



*Confidence, Character, Care*  
**Maritzburg Preparatory School**

**APPLICATION FOR ADMISSION 2025**

Referring Parent: ..... Cell: .....

Childs name: ..... Grade: .....

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**PUPIL INFORMATION**

YEAR APPLYING FOR: \_\_\_\_\_

SURNAME: \_\_\_\_\_ MALE / FEMALE: \_\_\_\_\_

FIRST NAMES: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_ CITIZENSHIP: \_\_\_\_\_

ID NUMBER: \_\_\_\_\_

COMMENCEMENT DATE (YEAR & TERM): \_\_\_\_\_

CLASS ENTERING: Grade RR..... Grade R.....Grade 1.....Grade 2..... Grade 3.....

RESIDENTIAL ADDRESS: \_\_\_\_\_

SIBLINGS ALREADY ENROLLED IN THE SCHOOL: \_\_\_\_\_

The Department of Education requires each school to submit race statistics to their SA SAMS LURITZ database system.

For this reason, please indicate race of the child: (Circle option.)

Black / Asian / Indian / Coloured / White / Other

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**DETAILS OF FATHER OR GUARDIAN**

SURNAME: \_\_\_\_\_

FIRST NAMES: \_\_\_\_\_

ID NUMBER: \_\_\_\_\_ Race: \_\_\_\_\_

NAME OF EMPLOYER: \_\_\_\_\_

OCCUPATION: \_\_\_\_\_

WORK TELEPHONE: \_\_\_\_\_ CELL NUMBER: \_\_\_\_\_

HOME TELEPHONE: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

RESIDENTIAL ADDRESS: \_\_\_\_\_

CODE: \_\_\_\_\_

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**DETAILS OF MOTHER OR GUARDIAN**

SURNAME: \_\_\_\_\_

FIRST NAMES: \_\_\_\_\_

ID NUMBER: \_\_\_\_\_

NAME OF EMPLOYER: \_\_\_\_\_

OCCUPATION: \_\_\_\_\_

WORK TELEPHONE: \_\_\_\_\_ CELL NUMBER: \_\_\_\_\_

HOME TELEPHONE: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

RESIDENTIAL ADDRESS: \_\_\_\_\_

\_\_\_\_\_ CODE: \_\_\_\_\_

**EMERGENCY CONTACT** (Should parents not be available):

Name: \_\_\_\_\_ Relationship to Applicant: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Cell Number: \_\_\_\_\_

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**SCHOLASTIC INFORMATION**

Name Preschool / Primary School that applicant is presently attending: \_\_\_\_\_

Academic level of your child's school work: (Circle option.)  Excellent /  Good /  Average /  Poor

Has your child ever repeated any classes?  Yes  No

If yes, please give details: \_\_\_\_\_

Has your child ever had any therapy in: (Circle option.)

Remedial Work /  Occupational Therapy /  Speech Therapy

Has your child been evaluated by an Educational Psychologist? (Circle option.)  Yes  No

If yes, name the psychologist: \_\_\_\_\_

Why was your child recommended for this evaluation? \_\_\_\_\_

\_\_\_\_\_

Have you applied to any other schools for admission? (Circle option.)  Yes  No

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**DETAILS OF PERSON RESPONSIBLE FOR PAYING FEES**

NAME: \_\_\_\_\_

CELL NUMBER: \_\_\_\_\_ WORK NUMBER: \_\_\_\_\_

POSTAL ADDRESS: \_\_\_\_\_ CODE: \_\_\_\_\_

I.D NUMBER: \_\_\_\_\_

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**MARITAL STATUS**

(Circle option.)  Married /  Divorced /  Separated /  Widowed /  Single

If divorced / separated, with whom does the child live? \_\_\_\_\_

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**SIBLINGS**

Names and ages of other children in your family:

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_

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**MEDICAL INFORMATION**

NAME OF FAMILY DOCTOR: \_\_\_\_\_

DOCTOR'S TELEPHONE NUMBER: \_\_\_\_\_

Does your child have any disabilities or allergies? (Circle option.)  Yes  No

If yes, please give details: \_\_\_\_\_

Has your child received immunization and in receipt of proof thereof?

Please circle option:	Diphtheria	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Whooping Cough	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Tuberculosis	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Typhoid	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Poliomyelitis	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Is your child covered by Medical Aid?  Yes  No

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

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**RELIGIOUS AFFILIATION**

Religion / Denomination: \_\_\_\_\_

Name of church attending: \_\_\_\_\_

<b>GENERAL INFORMATION</b>
----------------------------

How did you hear about Maritzburg Preparatory School? \_\_\_\_\_

What is your main reason for wanting to enroll your child in our school? \_\_\_\_\_

\_\_\_\_\_

<b>AIMS AND OBJECTIVES</b>
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1. To help in establishing for the child, a firm foundation by providing a Christ-centered education.
2. To have an effective education system that helps each child to maximize their God given potential.
3. To have a curriculum that has a proven record of progress and achievement.
4. To have a school that will allow the student to be observant of the role models (teachers), and to be openly communicative.
5. To align ourselves with other on-going educational systems.
6. To provide a challenging, inspirational, stimulating and fun-filled environment for the children.
7. To run a school that parents can identify with and become involved in.
8. To place strong emphasis on Biblical principles and the opportunity for those principles to become a reality in each day of the student's life.
9. To help build and develop a well-rounded student with a good self-image.
10. To maintain a high standard in academic, artistic and sporting disciplines.
11. To build sound manners and etiquette in the children while they are young.

<b>DECLARATION, CONSENT AND INDEMNITY BY PARENTS</b>
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A) I / We the undersigned, undertake to:

- i) Inform the school of any change of address or telephone numbers.
- ii) Inform the school of any case of infectious illness in your home.
- iii) Ensure that your child complies with the rules and regulations of Maritzburg Preparatory School.
- iv) Respect the tradition and character of the school and encourage our child to do the same.
- v) Support the school if and when we have to draw on the services of specialists in various fields to obtain what is practically needed for the betterment where necessary of your child. This, however, will be done after consultation with the parents.

B) I understand that the Board of Governors, Principal, Staff and Personnel of Maritzburg Preparatory School will at all times make every endeavor to ensure the safety of each child and a secure school.

C) I hereby give consent for my child \_\_\_\_\_ to participate in the extra-mural activities of the school, including games, sports, tours, outings and camps. I also give consent for my child to be transported by the school as duly organized by the school when and where necessary.

D) I have read the enrolment material and agree to ensure that my child will submit to the programme, the academic and disciplinary regulations, and all other requirements instituted by the Board, the Principal and the Staff of Maritzburg Preparatory School.

E) I have read the attachments to this application form: "Declaration by Parents" and "Statement of Faith" and agree to their statements, terms and conditions.

F) My child will obey the school rules, adhere to the school uniform code, and comply with the Biblical Principles and moral code of the school.

G) I / We will support the aims and objectives of the school as laid out in the Parent Information Booklet and Application forms.

I / We fully subscribe and agree to support and participate where possible in the Aims and Objectives of Maritzburg Preparatory School.

Dated this \_\_\_\_\_ day of \_\_\_\_\_  
 Day Month Year

Full Name of Father: \_\_\_\_\_

Father's ID Number: \_\_\_\_\_

**and**

Full Name of Mother: \_\_\_\_\_

Mother's ID Number: \_\_\_\_\_

498 Alexandra Rd Ext. Bisley, Pietermaritzburg 3201  
 Ph: 033 3868701 or Fax: 033 3460966  
 Email: [admin@maritzburgprep.co.za](mailto:admin@maritzburgprep.co.za)

The Kingsway Educentre NPC (Reg No: 2001/018013/08) trading as Maritzburg Preparatory School.





# Maritzburg Preparatory School

498 Alexandra Rd Ext. Bisley, Pietermaritzburg 3201  
Ph: 033 3868701 Fax: 033 3460966 Email: [admin@maritzburgprep.co.za](mailto:admin@maritzburgprep.co.za)

## Application requirements

Please bring the following with your complete application form:

- Copy of your child's Birth Certificate / Passport (if applicable)
- Copy of your child's latest two reports
- Copy of your Child's Medical Inspection Card
- Copy of both parents IDs
- ID / Passport type photo of your child
- R200 administration fee

### **Please Note:**

Successful Applications will be required to pay a R1000.00 non refundable admission fee.  
Admission to the school will not be processed until this fee is paid.



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**SCHOOL FEES 2025**

	<u>Per Annum</u>	<u>11 months</u>
<b><u>Pre-School</u></b>		
Grade RRR/RR	R 31 020pa	R2820pm
Grade R	R 35 200 pa	R3200pm
<b><u>Junior Primary</u></b>		
Grade 1	R 40 700 pa	R3700pm
Grade 2	R 40 700 pa	R3700 pm
Grade 3	R 40 700pa	R3700 pm

**Additional Expenses (Not Included in School Fees)**

- **MEDICAL INSURANCE – R220** (Once off paid in January)
- **ISASA** (Independent School Association fee) – **R205** (Once off paid in January)
- **POP UP** (Outings/shows/events) - **R100** (Paid per term and as determined by the activity).
- **STATIONERY FEE** - See below for details.

**Please ensure that your fees are paid monthly and kept up to date. Fees are to be paid in the following manner:**

- Monthly Stop Order (recommended as this will assist us with our monthly budget requirements),
- EFT, or at the school Office.

**Please note that fees will be charged over 11 months. The fees will be reflected in monthly statements sent to you by the school.**

**Fees are to be paid no later than the 1<sup>st</sup> of each month.**

1<sup>st</sup> payment being made on 1 January 2025 and last payment 1 November 2025.

For Early Settlement Discounts – please contact the bursar before 1 December 2024.

**Stationery Fee for 2025**

Stationery fees must be paid no later than 1 November 2024 (for the 2025 academic year). Orders for stationery are placed early and we are obliged to pay on a certain date.

<b>Grade RR / RRR</b>	-	<b>R1 200</b>	<b>(Use your child's Surname and Initial's as reference)</b>
<b>Grade R</b>	-	<b>R1 450</b>	
<b>Grade 1, 2, 3</b>	-	<b>R1 750</b>	

The Stationery fee includes classroom equipment, general stationery, all books, paper, paints, and all replacement equipment (it includes everything your child may need during the course of the academic year). We have found that the children respond very well to their academic responsibilities if they all have the same quality of equipment. The school and children also benefit from bulk supply prices.

**Aftercare Fee** (Not included in the School Fee)

Payable over 10 months (February – November)  
Casual daily rate

**R650**per month  
**R65** per day

**Account Details: Maritzburg Preparatory School**  
**Nedbank: 1340 357 887**  
**Branch: 134025**

**Please print your child's full name or account code on all deposits made**



# Maritzburg Preparatory School

## **FINANCIAL FEE INFORMATION**

Parents are required to sign an annual fee agreement to pay school fees. This annual fee agreement will be issued at the beginning of each school year. Should the parents or guardians fail to return the annual fee agreement to pay school fees, duly signed, to the school before the set date, the parents will be obliged to settle the annual school fees in full, on or before the last day of February of that year.

### 1. **PREAMBLE**

- 1.1 School fees are payable annually in advance on or before **1<sup>st</sup> January of that academic year.**
- 1.2 The School is prepared to accept payment of annual School fees in 11 monthly installments and no indulgence or latitude will be construed as a waiver or novation of any rights the School may have.

### 2. **UNDERTAKING**

- 2.1 I/We, the undersigned, hereby acknowledge liability for the annual School fees and I/we undertake to pay the annual School fees.
- 2.2 I/We further undertake:
  - 2.2.1 To pay the School fees punctually in accordance with the provisions of this agreement.
  - 2.2.2 In the event that I/we decide to remove the learner from the School, I/We undertake to notify the School Bursar in writing at least a FULL TERM prior to the learner being so removed. Furthermore, should I/we fail to give such notice directly to the School Bursar; I/we acknowledge liability to pay pro rata school fees for a period of a FULL TERM after the learner has left the School.

### 3. **DEFAULT**

- 3.1 Should I/we fail to make payment in accordance with this agreement then the full balance of the School fees then outstanding will immediately become due, owing and payable on the last day of February of the current academic year.
- 3.2 Should I/we fail to make payments in accordance with this agreement, the School may institute legal action against me/us for collection of the arrear School fees, in which event I/we shall be liable for costs on the scale as between Attorney and client, including collection commission and VAT thereon.
- 3.3 Parents/Guardians shall be jointly and severally liable for payment of School fees irrespective of their marital status.



- 3.4 I/We nominate both my/our home or my/our work address/s as my/our *domicilium citandi et executandi* for service of legal process and Plaintiff may elect to serve at either address.
- 3.5 A certificate signed by the Principal or the Bursar shall be *prima facie* proof of any amount outstanding in terms of this agreement.

4. **GENERAL**

- 4.1 This agreement must be signed by both parents/guardians.
- 4.2 No variation or amendment of this agreement will be of any force or effect, unless it is reduced to writing and signed by the parents/guardians and the School.

5. **PERMISSION TO CONDUCT CREDIT SEARCHES**

I/We grant permission to the School's Bursar and/or secretary to make all and any enquiries and to conduct all and any investigations, as deemed necessary, in order to ascertain, determine and monitor my/our credit worthiness.

DATED at PIETERMARITZBURG on this \_\_\_\_\_ day of \_\_\_\_\_ 2024

\_\_\_\_\_  
FATHER / GUARDIAN (*Sign*)

\_\_\_\_\_  
MOTHER / GUARDIAN (*Sign*)

\_\_\_\_\_  
FATHER / GUARDIAN (*Print name*)

\_\_\_\_\_  
MOTHER / GUARDIAN (*Print name*)



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**FINANCIAL CLEARANCE CERTIFICATE**

Name of Parent: \_\_\_\_\_

Name of Pupil: \_\_\_\_\_

I.D. Number of Parent: \_\_\_\_\_

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

\_\_\_\_\_

Annual fees for \_\_\_\_\_ (year) Amount: \_\_\_\_\_

i) Fees paid to date Amount: \_\_\_\_\_

ii) Fees outstanding to date Amount: \_\_\_\_\_

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

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

\_\_\_\_\_  
Signature of Principal / Bursar

\_\_\_\_\_  
Date

**SCHOOL STAMP**

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### **Statement of Faith**

- The Bible is the inspired and infallible Word of God.
- There is one God-(Father, Son, and Holy Spirit).
- The need for Christ as Saviour and Lord through faith and grace alone.
- The command to be baptized in water.
- The help of the Holy Spirit in terms of guidance and baptism.

We base this Educational Ministry (Maritzburg Preparatory School) on the statement above and the outworking of this according to the Biblical values as laid out by One Life Church, under whose Spiritual covering we operate.

### **Acceptance of the Statement of Faith**

I, \_\_\_\_\_ accept the above statement and that I choose to place my child, \_\_\_\_\_ under the care of this Spiritual covering as long as my child is in this school and to uphold the Biblical values as espoused therein.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ Year  
Date Month Year

Signature: \_\_\_\_\_



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## CONDITIONS OF ENROLMENT AT THE SCHOOL

1. A non-refundable registration fee of R200 is payable to the School at the time the application for admission is submitted.
2. The applicants understand that the School is a ministry of One Life Church, Pietermaritzburg and therefore carries with it the spiritual mandate of Jesus Christ (see Mission Statement). Pupils will be expected to attend the Christian activities of the School.
3. If the application for admission is approved by the School an admission fee of R1000 must be paid on the said date. No pupil will be admitted to the School unless this non refundable amount has been paid.
4. If the Headmaster at any time requires that a pupil be removed from the school, full fees and other amounts payable in respect of such a pupil will remain due to the School except to any extent decided by the School Board.
5. The School may in its sole discretion grant funds and make changes or adjustments to fees. There shall be no entitlement to any rebate of fees if the pupil is absent for any portion of a term owing to illness or any other cause.
6. The applicant for both himself/herself and the pupil, to comply with the rules, regulations, policies and procedures of the School as enunciated by the Headmaster acting in his capacity as such.
7. The applicants hereby agree to indemnify and hold blameless the Church, the School Board, its Headmaster and staff or their authorized agents or representatives against any and all claims howsoever arising including negligence, but not gross negligence, whether claimable by us, or by the pupil, or by any third party arising out of injury, death, loss, damage, costs or expense including legal costs, suffered by the pupil while enrolled at the School.
8. The parent/s hereby nominate/s the home address appearing on the application form as his/her/their chosen *domiciliumcitandi et executandi* for services of all notices or legal process in connection with any claim/s arising from this application. The parent/s shall be entitled to give one month's written notice to the School to change such address, provided that the new address is a physical address in the Republic of South Africa.
9. Any agreement purporting to vary terms of this agreement or any consensual cancellation, shall not be valid unless in writing and signed by both the parents and a duly authorized representative of the School.