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Admissions: Carol Higgs

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PRIMARY SCHOOL - 2017 APPLICATION FOR ADMISSION

To be fully completed and submitted with all requirements for pre-assessment & consideration:

- a) Certified copies of 2 most recent full school reports, including an end-of-year report
- b) Certified copies of all assessments – educational/remedial/psychological, including younger years
- c) Certified copies birth certificate, unabridged if available, or ID/passport + parents' IDs/passports
- d) A recent photograph
- e) Letter/s of motivation from parent/s
- f) Divorce Settlement Agreement and Adoption documents, if applicable
- g) R350 non-refundable Application Fee. Refer to page 2 or Fee Schedule for Bank details
- h) Cover page, page 2 Conditions of Entry and Fee Schedule to be retained for your record.
- h) Any relevant non-disclosure will result in nullifying this application.

Application Process:

- 1) Applications are pre-assessed for consideration/shortlist for interview depending on a suitable space being available, or waitlisted for future consideration. Updating copies of interim reports and other relevant information are required to keep your application open.
- 2) Any further assessment required may be at an extra cost.
- 3) Interviews are not guaranteed.
- 4) Acceptance is subject to:
 - A successful interview with student and preferably both parents with Class Teacher, and subsequent Faculty approval;
 - Receipt of our Financial Report to date from current school would be required after a successful interview, prior to final decision. A consumer credit check may be required.
- 5) On receipt of the above, probationary Acceptance (with the condition of your agreement to provide extra learner support if required, and any other conditions) would be offered with following:
 - 5.1) A letter of acceptance with Parent Contract of Enrolment, Acceptance documents for completion, including our Debit Order form OR a copy of your bank's confirmation of Stop Order for advance fee payments in accordance with our fee schedule, all to be returned prior to commencement, with applicable deposit – currently R4500 for Primary school.
 - 5.2) A CEMIS transfer certificate/letter and final Financial Clearance certificate must be obtained from the previous school prior to commencement, for registration.
 - 5.3) Non-South African pupils require either a valid Study visa in their passport in the name of our school, or a Permanent Residence Permit in the name of the pupil, prior to commencement.
 - 5.4) Advance payment of the first month's school fees is required prior to entry.
 - 5.5) Unabridged birth certificates would be required as soon as possible, if currently not available.
 - 5.6) Pupils with any learning barriers will be required to have a professional full educational assessment either by Class 6 or by Class 10, in line with the Western Cape Education Department's requirements. This would be at your cost.

CONDITIONS OF ENTRY – to be retained by parents

FEE POLICY

Our school's financial liquidity is dependent on prompt payment of school fees. Fees are subject to an annual increase and all fees are fully payable in advance. The Board of Trustees reserves the right to make adjustments to the school fees and related charges, as it may deem fit.

METHODS OF PAYMENT

1. Monthly Debit Order payments over 12 months, January - December, is our preferred method of payment, and applies for families with more than one child at our school.
2. Stop Order payments over 10 months, January - October, or advance termly or annual school fees.
3. Application Fee proof of payment with child's surname, class and year of application to be emailed to junita@waldorfconstantia.co.za or faxed to +27 (0)21 7941105
4. We prefer not to accept cash at school.

Bank details: Absa Bank Branch code 505309 Account no.1079140534
Constantia Waldorf School or Waldorf Schools Association
Foreign payments to include bank charges: Swift Code: ABSA ZAJJ

Cheques: Constantia Waldorf School

ADVANCE PAYMENT OF FEES: A 3% rebate is offered for annual fees fully paid in advance by 15 January. Interest on fees paid in advance will be retained by the school.

NON, SHORT or LATE PAYMENT OF MONTHLY/TERMLY FEES – POLICY and PROCEDURES

1. Failure by parents/guardians to make fee payments by the 1st working day of every month or termly fully in advance will attract a late payment charge of R250 per month. Repeated late payments will not be tolerated.
2. Outstanding fees of the previous month/term/year will be handed over to the attorneys of Constantia Waldorf School for collection. Parents/Guardians will be liable for payment of costs on the scale as between attorney and client, including collection charges.
3. **Parents/Guardians will consequently be required to remove their children from school.** In exceptional circumstances, at the discretion of the Board of Trustees and Debtors Mandate Group, will a pupil be allowed to enter a new term if any portion of the fees of the previous term is unpaid.

WITHDRAWAL NOTICE: A routine probation period of 2 terms applies on entry. Should the pupil remain in our school, a minimum one term/three months written notice of withdrawal applies (longer is beneficial for the children and all concerned), or provisional notice (subject to conditions), with your request for refund of deposit, if the parent/s wish to terminate this contract and withdraw the pupil prior to the final exit examination. At the end of Primary School two terms written notice applies. If such notice is not given, a full term's fees, at the rate applicable for which the pupil would have been at CWS, shall be due in lieu thereof.

If the school elects for any reason to terminate this contract, it may do so, on giving the parent a clear term written notice (three months) of its decision, at which time the parent must immediately withdraw the pupil.

A CEMIS transfer certificate will issued on the pupil's last day of school or when the fee account has been fully paid.

Admission from Primary to High School is not automatic, and is subject to a successful interview, a term's probation and payment of the balance due for the applicable High School Deposit.

DEPOSITS: Deposits may not be refunded in the event of cancellation prior to commencement, and is subject to circumstances. It is refundable at the end of the pupil's period of enrolment at the school, with no interest, on your written application, if the fee account is clear.

PARTICIPATION, SUPPORT: General information is emailed to parents in our weekly newsletter "The Grapevine". Parents are expected to attend all termly Class Parent meetings, the Annual General Meeting, festivals and at least one introductory course in Waldorf Education. Families are expected to participate in fundraising events. Parents are held responsible for supporting our expectations, behaviour code and punctual attendance of their children at school and all school functions.

DISCLAIMER: Constantia Waldorf School accepts no responsibility for any personal property brought to school.

PS Application

CONSTANTIA WALDORF SCHOOL – PRIMARY SCHOOL 2017 APPLICATION

Child's Surname: _____ First Name: _____ Preferred name: _____
Date of Birth: _____ Home Language/s: _____ Male/Female Age: _____
Birth certificate no. _____ Unabridged: Y / N I.D./Passport no: _____
Nationality: _____ For non-S.A: Study Visa required/Permanent/Temporary Residence no: _____
Religion: _____ Class Applying for: _____
From when: _____ Any further information: _____

For office use: Interview

Siblings: Name	Age	School – if applicable	Grade – if applicable	Teacher
1. _____				
2. _____				
3. _____				

Parents:

Marital Status: single/married/divorced/separated/re-married/common-law relationship
If divorced, a copy of the Divorce Settlement Agreement is required.
Is child from this marriage/previous marriage/adopted/this relationship/other? _____
With whom does the child live: _____

Father

Surname: _____ First Names: _____ Preferred Name: _____
Residential Address: _____ Code: _____
Do you own/rent this property? _____ Other property (details): _____
Postal Address: _____ Code: _____
Occupation: _____ Type of business: _____
Business name & address: _____
Since when: _____ Work Ph: _____ Hm Ph: _____
Fax: _____ Cell: _____ Email: _____
ID/Passport No: _____ Nationality: _____ Permanent/Temporary Residence (if non-S.A.)

Mother

Surname: _____ First Names: _____ Preferred Name: _____
Residential Address _____ Code: _____
Do you own/rent this property? _____ Other property (details): _____
Postal Address: _____ Code: _____
Occupation: _____ Type of business: _____
Business name & address: _____
Since when: _____ Work Ph: _____ Hm Ph: _____
Fax: _____ Cell: _____ Email: _____
ID/Passport No: _____ Nationality: _____ Permanent/Temporary Residence (if non-S.A.)

PS Application

1. SCHOOL HISTORY

Crèche/Nursery School/Day-Mother - Name/s _____ from ages _____ for how long _____

Present School _____ Current class _____

Address _____ Current teacher _____

Telephone & email _____ Date & Grade of Entry _____

Previous Schools attended:

SCHOOL	YEARS	GRADES
_____	_____	_____
_____	_____	_____
_____	_____	_____

Reasons for change of school(s) _____

Has child been asked to leave a previous school? Yes/No If yes, state when and why: _____

Has child ever been suspended from school? Yes/No If yes, state when and why: _____

Has child failed/repeated any class? Yes/No If yes, please elaborate: _____

Describe child's specific problems, if applicable, at any above schools: _____

Why you chose to apply to Constantia Waldorf School: _____

Through whom and how have you heard of our school – give details: _____

Are you applying at other schools? Y/N If so, which schools? _____

2. DOMESTIC SITUATION

a) In what environment did child grow up? _____

b) Describe your home atmosphere _____

c) Do parents supervise homework? Yes/No _____

d) Does child have own bedroom? Yes/No If no, with whom does child share? _____

e) Sleep: Normal/Heavy/Restless/Sleepwalking/Nightmares/Bedwetting: _____ Wakes: immediately/slowly _____

f) Mood on awakening _____

g) Any other comments _____

h) Has child been separated from parents for any reason? Yes/No For how long? _____

i) Change of country/ies? _____ At which age/s? _____ For how long? _____

j) Child's regular home tasks _____

k) Special abilities, hobbies, interests _____

l) TV/DVDs/Computer/Xbox games: Hours per day during week: _____ Hours per day during weekend: _____

Which programmes? _____ What music/games? _____

m) Special interests/hobbies of parents _____

3. PRENATAL AND BIRTH HISTORY

- a) Pregnancy: Was pregnancy planned? Yes/No Further information: _____
Air flights during pregnancy - at which months and where? _____
- b) Health during pregnancy: Illness/Infections/Prolonged morning sickness/Medications
Describe: _____
- c) Birth: Full term/if Premature, at what number of months _____ Birth Weight _____
Labour: Slow/Quick/Induced/Epidural/Caesarean/Emergency Why? _____
Type of Birth: Normal/Breech/Forceps _____
Describe any complications _____
At birth baby cried immediately/delayed, difficulty in breathing/jaundice/blood transfusion/incubation Any other information:

- d) Feeding: How long? Breast _____ Bottle _____
Solids: When? _____ Meat: When? _____ Egg: When? _____
- e) As a baby - Happy/Contented/Difficult/Colicky _____
- f) General feeling towards baby at birth _____
Describe if postnatal depression or other problems _____
- g) Immunisations: list which and at what age (Note that full vaccinations are not required by Waldorf ethos.) _____

- h) Air flights after birth - what age, how often and destination _____
_____ Any discomfort eg crying _____

4. DEVELOPMENT

- a) When did child first: Sit _____ Crawl _____
- b) Did you use: Walking Ring: Yes/No. How often _____
Table Carrier: Yes/No. How often _____ Jolly jumper: Yes/No. How often _____
- c) Would you describe child as clumsy? Yes/No/Sometimes _____
- d) Would you describe child as hyperactive/too dreamy? Yes/No/Sometimes _____
- e) Were milk teeth late to appear? Yes/No _____ From and until what age did change of teeth take place? _____
- f) Ages of: Bladder control _____ Bowel control _____
- g) Age of first words _____ Full sentences _____
- h) Has child had ear trouble? _____ Hearing loss? _____
Describe any difficulty in speech clarity/lisp/stutter/stammer/difficulty with any sounds: _____

- i) Has child had any eye problems or wears glasses? _____

5. HEALTH

- a) Has child ever been to a Specialist/Psychologist/Psychiatrist/Other? _____ If so, who? _____
At what age/s _____ Why _____

- b) Treatment/Medication _____

- c) Is child still under medication _____ If so, what _____
- d) Operations _____
- e) Any injuries, accidents or issues involving head/eyes/spine: _____
- f) Any serious falls _____
- g) Any traumatic experiences _____
- h) Childhood and other diseases eg Mumps/measles/meningitis/encephalitis/aids/hepatitis etc. If so, what _____
 _____ Age/s _____ Medication _____
- i) Chronic illnesses - frequent colds/asthma/allergies/bronchitis etc. _____

- j) Any convulsions/seizures? Yes/No Type _____ If so, how often _____ EEG _____
 Was this associated with high temperature? Yes/No When was first seizure? _____
 Was this controlled by medication? Yes/No Type _____
- k) Does child become feverish quickly? Yes/No Reason _____
- l) Is child prone to headaches? Yes/No How often _____
- m) Condition of teeth? _____
 Tonsils? _____ Adenoids? _____
- n) Present eating habits and appetite – eager/faddy/disinterested/overeater/other _____
 Does child ever have stomach ache? Yes/No _____
 Does child chew food well? Yes/No _____
 Digestive disorders? Yes/No Describe if applicable _____
 Does child have strong food preferences: eg Salty/sweet/sour _____
- o) Current GP/doctor _____ Tel: _____ Medical Aid & no: _____

6. SENSORY SYSTEM

- a) Does child seem to lack normal awareness of being touched? Yes/No _____
- b) Does child seem overly sensitive to being touched/held or cuddled? Yes/No _____
- c) Does child pay attention to what is being said to him/her? Yes/No _____
- d) Is child easily distracted by sound? Yes/No _____
- e) Does child talk excessively? Yes/No _____
- f) Can child follow through instructions? Yes/No _____
- g) Handedness: Hand - L/R Foot - L/R Eye - L/R Ear - L/R _____

7. BEHAVIOUR

- a) Is there any tension-related behaviour eg nail biting/tongue showing/excessive blinking/rubbing of the eyes/tantrums etc?

- b) Is child excessively shy/aggressive/restless/moody? _____
- c) Does child have friends? Many/few _____
- d) Does child tend to play with children of same age? Yes/No _____
- e) Has child used drugs/alcohol/other substances that you are aware of? _____
- f) If child is no longer using above, please state treatment, if any _____

In line with our school's zero-tolerance drug policy, are you willing for your child to be submitted to any drug tests?

Yes/No If no, please elaborate: _____

8. HISTORY RELATING TO OTHER INTERVENTIONS This section must be completed and a copy of report/s are required.

If no report was received or is not available, a copy should immediately be requested from practitioner in order to include with application.

a) Has child had any educational assessment? Yes/No Date/s _____

By whom _____ Why? _____

Recommendations _____

b) Has child had remedial lessons with any other person/s? _____

For what class/grade? _____ How long? _____

Why? _____

c) Describe child's difficulties as you see them _____

d) What do you feel lies behind them? _____

e) What is child's attitude towards them? _____

FINANCIAL: Would you accept our school's debit order system (preferred method of payment)? Yes/No If not, give reasons:

Have you ever been, or are currently, under debt review? Yes/No If yes, give details: _____

Would you authorize Constantia Waldorf School to conduct a consumer credit enquiry at any time that this may be required?

Yes/No If not, give reasons: _____

FINANCIAL INTERVIEW: (for office use)

PRE-ASSESSMENT:

CONDITIONS OF ENTRY

We/I _____ herewith apply for a place at
Constantia Waldorf School for _____ and acknowledge having read and understood the
application terms and Conditions of Entry, and agree to be bound by the provisions, summarizing that:

1. We/I are jointly and severally liable for all fees and charges relating to our abovementioned child, whether or not he/she still attends the school.
2. We/I acknowledge responsibility for payment of fee accounts by debit or stop order, and confirm our ability to pay fees which are subject to an annual increase, as well as any possible recommended learner support/lessons and other costs:
Father/Mother /Guardian/Other (specify with details) _____
Signature/s: _____
3. Tuition fees for each month are due and payable in advance, not later than the 1st working day of each month. Interest on advance payments will be kept by the school.
4. A R250 late payment charge will be levied for payments received after the 1st working day of each month.
5. Should we/I not pay our/my account timeously, and the School, in their sole discretion, decides to hand our/my account to their attorneys for collection, we/I will be liable for collection commission and attorney and client costs thereon. We/I will be held liable for legal fees, should they be incurred by the school in respect of our/my non-compliance with the above conditions of entry.
6. If the pupil has been accepted, a routine probation of two terms applies. Thereafter a minimum one term written notice of withdrawal, and preferably longer if possible, must be given to the Administration office if the parent wishes to terminate this contract for any reason and withdraw the pupil prior to the final exit examination. If such notice is not given, a full term (three months) fees, at the rate applicable in which the pupil would have been, shall be paid in lieu thereof. Likewise, if the school elects for any reason to terminate this contract, it may do so, on giving the parent a term's (three months) written notice of its decision to terminate the contract, at which time the parent must withdraw the pupil.
7. At the end of Primary School two terms written notice is required to be received by the end of the 2nd term.
8. The Primary/High School Faculty and College of Teachers may require a parent to withdraw a pupil with immediate effect in cases of probation/trial, serious or repeated misconduct or where it is in the interest of the school or pupil or both.
9. Class promotion is not automatic. Admission from Primary to High School is subject to a high school interview, a term's probation and payment of the balance applicable for the High school deposit.
10. We are aware that the school will constantly endeavour to take such steps as may be reasonably required in the circumstances, to do what it can to keep the pupil out of harm and free from loss, taking into account what can be reasonably foreseen and provided for in each case. Subject to this, both parents jointly and severally waive their own claims and indemnify the school, its employees and service providers (for whom it may be found to be vicariously liable) against any claim of the pupil in respect of the event in question.
11. The school holds normal accident insurance, covering certain accidents and injuries sustained on the school premises, to a limit of R10000 per child, per incident, less R500 excess.
12. A CEMIS Transfer Certificate/letter is required from the previous school, prior to entry, together with all other acceptance documents. Failure to comply will result in the pupil having a maximum 2 day visiting status, as registration is not possible without these documents.
13. A Study Visa in the pupil's passport in the name of the school or a Permanent Residence Permit in the pupil's name are required prior to entry of non-South African pupils.
14. No purported termination or variation of this agreement shall be of any force and effect unless reduced to writing and signed by both parties.

We/I agree that our/my child's admission would be subject to the contractual conditions which appear in the Parent Contract of Enrolment, and any other such conditions which may set by the School. Where both parents sign, our liability is joint and several, the one paying, the other to be absolved. **Our/my signature/s below confirm having read and understood all contents and completed all requirements contained herein, and our/my agreement to all terms and conditions.**

R350 Application Fee (non-refundable): Receipt no: _____ Date: _____

Signed at _____ on this ___ day of _____ 201__ Signed at _____ on this ___ day of _____ 201__

FATHER _____ MOTHER _____

FULL NAME _____ FULL NAME _____

OTHER (specify relationship) _____ OTHER (specify relationship) _____

FULL NAME _____ FULL NAME _____

To be completed by BOTH PARENTS AND/OR GUARDIAN/S

PS Application

CONSTANTIA WALDORF FEE SCHEDULE 2017

<u>STANDARD TUITION FEES</u>	<u>1st CHILD</u>	12 monthly Jan - Dec	10 monthly Jan - Oct	4 Termly	<u>2nd SIBLING</u>	12 monthly Jan - Dec	10 monthly Jan - Oct	4 Termly	<u>3rd SIBLING</u>	12 monthly Jan - Dec	10 monthly Jan - Oct	4 Termly
PLAYGROUP 3 days 4 days 5 days	25 000 30 000 35 000	2 084 2 500 2 927	2 500 3 000 3 500	6 250 7 500 8 750	22 500 27 000 31 500	1 875 2 250 2 625	2 250 2 700 3 150	5 625 6 750 7 875	21 250 25 500 29 750	1 771 2 125 2 479	2 125 2 550 2 975	5 313 6 375 7 438
KINDERGARTEN	36 000	3 000	3 600	9 000	32 400	2 700	3 240	8 100	30 600	2 550	3 060	7 650
PRIMARY SCHOOL Classes 1 - 3 Classes 4 - 7	45 000 52 000	3 750 4 334	4 500 5 200	11 250 13 000	40 500 46 800	3 375 3 900	4 050 4 680	10 125 11 700	38 250 44 200	3 188 3 683	3 825 4 420	9 563 11 050
HIGH SCHOOL Classes 8 - 10 Classes 11 - 13	67 000 70 000	5 584 5 834	6 700 7 000	16 750 17 500	60 300 63 000	5 025 5 250	6 030 6 300	15 075 15 750	56 950 59 500	4 746 4 958	5 695 5 950	14 238 14 875
TODDLER GROUP 3 days [No sibling discount]	25 000	2 084	2 500	6 250	<p><u>ACCEPTANCE DEPOSITS - refundable on exit, excluding interest, if fee account fully paid:</u></p> <p>Kindergarten/Playgroup/Toddler group: R3 800 Primary School: R4 500 High School: R5 500</p> <p style="text-align: right;">(Bank details overleaf)</p>							
PARENTS & TODDLERS [PREPAID VOUCHERS]	R100 per morning	-	-	-								
DEVELOPEMENT LEVY Annually x 1 Termly x 4 Monthly Jan-Oct x10 Monthly Jan-Dec x12	1st Child R1 000 R 250 R 100 R 84	2nd Sibling R 500 R 125 R 50 R 42	3rd Sibling R 250 R 63 R 25 R 21	PUPIL LEVIES & ACCIDENT COVER R190 per annum	<p>FEES ARE PAYABLE BY DEBIT ORDER, FULL IN ADVANCE (monthly over 10 or 12 months, termly or annually) in accordance with the overleaf FEE POLICY.</p> <p>3% REBATE on ANNUAL STANDARD TUITION FEES PAID IN FULL on or before 15 JANUARY 2017.</p> <p>LATE PAYMENT FEE: R250 per month on payments received after 1st working day of month or start of new term.</p> <p>EXTRA CHARGES CANNOT BE ADDED TO FEE ACCOUNTS.</p> <p>PUPIL ACCIDENT COVER up to R10 000, excess R500 payable by parent/fee payer on settlement of claim.</p>							
AFTERCARE [PREPAID VOUCHERS]	Full day R1835 per month	Half day R 900 per month	Casual R 35 per hour									
EXTRA SUPPORT LESSONS	Individual R180 per lesson	Group R130 per lesson										

CLASS MATERIAL CHARGES: INCLUDED in standard fees: Most stationery, basic art and craft materials, unless specified by class teacher/guardian for purchase by the parent/fee payer.

TEXT BOOKS: May be on a rental basis from our school library.

SPORT CHARGES: INCLUDED in standard fees, unless specified.

CLASS CAMPS (Classes 3 – 13) and OUTING CHARGES: NOT INCLUDED in standard fees/on account, as specified by the class teacher/guardian, payable in advance by the parent/fee payer.

MUSIC LESSON CHARGES: As specified by the Music Department, payable by the parent/fee payer on a TERMLY PREPAID system - details obtainable from the Music Teachers.

THERAPY SUPPORT CHARGES: NOT INCLUDED in standard fees.

AFTERCARE during SCHOOL TERMS: Kindergarten & Playgroup: 12h15 - 15h00 Half Day, or until 16h00 Full Day. Primary School: 12h30 - 15h00 Half Day, or until 16h30 Full Day.

DECLARATION: The Board of Trustees of the Constantia Waldorf School reserves the right to make adjustments to the school fees and related charges from time to time, as it may deem fit.

2017 – CONDITIONS OF ENTRY AND INCLUDING CONDITIONS PER CONTRACT OF ENROLMENT

FEE POLICY

The financial liquidity of the Constantia Waldorf School is dependent on the prompt payment of school fees by parents/guardians. All monthly/termly/annual fees are to be PAID IN FULL IN ADVANCE on or before the 1st working day of every month or prior to the start of each term.

METHODS OF PAYMENT

DEBIT ORDER payments over 12 months, January to December, or over 10 months, January to October, or prior to the beginning of each term.

Cheques to be made out to Constantia Waldorf School.

Your child's name and class or account reference number should appear on deposit slips to be faxed as proof of payment on 021 794 1105 or emailed to junita@waldorffconstantia.co.za

BANK DETAILS

Acceptance Deposits: Absa Bank, Branch Code 505309, Account number, 9096114664, "Constantia Waldorf Fee Deposits" (Interest of acceptance deposits will be retained by the school.)

Application & School fees: Absa Bank, Branch Code 505309, Account number, 1079140534 "Constantia Waldorf School" (or "Waldorf Schools Association")

Foreign fee payments (bank charges to be included): Swift Code: ABSA ZAJJ

EARLY PAYMENT of FEES

A 3% rebate is offered for annual fees paid in full in advance by 15 January 2017. Interest of all early payments will be retained by the school.

LATE PAYMENT CHARGES

1. Failure by parents/guardians to make fee payments by the 1st working day of every month or prior to the start of the new term will result in a late payment charge of R250 per month.
2. Repeated late payments will not be allowed nor tolerated.

NON or SHORT PAYMENT OF MONTHLY/TERM/ANNUAL FEES – POLICY and PROCEDURES

1. Outstanding fees of the previous MONTH/TERM /YEAR will be handed over to the attorneys of Constantia Waldorf School for collection. Parents/Guardians will be liable for payment of costs on the scale as between attorney and client, including collection charges.
2. Parents/Guardians will be requested to immediately remove the children from school.
(Only in exceptional circumstances, and at the discretion of the Board of Trustees and Debtors Mandate Group, will a pupil be allowed to enter a new term if any portion of the fees of the previous month/term or year is unpaid.)

ON ACCEPTANCE

A CEMIS transfer out certificate or transfer letter, our completed Financial Clearance certificate and any reports received in the interim must be obtained from the previous school and given to our Admissions office prior to commencement, for compulsory registration with the Western Cape Education Department, together with all our completed Acceptance documents and Debit Order form.

Admissions from Kindergarten to Primary school, and Primary to High school are not automatic, and are subject to a term's probation period and payment of the balance due for the applicable faculty's deposit.

NON-SOUTH AFRICAN PUPILS

Study visas in the name of our School, or a Permanent Resident Permit in the pupil's name, are compulsory for all non-South African pupils, and a copy given to our Admissions office prior to commencement.

WITHDRAWAL NOTICE

Once a pupil has entered the school, a minimum of 1 (one) term's written notice of withdrawal (or two terms at the end of Primary School) should be given to the accounts office. Longer written notice, when possible, would be beneficial for all concerned.

A written request for the refund or offsetting against unpaid fees of the Acceptance Deposit must be submitted to the accounts office.

If such notice is not given, a full term's fees, at the rate applicable for the next term in which the pupil would have been at school, shall be paid in lieu thereof. Likewise, if the school elects for any reason to terminate this contract, then it may do so, on giving the parent a term's written notice of its decision to terminate the contract at the end of the term in question, at which time the parent must withdraw the pupil. A CEMIS transfer certificate will be issued on the pupil's last day of school or when the fee account is fully settled.

PARTICIPATION

Regular contact between parents and teachers is important. General information is emailed through our weekly newsletter, The Grapevine. Parents are expected to regularly attend Class Parent meetings, the Annual General Meeting and Festivals, as well as an Introduction to Waldorf Education or a Parent Conference, so that our methods and expectations can be explained and supported. Families are expected to play an active part in fundraising events, and parents are held responsible for supporting our school's expectations and requirements.

PERSONAL PROPERTY: Constantia Waldorf School does not accept responsibility for any personal property brought to school.

DECLARATION: The Board of Trustees of Constantia Waldorf School reserves the right to make adjustments to the school fees and related charges from time to time, as it may deem fit.