



HOLY CROSS HIGH SCHOOL

PBO: 93 000 11967
NPO: 202-183 NPO
EXAM CENTRE: 1001132
UMALUSI accredited: 16 SCH01 002177
WCED REG NO: 0103 000 809

**161 Coronation Road
Maitland
7405
www.holycrosshigh.co.za
Tel: 021 511 9365**

IN CRUCE SALUS

Registration for next academic year

CONTRACT

between

HOLY CROSS HIGH SCHOOL

and

(PARENT /GUARDIAN NAME AND SURNAME)

Full name and Surname of both parents/legal guardians

ID number of parents/legal guardians

I,

Name and Surname of learner

the legal parent/guardian of;

residing at;

Home Address

Postal code

Telephone number/s

1.

2.

e-mail address

Hereby enter into the following contract with

Holy Cross High School

**161 Coronation Road
Maitland.**

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I have read and understood the contents of the following policies.

(All policies can be found on the school website www.holycrosshigh.co.za, A copy can also be obtained from the office)

1. Admissions Policy
2. Financial Procedures
3. Child Safeguarding Policy
4. Health, Safety and Security Policy
5. Learner Code of Conduct
6. Subject Choice and Change Policy

I understand that acceptance of the terms and conditions of each of these policies are a prerequisite for registration at the School.

Flowing from these policies the following points are relevant when re-registering my daughter

I understand that my child is not automatically registered at the school based on her current attendance. Unless you have a confirmation of registration please consider your child as unregistered at our school for the next academic year.

I understand that registrations are not transferable.

I understand that should I register my child early she is still subject to subsequent denial based on a serious violation of the code of conduct or being progressed for a second time in the phase. The confirmation of registration will list the conditions.

I understand that the receipt of a final confirmation of registration will be forwarded to me.

I understand that my daughter must bring this confirmation document on the first day of the next school year.

I understand that my daughter will only be permitted to attend the subjects she is registered for, changes will attract additional administration and costs.

Re-registration can be denied on any or a combination of the following factors

- Arrears on current school fees
- A serious violation of code of conduct
- Repeating a grade for the second time and then being progressed (not promoted) to the next grade.

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Tick the relevant subjects the learner is registering for

English Home Language **COMPULSORY**

Afrikaans FAL
 Mathematics

or
 or

Xhosa FAL
 Mathematical Literacy

Select one¹
 Select one²

Select one from each column² GRADE 12 ONLY³

History
 Life Science
 Business Studies

Tourism
 Physics
 Accounting

CAT⁴
 Religion Studies

Select one from each column² GRADE 10 & 11 ONLY

History
 Life Science
 Accounting

Tourism
 Physics
 Business Studies

CAT⁴
 Geography
 Religion Studies

In the event of a learner doing extra subjects please indicate here

Subject		Detail of Service provider	
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Note that in certain subjects' spaces are limited. An allocation will only be made to a learner on completion of re-registration. A place in the current year's class does not guarantee a place in the next year's class. At Holy Cross High School learners from other schools are given a fair opportunity to vie for placements. After 31 October waiting students will be admitted.

Re registration fee for 2020 is R 1000 if paid before end of October

Late re -registration fees will be R 1200

Should a parent wish to pay the re-registration form in instalments this is done in conjunction with the registrations officer.

Holy Cross High School commits itself to provide learners with:

- Religious and moral education in the formation of the whole person
- Academic programmes for grades 8 to 12 conforming to the requirements of the WCED
- Extra-curricular programmes such as sport and cultural activities
- Pastoral care and support for those learners (and their families) in need
- A disciplined and nurturing environment

The parent commits him/herself:

- To ensure that his/her daughter respects and abides by the Learner Code of Conduct.
- To co-operate with the staff in a positive manner in all matters relating to his/her daughter's progress.
- To equip his/her daughter with the required uniform, text books and stationary.
- To support the school's fundraising ventures.

initial

- To encourage and support his/her daughter to be actively involved in the faith of her home.
- To honour his/her school fee commitments.

The school, with the support of the Holy Cross Congregation, undertakes to honour its contractual obligations to its learners and parents for the full academic year, provided they are not in breach of contract with regards to the Code of Conduct and Finance Policy.

1. A learner must select the first additional language based on the language they took in the previous year
2. See policy on : Subject change and Choice policy
3. Note that grade 12 attracts R 300 invigilation fees for external invigilators
4. Note that CAT attracts an extra R 500 per year for centre fees and data storage

SIGNATURE OF PARENT.....

WITNESS 1:..... WITNESS 2:.....

SIGNATURE OF PRINCIPAL.....

DATE:

SCHOOL STAMP:

HOLY CROSS HIGH SCHOOL

161 Coronation Road
Maitland
7405
Tel: 021 511 9365
Fax: 086 545 3095



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admin@holycrosshigh.co.za
bursar@holycrosshigh.co.za
registrations@holycrosshigh.co.za

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WCED REG NO: 0103 000 809

ANNEXURE E

Registration for next academic year

FINANCIAL CONTRACT

between

HOLY CROSS HIGH SCHOOL

and

(PARENT /GUARDIAN NAME AND SURNAME)

Full name and Surname of both parents/legal guardians

ID number of parents/legal guardians

I,

Name and Surname of learner

the legal parent/guardian of;

--

Home Address

residing at;

Postal code

--

Telephone number/s

1.
2.

e-mail address

--

Hereby enter into the following contract with

Holy Cross High School

**161 Coronation Road
Maitland.**

initial

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I have read and understood the contents of the School Handbook containing the Financial Procedures of the School and the costs for 2020 included in this contract as an addendum.

I select one of the following payment options:

1. Once-off payment before 28 February = R25 000 (5% discount) inclusive of building fund and printing/subject fee.
2. 10 Monthly instalments = R2500 per month. (10 instalments: 1st instalment paid by 30 November of current year for the following year, followed by 9 instalments from 31 January to 30 September.) I understand that the School will recover bank charges for cash deposits.

I AGREE THAT THE ABOVE INFORMATION PROVIDED IS TRUE AND CORRECT AND THAT THE SCHOOL MAY CONDUCT A CREDIT CHECK

SIGNATURE OF PARENT:

SIGNATURE OF PRINCIPAL:

DATE:

SCHOOL STAMP:

ADDITIONAL COST: COMPULSORY

1. Fundraising events.
2. Educational outings.
3. Sports kit. (2020 price = R340, available from school office)
4. Uniform
5. Admin charges (individual sms, postage, etc.)

ADDITIONAL COST: VOLUNTARY

1. Winter beanie and scarf. (2020 price = R360, available from school office)
2. Locker hire (R300 per year)
3. Daily cellphone locker R5

I understand that acceptance of these terms and a condition is a prerequisite for registration at the School.

The school, with the support of the Holy Cross Congregation, undertakes to honour its contractual obligations to its learners and parents for the full academic year, provided they are not in breach of contract with regards to the Code of Conduct and Finance Policy.

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EXTRACT FROM FINANCIAL PROCEDURES

(ADDENDUM TO FINANCE POLICY)

- School fees are determined annually before the end of October by the board of Governors.
- Payment of school fees in an independent school is **compulsory**.
- Parents indicate the method of payment that suits them on the contract (Annexure D and /or E) they sign each year and must abide by that method.
- The person registering the learner in the school is signatory to the contract with the school and is ultimately liable for the school fees.
- The total fees due to the school in 2020 will consist of the following:

Registration fee = R 1200 for new learners. Registration fees do not form part of school fees.

Re-registration fee = R 1000 for current learners whose fees are **paid up** by end of October.

From 1 November all re-registrations will be R1200. Re-registration fees do not form part of school fees. Learners who do not pay re-registration fees will not automatically be accepted for the new school year.

Annual school fees = R 14 500

Development fund = R 5250

Printing/Subject Fee = R5250

Total = R 25 000

- Full annual school fee paid upon admission or by the end of February = 5% discount.
- 10 Instalments: 1st instalment paid by 30 November of current year for the following year, followed by 9 instalments from 31 January to 30 September. These include the month ends in March and June that fall in the school holidays.
- School fees are payable by means of direct bank deposit or EFT by the 7th of the month. The learner's **Name and Surname** must be provided as reference on the deposit slip.

- **Banking details are as follows:**

- Bank: Nedbank

- Branch: Pinelands

- Account number: 1073 237 524

- Three (3) month's written notice or payment of three (3) month's fees in lieu thereof is required should a learner leave the school.

- All queries regarding school fees must be directed to the school bursar, not the principal.

- Should parents fail to pay school fees, the following measures will be taken without exception and without prior notice to parents.

Step 1: 3 days overdue = Bursar sends sms/email as a reminder

Step 2: If no response within 3 days of step 1, reminder letter sent with learner with reply slip attached.

Step 3: If no response within 2 days of step 2, reminder letter 2 sent with learner reply attached.

Step 4: If no response after 2 days to step 3, final letter is sent and learner sent home to return with parent/guardian.

Step 5: If no response after 2 days to step 4, learner will be de-registered and debt handed over for Collection.

- Debts handed over for collection must be approved by the Finance Sub-Committee of Board of Governors.

- No verbal arrangements by parents will be accepted. Only written arrangements will be attended to.

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ANNEXURE F

Re. (Learner's Name and Surname)

Dear Sir/Madam

According to our information you have generously agreed to assist the parent of the above learner with her school fee payments.

We would appreciate it if you could complete the reply form below so that we can ensure that you receive a copy of the fee statements.

Should you have any queries, please do not hesitate to contact our bursar, Mrs Human

We thank you on behalf of her family for your commitment to this learner's education, thereby ensuring that she is given the opportunity to secure a bright future.

Yours sincerely

Mr M. Fouché

(Principal)

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DONOR INFORMATION

FULL NAME AND SURNAME/ COMPANY NAME /TRUST FUND (if applicable)

.....

ADDRESS.....

.....

TELEPHONE NO.....

EMAIL.....

NAME OF CONTACT PERSON.....