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ST AQUINAS COLLEGE PRETORIA
 (SUMMAT INSTITUTE PRETORIA)
 277 Pretorius Street, Pretoria central, Pretoria 0001 &
 41 Bureau Lane, Pretoria Central, Pretoria 0001
 Telephone: 012 770 1022 Email: summatinstitutepta@gmail.com

APPLICATION FOR ADMISSION FORM FOR INTERMEDIATE PHASE (GRADE 7 – 9) YEAR: 2023
(FOR NEW LEARNERS ONLY)

Personal information									
Grade applied for		Highest grade passed				Year passed			
Surname			First name			Other names		Nickname	
Date of birth		ID/Passport/Asylum number			Age	Gender		Race	
If passport is used, permit number									
Nationality		Citizenship	City or suburb			Code	Province		Home language
Physical address		Home cell number		Previous school		Previous school address			
		WhatsApp number		School Tel number					
Email address			Emergency no		Mode of transport		Religion		
Fees payment information									
Payment option		Amount		No of months		Total			
		R							
Learner Medical Information									
Medical Aid Name		Medical Aid Number			Main member		Family doctor's name		
Doctor's Address							Tel No		
Medical condition		Learner dexterity				Allergies			
		Right		Left		Ambidextrous			

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Siblings at Summat information						
No of other children at Summat			Position in the family e.g. 1 st born			
Supply full names of other children						
No	Surname and name		Grade	Position in family		
1						
2						
3						
Details of Parents / Guardian Information						
Title	Initials	Surname	First Name(s)		Gender	Home language
Cell number		WhatsApp number	Work number	Email number		
ID/Passport number		Race	Employer		Occupation	Fees payer
Street address			Suburb	City	Code	Province
Spouse's surname		Spouse name		Marital status	Cell number	Work number
Occupation				Employer name		

SUBJECTS OFFERED – GRADE 7 – 9							
1	Mathematics	2	Life Orientation	3	Afrikaans FAL	4	English Home Lang
5	Natural Sciences	6	Technology	7	Social Sciences	8	Creative arts
9	Economic and Management Sciences			NB: Our languages are 2 only; English Home & Afrikaans FAL			

SUMMAT INSTITUTE TSHWANE CAMPUS – GRADE 7 - 9 SCHOOL FEES PAYMENT STRUCTURE FOR 2022											
Registration, extra curricular and practical fees				Monthly deposit through ATM				Debit order / Once – Off / Multiple kids (10% discount)			
Gr	Reg fees	Extra curricular fees	Practical fees	No of mon	Fees per mon	Yearly fees excl reg and other fees	Total fees incl reg and other fees	No of months	Fees per month	Total fees excl reg	Total fees incl reg
Total registration fees = 800+200+300 = R1 300											
7	R800	R200	R300	10	R1200	R12 000	R13 300	10	R1 100	R11 000	R12 300
8	R800	R200	R300	10	R1200	R12 000	R13 300	10	R1 100	R11 000	R12 300
9	R800	R200	R300	10	R1200	R12 000	R13 300	10	R1 100	R11 000	R12 300

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Terms & Conditions (Please read the terms and conditions below carefully)	
1	Applicants will only be considered for admission on correct completion of this application form and payment of the registration fees.
2	The registration fee is non-refundable , therefore, it is very important to enquire on the eligibility of the application before paying the registration fees.
3	School fees is payable in advance on or before the 2nd of every month , that is, the fees for January should be paid on or before the first of January etc.
4	Our fees are yearly fees, however, broke down into monthly fees for easy payment. It is on the discretion of the school to reduce the yearly fees.
5	Repayment of overpaid fees shall only be done by the head office after supporting evidence has been supplied and a 20% deduction is applicable.
6	Learners with outstanding fees may or shall be denied entry into the school premises, therefore it is prudent to ensure that fees is paid in time.
7	Payment of Fees by a third party: An agreement with a third party to pay the Fees or any other sum due to the School does not release Parents from any liability under these Terms and Conditions or affect the operation of these terms and conditions unless an express release has been given in writing signed by the Principal. The School reserves the right to refuse a payment from a third party. All such payments received are accepted in good faith.
8	Summat College has the right to decline your application should any information given be incomplete or dishonest to the best of our knowledge.
9	Should you (payee) fail to honour your part of contract, an interest of prime + 2% will be charged.
10	As a parent or guardian, you promise to provide your child with all the required learning materials such as Exercise books, textbooks, 2 X 500 sheets A4 bond paper and any other items required.
11	You agree to your child being subjected to the school Code of conduct/Policies and will not interfere with normal learning process or disturb the smooth running of the school.
12	You agree to be liable for all expenses incurred directly or indirectly as a result of my breach of contract or conduct of my learner.
13	You will ensure that your child reports for lessons or classes every day and on time and if for any reason, he or she will not attend, you promise to notify the school on time.
14	Over- payment of school fees is refundable under strict conditions. Check the correct amount before you pay. An amount equivalent to 20% shall be deducted as admin fees before refund.
15	You shall attend College activities for Parents/Guardians and if you are unable to attend you shall send written apology or send a representative on your behalf.
16	This contract will not be withdrawn from the School until the end of the academic year unless based on merit.
17	Summat College will hand over any outstanding debts to the debt collectors. The costs of such collection and legal costs will be paid by the Parent/ Guardian/ Sponsor.

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Undertaking by parent / guardian

I (Parent) _____ the undersigned Parent or Guardian of
 (Learner) _____ Grade: _____ acknowledges that I am indebted to
 Summat College for the payment of fees. I have read and understood the terms and
 conditions herein and shall be bound by them.

Signed at On the Of 20.....

.....
 Parent/Guardian/Sponsor Signature Date

REQUIREMENTS

PLEASE NOTE:

The registration form must be submitted with the following documents

		Parent checklist (please tick)	Admin checklist (please tick)
1	Two certified copies of the learner's Identity document		
2	Two certified copies of learners' report		
3	Transfer letter from previous school		
4	Two reams of bond papers 500 sheets each		
5	Proof of payment of registration fees		
6	Two parent or guardian's certified ID copy		
7	Fully completed application form		
8	Fully signed application form		
9	3 months bank statement		

Person admitting	Full name	Signature	Date