



VICTORY CHRISTIAN SCHOOL

STUDENT APPLICATION

Academic Year applying for _____ Grade applying to _____

Applicant Information

Student's Surname _____

First Name _____

Middle Name _____

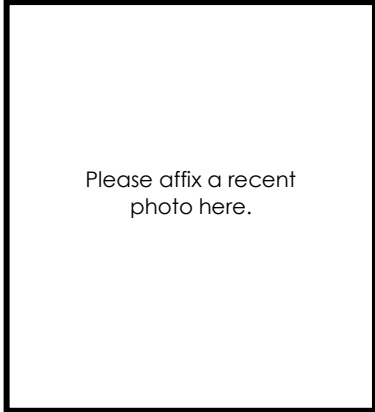
Date of Birth _____

Age _____

Gender _____

Home Language _____

Medium of Teaching Stream: English Afrikaans



For Office Use Only

		Date Received	
Application Received			
Reviewed by...			
Interviewed by...			
Application Fee			
Previous School Report			
Child's Birth Certificate			
Child's Clinic Card <i>(Grade R and Grade 1 applicants only)</i>			
ADDENDUMS	A	Statement of Beliefs	
	B	VCS School Fee Agreement	
	C	VCS Debit Order Form	
	D	Consent & Indemnity Form	
	E	Previous School Fee Statement	

Applicant accepted? Yes No

Comments:

Parent Information

Father's Surname _____
First Name _____ Middle Name _____
Address _____
Postal Address _____
Town/City _____ Code _____
Home Phone _____ Cell Phone _____
Work Phone _____ Identity Number _____
Email _____
Employer _____ Occupation _____

Mother's Surname _____
First Name _____ Middle Name _____
Address _____
Postal Address _____
Town/City _____ Code _____
Home Phone _____ Cell Phone _____
Work Phone _____ Identity Number _____
Email _____
Employer _____ Occupation _____

Marital Status: Married Single Divorced Separated

Guardian's Name _____
Contact Number(s) _____
Relationship to the Applicant _____

Student Resides With (check all that apply):
 Father Mother Step-Father Step-Mother
Other (specify) _____

If NOT living with parents, please provide the following information:
Name _____ Relationship _____
Address _____
City _____ Code _____
Home Phone _____ Cell Phone _____
Work Phone _____ Email _____
Employer _____ Occupation _____

Who should be receiving progress reports, report cards and other mailings? (check all that apply)
 Father Mother Step-Father Step-Mother
Other (specify) _____

Emergency Contact Other than Parents or Guardian

Name _____

Contact Numbers _____

Relationship to the Applicant _____

Other Children in the Family

Name _____ Age _____ School _____

Name _____ Age _____ School _____

Name _____ Age _____ School _____

Name _____ Age _____ School _____

School Information & Educational Background

Previous School(s) Attended (begin with the most recent):

Name *Address* *Phone*

Name *Address* *Phone*

Name *Address* *Phone*

Has your child ever been suspended, expelled or asked to withdraw from a school? Yes No

If yes, please provide the circumstances: _____

Have you ever consulted one of the following specialists on behalf of your child?

- A child psychologist? Yes No
- A speech therapist / audiologist? Yes No
- An occupational therapist? Yes No

Has your child ever repeated a grade, or skipped a grade? Yes No

If yes, which grade? _____

What was the reason? _____

Has your child ever received special help in any academic area? Yes No

If yes, please comment: _____

Has your child been recommended for special class for gifted children? Yes No

If yes, please comment: _____

Has your child ever been tested, recommended for, or participated in a special education program? Yes No

If yes, please comment: _____

Has your child ever been diagnosed as having a specific learning, physical, emotional or neurological challenge/disability? Yes No

If yes, please comment: _____

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Has your child ever been diagnosed with Attention Deficit Disorder (ADD) or Attention Deficit/Hyperactivity Disorder (ADHD)? Yes No

If yes, please comment: _____

To your knowledge, does your child have any conduct or behavioral problems? Yes No

If yes, please comment: _____

**If you have answered YES to any of the above questions,
please provide copies of any related tests and records.**

Student Profile

Why do you want your child to attend Victory Christian School?

How did you hear about Victory Christian School?

What phrases come to mind when describing your child?

Please describe your child's greatest strength, both cognitive and social.

Please describe your child's interests, including extra-curricular activities.

Please share any major events that have occurred during your child's life that Victory Christian School should be aware of (relocation, death in the family, major illness, divorce, etc.).

Medical Information

Doctor's Name _____

Phone _____ City _____

Medical Aid Scheme _____ Main Member _____

Membership Number _____ Contact Number _____

Is this Medical Aid plan... Full medical aid? Hospital plan only?

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Please indicate any medical conditions that we should be aware of. _____

Does your child require any daily medication? Yes No

If yes, please list them and explain when and how to take them. _____

Does your child have any allergies? Yes No

If yes, please list them. _____

Parent Release

As the parent or legal guardian of _____, I authorize a licensed physician to examine the above named student, and in the event of injury, to render such emergency care as he/she deems necessary for the treatment of such injury including consultation and treatment by a specialist, including a surgeon. I further authorize the school authorities to take/send the above name student to the most accessible hospital or physician.

Signature of Parents / Guardian

Date

I consent to the above named student's attendance on field trips and on other school-sponsored activities.

Signature of Parents / Guardian

Date

Church Affiliation (If Applicable)

Church currently attending _____

Church Phone _____ Pastor's Name _____

Address _____ City _____

Attendance: Regular Occasional Seldom

Please give a statement of your Christian faith. _____

Please indicate if your child has made a profession of faith in the Lord Jesus Christ. Yes No

How would you describe your child's spiritual life? _____

Victory Christian School is a Christ-centered school with Christian educational goals and objectives. We intend to encourage and enable students to receive all that God has for them spiritually, academically, physically, and socially. We recognize this to be the primary responsibility of parents and for this reason, we believe the close cooperation of school and family is essential. We rely seriously on the fact that your signature below affirms your support of our goals and purposes as a Christian school as they relate to the instruction of your child.

Signature of Parents / Guardian

Date

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Agreement

We agree to assist our child to submit to the academic and disciplinary regulations and all other requirements instituted by Victory Christian School and carried out by the staff.

Signature of Father

Signature of Mother

Signature of Guardian

Signature of Principal

Date

To Complete Your Application...

Please return this Student Application Form to:

**ADMISSIONS OFFICE
VICTORY CHRISTIAN SCHOOL
PO BOX 2117, NOORSEKLOOF
JEFFREYS BAY 6331
SOUTH AFRICA**

Please remember to include the following in your application package:

A copy of your child's latest report from their previous school

A copy of your child's Birth Certificate

A copy of your child's Clinic Card *(Grade R and Grade 1 applicants only)*

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NOTE: In order to complete the application process, the applicant needs to be evaluated by our remedial specialist, then both parents and applicants need to attend an interview with the Principal before being accepted. You will be contacted shortly to arrange a suitable date and time.



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ADDENDUM A – STATEMENT OF BELIEFS

By enrolling our child/ren at Victory Christian School, we accept that our child/ren will be educated in the following principles:

- All truth is found in God and is revealed to us in His Word, the Bible.
- Education is primarily the responsibility of the parents, and the school is an extension of that.
- Education is primarily about character and wisdom, and there should not be a separation between intellectual and character education.
- The ultimate goal of education is to produce many Godly generations.
- The family is valuable to God and, therefore, the daily engraving of Scripture in the hearts of family members is a priority.
- Jesus is the centrality and authority in all that is taught and believed.
- We support the School Statement of Faith which includes that we believe:
 - ✓ in THE ONE TRUE GOD OUR FATHER, HIS SON JESUS CHRIST and THE HOLY SPIRIT
 - ✓ in the BAPTISM in the Holy Spirit
 - ✓ in the SCRIPTURES of the Old and New Testament
 - ✓ in the EXISTENCE OF SATAN who was defeated and judged at the cross
 - ✓ that ALL MEN ARE, BY NATURE AND CHOICE, SINFUL AND LOST
 - ✓ in SALVATION BY GRACE THROUGH FAITH
 - ✓ in THE PRIESTHOOD OF ALL BELIEVERS
 - ✓ in RIGHTEOUS LIVING AND GODLY WORKS
 - ✓ in THE LORDSHIP OF JESUS CHRIST
 - ✓ in the IMPORTANCE, INDEPENDENCE and AUTONOMY OF THE LOCAL CHURCH
 - ✓ In the KINGDOM OF GOD
 - ✓ in FUTURE LIFE, BODILY RESURRECTION AND ETERNAL JUDGEMENT

We acknowledge the Philosophy of Education of Victory Christian School and accept that our child/ren will be subject to these truths.

Signature of Father

Signature of Mother

Date



VICTORY CHRISTIAN SCHOOL

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ADDENDUM B – VCS SCHOOL FEE AGREEMENT

SCHOOL FEE AGREEMENT

1. Parents, hereby, admit and confirm that they:
 - a. Are aware that the school fees are payable in respect of any and each individual academic school year or part of such year during which their child/ren are enrolled in VCS as students;
 - b. Are jointly and separately liable in their personal capacities for the payment of school fees;
 - c. Are aware of the amount of school fees so payable by them (as per school fee structure below);
 - d. Are aware that the school fees may be increased from year to year and in which event they, the parents, are liable to pay the school fees so increased.

2. The school fees are payable as follows:
 - a. Yearly, and in advance, before or on 7 January 2019, in which case a 10% discount may be deducted from the annual fees;
 - b. By monthly debit order, before or on the 1st day of each month during which their child/ren are enrolled as students in the school, provided that the annual school fee will be paid over a period of 12 months calculated from 1 January or, in the case of Grade 7 students, over a period of 10 months calculated from 1 January.

SCHOOL FEE STRUCTURE FOR 2019

The Governing Body approved the following school fee structure for 2019.

Admission Fee for New Enrolments (Non-refundable) <ul style="list-style-type: none"> • Grade R – 7 The admission fee is payable on acceptance at Victory Christian School and is payable before your child starts.	R1 800.00 per student														
Fieldtrip/Outreach Levy <ul style="list-style-type: none"> • An annual amount of R440 is included in the school fees below and is utilized for class fieldtrips and outreaches. 															
School Fee per month* over 12 months (for Grades R-6) – PAYABLE MONTHLY IN ADVANCE – <i>*January school fees are due by 1 January, February school fees by 1 February, etc.</i>	<table style="width: 100%; border: none;"> <tbody> <tr><td>Grade R</td><td style="text-align: right;">R1 620.00</td></tr> <tr><td>Grade 1</td><td style="text-align: right;">R2 480.00</td></tr> <tr><td>Grade 2</td><td style="text-align: right;">R2 480.00</td></tr> <tr><td>Grade 3</td><td style="text-align: right;">R2 620.00</td></tr> <tr><td>Grade 4</td><td style="text-align: right;">R2 730.00</td></tr> <tr><td>Grade 5</td><td style="text-align: right;">R2 730.00</td></tr> <tr><td>Grade 6</td><td style="text-align: right;">R2 840.00</td></tr> </tbody> </table>	Grade R	R1 620.00	Grade 1	R2 480.00	Grade 2	R2 480.00	Grade 3	R2 620.00	Grade 4	R2 730.00	Grade 5	R2 730.00	Grade 6	R2 840.00
Grade R	R1 620.00														
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Grade 2	R2 480.00														
Grade 3	R2 620.00														
Grade 4	R2 730.00														
Grade 5	R2 730.00														
Grade 6	R2 840.00														
School Fee per month* over 10 months (Grade 7 only) – PAYABLE MONTHLY IN ADVANCE – <i>*January school fees are due by 1 January, February school fees by 1 February, etc.</i>	<table style="width: 100%; border: none;"> <tbody> <tr><td>Grade 7</td><td style="text-align: right;">R3 400.00</td></tr> </tbody> </table>	Grade 7	R3 400.00												
Grade 7	R3 400.00														

PLEASE NOTE:

New students starting school at VCS before the 15th of the month pay full fees for that month, but if they start on or after the 15th of the month, they will only pay 50% of the fees for that month. This does not apply to students who join VCS at the beginning of a school year as school fees are calculated for the year and then spread over 12 months (or 10 months for Grade 7 students).

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If parents decide to dis-enroll their child/ren from Victory Christian School, they should give the school 1 (one) calendar month's written notice, except for when dis-enrolment notice is given after the 31st of October of a year. Where dis-enrolment notice is given after the 31st of October of a year, 2 (two) calendar months' notice is required. I/We, the undersigned, agree to the terms of this School Fee Agreement with Victory Christian School. I/We understand and accept the consequences the school has put in place in the event of non-payment or late payment of school fees.

Names and grades of child/ren:

Name _____ Age _____ School _____

Name _____ Age _____ School _____

Name _____ Age _____ School _____

Name _____ Age _____ School _____

Full name and surname of Father _____

Full name and surname of Mother _____

Signature of Father

Signature of Mother

Date

POLICY ON PAYMENT OF SCHOOL FEES

It is Victory Christian School's policy to contain costs within reasonable parameters, which will enable us to efficiently fulfil the school's vision. The school operates as a non-profit organization and therefore does not carry a risk margin for the non-payment of school fees.

CALCULATION OF SCHOOL FEES

The annual school fees shall be determined annually by the Governing Body and the father / mother / legal guardian shall be notified of the annual school fee prior to the commencement of the academic school year.

Fees must be paid by the first working day of every month, in advance.

PLEASE NOTE:

- A non-refundable registration fee as annually determined by the Governing Body is charged for Grade R to 7 on acceptance of all NEW ENROLMENTS into the school. Payments of this fee must be effected before the student commences classes in the school.

PAYMENT OF SCHOOL FEES

1. Payment of school fees shall be COMPULSORY and strictly by DEBIT ORDER only.
2. School fees for Grade R to Grade 6 students are payable on a monthly basis over 12 (twelve) months. The first month's payment is due by 1 January. Thereafter by the first working day of each subsequent month, in twelve equal payments (i.e. 1 January continuing until 1 December each year).
3. School fees for Grade 7 students will be payable over 10 payments from January until October.
4. School fees as prescribed in the annual fee structure from time to time, are payable monthly in advance, by the 1st of the month.
5. School fees are subject to an annual increase.
6. Parents will be invoiced for fees monthly.
7. Please note that Victory Christian School and parents/guardians enter a service supply contract. Should the parent/guardian default and the contract is breached, this service will be withdrawn from the signatory/signatories who will then have to withdraw the child/children concerned from the school, either for a period or permanently.
8. Should you decide to remove your child from the school, 1 (one) calendar month's written notice must be given. If the necessary notice is not given, you will be liable for 1 (one) month's school fees.
9. Should notice be given on 1 November, 2 (two) calendar months' written notice must be given. If the necessary notice is not given, you will be liable for 2 (two) months' school fees.

EARLY PAYMENT DISCOUNT

- A 10% discount will be given on the school fees if the full year's fees are paid on or before 7 January.

SCHOOL FEE CONTRACT

TERMS OF AGREEMENT

1. I/We have read and understood the Policy on Payment of school fees, with the details of payments due to the school.
2. I/We understand that Victory Christian School (VCS) is a private school, totally dependent on school fees for running expenses and the payment of teachers' salaries. I therefore agree to pay school fees faithfully and on time.
3. Without limiting or detracting from Victory Christian School's rights to enforce payment of any and all monies not paid on or before due date to VCS by the undersigned, Victory Christian School may, in its sole discretion:
 - a. Suspend the student from attending classes until such date as all fees have been paid in full.
 - b. Withhold the release of report cards, results and transfer cards until such date as all fees and monies have been paid in full.
 - c. Cancel the contract and disenrol the student.
4. I/We agree to pay the School Fees as set out on the annexure hereto by the 1st day of each month in advance. School Fees for Grade 1 to 6 Students are payable in 12 installments commencing on the 1st of January each year with the final payment being on the 1st of December each year. School Fees for Grade 7 Students are payable in 10 installments commencing on the 1st of January each year with the final payment being on the 1st of October each year.
5. Failure to pay any amount referred to in this Agreement on the due date, will entitle the School to proceed for immediate recovery of the total debt, subject to having given 7 (seven) days written notice to correct the arrears on the account.
6. Where parents fail to comply with their obligations in terms of this Agreement, then such parents will be deemed to have committed a breach in terms of the Agreement. Should monthly school fees remain unpaid at any time during the year, for 60 days or more, the Governing Body may at its discretion cancel this Agreement, and without prejudice to any other remedies which the School may have in Law, proceed with the issue of Summons for the recovery of the total amounts due.
7. In the event of the School having to instruct attorneys in respect of a breach of this Agreement and Acknowledgement of Debt, the parents shall pay costs on a scale between attorney and client incurred by the School in enforcing its rights under this Agreement and Acknowledgement of Debt, the costs including collection, commission and tracing fees.
8. A certified detailed debtors ledger issued by the School as to the existence and the amount of my/our indebtedness at any time to the School, and as to the fact that such amount is due and payable, shall be prima facie proof of the amount of such indebtedness.

GENERAL

- No addition to or variation or cancellation of this Agreement and Acknowledgement of Debt shall be of any force or effect unless agreed in writing by the School.
- This Agreement and Acknowledgement of Debt constitutes the sole record with respect of my/our indebtedness to the School.
- No indulgence which the School may grant the parents shall constitute a waiver or novation of any of the past or future rights against the parents which may have arisen in the past or which arise in the future.
- This Agreement and Acknowledgement of Debt shall endure for the entire period during which the Student is enrolled at the School unless replaced by a subsequent agreement when a Student intends leaving the school under normal circumstances, by giving the required notice- period. Upon leaving the School this agreement will automatically terminate, but the parents will remain liable for payment of all amounts owing to the School up to and including the date of leaving, or notice period, whichever applies.
- The School reserves the right to modify and or change any clause in this agreement that may be deemed necessary by the School Governing Body, or as a consequence of changes in legislation, provided written notice thereof is given to the parents.

Names and grades of child/ren:

Name _____	Age _____	School _____
Name _____	Age _____	School _____
Name _____	Age _____	School _____
Name _____	Age _____	School _____

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I the undersigned, agree to the terms of this School Fee Contract with Victory Christian School. I understand and accept the consequences the school has put in place in the event of non-payment or late payment of school fees.

SIGNATURE of Person Paying School Fees

Full name and surname _____

Contact Number _____ Identity Number _____

Signed at _____ this _____ day of _____, 20____

SIGNATURE of Witness 1

Name _____ Identity Number _____

Address _____ Contact Number _____

SIGNATURE of Witness 2

Name _____ Identity Number _____

Address _____ Contact Number _____

*Approved by the VCS Governing Body on 29 October 2018
Fee Policy number SF0001
(Last updated November 2018)*



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ADDENDUM C – PAYMENT INSTRUCTIONS FOR DEBIT ORDERS – School Fees

Please note: SCHOOL FEES ARE PAYABLE BY DEBIT ORDER ONLY

ONLY TO BE COMPLETED UPON ACCEPTANCE

A. Authority

Name of account holder _____

Identity Number _____

Street Address _____

Bank _____

Branch and Code _____

Account Number _____

Type of Account:

Current (cheque) Savings Transmission

Amount (Monthly School Fees) _____

Date of Debit Order

25th 28th or 1st of each month

Name of beneficiary

Abbreviated Name as Registered with the Bank
Beneficiary's Address

**Victory Christian School
VICTORYCS
Corner Boegoe / Redheart Crescent
Wavecrest, Jeffreys Bay**

This signed Authority and Mandate refers to our contract dated ____/____/20____ (the "School Fee Agreement").

I/We hereby authorize you to issue and deliver payment instructions to your Banker for collection against my/our above-mentioned account at my/our above-mentioned Bank (or any other Bank or branch to which I/we may transfer my/our account) on condition that the sum of such payment instructions will never exceed my/our obligations as agreed to in the Agreement and commencing on ____/____/20____ and continuing until this Authority and Mandate is terminated by me/us by giving you notice in writing of not less than 20 ordinary working days, and sent by prepaid registered post or delivered to your address as indicated above.

I understand that I shall have to sign a new debit order agreement every year to accommodate the annual school fee increase as well as the promotion to the next grade.

The individual payment instructions so authorized to be issued must be issued and delivered as follows:

Monthly for 12 months Monthly for 10 months (*Grade 7 students only*)

In the event that the payment day falls on a Sunday, or recognized South African public holiday, the payment day will automatically be the very next ordinary business day.

Payment instructions due in December may be debited against my account on _____.

I/We understand that the withdrawals hereby authorized will be processed through a computerized system provided by the South African Banks. I also understand that details of each withdrawal will be printed on my Bank statement. Such must contain a number, which must be included in the said payment instruction and if provided to me should enable me to identify the Agreement. This number must be added to this form in Section E before the issuing of any payment instruction.

B. Mandate

I/We acknowledge that all payment instructions issued by you shall be treated by my/our above-mentioned Bank as if the instructions have been issued by me/us personally.

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C. Cancellation

I/We agree that although this Authority and Mandate may be cancelled by me/us, such cancellation will not cancel the Agreement. I/We shall not be entitled to any refund of amounts which you have withdrawn while this Authority was in force, if such amounts were legally owing to you.

D. Assignment

I/We acknowledge that this Authority may be ceded or assigned to a third party if the Agreement is also ceded or assigned to that third party, but in the absence of such assignment of the Agreement, this Authority and Mandate cannot be assigned to any third party.

Signed at _____ this _____ day of _____, 20_____

SIGNATURE as used for operating on the account

E. Agreement Reference Number

This Agreement reference number is: _____ (Your account number with VCS, e.g. AAA001)



VICTORY CHRISTIAN SCHOOL

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ADDENDUM D – CONSENT & INDEMNITY FORM

I, _____
Full name of Parent / Guardian

Identity Number _____

Address _____

The parent/guardian of _____

Born on _____

hereby give my consent for my child/ren to take part in any and all extracurricular activities of the school as advised to myself, whether conducted on the school premises or extramurally, including, but not limited to, games, athletics, tours and excursions of general, vocational, educational, historical or scientific interest.

I understand that the school has taken all reasonable steps to ensure that the above activities are being conducted in road worthy vehicles, driven by licensed drivers, under approved supervision.

I fully understand and accept that all such activities shall be undertaken at my child's/ren's own risk, and I undertake, on behalf of myself, my spouse, my executors and my aforesaid child/ren to indemnify, hold harmless and absolute the school, the principal and his/her staff against and from any or claims whatsoever which may arise in connection with any loss or damage to the person or property of my aforesaid child/ren in the course of such activities and howsoever arising.

Signed at _____ this _____ day of _____, 20 _____

Signature of Father / Guardian

Witness

Signature of Mother / Guardian

Witness



VICTORY CHRISTIAN SCHOOL

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ADDENDUM E – PREVIOUS SCHOOL FEE STATEMENT

Only one form needed per family. Thank you!	Name of Applicant/s _____
	<p><i>My son/daughter is applying for admission to Victory Christian School in Jeffreys Bay. In order to complete the application process, we would appreciate if you would complete this form and return it directly to:</i></p> <p>ADMISSIONS OFFICE, Victory Christian School PO Box 2117, Noorsekloof, 6331 Jeffreys Bay, SA 6331 Phone 042 296 0105 Fax 042 296 0500 Email vcadmin@victorycs.co.za</p> <p style="text-align: right;">All information will remain confidential.</p> <p><i>Our application cannot be processed until the school office receives this form. Thank you for your prompt assistance in this matter.</i></p>
	<p>_____ Signature of Parent / Guardian</p> <p style="text-align: right;">_____ Date</p>

Payment details to be completed by the Bursar at the applicant's current school:

Contact Person / Bursar at current school _____

Annual School Fees _____

How were the fees paid? Debit Order
 Cash
 Bank Transfer
 Monthly payments

Overdue Balance owing (as of the date of application) _____

Signature of Bursar

Date



Thank you for taking time to complete this form.