



BESEK COLLEGE

GDE Reg No: 700 400 683

No 97 Victoria Street, Germiston

Telephone 011 568 9557 – Whatsapp: 072 371 6292

Website: www.besekcollege.co.za – Email: info@besekcollege.co.za

2024 APPLICATION FOR ADMISSION

PLEASE COMPLETE THIS FORM USING BLOCK LETTERS

SECTION A: DETAILS OF LEARNER

Surname.....

First Name/s.....

Male / Female

Date of Birth.....

ID No

Passport No. (For Non SA Citizens

Citizenship (For Non SA Citizens)

Home Language

Religious Denomination

Previous School

Province/Country.....

Does your child have any siblings who have attended or who are attending this school?

Yes.....No..... (Please tick out the relevant one)

If Yes, Name and Grade of Siblings: Name.....Grade.....

Name.....Grade.....Name.....Grade.....

Grade into which admission is required

Date when admission is required

How will your child travel to and from the school?

SECTION B: CONTACT DETAILS OF PARENTS/GUARDIANS:

	FATHER/GUARDIAN	MOTHER/GUARDIAN
Surname		
First name		
Physical Address		
Postal Address		
Tel. No. (H)		
Tel. No. (W)		
Cell Phone No		
E-mail Address		
Occupation		
Employer Name		
Signature		
Date		
Other		

SECTION C: CONTACT DETAILS OF PERSON(S) WITH WHOM THE PUPIL WILL LIVE WHILST ATTENDING SCHOOL AT BESEK COLLEGE: (if this person is the father or mother of the child, please enter “Father” or “Mother” under “First names” only and move on to Section D below).

PERSON WITH WHOM PUPIL WILL LIVE	
Surname	
First Names	
Physical Address	
Postal Address	
Telephone Number(Home)	
Telephone Number (Work)	
Work Site (Name of Company)	
Work Address	
Cellular Number	
Email Address	

SECTION D: CONTACT DETAILS OF PERSON FROM WHOSE ACCOUNT PAYMENT OF COMPULSORY SCHOOL FEES WILL BE MADE: (Both parents are obliged to complete the section below).

PARENT 1/GUARDIAN 1 : PERSON RESPONSIBLE FOR PAYMENTS OF SCHOOL FEES	
Surname	
First Names	
ID No and Sex Type	
For Non SA Citizens: Passport No/ Permanent Resident No/Asylum No And Sex Type	
Physical Address	
Postal Address	
Telephone Number(Home)	
Telephone Number (Work)	
Work Site (Name of Company)	
Work Address	
Cellular Number	
Email Address	
Payments Option (Please select one) And Debit Order	Monthly (EFT).....Annually (EFT).....
	Debit Order.....
Signature	
Date	

PARENT 2/GUARDIAN 2 : PERSON RESPONSIBLE FOR PAYMENTS OF SCHOOL FEES	
Surname	
First Names	
ID No and Sex Type	
For Non SA Citizens: Passport No/ Permanent Resident No/Asylum No And Sex Type	
Physical Address	
Postal Address	
Telephone Number(Home)	
Telephone Number (Work)	
Work Site (Name of Company)	
Work Address	
Cellular Number	
Email Address	
Payments Option (Please select one) And Debit Order	Monthly (EFT).....Annually (EFT).....
	Debit Order.....
Signature	
Date	

Declaration by Parents/Guardians Responsible for Payment of School Fees

Irrespective of whether or not, I am also the “Person Responsible for Payment of School Fees” as set out in **Section D** hereof, by my signature above I confirm that:

- I am aware of the fact that Besek College is a private school at which payment of school fees is compulsory in order to secure continued admission for my child(ren)/wards.
- I am aware of the school fees and other additional costs payable and am also aware that the fees are quoted on a **PER MONTH** and Annual basis.
- I am aware that, should I wish to remove my child(ren)/wards from the school, I am required to give one term’s notice or make payment of a term’s fee in lieu of notice before removing my child(ren)/wards from Besek College.

Failure to institute a Term’s notice will attract a cost equivalent to a Term’s tuition fee for the relevant grade; and other outstanding payments.

- I accept that I am a co-principal debtor for payment of school fees together with my spouse and the “Person Responsible for Payment of School Fees” as set out in Section D.
- **I am aware that a non-refundable 1st Payment (depending on the Grade), which is part of the Annual School Fee, is payable upon submission of an Application for Admission.**
- I am aware that, once the child is accepted, the balance of the Annual Fee is payable either Monthly or Termly.
 - **I am aware that legal steps may be instituted by Besek College to recover any outstanding amount as a result of defaulting in payments of tuition fees; as well as affiliated fees.**
 - I accept and commit myself to bear the cost of such legal fees as a result of defaulting in tuition fees payments; as well as affiliated cost.
 - I am aware that I may approach the Management of Besek College to negotiate and commit myself to a sound payments arrangement before any legal step may be instituted by Besek College.
 - I am aware that in the absence of any payments arrangement, Besek College may still institute legal steps to recover outstanding payments.

SECTION E: SUPPORTING DOCUMENTS FOR ADMISSION AND ACCEPTANCE

ADMISSION

Parents/Guardians are required to:-

- (a) Complete and return the Application for Admission Form;
- (b) Pay the Registration Fee;
- (c) Supply a photocopy of your child's Birth Certificate/ ID Document;
- (d) Supply a photocopy of your child's most recent School Report;
- (e) Supply a Fee Clearance Certificate from your child's previous school;
- (f) Supply a head and shoulders photograph of your child;
- (g) Bring your child for an assessment, when requested;
- (h) Supply a copy of your child's clinic card (Pre-school Applications only).

The person responsible for the payment of school fees must attach:-

- (a) A certified copy of their ID document;
- (b) A certified copy of their proof of physical address;
- (c) A copy of their most recent payslip;
- (d) Last three month's bank statements;
- (e) A completed and signed Debit Order Authority where the debit order option has been selected as the preferred payment method in Section D.

ACCEPTANCE

You will be notified whether your child has been accepted or not. On acceptance, you will be requested to sign the School's Code of Conduct and pay the Deposit Fee, which will confirm your child's place. Should your child not be accepted, no further correspondence will be entered into. **Besek College is a private school and receives no financial support from the Government.** The Principal and/or Board of Governors reserve the right to refuse admission to the school if the person responsible for payment of school fees cannot demonstrate to the Principal and/or Board's satisfaction that they are able to afford payment of the school fees.

Signatories

Please initial all pages except the last page. Kindly sign this last page as directed below.

Parent1/Guardian 1:

Name.....Signature.....Date.....

Witness.....Signature.....Date.....

Parent2/Guardian 2:

Name.....Signature.....Date.....

Witness.....Signature.....Date.....

For Office Use

Accepted/ Rejected. If rejected, specify reasons.....