merrifield Preparatory School and College on due date, or shall be sent by prepaid registered mail to the aforesaid domicilium.
22. The Applicant accepts that the personal possessions of the learners are not covered in respect of any risks by Merrifield Preparatory School and College's insurance and that it is the responsibility of the Applicant to personally arrange the necessary and appropriate insurance cover for the pupils' personal possessions.
23. The medium of instruction to be used at Merrifield Preparatory School and College is English.
24. In the event of only one parent signing this application form, then the parent shall indemnify Merrifield Preparatory School and College as stated, and shall procure a joint and several indemnity from the other parent (be the other parent the natural, adoptive or foster parent).
25. Non South African residents must be in possession of a valid study permit before entering Merrifield Preparatory School and College to study.
26. The Laws of the Republic of South Africa shall apply to all or any disputes arising from this agreement.
27. Any relaxation or deviation from the terms of this agreement shall not be deemed to be a waiver of Merrifield Preparatory School and College's rights to enforce strict compliance of its rights.
28. The agreement shall be deemed to be included upon acceptance of the enrolment of the learner by Merrifield Preparatory School and College.
29. The Applicant hereby gives consent to Merrifield Preparatory School and College to verify any information provided in this application.
30. The Applicant hereby gives consent to Merrifield Preparatory School and College to conduct an enquiry and or/information search about the Applicant's financial circumstances with a credit information bureau, persons acting as their agents and/or credit grantors and hereby acknowledge that the school has the right to refuse enrolment on the grounds of unfavorable credit information.



31. PROCESSING OF PERSONAL INFORMATION IN TERMS OF POPIA: The Applicant hereby consents to the processing of their own and their children's information for the purpose of applying for enrolment at Merrifield Preparatory School and College and in line with the objectives and purposes of the School including the conducting of market, parent or learner satisfaction research. The member agrees that the School or anyone acting on its behalf, shall be entitled to retain and use this information (including special personal information) as it may from time to time require for its legitimate business purposes. The Applicant consents to the collection, collation, processing, or disclosure of any of the information for the performance of any legal obligation by the School. The Applicant is entitled to correct, update and object to the processing of the data by emailing reception@mpsc.co.za

DATED at.....this.....day of
.....

.....
SIGNATURE OF APPLICANT
(FATHER/MOTHER/GUARDIAN/CUSTODIAN/PARENT/OTHER) DELETE WHERE NOT APPLICABLE

THIS SECTION TO BE COMPLETED AND CO-SIGNED BY THE FATHER*/MOTHER*/GUARDIAN*/CUSTODIAN PARENT* WHO IS NOT THE ABOVEMENTIONED APPLICANT

1. I am the father*/mother*/guardian*/custodian parent* of the child referred to in paragraph 1.
2. I have read the contents of the application form and confirm that the contents thereof, as completed by the responsible parent/guardian, are true and correct in all respects.
3. I confirm that the responsible parent/guardian is duly authorized to complete and sign the Application Form, and has done so with my full knowledge and approval. I acknowledge and accept liability in terms thereof is to be joint and several.
4. I hereby give consent to Merrifield Preparatory School and College to conduct an enquiry and or/information search about the financial circumstances with a credit information bureau, persons acting as their agents and/or credit grantors and hereby acknowledge that the school has the right to refuse enrolment on the grounds of unfavourable credit information.

.....
SIGNATURE

.....
DATE:

CO-SIGNED BY FATHER/MOTHER* /GUARDIAN*/CUSTODIAN*/PARENT*/OTHER* DELETE WHERE NOT APPLICABLE



FINANCIAL CLEARANCE CERTIFICATE

Please have this Financial Clearance Certificate completed and stamped by your child's current school and emailed to **headmaster@mpsc.co.za** at your earliest convenience.

Kindly note that no applications can be processed without this certificate.

Thank you for your assistance.

Regards

Adele Waechter

Business Manager

FINANCIAL CLEARANCE CERTIFICATE	
Name of pupil/s:	
Current grade:	
Name of current school:	
Name of person responsible for payment of fees:	
Have you experienced any problems with collecting fees?	
Annual fees - current year:	
Fees currently outstanding:	
Any additional comments:	
Name and designation of person completing this form:	
Date of completion & school stamp:	



PROTECTION OF PERSONAL INFORMATION POLICY

ANNEXURE C: PARENTAL CONSENT FORM

PROTECTION OF PERSONAL INFORMATION

By signing this form, and unless you at any time instruct the School expressly and in writing to the contrary, your consent is given for the School to:

- collect, store and process credit information;
- collect, store and process names, contact details and information relating to yourself and your Child, and to such information being made available to staff or 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, parents/guardians, and current learners as well as providing references and communicating with the body of former learners;
- include photographs, with or without name, of your Child in School publications, on the School's website, School social media sites or in press releases to celebrate the School's or your Child's activities, achievements or successes;
- 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 ability, aptitude and character is fair.
- 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 us including informing any other school or educational institution to which you propose to send your Child of any outstanding fees.

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.

Name of Parent: _____

Signature: _____

Date: _____