

## APPLICATION TEMPORARY FOREIGN STUDENTS

### ALL LISTED REQUIREMENTS AND QUESTIONS TO BE COMPLETED, WITH BOTH PARENTS' SIGNATURES

- |  |                          |
|--|--------------------------|
| a) Certified copies of student's last 2 full school reports, and any remedial and/or psychological assessments   | <input type="checkbox"/> |
| b) Certified copy of student's passport, if available, and photograph/s of student   | <input type="checkbox"/> |
| c) Reference letter from current class guardian  | <input type="checkbox"/> |
| d) Letter of confirmation, preferably from the English teacher, that student's standard of English is adequate that he/she would be able to cope and not be at a loss because of language skill. (Should we find that the English language skills are inadequate, extra English lessons will be required, at an extra cost). | <input type="checkbox"/> |
| e) Confirmation letter from your school regarding credit worthiness in respect of school fee payments  | <input type="checkbox"/> |
| f) Handwritten letter of introduction and motivation written by High School student about him/herself, with interests and why they would like to come to Cape Town   | <input type="checkbox"/> |
| g) An application fee of R500. This fee is not refundable  | <input type="checkbox"/> |
| h) Should the application be successful, <u>a copy of the passport stamped with study visa (in the name of our school, if applicable, and air ticket prior to student's departure for South Africa</u>   | <input type="checkbox"/> |
| i) Proof of payment of our school fees for hosted students, prior to departure for South Africa (not applicable for direct exchanges or families)  | <input type="checkbox"/> |

### APPLICATION PROCESS AND INFORMATION:

Acceptance is not guaranteed, and is subject to acceptance by the Class Teacher/Guardian and the relevant faculty, and a successful financial arrangement with our accounts/administration office. You will be advised of the decision after Faculty's confirmation.

- If successful, we endeavour to find a suitable exchange student or host family. We give recommended contact details for introduction, and arrangements with families are made direct.
- Once this is confirmed, you will receive our Acceptance forms, with acceptance letters for your application for a study visa (if applicable). We require all completed forms before departure for South Africa.
- School fees, if applicable, are payable 2 terms in advance, before departure for South Africa. This is not applicable for a direct exchange.
- Minimum period for a visiting student is generally 1 term/3 months, and preferably 2 terms/+-6 months.
- Minimum age is 16 years, for Class 10 or Class 11 for exchange students and visiting foreign students (not applicable for families).
- Our term dates are available on our website.
- NB - the legal drinking and clubbing age in South Africa is 18 years.
- Should circumstances occur where behaviour makes it necessary for our school to send the student back home, this will be at the parents' costs.
- Students should arrange to bring and/or receive their own maths school work.

## CONDITIONS OF ENTRY

**Bank details: Absa, Branch Code: 505309, Account No: 1079140534** (fee account), Constantia Waldorf School, or Waldorf Schools Association. **Foreign payments** (bank charges to be included): IBAN/Swift Code: ABSA ZAJJ: ABSA BANK Shop 53, Constantia Village, Spaanschemat River Road, Constantia, Cape Town, 7806

For paying students the fees are to be paid in advance. For hosted High School students proof of payment should be emailed to [junita@waldorfconstantia.co.za](mailto:junita@waldorfconstantia.co.za) with student's name, prior to student's departure from home.

**NOTICE:** If the school elects for any reason to terminate this contract, then it may do so, on giving the parent a clear term's written notice of its decision to terminate the contract, at which time the parent must withdraw the pupil. The school may require a parent to withdraw a pupil with immediate effect in cases of probation/trial, serious/repeated misconduct or where, in their opinion, it is in the interest of the school and/or student.

**INDEMNITY:** The school will constantly endeavour to take such steps as may be reasonably required in the circumstance to do what it can to keep the student 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 service providers (for whom it may be found to be vicariously liable) against any claim of the student in respect of the event in question.

**PARTICIPATION:** Foreign students will be required to take Drama to help improve their English.

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

**GENERAL INFORMATION:** is available through our weekly newsletter, the Grapevine on our website [www.waldorfconstantia.org.za](http://www.waldorfconstantia.org.za).

## FOREIGN TEMPORARY STUDENT APPLICATION FORM

Child's Surname:		Date of Birth:	
First Names:		Birth Certificate:	
Preferred Name:		Male/Female:	
Applying for: DIRECT EXCHANGE OR Applying for: VISITING STUDENT. <u>(mark preference or both if applicable as alternatives)</u>			
Applying for Class:		From when: Until when:	
Alternative dates:		Any period not possible?	
Home Language:		Religion:	
Passport no & Expiry Date:		Passport Nationality	

### PARTICULARS OF PARENTS/GUARDIANS

#### PARENT/GUARDIAN A

#### PARENT/GUARDIAN B

Relationship to child:	Relationship to child:
Surname & Title:	Surname & Title:
First Name:	First Name:
Marital Status: <i>single/married/ divorced/separated/ re-married/common-law</i>	Marital Status: <i>single/married/ divorced/separated/ re-married/common-law</i>
Passport number/Nationality	Passport number/Nationality
Residential Address:	Residential Address:
Occupation and Type of Business:	Occupation and Type of Business:
Name of Company and Work Address:	Name of Company and Work Address:
Email Address:	Email Address:
Mobile No:	Mobile No:
Work No:	Work No:
Home No:	Home No:

#### SIBLING INFORMATION

Sibling Name	Age	Name of School (if applicable)	Grade (if applicable)	Name of Teacher (if applicable)

With whom does the child live? \_\_\_\_\_

#### SCHOOL HISTORY

Present School: \_\_\_\_\_

Address: \_\_\_\_\_

Date and Standard of Entry: \_\_\_\_\_ Teacher: \_\_\_\_\_

**PREVIOUS SCHOOL/S ATTENDED:**

Schools	Years	Grades

Reasons for applying to Constantia Waldorf School: \_\_\_\_\_

Are all pupils of the class making an exchange or visiting a foreign school simultaneously or is this an individual application?  
\_\_\_\_\_

Has your child been asked to leave a previous school? **Yes/No?** If yes, when and why: \_\_\_\_\_

Has your child repeated any class? **Yes/No?** If yes, please describe specific problems: \_\_\_\_\_

**DOMESTIC**

- a) In what environment did child grow up, describe your home atmosphere? \_\_\_\_\_
- b) Describe relationship with parents: \_\_\_\_\_
- c) Do parents supervise homework? **Yes/No** \_\_\_\_\_
- d) Does your child have their own bedroom? **Yes/No** If no, with whom does your child share? \_\_\_\_\_
- e) **Sleep:** Normal/Heavy/Restless/Sleepwalking/Nightmares/Insomnia/Struggles to sleep? \_\_\_\_\_
- f) What are your child's regular home tasks? \_\_\_\_\_
- g) Special abilities, hobbies, interests? \_\_\_\_\_
- h) Screen time: Hours per day during week? \_\_\_\_\_ Hours per day during weekend: \_\_\_\_\_  
Which programmes? \_\_\_\_\_ What music/games? \_\_\_\_\_
- i) Special interests/hobbies of parents: \_\_\_\_\_

**HEALTH**

- a) Has your child had any operations or injuries, accidents or serious falls involving head/eyes/spine, or any traumatic experience?  
\_\_\_\_\_
- b) Childhood and other diseases eg Mumps/measles/meningitis/encephalitis/aids/hepatitis etc. If so, what? \_\_\_\_\_  
Age/s \_\_\_\_\_ Age/s \_\_\_\_\_
- c) Chronic illnesses - asthma/ seizures etc? \_\_\_\_\_
- d) Any convulsions/seizures? **Yes/No** Type: \_\_\_\_\_ If so, how often? \_\_\_\_\_ EEG \_\_\_\_\_  
Was this associated with high temperature? **Yes/No** \_\_\_\_\_
- e) Is your child prone to headaches? **Yes/No** How often? \_\_\_\_\_
- f) Present eating habits – eager/faddy/disinterested/overeater/binge/other? \_\_\_\_\_  
Any particular likes or dislikes, vegetarian or vegan? \_\_\_\_\_  
Digestive disorders or stomach ache? **Yes/No** Describe if applicable: \_\_\_\_\_
- g) Any language or physical problems which may affect your child at school? \_\_\_\_\_

**SENSORY SYSTEM**

- a) Does child pay attention to what is being said to him/her? **Yes/No** \_\_\_\_\_
- b) Is your child easily distracted by sound or struggle to concentrate? **Yes/No** \_\_\_\_\_
- c) Does your child talk excessively? **Yes/No** \_\_\_\_\_
- d) Can your child follow through instructions? **Yes/No** \_\_\_\_\_

## BEHAVIOUR

- a) Is there any tension related behavior eg nail biting/tongue showing/excessive blinking/rubbing of the eyes/tantrums etc? \_\_\_\_\_
- b) Is your child excessively shy/aggressive/restless/moody/anxious/unhappy? \_\_\_\_\_
- c) Does your child have friends? *Many/few*? Does your child socialise with the same age group? \_\_\_\_\_
- d) Describe your child's social life in terms of what and how much alcohol, number of times and where he/she is permitted to go out during the week and during weekends, until what time, etc: \_\_\_\_\_
- e) Has your child used drugs/alcohol/other substances that you are aware of? \_\_\_\_\_
- f) 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**
- g) If no, please elaborate: \_\_\_\_\_
- h) Does your child smoke cigarettes? **Yes/No** With permission? **Yes/No** If so how many? \_\_\_\_\_

## HISTORY RELATING TO OTHER INTERVENTIONS

- a) Has your child had any educational or other therapeutic assessment? **Yes/No** Date/s: \_\_\_\_\_  
By whom? \_\_\_\_\_ Why? \_\_\_\_\_  
Recommendations: \_\_\_\_\_  
How were these followed up? \_\_\_\_\_ Report included? **Yes/No - will still be supplied asap.**
- b) Has your child had remedial or support with any other person/s? \_\_\_\_\_  
For which class or grade? \_\_\_\_\_ How long? \_\_\_\_\_ With whom? \_\_\_\_\_  
Why? \_\_\_\_\_ Report included? **Yes/No - will still be supplied asap.**
- c) What is your child's attitude towards them? \_\_\_\_\_

We/I \_\_\_\_\_ herewith apply for a place at

Constantia Waldorf School for \_\_\_\_\_ and acknowledge having read and understood the Application, Conditions of Entry and Fee Schedule terms 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. 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 for which the parents would be liable.
3. Study Visas (if applicable) in the school's name in students passport or Permanent Residence Permits in the student's name are required prior to entry of non-South African students for stays longer than 3 months.
4. 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.

R500 Application Fee (non-refundable): Receipt no: \_\_\_\_\_ Date: \_\_\_\_\_

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

Parent/Guardian A \_\_\_\_\_ Parent/Guardian B \_\_\_\_\_

Full Name \_\_\_\_\_ Full Name \_\_\_\_\_

Specify relationship \_\_\_\_\_ Specify relationship \_\_\_\_\_

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



## CONSTANTIA WALDORF SCHOOL - 2023 STANDARD FEE SCHEDULE

Please mark your envisaged payment plan option as confirmation of affordability, taking into account that fees are subject to annual increases, generally approximately in line with cost of living adjustments.  
12 Monthly Debit Order Payments are our preferred option.

STANDARD TUITION EES	1 <sup>st</sup> Child Annual (1)	Termly (4)	Eft/Cash 10 x Months Jan – Oct (10)	Debit Order or Stop Order Jan – Dec (12)	2 <sup>nd</sup> Sibling Annual (1)	Termly (4)	Eft/Cash 10 x Months Jan – Oct (10)	Debit Order or Stop Order Jan – Dec (12)	3 <sup>rd</sup> Sibling Annual (1)	Termly (4)	Eft/Cash 10 x Months Jan – Oct (10)	Debit Order or Stop Order Jan – Dec (12)
<b>PLAYGROUP</b> 4 days 5 days	39 929 47 174	9 982 11 794	3 993 4 717	3 327 3 931	35 936 42 457	8 984 10 614	3 594 4 246	2 995 3 538	33 940 40 098	8 485 10 025	3 394 4 010	2 828 3 342
<b>KINDERGARTEN</b>	47 804	11 951	4 780	3 984	43 024	10 756	4 302	3 585	40 634	10 158	4 063	3 386
<b>PRIMARY SCHOOL</b> Classes 1 - 3 Classes 4 - 7	59 611 70 409	14 903 17 602	5 961 7 041	4 968 5 867	53 650 63 368	13 412 15 842	5 365 6 337	4 471 5 281	50 669 59 847	12 667 14 962	5 067 5 985	4 222 4 987
<b>HIGH SCHOOL</b> Classes 8 - 10 Classes 11 - 13	90 581 96 075	22 645 24 019	9 058 9 608	7 548 8 006	81 523 86 468	20 381 21 617	8 152 8 647	6 794 7 206	76 994 81 664	19 249 20 416	7 699 8 166	6 416 6 805
<b>TODDLER GROUP 3 DAYS</b> [No sibling discount]  <b>PARENTS &amp; TODDLERS [PREPAID VOUCHERS]</b>  <b>DEVELOPEMENT LEVY Annually</b>  <b>AFTERCARE [PREPAID VOUCHERS]</b>  <b>LEARNER SUPPORT LESSONS</b> Per lesson	33 180  R135 pd  1 <sup>st</sup> Child R1 365  Full day R2 257pm  Individual R180	8 295  2 <sup>nd</sup> Sibling R682  Half day R1 128 pm  Group R130	3 318  3 <sup>rd</sup> Sibling R341  Casual R47 ph	2 765	<p><b>ACCEPTANCE OF PLACE DEPOSITS [Refundable on exit if fee account fully paid, excluding interest]</b>            Kindergarten/Playgroup/Toddlers : R5 500            Primary School (Class 1-3) R6 500, Primary School (Class 4-7) R8 300            High School (Class 8-10) R8 700, High School (Class 11-13) R9 300</p> <p><b>ANNUALLY - PUPIL LEVY &amp; ACCIDENT COVER:</b> R190 per pupil            [Accident cover excess amount payable by the parent/fee payer on settlement of claims]</p> <p><b>REBATE ON STANDARD ANNUAL TUITION FEE PAYMENT</b>            3% allowed on annual standard tuition fees paid in advance on or before 31<sup>st</sup> January 2023</p> <p><b>LATE PAYMENT FEE:</b> R250 per month on payments received after the 1<sup>st</sup> working day of the month of payment or after the start of the new term</p> <p><b>FEES ARE PAYABLE ANNUALLY, TERMLY OR MONTHLY IN ADVANCE IN ACCORDANCE WITH THE OVERLEAF FEE POLICY. EXTRA CHARGES CANNOT BE ADDED TO THE MONTHLY/TERMLY OR ANNUAL FEE ACCOUNT.</b></p> <p>1<sup>st</sup> term fee charge covers – January, February, March            2<sup>nd</sup> term fee charge covers – April, May, June            3<sup>rd</sup> term fee charge covers – July, August, September            4<sup>th</sup> term fee charge covers – October, November, December, irrespective of actual term dates.</p>							
<p><b>EXTRA LESSONS &amp; EURYTHMY THERAPY CHARGES:</b> NOT INCLUDED in standard fees.  <b>MUSIC LESSON CHARGES:</b> As specified by the Music Department, payable to the music teacher by the parent/fee payer on a PREPAID system – details obtainable from the Music Teachers.  <b>CLASS MATERIAL CHARGES:</b> INCLUDED in standard fees are most stationery, textbooks, art, project &amp; basic craft materials, unless specified for purchase and payment by the parent/fee payer.  <b>SPORT CHARGES:</b> INCLUDED in standard fees unless specified  <b>CLASS CAMP and/or OUTING CHARGES:</b> NOT INCLUDED in standard fees. Charges are as specified by the class teacher/guardian, payable prior to the event by the parent/fee payer (Class 3 - 13).  <b>AFTER CARE SCHOOL TERM HOURS:</b> Kindergarten &amp; Playgroup half day 12h15 until 15h00 or full day until 16h00. Primary School half day 12h30 until 15h00 or full day until 16h30.</p>												



## 2023 - CONDITIONS AS PER CONTRACT OF ENROLMENT

### BANK DETAILS

**Application & School fee account:** Absa Bank, Branch Code 505309, Account number, 1079140534 Constantia Waldorf School (The Waldorf Schools Association Cape)  
**For Foreign fee payment (bank charges to be included):** Swift Code: **ABSA ZAJJ** IBAN Code: not applicable **ABSA BANK Shop 53, Constantia Village, Spaanschemat River Road, Constantia, 7806 – Use student name and class as reference.**  
**Acceptance Deposits account:** Absa Bank, Branch Code 505309, Account number, 9096114664, “Constantia Waldorf Fee Deposits”.  
**Use student name and class as reference for all payments, email proof of payment to [junita@waldorfconstantia.co.za](mailto:junita@waldorfconstantia.co.za)**

### 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 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

- A monthly DEBIT ORDER or STOP ORDER payment over 12 months, January to December irrespective of term date.
- Monthly (EFT) Electronic Funds Transfer or (CSH) CASH methods of payments may only be done over 10 months (January to October) by condition of entry arrangement.
- Proof of payment, child's full name and fee account reference number should appear on the deposit slip to be emailed to [junita@waldorfconstantia.co.za](mailto:junita@waldorfconstantia.co.za).
- We prefer not to accept cash at school.

### EARLY SETTLEMENT of FEES

A **3% rebate** is offered for annual fees paid in advance, by 31<sup>st</sup> January 2023. Interest of all fees payments made in advance will be retained by the school.

### ADMINISTRATION CHARGES

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.  
Repeated late payments will not be allowed nor tolerated.

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

Previous MONTH/TERM /YEAR fees cannot be carried over. Accounts will be handed 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.

**Parents/Guardians will be requested to immediately remove the children from school.**

(Only in exceptional circumstances, and at the discretion of the Board of Directors 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.)

### WITHDRAWAL NOTICE

Once a pupil has entered the school, a minimum of 1 (one) term's/3 (three) month's written notice of withdrawal (or two terms at the end of Primary School) should be given to the accounts office.

Written request for the refund or offsetting against unpaid fees of the Acceptance Deposit must be submitted to the accounts office at [junita@waldorfconstantia.co.za](mailto:junita@waldorfconstantia.co.za)

If such notice is not given, a full term's fees/three months, 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 out certificate will be issued on the pupil's last day of school or when the fee account is fully settled.

### PARTICIPATION

It is important for parents and teachers to maintain regular contact. General information is sent out electronically through our weekly newsletter, The Grapevine. You would be expected to regularly attend Class Parent meetings, Parent talks, the Annual General Meeting and Festivals, as well as Introductory Courses in Waldorf Education and Parent Conferences which parents are asked to attend, if they have not previously done so, in order that our methods and expectations can be explained and supported. The school holds fundraising events during the year and all families are expected to play an active part in these events. Parents are held responsible for supporting our school's expectations and requirements.

### ON ACCEPTANCE

A CEMIS transfer out certificate or transfer letter must be obtained from the previous school and handed to the admissions office prior to commencement, for compulsory registration with the Western Cape Education Department.

### STUDY VISAS

Study visas in the name of our School (Constantia Waldorf School) or a permanent residence permit in the name of the student are compulsory for all Non-South African pupils prior to entry and a copy handed to the admissions office prior to the starting of classes.

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

**DECLARATION:** The Board of Directors 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.