

PRINCEFIELD TRUST SCHOOL



Reg 700400005

47 W.F Nkomo Street, Pretoria 0002

Tel: 012 023 1020 Accreditation: 24SCH01 01111

email-princefieldschool@gmail.com

[website:www.princefieldschool.co.za](http://www.princefieldschool.co.za)



ADMISSION FORM 2027

- **Please complete the form in full.**
- **No application form will be accepted if not completed in full.**
- **R1000-Registration Fee Non-Refundable**

Documents required

(Office Use)

Name of Learner _____

Birth certificate/ID copy (certified)

Admission date: _____

Previous report (original)

Registration fee: _____

ID of parent(s) (certified)

Receipt N° _____

Transfer card (original)

GRADE APPLYING FOR: _____

Proof of residential address

Latest bank statement

A. PRIVACY POLICY AND POPI ACT COMPLIANCE

Princefield Trust School is committed to protecting the personal information of all learners, parents, guardians, and staff in accordance with the Protection of Personal Information Act (POPIA), Act 4 of 2013. By signing this application form, the parent(s)/legal guardian(s) acknowledge and agree to the following:

Collection of Personal Information - The school collects and processes personal information (including but not limited to names, identity

numbers, contact details, medical records, academic history, and financial information) for the purpose of learner admission, administration, academic support, and compliance with legal obligations.

Use and Disclosure - Personal information will only be used for the purposes for which it was collected and may be shared with third parties (such as educational authorities, medical professionals, or service providers) only when necessary and in accordance with POPIA.

Security and Confidentiality - The school undertakes to implement appropriate, reasonable technical and organisational measures to safeguard personal information against loss, damage, unauthorized access, or disclosure.

Access and Correction - Parents/guardians have the right to access and request correction or deletion of their personal information held by the school, subject to applicable laws and school policies.

Consent - By submitting this application, the parent(s)/guardian(s) consent to the collection, processing, and storage of their and the learner's personal information by Princefield Trust School for legitimate educational and administrative purposes.

Retention of Records - The school will retain personal information for as long as necessary to fulfill the purposes for which it was collected or as required by law.

B. DECLARATION

I/ We, the undersigned, declare that:

- All information provided in this application form is true, complete, and correct to the best of our knowledge and belief.
- We understand that any false or misleading information provided in this application may result in the rejection of the application or termination of enrolment.
- We acknowledge that the school reserves the right to verify the authenticity of all documents and information submitted.
- We undertake to promptly inform the school of any changes to the information provided in this form.

Signature of Parent/Guardian

Date

C. LEARNER'S INFORMATION

GENERAL INFORMATION												
SURNAME												
FIRST NAME												
PREFERRED NAME												
COUNTRY OF BIRTH												
ID / PASSPORT NUMBER												
DATE OF BIRTH												
RACE	Black		White		Coloured		Other (Specify)					
HOME LANGUAGE												
RIGHT-HANDED												
LEFT-HANDED												
PREVIOUS SCHOOL												
NAME OF SCHOOL												
ADDRESS OF SCHOOL												
TELEPHONE NUMBER												
LAST DATE AT PREVIOUS												
SCHOOL					PREVIOUS GRADE							
MEDICAL INFORMATION												
ALLERGIES (Please provide details)												

CHRONIC MEDICATION (Please provide details)		
ANY CHRONIC CONDITIONS/ILLNESSES (Please provide details)		
FAMILY MEDICAL PRACTITIONER'S DETAILS	Name	
	Telephone	
	Address	
MEDICAL AID DETAILS		
NAME		
MEMBERSHIP NUMBER		

D. MEDICAL CONSENT

I, the undersigned, _____ (*Full names and surname*), the parent/legal guardian of _____ (*Learner's name and surname*):

Indemnity

- (a) Indemnify and hold harmless Princefield Trust School, its Board of Directors, Principal, staff, and any authorized representatives from any liability, claims, or demands arising out of any injury, loss, damage, or accident that may occur to the above-mentioned learner while on the school premises, participating in school-related activities, or during transportation arranged by the school, except where such injury or damage is caused by proven negligence or willful misconduct.

Medical Consent

- (b) Grant full permission to Princefield Trust School, its staff, or any authorized representative to act in loco parentis in the event of a medical emergency involving the above-mentioned learner. This includes the authority to obtain and consent to any necessary medical or surgical treatment, including hospitalization, anesthesia, or other procedures as may be deemed essential by a qualified medical practitioner, should I/we be unreachable at the time of the emergency.

Signature of Parent/Guardian

Date

E. PARENTS'/ LEGAL GUARDIAN'S INFORMATION

APPLICATION FOR ADMISSION WILL NOT BE PROCESSED IF THE BELOW IS INCOMPLETE

FATHER / LEGAL GUARDIAN												
SURNAME												
FULL NAMES												
ID/ PASSPORT NUMBER												
RESIDENTIAL / STREET ADDRESS												
									POSTAL CODE			
POSTAL ADDRESS												
									POSTAL CODE			
TELEPHONE												
CELL												
E-MAIL ADDRESS												
OCCUPATION												

MOTHER / LEGAL GUARDIAN												
SURNAME												
FULL NAMES												
ID/ PASSPORT NUMBER												
RESIDENTIAL / STREET ADDRESS												
									POSTAL CODE			

POSTAL ADDRESS			
		POSTAL CODE	
TELEPHONE			
CELL			
E-MAIL ADDRESS			
OCCUPATION			

NEXT OF KIN (not at the same residential address)		
NAME	CONTACT DETAILS	RELATIONSHIP TO LEARNER

EMERGENCY CONTACT DETAILS (other than parents/legal guardian)		
NAME	CONTACT DETAILS	RELATIONSHIP TO LEARNER

F. SCHOOL FEES

PHASE / GRADE	PAYMENT PER MONTH	12- MONTH PERIOD
APPLICABLE TO ALL LEARNERS		
Annual Administration Fee	-	R1000-00 ONCE OFF
FOUNDATION PHASE / INTERMEDIATE PHASE		
Grade – R -3	R1300	R15 600
Grade 4 – 6	R1400	R16 800
SENIOR PHASE		
Grade 7 – 9	R1600	R19 200
FET PHASE		
Grade 10 – 11	R1700	R20 400
Grade 12	R2500	R27 500 Period Over 11 Months
Sibling Discount (only applicable when 3 or more siblings)	To be calculated	

NOTE:

To avoid all financial queries, please forward proof of payments made by electronic transfers to:
princefieldschool@gmail.com OR to the office

SCHOOL BANKING DETAILS

Banking Institution:	First National Bank
Account Name:	Princefield Trust School
Account Number:	62763334598
Type of Account:	Cheque Account
Branch:	250655
Reference:	Surname & Name of the Learner

G. PERSON RESPONSIBLE FOR THE ACCOUNT

TITLE		FULL NAME(S)	
		SURNAME	
ID / PASSPORT NUMBER			
RESIDENTIAL ADDRESS <i>(chosen domicilium citandi et executandi)</i>			
EMPLOYER'S NAME WORK ADDRESS (physical)			
CELL NO.		TELEPHONE NO.	
E-MAIL ADDRESS			
TELEPHONE NUMBER (WORK)			

I, the undersigned, _____ (*Full Name and Surname*),
being the parent/legal guardian of _____ (*Full Name of Learner*), hereby:

Undertaking to Pay School Fees:

- (a) Acknowledge and accept full responsibility for the payment of all school fees and related charges as determined by Princefield Trust School.
- (b) Undertake to pay all school fees **timeously and in full**, in accordance with the payment schedule as communicated by the school.
- (c) Understand and agree that failure to pay school fees will result in the learner being refused entry to the school until such time as the outstanding fees are settled in full or an acceptable payment arrangement has been made with the school and 5% interest will be charged on late payments.
- (d) Accept that any costs incurred by the school in the recovery of outstanding fees, including but not limited to legal fees, collection costs, interest, and administrative charges, shall be payable by me as the person responsible for the account.
- (e) I, fully agree that Princefield Trust School should do debit order from my account supplied in the office.

Refunds Where Fees Are Paid by Third Parties or Bursaries:

- (e) If any portion of the School Fees (including tuition, levies, or any other charges) is paid by a Third-Party Payer—including a bursary/scholarship provider, sponsor, employer, trust, company, or any other person/entity—any refund, credit, or reversal relating to those amounts will be paid only to that Third-Party Payer.
- (f) Parents/guardians and the learner have no claim to such refunds and may not receive or direct payment of the same, unless the Third-Party Payer gives the school prior written instruction (on letterhead where applicable) authorising payment to a parent/guardian or another account.
- (g) The school may require reasonable proof of payment and will process refunds only to the source account from which the funds originated, except where otherwise required by law or court order.
- (h) This clause prevails over any contrary instruction by a parent/guardian regarding refunds of amounts paid by a Third-Party Payer.

Signature of Parent/Guardian

Date

Signature of Witness

Date

H. GENERAL TERMS AND CONDITIONS

By enrolling a learner at Princefield Trust School, the parent(s)/legal guardian(s) agree to the following terms and conditions:

1. Admission and Enrolment

Admission is subject to the availability of space and the school's admission policy. All required documentation must be submitted in full for the application to be considered.

****[The school reserves the right to verify the authenticity of all submitted documents]*

2. Code of Conduct

Learners and parents/guardians agree to abide by the school's Code of Conduct and all school rules and policies. Disciplinary action may be taken against learners who breach the Code of Conduct.

Parents/guardians undertake to support the school's constitution, vision & mission, school rules, code of conduct for learners and policy of admission, as defined and implemented by the Board of Directors of the school.

3. School Fees

School fees are compulsory and are payable monthly **in advance**, by the 1st of each month. Fees are payable over 12 months, from January to November 30 of each year.

An Annual Administration Fee is payable upon acceptance and is non-refundable.

Failure to pay school fees will result in the learner being refused entry to the school until the account is settled or a written payment arrangement is agreed upon.

All costs incurred in the recovery of outstanding fees, including legal fees, collection costs, and administrative charges, will be borne by the person responsible for the account.

4. Medical Consent and Indemnity

The school is authorized to act in loco parentis in the event of a medical emergency.

The school may obtain and consent to any necessary medical or surgical treatment for the learner, including hospitalization and anesthesia, should the parent/guardian be unreachable.

The parent/guardian indemnifies the school, its staff, and representatives against any claims arising from injury, loss, or damage incurred during school activities, except in cases of proven negligence.

5. Excursions and School Activities

Parents/guardians consent to their child's participation in all school-organized excursions and activities.

The school will take all reasonable precautions to ensure the safety of learners during such activities.

The school will not be held liable for any injury, loss, or damage unless caused by proven negligence.

6. Withdrawal and Notice

A full calendar month's written notice is required for the withdrawal of a learner from the school. Failure to provide such notice will result in the parent/guardian being liable for the following term's fees.

7. Communication and Updates

Parents/guardians are responsible for ensuring that the school has up-to-date contact information at all times.

All official communication will be sent via the contact details provided.

8. Learners' Absence

Parents/guardians undertake to inform the school promptly should the child be unable to attend school. Non-attendance at school for a period of more than 2 (two) days, or non-attendance at any end of term / year tests or examinations, will require a doctor's certificate.

Non-attendance at school for a period of more

than 10 (ten) days, the child may be removed from the school admission register as per Policy from DBE/GDE.

9. Amendments

The school reserves the right to amend these terms and conditions, school fees, and policies. Notice of any changes will be communicated in writing.

Signature of Parents/Guardian

Signature of Witness

Date

Date

I. GENERAL TERMS AND CONDITIONS

Subjects Offered at School

Foundation Phase

English HL, Afrikaans FAL, Mathematics, Life Skills

Intermediate Phase

English HL, Afrikaans FAL, Mathematics, Life Skills, Social Sciences, NST

Senior Phase

English HL, Afrikaans FAL, Mathematics, Life Orientation, Social Sciences, Technology, Natural Sciences, EMS, Creative Arts, Sepedi HL, Setswana HL, Xitsonga HL, English FAL, Zulu HL

FET

English HL, Afrikaans FAL, Mathematics, Life Orientation, Life Sciences, Maths Literacy, Physical Sciences, Economics, Tourism, Business Studies, Geography, Accounting, History, Sepedi HL, Setswana HL, Xitsonga HL, English FAL, Zulu HL