



Sacred Heart College
MARIST OBSERVATORY

APPLICATION FORM

REQUIREMENTS

This is only an application form. Sacred Heart College reserves the right to accept or reject this application. The information requested in this form is held in the strictest confidence.

To apply, kindly complete and submit the Application Form along with the required supporting documents and a non-refundable application fee (please refer to the annual fee schedule for details).

Copies of the following documents must accompany this application.

- The Identity Documents of the parent(s)/ guardian(s) person(s) responsible for fees
- The Identity Document or Birth Certificate of the applicant (student)
- The latest annual and termly reports of the student from his/her current school
- The relevant visa, date of entry stamp and front page of a passport (only for foreign students)
- If Catholic, a Baptismal Certificate
- Last 3 months' bank statements
- Last 3 months' payslips

Once the application form (and all relevant documentation) has been submitted, it becomes the property of Sacred Heart College and will not be returned.

- A passport-size photograph of the applicant must be attached with this application.
- A non-refundable application fee is required when the application is made.
- If the applicant is accepted, a non-refundable placement fee is required to confirm acceptance of the offer.
- Please fill in all sections of the form.
- Please use block capitals and black ink when filling in the form.

Application forms together with the supporting documents can be submitted via email:
admissions@sacredheart.co.za

1. STUDENT'S DETAILS

Student's Surname												
Names												
ID/Passport No.												
Date of Birth	DD / MM / YYYY			Age:		Gender:	Male ☐	Female ☐				
Country of Origin						Nationality:						
Race	African ☐	Asian ☐	Coloured ☐	White ☐	Indian ☐	Other ☐						
Home Language						2nd Language:						
Previous School												
Do you need accommodation?	Yes ☐	No ☐	Religion:									

All students are required to choose a First Additional Language from Grade 1 through Grade 12.

First Additional Language Afrikaans ☐ IsiZulu ☐ Other

Subjects
in High School

1.

2.

3.

4.

5.

6.

7.

8.

**Grade 9 students who wish to take Mathematics, Information Technology, or Physics are required to have a minimum average of 60% in these subjects.*

2. IF YOU ARE NOT A SOUTH AFRICAN CITIZEN

Country of Origin

Passport Number

Date of Entry into SA

DD / MM / YYYY

Do you have a study permit?

Yes

☐

No

☐

**A copy of a valid study permit must be attached.*

3. PARENT/GUARDIAN

PARENT/GUARDIAN 1

Relationship to student

Title

Full Names

ID/Passport No.

Home Address

Home Tel No.

Cell

Work

Occupation

Employer

Work Address

Email Address

01

02

PARENT/GUARDIAN 2

[illegible]

01

02

4. PERSON RESPONSIBLE FOR FEES IF NOT PARENT/GUARDIAN

(This can be an individual or a company)

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[illegible]

01

02

5. EMERGENCY CONTACT

[illegible]

5. EMERGENCY CONTACT (CONTINUES)

Home Address			
Home Tel No.		Cell	Work
Occupation			
Employer			
Work Address			
Email Address	01	02	

5. ALUMNI (PAST STUDENT)

Do you know anybody who used to attend Sacred Heart College?

Parent ☐ Grandparent ☐ Uncle/Aunt ☐ Sibling ☐ Friend ☐ Family Member ☐ Other ☐

His/her Name

Year of Attendance

House Benedict ☐ Geddes ☐ O'Leary ☐ Valerian ☐

His/Her Occupation

Cell Number Email

5. SURVEY (MARKETING)

Where did you hear about us? Please indicate with an X.

Flyer ☐	Billboard ☐	Magazine ☐	Newspaper ☐	Radio ☐	Social Media ☐
Friend ☐	Brochure ☐	Website ☐	Exhibition ☐	Other	

6. LEGAL DECLARATION (FOR PARENTS/GUARDIANS TO FILL IN)

I, (full name) _____, the undersigned, currently residing at (insert full residential address), _____ do hereby, subject to the following terms and conditions, apply for the admission of (full name of student) _____ as a student at Sacred Heart College.

1. I declare that I am the legal guardian of the student whose details appear on this application form.
2. I confirm that all the particulars that I may furnish or that have been furnished on this application form shall, to the best of my knowledge and belief, be full, true and accurate in every respect.
3. I have read, understood and agree to abide by the policies of the College as published in the College Diary and on the website each year.
4. I hereby undertake to abide by and comply with all the rules and regulations of the College, and I hereby acknowledge that I have to make myself familiar with all the rules of the College. I also agree to encourage my child to do the same and support the school in its endeavour to apply and enforce these rules.
5. My child has undertaken to participate in the co-curricular activities at the College. I undertake to support him/her in these activities.

During the course of the year, we regularly take pictures of the children involved in the activities of the school for use in our newsletters and school magazine. Occasionally, we also use some pictures in our brochures and adverts. From time to time, we agree to requests by external film makers and television agencies to film the school activities or use the property for filming. By signing below, you agree to the school making use of images and video of your child in this way, in its sole discretion. When exercising this discretion, the school will seek to avoid impinging on your child's modesty or presenting your child in a negative light. When the College chooses to use images for marketing purposes, or allows external agencies to do so, (as opposed to using pictures in newsletter and the school magazine or other similar media; or in the course of filming ordinary school activities) reasonable steps will be taken to secure your permission prior to the images being used in this way.

PAYMENT OF FEES

1. I hereby assume absolute responsibility for the payment of any fees and charges that may fall due as a result of the admittance to Sacred Heart College of the student whose details appear on this application form.
2. I acknowledge that school fees are payable in advance and that there are various payment options offered by the College.
3. I acknowledge that a term's notice in writing or an equivalent fee is required before the withdrawal of the student from the College.
4. I acknowledge that should I default on any agreement reached which determines the schedule of payment below, then the whole balance outstanding shall immediately become due and payable by me and that no indulgence or grant of time by Sacred Heart College shall be deemed a waiver of its rights hereunder.
5. I choose the residential address set out below as my domicilium citandi et executandi for the service on me by the College of all notices, processes and other communications.
6. I hereby agree in terms of section 45 of the Magistrates' Courts Act no 32 of 1944 that the College shall, as its option, be entitled to institute any legal proceedings for the recovery of any monies owing by me to the College in any Magistrate's Court having jurisdiction in respect of such proceedings in terms of Section 28 of the Act.
7. I hereby consent that the College, or its appointed agents, may carry out a credit enquiry and may transmit details to the credit bureau of how I have performed in meeting my obligations in terms of this agreement and, in the event that I fail to meet my obligations, may record my non-performance with the appropriate credit bureau.

Signed at _____ on _____ / _____ / 20 _____

Full Name: _____

ID Number: _____ Signature: _____

Important note: this section must be filled in if the person responsible for the payment of school fees is not the same as the Guardian who signed above

Address:	Home Tel:	Work Tel:
Cell:	Fax:	Email:

Signed at _____ on _____ / _____ / 20 _____

Full Name: _____

ID Number: _____ Signature: _____