



Somerset College

APPLICATION TO ENROL A STUDENT

Please complete the application form below and email together with the proof of payment to admissions@somcol.co.za

Please include with your application:

1. A copy of the latest school report
2. A copy of your child's unabridged birth certificate
3. A copy of both parents' ID document / Passport
4. A non-refundable application fee of R 500.00 is required.
5. **NB: Both Parent 1 and Parent 2 (if applicable) are required to sign the application documents which include both the Application Form on page 4 and the Consent to Use Information Addendum on page 9.**

Banking details: SOMERSET COLLEGE NPO, FNB, Somerset West, Current Account # 62734908819, Branch code 250655

HOW DID YOU HEAR ABOUT SOMERSET COLLEGE?

By word of mouth Family connection Via Print Media Website

Other.....

APPLICATION FOR: (tick where appropriate)

Preparatory Only (Gr 000 – 7)	<input type="checkbox"/>	Preparatory and Senior	<input type="checkbox"/>	Senior Only	<input type="checkbox"/>
Boarding (Senior only)	<input type="checkbox"/>			Cambridge Programme	<input type="checkbox"/>

STUDENT	
Entrance Grade:	Proposed Year of Entry:
Surname:	First Names:
Preferred Name:	Date of Birth:
ID/Passport Number:	Gender:
Boarder: Yes <input type="checkbox"/> No <input type="checkbox"/>	Ethnicity:
Student's Physical Address:	
Student's legal guardian: (tick where appropriate)	
Parent 1 <input type="checkbox"/> Parent 2 <input type="checkbox"/> Step-parent 1 <input type="checkbox"/> Step-parent 2 <input type="checkbox"/> Other:	
Student lives with: (tick where appropriate)	
Parent 1 <input type="checkbox"/> Parent 2 <input type="checkbox"/> Step-parent 1 <input type="checkbox"/> Step-parent 2 <input type="checkbox"/> Other:	
Present School:	Present Grade:
Has the student attained any significant achievements?	

FAMILY DETAILS	
Is there a sibling in the school? Yes <input type="checkbox"/> No <input type="checkbox"/> On the waiting list <input type="checkbox"/>	
Sibling Name:	Grade :
PARENT 1	
Title: First Name:	Surname:
ID/Passport No:	Email:
Tel (home):	Tel (work):
Cell:	Fax:
Residential Address:	
Code:	
Postal Address:	
Code:	
Occupation:	Employer:
Position Held:	Name of business (if self-employed)
PARENT 2	
Title: First Name:	Surname:
ID/Passport No:	Email:
Tel (home):	Tel (work):
Cell:	Fax:
Residential Address:	
Code:	
Postal Address:	
Code:	
Occupation:	Employer:
Position Held:	Name of business (if self-employed)
GUARDIAN: Parent 1 <input type="checkbox"/> Parent 2 <input type="checkbox"/>	
If not one of above please complete below:	
Title: First Name:	Surname:
ID/Passport No:	Email:
Tel (home):	Tel (work):
Cell:	Fax:
Residential Address:	
Code:	
Postal Address:	
Code:	
Occupation:	Employer:
Position Held:	Name of business (if self-employed)
PLEASE NOTE:	
Acceptance of this application and the application fee does not guarantee a place in Somerset College.	
<i>It is imperative that you keep the school advised of any change of address. If we are not able to contact you using the information supplied above, we will assume that the application is to be cancelled.</i>	

I/We, the undersigned parent/s/guardian/s of the child referred to hereinbefore (hereinafter referred to as “the Student”), do hereby apply to enrol the Student as a scholar of Somerset College Non Profit Company (originally an Association Incorporated under Section 21 of the Companies Act No. 61 of 1973), Registration Number 1996/170718/08 (hereinafter referred to as the College).

I/We agree and confirm that this application and the enrolment and admission of the Student to the College shall be subject to:

1. Minimum entrance standards and admission criteria, set by the College from time to time.
2. The payment of a non-refundable application fee in the sum of R500.00 (Five Hundred Rand) which shall become due and payable upon submission of the application. The purpose of the fee is to cover the costs of administering the application.
3. The payment of an Enrolment Fee in the amount reflected in the schedule below, which fee shall become payable upon acceptance of an offer of place. 25% of the fee is non-refundable and the balance shall become non-refundable six months prior to the first day of the month in which the student is enrolled to enter the College. The Enrolment Fee is paid in order to secure a place in the College as against other potential applicants on the waiting list.
4. In addition, a parent may cede to the College a maximum of 10 (ten) Vredelus Ltd debentures. In the Senior School a debenture gives the holder a discount on school fees of 2% per debenture, up to a maximum of 20%. In the Preparatory School, the first five debentures do not entitle discount, any debentures held above that give the holder a discount of 2% per debenture, to a maximum of 10%, i.e. a further five debentures.
5. A Contract of Enrolment entered into by and between the College and the Parent/s/Guardians/s of the Student.
6. Written agreement by the parent/s/guardian/s of the Student to abide by the Code of Conduct of the College.

It is specifically recorded that until the applicable enrolment fee has been paid and the appropriate contractual documentation pertaining thereto shall have been signed and executed, as the case may be, the Student shall not enjoy the benefit of a secured place in the College.

SIGNED AT

ON THIS THE DAY OF.....20.....

SIGNATURE OF PARENT/GUARDIAN

SIGNATURE OF PARENT/GUARDIAN

NON-REFUNDABLE ENTRANCE FEE TABLE:

ENTRY TO GRADE			
Grade	Preparatory Only	Preparatory and Senior /	Cambridge International Examination
000 - 7	R8 000.00	N/A	N/A
8 – 9	N/A	R22 000.00	N/A
10	N/A	R15 000.00	N/A
11	N/A	R12 000.00	N/A
AS	N/A	N/A	R12 000.00
A Levels	N/A	N/A	R6 000.00
BOARDING			
SENIOR SCHOOL ONLY		R10 000.00	

2021 FEE STRUCTURE

TUITION FEES				
GRADE	ANNUAL	TERMLY	MONTHLY (11 MONTHS JAN-NOV)	FULL PAYMENT (BEFORE 31 JAN 2021) 5% DISCOUNT
Grade 000	R 48 300	R 12 075	R 4 391	R 45 885
Grade 00 & 0 (R)	R 48 400	R 12 100	R 4 400	R 45 980
Grade 1 & 2	R 66 500	R 16 625	R 6 045	R 63 175
Grade 3	R 76 800	R 19 200	R 6 982	R 72 960
Grade 4 - 7	R 82 200	R 20 550	R 7 473	R 78 090
Grade 8 - 12	R 125 800	R 31 450	R 11 436	R 119 510
Cambridge (A & AS Levels)	R 140 700	R 35 175	R 12 791	R 133 665
BOARDING FEES				
Boarding	R 110 700	R 27 675	R 10 064	R 105 165
2021 ADDITIONAL COSTS (LEVIES)				
Extra mural levy Gr000 - GrR	R 800	R 200	R 73	R 760
Extra mural levy Gr1 - Gr7	R 2 500	R 625	R 227	R 2 375
IEB Exam & Camp levy Gr8-12	R 6 400	R 1 600	R 582	R 6 080
Capital Development levy Gr000 - GrR	R 3 000	R 750	R 273	R 2 850
Capital Development levy Gr1 – Gr7	R 3 200	R 800	R 291	R 3 040
Capital Development levy Gr8 – Gr11, AS Level	R 6 000	R 1 500	R 545	R 5 700
Capital Development levy Gr12, A Level	R 4 300	R 1 075	R 391	R 4 085
TOTAL ANNUAL FEES				
Grade	Tuition	Extra Mural	IEB Exam & Camp Levy	Cape Dev Levy
Grade 000	R 48 300	R 800		R 3 000
Grade 00 & 0 (R)	R 48 400	R 800		R 3 000
Grade 1 & 2	R 66 500	R 2 500		R 3 200
Grade 3	R 76 800	R 2 500		R 3 200
Grade 4 - 7	R 82 200	R 2 500		R 3 200
Grade 8 - 11	R 125 800		R 6 400	R 6 000
Grade 12	R 125 800		R 6 400	R 4 300
Cambridge AS Levels	R 140 700			R 6 000
Cambridge A Levels	R 140 700			R 4 300

- Parents are encouraged to pay their fees monthly by means of debit order through Somerset College.
- Monthly payments are due on the 1st of the month and paid over a period of 11 months from January to November (incl).
- [Banking details for the payment of school fees: FNB – 250655 Account: 62734908819 \(current account\). Please reference your payment with your school account number and email confirmation of payment to debtors@somcol.co.za](#)
- Holders of Vredelus Ltd debentures attract the relevant discount on school fees.
- Additional incidental charges will apply for some activities and will be charged separately. For example (but not limited to): additional specialist tuition, bus fees, printing charges, occupational therapy, additional textbooks, music lessons, after school sport and clubs
- A full term's notice, in writing, is required when withdrawing a student from Somerset College.
- Any account not paid by the 7th of the month will be invoiced with a monthly late payment fee of R500.

APPLICATION FOR ENROLMENT

TERMS AND CONDITIONS OF PROCESSING PERSONAL INFORMATION

1. Definitions

- 1.1. **“Competent Person”** means any person who is legally competent to consent to any action or decision being taken in respect of any matter concerning the Student, such as a parent or a guardian;
- 1.2. **“Personal information”** means information that identifies or relates specifically to the Competent Person and the Student, which shall include the information set out in clause 3 hereafter;
- 1.3. **“POPIA”** means Protection of Personal Information Act, 4 of 2013;
- 1.4. **“School”** means Somerset College; and
- 1.5. **“Student”** means the child on whose behalf the application for enrolment is brought.

2. Introduction

- 2.1. The Competent Person understands that the personal information given in this application regarding any Competent Person and the Student is to be used by the School for the purposes of assessing the application and potentially entering contractual agreements between the School and the Competent Person.
- 2.2. The Competent Person confirms that the information given by them is accurate and complete.
- 2.3. The Competent Person undertakes to immediately notify the School, in writing, should the personal information of the Student and/or Competent Person change or should any change in the financial circumstances of the Competent Person occur before the application has been assessed, in order to ensure the accuracy of information.
- 2.4. The Competent Person is hereby notified that the personal information provided to the School herein or otherwise, will be collected and processed by the School as envisaged in POPIA.
- 2.5. In terms of POPIA, the School is the responsible party in respect of the personal information provided.

3. Personal Information

In terms of Section 18 of POPIA, the Competent Person provides the following information:

3.1. Type of Information

Personal information (including special personal information) as reflected in this application, including names of the Student and Competent Person(s), identity or passport numbers, e-mail addresses, physical and/or postal addresses, telephone numbers, financial information, employment information and related information required by the School for purposes of considering the application and potentially entering into contractual arrangements.

3.2. Nature/category of Information

Personal information for the purposes of assessing the application for enrolment.

3.3. Purpose

The information is provided for the purposes of enabling the School to consider the application, to comply with legal duties imposed in the School, to conclude agreements with the School in respect of the education and ancillary services of the School and to perform historical, statistical and/or research functions.

3.4. Source

The personal information is collected from the Competent Person.

3.5. Responsible party

The School is the responsible party. The address and contact details of the School appears on the application form.

3.6. Voluntary/Mandatory

The Competent Person provides the information voluntarily and understands that the provision of the personal information is mandatory for purposes of the application and for concluding agreements with the School.

3.7. Legal Requirement

The School may be required by law to share the personal information with the Provincial and National Education Departments, other Regulatory Authorities, other Governmental Departments, and persons that the School under law has to share the personal information with.

3.8. Contractual Requirement

The School may share the information with administrative staff, management staff, advisors and the Board of the School.

3.9. Consequences of failure to provide

Should the Competent Person fail to provide the required personal information, the School would not be able to consider the Student's enrolment application and/or to conclude agreements with the Competent Person in respect of the education of the Student.

3.10. Cross border transfer

Except for secure storage of de-identified personal information on a cloud based server, no personal

information will be transferred by the School cross border, except with the explicit consent of the Competent Person or the authorisation of the Information Regulator.

3.11. Recipients of personal information

The recipient of the information is the School.

3.12. Access and right to amend

The Competent Person and, if applicable, the Student, may access the personal information that the School holds in terms of this application and may request the School to correct and/or delete the information if it is inaccurate, irrelevant, excessive, out of date, incomplete, misleading, obtained unlawfully and/or no longer authorised to be kept.

3.13. Right to object or to withdraw consent

The Competent Person and, if applicable, the Student, is entitled to object to the processing of information or withdraw the consent which allows the School to process the information, except if otherwise allowed and/or required by law. However, such objection or withdrawal of consent may lead to the School being unable to assess the application or enter into contractual arrangements with the Competent Person or to continue with contractual arrangements, as the information is required for valid reasons.

4. Complaints

4.1. The Competent Person and/or the Student may complain to the Information Regulator about an alleged contravention of the protection of its information.

33 Hoofd Street Forum III, 3rd Floor Braampark	P.O Box 31533 Braamfontein Johannesburg 2017	Tel No. +27 (0) 10 023 5200 Complaints email: complaints.IR@justice.gov.za
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4.2. The Competent Person acknowledges and confirms that the School may process the personal information provided, and for which provision is made in this application, using automated means (without human intervention in the decision-making process) so as thereby to make a decision about the Competent Person.

4.3. With the signature of the Competent Person on this application, the Competent Person hereby consents on behalf of the Student to the processing of the personal information provided in this

application and confirms that:

- 4.3.1. the information is supplied voluntarily, without undue influence from any party and not under any duress; and
- 4.3.2. the personal information which is provided is mandatory for the purposes of this application and that without this personal information, the School will not consider the application or enter into any contractual arrangements with the Competent Person or, if applicable, the Student.

5. Signature

5.1. The Agreement shall be Signed in Writing.

5.2. This Agreement may be executed in counterparts, each of which together constitute the same agreement.

6. Signatories

Dated at (Place)		On		20	
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Competent Person (*Parent/ Legal guardian/ Other (please specify _____))
**delete whichever is not applicable*

Dated at (Place)		On		20	
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Competent Person (Parent/ Legal guardian/ Other (please specify _____))
**delete whichever is not applicable*