

HUIS WITTEBERG

Private bag X24 Bethlehem 9700 | 058 303 5271 | admin@witteberghs.co.za



APPLICATION FOR ADMISSION

NAME AND SURNAME OF LEARNER

PLEASE ATTACH HERETO:

- Copy of birth certificate / ID-document of boarder
- Copies of ID documents of both parents / legal guardians
- Copy of medical cart

MEDICAL FORM

LEARNER INFORMATION

Full Name: _____
Surname: _____ Tel. Number: _____
ID number: _____ Grade: _____ Age: _____
Allergies: _____
State Patient: Yes or No: _____ Use of Medication: _____

MEDICAL INFORMATION

Name of Medical aid: _____
Medical aid number: _____
Full name of primary member as registered at medical aid: _____
ID number of primary member: _____
Employer of primary member: _____ Tel. number of employer: _____
Address of employer: _____
_____ Code: _____

CONTACT DETAILS OF PARENT/GUARDIAN:

Full name: _____
Surname: _____
ID No.: _____
Tel.: _____
Cell.: _____
Email: _____

ATTACH A COPY OF THE FOLLOWING:

ID of Learner
ID of Main member
Medical aid card

Signature of Parent/Guardian _____

TERMS AND CONDITIONS: WITTEBERG HOSTEL

Please read through carefully before you sign the application form.

- The stipulated boarding fees is to be paid in advance: Per term in three instalments or monthly from the end of January till the end of October.
- Payments per term must be done before or on 10 February, 10 May and 10 August of the applicable year.
- Monthly payments must be done before or on the 7th of each month.
- Witteberg Hostel will send out accounts via e-mail to debtors.
- Debtors must honour the way of payment as indicated on the application form.
- The person responsible for payment must give notice of intention to withdraw the boarder from the hostel at least one month in advance. If not, you will be responsible for the full payment till the end of that particular term in which notice should have been given.
- Boarders of whom fees are outstanding for sixty (60) days, will be denied boarding from the 1st of the ensuing month.
- Accounts outstanding for one hundred and twenty (120) days will be handed over to the debt-collectors of Witteberg Hostel.
- The address of the person responsible for the payment of hostel fees, will be used for the serve of summons. If you change your address, it is your responsibility to let the school know in writing.
- The superintendent will act in *loco parentis* for boarders and is authorised to act as holder of power of attorney in all cases of emergency – medical and other.
- The School Governing Body does not accept responsibility for any loss or damage of personal possessions of boarders, no matter how it was damaged.
- Parents/guardians are advised to insure the boarder’s possessions against fire, theft, etc.
- Parents/guardians will adhere to the Witteberg Hostel Code of Conduct.

PLEASE ATTACH A CERTIFIED COPY OF YOUR ID DOCUMENT HERETO.

I hereby confirm that all the above information is true and correct. I acknowledge that I am familiar with the terms and conditions as mentioned.

NAME OF PERSON RESPONSIBLE FOR PAYMENT: _____

SIGNATURE : _____

DATE : _____