



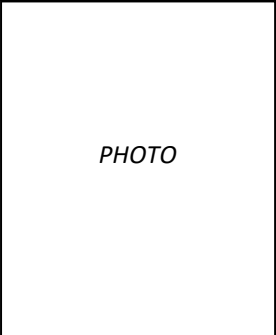
When she believes in herself....she will fly

Application for Enrolment

SECTION A: DOCUMENTATION AND IMPORTANT NOTES

Please note that this application must be accompanied by:

- 2 passport size photos (preferably in colour)
- Certified copy of ID Document or Passport of both parents and/or guardians
- Certified copy of Unabridged Birth Certificate
- Financial Clearance Certificate (to be completed by the previous school)
- Certified copy of student's most recent School Reports
- Proof of Residence and Study Permit (Foreign Students)
- Proof of payment of a R600.00 non-refundable administration fee (no cash)



Notes:

- Applicant students may be required to undergo an entrance assessment
- This application form must be signed by both Parents/Guardians. Original forms must be submitted
- Payment of any monies (i.e. Administration Fee), without the supporting documentation, does not guarantee enrolment at St Mary's DSG
- Incomplete or inaccurate applications will not be considered
- It is not our policy to disclose reasons for declining an application. All applications will be considered before a decision will be made whether the application is successful or not.

SECTION B: ST MARY'S DSG BANKING DETAILS

Name of Bank: STANDARD BANK

Branch: Hatfield

Branch Code: 011 545

Account Number: 011 974 281

Swift Code: SBZAZAJJ

Reference: Your daughter's name, surname, grade and year of entry (e.g., Gr 8 2024)

SECTION C: MARKETING INFORMATION

How did you hear about our School and what is your reasons for wanting your daughter to attend St Mary's DSG?

SECTION D: STUDENT INFORMATION

GRADE AND YEAR TO ENROLL AT ST MARY'S DSG – PRETORIA	YEAR OF ENTRY:	GRADE TO ENTER:
DAYGIRL OR BOARDER	<input type="checkbox"/> Daygirl (Grade 0 - 12)	<input type="checkbox"/> Boarder (Grade 5 - 12)
CURRENT SCHOOL AND GRADE	CURRENT SCHOOL:	
	GRADE:	
AGE AT TIME OF APPLICATION		
SURNAME		
FIRST NAMES		
PREFERRED NAME		
DATE OF BIRTH (Year/Month/Day)		
ID OR PASSPORT NUMBER		
COUNTRY OF BIRTH		
NATIONALITY		
RACE <i>This information is required for census/statistical purposes</i>		
ENTRY DATE TO SOUTH AFRICA <i>(If applicable)</i>		
RESIDENTIAL ADDRESS		
NUMBER OF CHILDREN IN THE FAMILY		
POSITION OF STUDENT APPLICANT IN THE FAMILY <i>(1st, 2nd, etc.)</i>		
EMERGENCY CONTACT NAME AND NUMBER		
RELIGION / DENOMINATION		
MEDICAL CONDITIONS / DISABILITIES		
HOME LANGUAGE		
OTHER LANGUAGES SPOKEN		

PLEASE SELECT 1st ADDITIONAL LANGUAGE	<input type="checkbox"/> Afrikaans <input type="checkbox"/> isiZulu <input type="checkbox"/> Sepedi <input type="checkbox"/> Immigrant French Immigrant French is an option if your daughter qualifies as an Immigrant candidate. Senior School Immigrant French students are required to submit an Immigrant Status Application form with supporting documents upon registration. Junior School Immigrant French options to be discussed with the Junior School Principal.
PREVIOUS SCHOOLS ATTENDED. PLEASE INCLUDE THE DATE THAT THE STUDENT APPLICANT LEFT PREVIOUS SCHOOL.	School: _____ Date: _____
	School: _____ Date: _____
	School: _____ Date: _____
GRADES AND YEARS REPEATED <i>(If applicable)</i>	

SECTION E: BIOLOGICAL/ADOPTIVE PARENT/LEGAL GUARDIAN INFORMATION

BIOLOGICAL/ADOPTIVE PARENT/LEGAL GUARDIAN 1	
RELATIONSHIP TO APPLICANT	
SURNAME	TITLE: _____
FULL NAMES	<i>(Mr, Mrs, Dr etc)</i>
MARITAL STATUS	<input type="checkbox"/> Married <input type="checkbox"/> Divorce <input type="checkbox"/> Other <i>If other, please specify:</i> _____
ID OR PASSPORT NUMBER	
NATIONALITY	
RACE <i>(This information is required for census/statistical purposes)</i>	
RELIGION / DENOMINATION	
HOME LANGUAGE	
RESIDENTIAL ADDRESS	
POSTAL ADDRESS	
EMAIL ADDRESS	
CELL PHONE NUMBER	
HOME NUMBER	
EMPLOYER	
OCCUPATION	

BIOLOGICAL/ADOPTIVE PARENT/LEGAL GUARDIAN B

RELATIONSHIP TO APPLICANT		
SURNAME		TITLE: _____
FULL NAMES		(Mr, Mrs, Dr etc)
MARITAL STATUS	<input type="checkbox"/> Married <input type="checkbox"/> Divorce <input type="checkbox"/> Other If other, please specify: _____	
ID OR PASSPORT NUMBER		
NATIONALITY		
RACE (This information is required for census/statistical purposes)		
RELIGION / DENOMINATION		
HOME LANGUAGE		
RESIDENTIAL ADDRESS		
POSTAL ADDRESS		
EMAIL ADDRESS		
CELL PHONE NUMBER		
HOME NUMBER		
EMPLOYER		
OCCUPATION		

SECTION F: ASSOCIATION WITH ST MARY'S DSG**DETAILS OF ALL CHILDREN IN YOUR CARE WHO ARE CURRENTLY ATTENDING THIS SCHOOL**

NAME AND SURNAME OF SISTERS	GRADE

SIBLINGS: ARE OTHER SIBLINGS CURRENTLY AT ST ALBAN'S COLLEGE OR WHPS?**PLEASE INDICATE GRADE AND INSTITUTION:**

NAME AND SURNAME OF SIBLINGS	INSTITUTION	GRADE

ASSOCIATION WITH ST MARY'S DSG: IS MOTHER A ST MARY'S DSG ALUMNAE OR ARE ANY OTHER FAMILY MEMBERS ALUMNAE. PLEASE INDICATE:

FIRST & MAIDEN NAME	RELATIONSHIP	HOUSE	FROM YEAR & GRADE	TO YEAR & GRADE

SECTION 6: DETAILS OF PERSON RESPONSIBLE FOR SCHOOL FEE PAYMENTS

1st person responsible for payment of school fees*

ID OR PASSPORT NUMBER			
SURNAME			TITLE: _____
FULL NAMES			(Mr, Mrs, Dr etc)
MARITAL STATUS	<input type="checkbox"/> Married <input type="checkbox"/> Divorce <input type="checkbox"/> Other If other, please specify: _____		
CITIZENSHIP			
RESIDENTIAL ADDRESS			
CONTACT NUMBERS (Home and cell phone)			
EMAIL ADDRESS			
RELATIONSHIP TO APPLICANT STUDENT			
EMPLOYER NAME			
OCCUPATION			

2nd person responsible for payment of school fees*

ID OR PASSPORT NUMBER			
SURNAME			TITLE: _____
FULL NAMES			(Mr, Mrs, Dr etc)
MARITAL STATUS	<input type="checkbox"/> Married <input type="checkbox"/> Divorce <input type="checkbox"/> Other If other, please specify: _____		
CITIZENSHIP			
RESIDENTIAL ADDRESS			
CONTACT NUMBERS (Home and cell phone)			
EMAIL ADDRESS			
RELATIONSHIP TO APPLICANT STUDENT			
EMPLOYER NAME			
OCCUPATION			

** I/We accept that irrespective thereof that a third party may be indicated on this application as the person responsible for payment, I/we remain jointly and severally liable to the School, with third party, for the due and punctual payment of all fees, subscriptions, levies or other amounts which may become due and payable to the School or in respect of participation in or attendance of any extra- curricular activity*

SECTION H: DECLARATION

I/We, the undersigned, _____ hereby certify that the information given by me/us on this application is complete and accurate. I/We agree to the conditions as set out below.

- I/We accept that the school is based on Christian principles and undertake not to undermine this position.
- I/We accept joint and several liability to the School for the due and punctual payment of all fees, subscriptions, levies or other amounts which may become due and payable to the School or in respect of participation in or attendance of any extra- curricular activity.
- I/We accept that irrespective thereof that a third party may be indicated on this application as the person responsible for payment, I/we remain jointly and severally liable to the School, with third party, for the due and punctual payment of all fees, subscriptions, levies or other amounts which may become due and payable to the School or in respect of participation in or attendance of any extra- curricular activity.
- I/We accept that the monthly tuition and boarding fee payment options are only available to South African residents and South African Identity Document holders.
- I/We accept that the completion of this application does not signify that the applicant has been admitted to the School. All applications will be considered in terms of the Admissions Policy of the School before a decision will be made whether the application is successful or not.
- I/We understand that in terms of the Admissions Policy requirements, our daughter/ward may be required to write an entrance test and/or have an admission interview with a member of the School's Management Team.
- It is assumed that students enrolled in the School live with their parents or the legal guardian/s, and if not at School, that the learner is under their care.
- I/We consent to the School requesting a personal credit check from an approved ITC agent and a Financial Clearance from the student's previous school. NB: The signatures of both parents and/or guardians are required or in the case of a single parent family, the signature of the legal guardian is required, with supporting documentation thereof.
- I/We accept that the agreement arising from the signing of this application shall, notwithstanding the place of signature, be deemed to have been concluded in Pretoria.

The consumer/debtor consents to and authorises St Mary's DSG Pretoria, the supplier, service and/or credit provider, as the case may be, to:

- contact, request and obtain information at any time from any supplier, service or credit provider (or potential credit provider) or registered credit bureau in order to assess the behaviour, profile, payment patterns, indebtedness, whereabouts, and creditworthiness of the consumer / debtor; and
- provide information about the behaviour, profile, payment patterns, indebtedness, whereabouts, and creditworthiness of the consumer / debtor to any registered credit bureau or to any supplier, service or credit provider (or potential credit provider) seeking a trade reference regarding the consumer's/debtor's dealings with the supplier, service and/or credit provider.

SIGNATURE OF BIOLOGICAL/ADOPTIVE PARENT/LEGAL GUARDIAN 1

DATE

SIGNATURE OF BIOLOGICAL/ADOPTIVE PARENT/LEGAL GUARDIAN 2

DATE

SIGNATURE OF ACCOUNT HOLDER

DATE

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 parents and/or guardians and or any other 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 St Mary's DSG Pretoria; 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 it is accurate and complete.
- 2.3. The Competent Person undertakes to immediately notify the School, in writing, should the personal information of the Student / Competent Person or 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, copies of ID documents/passports, birth certificate for identification purposes;
- e-mail addresses, physical and/or postal addresses, telephone numbers, and other contact details;
- financial information, including financial clearance from previous school to assess affordability;
- copies of school reports, age, academic level, language preference, school attendance history, connection to the school though parent or siblings;
- race and ethnicity for statutory and diversity considerations
- employment information, marital status, custody arrangements, bank account details and related information.

About the Competent person(s) and Student 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, Student, previous school attended and/or medical certificates.

3.5. Responsible Party

- The School is the responsible party. The address and contact details of the School appear 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 with whom the School under law has to share the personal information.

3.8. Contractual Requirement

- The School may share the information with administrative staff, management staff, 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, or where the Competent Person resides outside of South Africa, no personal information will be transferred by the School cross border, except with the explicit consent of the Competent Person, alternatively at 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 are 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, 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 to the processing of the personal information of the Competent Person(s) and the Student 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.

Signed on this _____ day of _____ 20_____ at _____

SIGNATURE: COMPETENT PERSON 1

SIGNATURE: COMPETENT PERSON 2

FULL NAME: COMPETENT PERSON 1

FULL NAME: COMPETENT PERSON 2

RELATIONSHIP TO APPLICANT STUDENT

RELATIONSHIP TO APPLICANT STUDENT

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 186 Duxbury Road Hillcrest Pretoria
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