

# RAMOTSWA UNIFIED SCHOOL PRIMARY SCHOOL APPLICATION FORM SCHOOL POLICY GUIDELINES

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## ADMISSION

The following documents are required for admission:

1. P200.00 non-refundable registration fee
2. Copy of Birth Certificate / Omang or Passport
3. Entrance Examinations

## CONDITIONS OF ADMISSION

1. The applicant will be interviewed by the Principal/Headmaster.
2. The applicant must follow all school rules and regulations as outlined in the prospectus and Ramotswa Unified School student Code of Conduct.
3. The applicant will only be permitted to attend classes once school fees have been paid.
4. All school fees shall be paid prior to the start of the new term.
5. Any outstanding fees beyond the final payment deadline will incur a 10% surcharge per month.
6. To withdraw from the school, a term's written notice or payment of the equivalent fee in lieu of notice is required.
7. When withdrawing from the school the student must complete an Exit Clearance Form, (available from the Accounts Department) and have it signed and certified by the school administration.
8. A one-time developmental fee of P1,000 is payable. This fee is non-refundable.
9. A book levy of P1,000 is payable. This fee is non-refundable
10. All above stated requirements must be fulfilled within the first month of admission.
11. Book levy is paid every beginning of the year for Primary School.

I have read and understood the Conditions of Admission and Ramotswa Unified School's Code of Conduct, and I agree to comply with it in full, including and future amendments the school may deem necessary.

## Applicants Name

Parent/Guardian Name(s): \_\_\_\_\_

Parent/Guardian Signature(s): \_\_\_\_\_

Date: \_\_\_\_\_



# RAMOTSWA UNIFIED SCHOOL

## 1. Student Information

Full Name:
Date of Birth (DD/MM/YYYY):
Place of Birth:
Gender:
Nationality:
ID/Passport Number:
Home Language:
Other Languages Spoken:
Current Standard/Form:
Applying for Form:
Proposed Admission Date:

## 2. Contact Information

Residential Address:
Postal Address:
Parent/Guardian Names:
Relationship to Student:
Mobile Number:
Work Number:
Email Address:

## 3. Academic History

Current School:
School Address:
Previous Schools Attended (last 3 years):
School Phone Number:
Subjects Studied:
Academic Achievements:

## 4. Medical Information

Medical Conditions:
Allergies:
Medications:
Doctor's Name:
Doctor's Contact Number:
Medical Aid Provider:
Medical Aid Number:

## 5. Parent/Guardian Occupation and Employment Details

Parent/Guardian 1 Name:
Occupation:
Employer Name:
Employer Address:
Work Telephone Number:
Work Email:
Parent/Guardian 2 Name:
Occupation:
Employer Name:
Employer Address:
Work Telephone Number:
Work Email:

## 6. Emergency Contact

Full Name:	Relationship to Student:
Mobile Number:	Alternative Contact Number:

## 7. Declaration

I, the undersigned, declare that the information provided is true and correct to the best of my knowledge. I understand that providing false information may result in the application being rejected.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## 8. Referral Source

How did you hear about us? (Please tick box below)

Print  Radio  Word of mouth  Referral (please indicate name) \_\_\_\_\_

Social Media  Flyer  Billboard

## OFFICE USE ONLY

Registration fee paid: \_\_\_\_\_ DEPUTY PRINCIPAL'S COMMENT \_\_\_\_\_  
Receipt No.: \_\_\_\_\_  
Date: \_\_\_\_\_ PRINCIPAL'S APPROVAL \_\_\_\_\_  
Reference letter Submitted: \_\_\_\_\_