

## ADMISSION PROCEDURE

Students are admitted to the College on the basis of:-

1. Satisfactory performance in College entrance tests
2. Recommendation of the Head/principal of student's current school
3. Evidence that the student will adapt to the requirements of our secondary programme.
4. Evidence that the student will benefit from the various College activities
5. Evidence that the student's presence will enrich the atmosphere at the College.
6. Proof that parent/s have the financial means to pay the fees
7. Payment of non-refundable desk fee
8. Completion of Parent Contract of Enrolment
9. Completion of Debit Order Authorisation Form
10. Provision of a certified copy of the applicant's birth certificate
11. Certified copy of the previous school report
12. Study permit (where required)
13. Copy of divorce settlement (where required)

Parents/Guardians wishing to enrol their son or daughter at the College should obtain an application form in person, on our web site, or by writing to:-

Admissions  
Ridgeway College  
P O Box 1705  
Louis Trichardt  
0920

Upon submission of the application form an appointment should be made for your son or daughter to write an entrance.

Applicants are expected to be fluent in spoken and written English. Students who show high academic potential but who lack fluency may also apply and, if admitted, arrangements can be made for additional tuition in English language.

Office Use:-

Entrance test date: \_\_\_\_\_

Acceptance letter date: \_\_\_\_\_

Desk Fee Paid date: \_\_\_\_\_

Receipt Number: \_\_\_\_\_

Parent contract received: \_\_\_\_\_

Debit Order form received: \_\_\_\_\_



# **Ridgeway College**

## **Application Form**

### **Applicants Personal Information**

Name of student: \_\_\_\_\_

Name by which student is called: \_\_\_\_\_

Place of Birth: \_\_\_\_\_ Country: \_\_\_\_\_

Date of Birth: \_\_\_\_ (day) \_\_\_\_ (month) \_\_\_\_ (year) ID Number: \_\_\_\_\_

Nationality: \_\_\_\_\_ Citizenship: \_\_\_\_\_

Study Permit Number: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

Male/Female: \_\_\_\_\_ Religion: \_\_\_\_\_

Ethnic Group: \_\_\_\_\_

Languages spoken in home: \_\_\_\_\_ Other: \_\_\_\_\_

Sporting Interests and achievements: \_\_\_\_\_

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Cultural interests and achievements: \_\_\_\_\_

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Other interests or areas of specific achievements: \_\_\_\_\_

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Medical Aid: \_\_\_\_\_ Number: \_\_\_\_\_

Principal Member: \_\_\_\_\_ ID Number: \_\_\_\_\_

Family Doctor: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Doctor's Address: \_\_\_\_\_

Allergies: \_\_\_\_\_ Chronic Illnesses: \_\_\_\_\_

Specific Medical considerations: \_\_\_\_\_

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Person to contact in case of emergency (Name) \_\_\_\_\_ Number: \_\_\_\_\_

## Applicants Educational Data

Application for Grade: \_\_\_\_\_ Proposed year of entry: \_\_\_\_\_

Name of current school: \_\_\_\_\_

Address of current school: \_\_\_\_\_

Name of current Headmaster/Principal: \_\_\_\_\_

Telephone number of current school: \_\_\_\_\_

Permission to request information from current Headmaster/Principal: YES/NO \_\_\_\_\_

Other School Attended \_\_\_\_\_ (date) \_\_\_\_\_

\_\_\_\_\_ (date) \_\_\_\_\_

\_\_\_\_\_ (date) \_\_\_\_\_

## Family Information

	Father/Legal Guardian	Mother/Legal Guardian
<b>Full Name</b>		
<b>Address</b>		
<b>Home Tel No</b>		
<b>Work Tel No</b>		
<b>Fax No:</b>		
<b>Cell No:</b>		
<b>E-mail address</b>		
<b>Place of Birth</b>	(Place) (Country)	(Place) (Country)
<b>Nationality</b>		
<b>ID Number</b>		
<b>Home Language</b>		
<b>Marital Status (If mother and father are re-married or not living together, please state here)</b>		
<b>Who is responsible for payment of fees</b>		
<b>Occupation</b>		
<b>Employer's name &amp; Address or business name if self employed</b>		
<b>Name and age of children</b>	(Name) (age) (Name) (age) (Name) (age) (Name) (age)	

In the case of married couples both parents should sign.

If one parents completes application only, do you have sole custody of the pupil? \_\_\_\_\_  
(If "YES" please provide copy of legal order, ie relevant page of divorce settlement)

If you have sole custody but the other parent is responsible for school fees, that parent should co-sign the application form

**Financial Clearance Certificate** (To be completed by student's present school)

Name of person responsible for fee payment: \_\_\_\_\_

ID Number of person responsible for fee payment: \_\_\_\_\_

Name of school where student is currently enrolled: \_\_\_\_\_

Annual fees for \_\_\_\_\_ (year) R\_\_\_\_\_

Fees paid to date R\_\_\_\_\_

Fees outstanding R\_\_\_\_\_

Comment: \_\_\_\_\_

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This is to certify that the above person has paid the school fees as indicated

\_\_\_\_\_  
Name of Head/Bursar

\_\_\_\_\_  
Signature of Head/Bursar

\_\_\_\_\_  
Date



**Consent for credit checks**

By my signature hereto I accept that Ridgeway College reserves the right to conduct appropriate credit checks and hereby consent to such checks being done with one or more credit bureau in order to consider and process this application.

**Payment of Fees**

I understand that should my child be accepted that I will be liable for all fees payable in accordance with the school's debtors policy. I confirm that I am in a sound financial position and can afford the fees as set out in the current fee structure. Furthermore, I understand that a terms written notice is required for the withdrawal of my child or a terms fees payable in lieu of notice

Signed at \_\_\_\_\_ on this \_\_\_ day of \_\_\_\_\_ 20\_\_

\_\_\_\_\_  
Father's signature

\_\_\_\_\_  
Mother's signature

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Witness