

# Enrolment Form

## Application for Enrolment & Re-Enrolment

Please use black ink and print clearly in the blocks provided



**LION PRIDE**  
Academy

### Learners Details

Office Use:

Office Use Admission Number:

Application for grade: \_\_\_\_\_

Family Surname: \_\_\_\_\_

Application for year: \_\_\_\_\_

Child's Surname: \_\_\_\_\_

Child's Highest Grade Completed: \_\_\_\_\_

Child's Name: \_\_\_\_\_

Position in family (e.g. first born): \_\_\_\_\_

Home Language: \_\_\_\_\_

Distance from School: \_\_\_\_\_ km

Ethnic Group: \_\_\_\_\_

Gender: \_\_\_\_\_

Citizenship: \_\_\_\_\_

Religion: \_\_\_\_\_

ID Number:

Date of Birth:  Y  Y  Y  M  M  D  D

Does Your Child Have a LSEN Number?  YES  NO

Child's Home Address: \_\_\_\_\_

### Parent/Guardian Details

Parents Deceased (Tick applicable):  Mother  Father  Both  None

#### Details of Father/Male Guardian

Surname: \_\_\_\_\_

Name: \_\_\_\_\_

ID Number:

Occupation: \_\_\_\_\_

Company: \_\_\_\_\_

Phone (H): \_\_\_\_\_

Phone (W): \_\_\_\_\_

Cell No.: \_\_\_\_\_

E-mail: \_\_\_\_\_

Marital Status: \_\_\_\_\_

Lives in Area:  YES  NO

Works in Area:  YES  NO

#### Details of Mother/Female Guardian

Surname: \_\_\_\_\_

Name: \_\_\_\_\_

ID Number:

Occupation: \_\_\_\_\_

Company: \_\_\_\_\_

Phone (H): \_\_\_\_\_

Phone (W): \_\_\_\_\_

Cell No.: \_\_\_\_\_

E-mail: \_\_\_\_\_

Marital Status: \_\_\_\_\_

Lives in Area:  YES  NO

Works in Area:  YES  NO

## Address

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

Suburb: \_\_\_\_\_ Town: \_\_\_\_\_ Code: \_\_\_\_\_

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

Suburb: \_\_\_\_\_ Town: \_\_\_\_\_ Code: \_\_\_\_\_

## Siblings in School (If any)

Child 1: \_\_\_\_\_ Grade: \_\_\_\_\_

Child 2: \_\_\_\_\_ Grade: \_\_\_\_\_

Child 3: \_\_\_\_\_ Grade: \_\_\_\_\_

## Details of Previous School

Name of School: \_\_\_\_\_

Contact Number: \_\_\_\_\_

## Medical Details

Medical Aid Name: \_\_\_\_\_ Medical Aid No.: \_\_\_\_\_

Main Member: \_\_\_\_\_ Family Dr Name: \_\_\_\_\_

Doctor's Number: \_\_\_\_\_

Health Problems (If Any): \_\_\_\_\_

Allergies and Dietary Requirements: \_\_\_\_\_

## Alternative Contact Details (If parents can't be reached):

Name & Surname: \_\_\_\_\_

Relationship to child: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Name & Surname: \_\_\_\_\_

Relationship to child: \_\_\_\_\_

Contact Number: \_\_\_\_\_

## Where did you hear about us?

- Word of Mouth
- Social Media
- Website
- Advertising Digital/Newspaper

## Account Information

Person responsible for School Fee Account:

Name: \_\_\_\_\_ ID Number: \_\_\_\_\_

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

Contact Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Bank: \_\_\_\_\_ Account Name: \_\_\_\_\_

Branch: \_\_\_\_\_ Account No.: \_\_\_\_\_

Account Type: \_\_\_\_\_

As per our current admission terms and conditions, and in compliance with the National Credit Act 34 of 2005, the school will conduct a credit enquiry on the parents, guardian or payer for the purpose of setting a limit to services provided.

# Parent Contract Terms & Conditions

## 1. Definitions

For the purposes of this Parent Contract and the Terms & Conditions:

- 1.1 Learner refers to the learner enrolled at Lion Pride Academy ("the School"), whose details appear in the Enrolment Form.
- 1.2 Codes of Conduct refers to the rules and behavioural standards approved by the School from time to time, which apply to all learners and parents. These include the Principal's Regulations and any supplementary policies issued.
- 1.3 Contract refers to this Parent Contract together with all supporting Terms & Conditions.
- 1.4 Consumer Protection Act means Act 68 of 2008.
- 1.5 Extras refers to additional goods/services provided beyond core tuition, including aftercare, excursions, activities, support services, and enrichment programmes.
- 1.6 Fees refers to all compulsory amounts payable for enrolment, tuition, activities, and Extras.
- 1.7 Principal refers to the individual appointed by the School to manage daily operations, discipline, academics, and administration.
- 1.8 Parent refers to the biological/legal parent, guardian, or any person who accepts legal responsibility for the learner, including the Payer.
- 1.9 Payer refers to the individual/entity responsible for payment of Fees.
- 1.10 Policies refers to the rules, guidelines, and procedures adopted by the School.
- 1.11 POPIA means Act 4 of 2013 relating to the protection and use of personal information.
- 1.12 School Website refers to the official Lion Pride Academy website.
- 1.13 Third Party means anyone who is not a Parent, Payer, or the School.

## 2. Your Duties

### 2.1 Payment of Fees

Sign

You agree to pay all Fees in line with the School's payment schedules, policies, and deadlines. Non-attendance, illness, or disciplinary exclusions do not reduce or cancel Fees.

### 2.2 Parental Responsibilities

You agree to:

- Support your learner academically and emotionally
- Ensure consistent attendance and punctuality
- Attend meetings when required
- Communicate professionally and timely
- Adhere to all School Policies and Codes of Conduct

Unless otherwise specified in writing, communication to one Parent is deemed sent to both.

### 2.3 Compliance

- 2.3.1 You must ensure that your learner follows all policies, rules, uniform requirements, and expected behavioural standards.
- 2.3.2 The School may monitor use of ICT systems for safety and compliance with the Technology Policy.
- 2.3.3 You acknowledge that digital/remote learning may be implemented when necessary, and you agree to:
  - Provide required devices and internet access
  - Ensure your learner attends virtual sessions
  - Accept temporary changes to teaching formats caused by circumstances outside the School's control
- 2.3.4 The Principal may suspend or expel a learner for serious or repeated misconduct.
- 2.3.5 A breach of the Parent Code of Conduct may also result in termination of this Contract.

### 2.4 Special educational needs

Parents must disclose any physical, behavioural, emotional, or learning needs. If the School cannot reasonably accommodate these needs, it may cancel this Contract with notice.

### 2.5 Supervision After Hours

Parents remain responsible for learners after the end of School activities.

### 2.6 Property

The School is not liable for damage, loss, or theft of items unless caused by proven negligence of staff.

### 2.7 Intellectual Property

All teaching materials, resources, systems, and content remain the property of Lion Pride Academy and may not be reproduced.

### 2.8 Parental Conduct

If a parent behaves in a manner that threatens the dignity, safety, operations, or reputation of the School, the School may:

1. Issue a written warning
2. Request a meeting
3. Terminate the Contract if the behaviour continues

## 3. School Duties

### 3.1 Duty of Care

The School will provide reasonable care, supervision, and academic instruction during authorised times.

### 3.2 Activities & Excursions

Unless you withdraw consent in writing:

- Your learner may participate in outings, sports, and excursions
- You accept associated risks except where the School is grossly negligent
- Some activities may require additional indemnities

### 3.3 Progress Monitoring

The School will monitor progress and inform parents of concerns. External assessments recommended by the School are for the parent's cost.

## 4. Fees

### 4.1 Liability & Structure.

Sign

- 4.1.1 All Parents signing the Contract accept joint and several liability for Fees.
- 4.1.2 Nomination of a Third Party does not reduce Parent responsibility;
- 4.1.3 Scholarships/bursaries reduce Fees only while active.

### 4.2 Types of Fees

- Application/Enrolment Fee
- School Fees
- Aftercare Fees
- Stationery/Addictive Fees
- Activity/Excursion Fees
- Programme/Event Fees

### 4.3 Payment Options

Fees may be paid:

- Annually (January deadline)
- Monthly (01 Jan – 01 Dec)

Payments must be via EFT, Debit Order, limited cash accepted.

### 4.4 Fee Increases

The School may adjust Fees annually and will provide notice.

### 4.6 Recovery Costs

Parents are responsible for:

- Default administration charges
- Collection and legal fees
- Interest where applicable

### 4.5 Late/Non-Payment

Consequences include:

- Immediate demand for all outstanding Fees
- Suspension from school
- Exclusion from activities or reports
- Termination of Contract

A learner excluded for non-payment is deemed withdrawn without notice.

## 5. Protection of Personal Information

The School handles personal information according to POPIA. You consent to the School collecting, storing, and processing data for:

- Learner administration
- Safety and regulatory compliance
- Communication
- Academic management

You may request access to or correction of personal information.

### Consent Declaration

Please tick the appropriate box on the next page:

Sign

- I hereby grant permission to Lion Pride Academy to take and use photographs, audio and/or video recordings of my child for educational, marketing, promotional or informational purposes. I understand that such images may be published on the school's website, social media pages, newsletters or other public-facing platforms.
- I do not grant permission for my child's images to be taken or used for any school-related media or social platforms.

#### POPIA Acknowledgement

By signing this form, I acknowledge that: \_\_\_\_\_ Sign

- I understand that any images/videos will be used in a responsible and respectful manner.
- The school will not share images of my child with third parties unrelated to official school communications without additional consent.
- This consent may be withdrawn at any time in writing, by contacting the school at.
- The school will take reasonable steps to safeguard all personal information in compliance with POPIA.

## 6. Ending the Contract

### 6.1 Automatic Termination

The Contract ends when the learner completes the highest grade offered or when proper notice is provided.

### 6.2 Parent Cancellation

A full Term's written notice is required.

If insufficient notice is given, a full Term's Fees become payable.

### 6.3 School Cancellation

The School may terminate the Contract if:

- Fees remain unpaid
- A material breach occurs
- The learner or parent behaviour is incompatible with the School's ethos
- The School cannot accommodate the learner's needs Legal documentation (e.g., study permits) is not maintained

## 7. Dispute Resolution

Disputes must first be raised in writing.

If unresolved, the matter moves to negotiation, then mediation.

Urgent cases may go directly to court.

## 8. Governing Law

This Contract is governed by South African law.

## 9. Limitation of Liability

The School is not liable for losses resulting from:

- Information provided must be complete and accurate.
- Changes to policies will be communicated.
- Failure to object within 7 days constitutes acceptance.
- Each clause stands independently.
- Amendments must be in writing.
- Electronic communications meet "in writing" requirements.

## 10. Accuracy and Currency of Information

The Parties acknowledge and agree that all information, statements, and representations provided in this Agreement are, to the best of their knowledge, true, accurate, and up to date as of the date of provision. Each Party undertakes to promptly notify the other Party of any material changes to such information.

Dated at \_\_\_\_\_

On this \_\_\_\_\_ Day of \_\_\_\_\_

## Documents Required

- A once-off, non-refundable school application fee of R500 is applicable upon enrolment. This allows the school to begin with your application checks.
- Once approved by school, a once-off, non-refundable enrolment fee of R2, 000 is payable per learner. The school will only place the learner in the grade once the full enrolment fee is paid and settled.
- A copy of both Parents/Guardians identity documents.
- A copy of your child's birth certificate.
- A copy of child's immunisation Card or Clinic Card (please make sure it is current).
- From your previous school – your latest report card.

\_\_\_\_\_  
Sign

\_\_\_\_\_  
Signature of Parent

\_\_\_\_\_  
Signature of Principal