



**Cambridge Early Years | Primary | Lower Secondary**  
 206 Rosie's Place Street, Glen Austin, Midrand  
 (T): +27 010 442 7000  
 (C): +27 84 073 5086  
 (E): admin@bradfordschools.co.za  
 (W): www.bradfordschools.co.za

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## ENROLMENT CONTRACT

- The following documents **MUST** accompany this application:
- Applicant's Birth Certificate
  - Applicant's Latest Assessment Report
  - Applicant's Vaccination Card
  - Copies of ID for both parents
  - Study Visa/Permanent Residence Permit (where applicable)
  - Proof of payment for enrolment fees

### PARTICULARS OF CHILD

FIRST NAME	
SURNAME	
DATE OF BIRTH	
GENDER	
HOME LANGUAGE	
NATIONALITY	
IDENTITY NUMBER	
RACE	
RELIGION	
PREVIOUS SCHOOL ATTENDED	
GRADE APPLIED FOR	
DATE OF ENROLMENT	

### PARTICULARS OF PARENTS

MARITAL STATUS OF PARENTS			
WITH WHOM DOES THE CHILD LIVE WITH?			
PERSON RESPONSIBLE FOR FEE ACCOUNT			
PARTICULARS	MOTHER	FATHER	
SURNAME			
FIRST NAMES			
ID NUMBER			
RELIGION			
OCCUPATION			
EMPLOYER			
TEL NO. WORK			
TEL NO. HOME			
CELL NO.			



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E-MAIL ADDRESS		
HOME ADDRESS		
WORK ADDRESS		

**CONTACT PERSON IN CASE OF EMERGENCY (OTHER THAN PARENTS)**

In case of an emergency, a responsible person should be on standby.

PARTICULARS	FRIEND	NEXT OF KIN
NAME AND SURNAME		
RELATIONSHIP		
PHYSICAL ADDRESS		
TEL NO. WORK		
TEL NO. HOME		
CELL NO.		

Initial Here

**TRANSPORT**

Transport to/from school

Motor Vehicle	Motorbike	Bus	Taxi	Bicycle	Walk

Others who are authorised to collect the child from school.

NAME	TELEPHONE NO.

**SPECIAL INSTRUCTIONS**



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**CHILD'S MEDICAL DETAILS**

Blood Type:

O +	O -	A+	A -	AB+	AB -	B+	B-	UNKNOWN
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I \_\_\_\_\_ do hereby give permission for child \_\_\_\_\_ to be taken to the nearest emergency centre or receive emergency treatment should such an emergency arise. This consent is given to Bradford Schools if I am unreachable or unavailable during such an emergency. I also acknowledge that I am responsible for any medical expenses that result from such treatment.

Initial Here

MEDICAL AID:	
MEDICAL AID NUMBER:	
FULL NAMES – MAIN MEMBER:	
MAIN MEMBER ID NUMBER:	
FAMILY DOCTOR:	TEL NO:
PEDIATRICIAN:	TEL NO:
DATE:	SIGNATURE OF PARENT/GUARDIAN:

HAS YOUR CHILD RECEIVED ALL THE NECESSARY IMMUNISATIONS? IF NO, PLEASE STATE REASON

No (Reason)

HAS THE CHILD SUFFERED FROM ANY OF THE FOLLOWING ILLNESSES? IF NO, PLEASE INDICATE WITH AN X

DIABETES		CHICKENPOX		MALARIA		HEPATITIS	
ASTHMA		WHOOPING COUGH		MEASLES		GERMAN MEASLES	
EPILEPSY		SCARLET FEVER		DIPHTHERIA		ENTERIC FEVER	
CARDIAC MURMUR		POLIO		MUMPS		TYPHOID FEVER	

1. What childhood sickness has your child had? \_\_\_\_\_
2. Does your child suffer from any other illness or disabilities? \_\_\_\_\_
3. Any allergies? \_\_\_\_\_
4. State which regular medication your child is on?: \_\_\_\_\_
5. Has he/she had any operation/s? \_\_\_\_\_
6. Relevant family medical history (e.g. Epilepsy, Blindness, etc.) \_\_\_\_\_

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## TERMS & CONDITIONS

### INSTRUCTIONS TO PARENT/S

1. These terms and conditions apply to all admissions to Bradford Schools hereafter referred to as ["Bradford"] or ["the School"].
2. You are required to read and understand the terms and conditions. Each page must be signed and initialled and the signature page signed and dated.
3. In the event of only one legal guardian signing the Enrolment Contract, you are required to provide the school with an acceptable reason for doing so in writing, together with any supporting documentation.
4. For the avoidance of doubt, "Legal Guardian" shall mean such persons who have legal parental rights and responsibilities in respect of the Student, including but not limited to biological and adoptive parents.
5. In addition to the legal guardian's signature/s, all Students from Grades 5 to 7 must sign these Terms & Conditions.
6. Please note that no amendments to these Terms & Conditions will be accepted.

### I/We hereby agree and acknowledge the following:

#### DURATION

7. For the avoidance of doubt, this agreement will terminate when your Child completes the School's curriculum. This contract therefore has an indefinite term.
8. You have the right to cancel this contract at any time, for any reason, provided that you give the School a **full term's notice**, in writing, of this intention before the withdrawal of the Child from the School. Alternatively, a full-term fee is payable to the School in lieu of notice, and as a reasonable cancellation fee taking into account the nature of the educational services, capacity planning and reasonable potential to fill the vacancy. Such amount is due and payable on the first day of the term which would have been the final term if the appropriate notice had been given. Should you have elected to pay annual school fees or should any additional fees have been paid in advance, those fees will be credited in proportion to the term/(s) remaining, less any amount payable in lieu of appropriate notice.

#### FEES AND CHARGES

9. I/We shall pay the School such fees, levies, and charges ("fees") for the supply of goods and services to the student as shall be fixed by the school in its sole discretion from time to time. I/We have been provided with a copy of the school fees payment options and fee structure and I/We shall be bound by any increase of fees or any modification of the payment structure introduced by the school, at its sole discretion, by giving the School not less than one term's notice thereof.
10. With respect to New Students only, a non-refundable enrolment fee is payable upon submission of the Enrolment Contract, and which enrolment fee will guarantee the student's place at the school. It is recorded and agreed upon that such placement fee does not constitute a deposit on account of fees and it is therefore not a payment in reduction of any fees due or which may become due in the future.
11. Should more than one legal guardian sign the acceptance for payment of fees, it will render jointly and severally liable for payment of the student fee account. This means one party may be individually liable for the entire account.
  - 11.1 The fees for each term are due and payable via EFT, in advance, by the first day of each term.
  - 11.2 Should the account be outstanding 7 (seven) days after the beginning of each term, it will be handed over to our collection agents and a first payment reminder will be sms'ed to parents on the mobile number as stated on the enrolment contract, advising them that they are in arrears.
  - 11.3 Should the account remain unpaid for 7 (seven) days following the first payment reminder, a second payment reminder will be emailed, advising the parents that they are in breach of their contractual obligations and that



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educational services will be suspended should payment not be made within 7 (seven) days, unless alternative arrangements have been made.

- 11.4 Should the school still receive no communication or payment by the due date, a registered letter of demand will be issued. This will result in the withdrawal of educational services for the child and suspension from class. Your child will also be excluded from all school activities.
- 11.5 Should you fail to respond within 20 (twenty) days of receipt of the registered letter of demand, the school will have no alternative but to take further legal action and list you as a DEFAULT DEBTOR with the credit bureau. This will also result in the automatic deregistration of the child as a pupil of Bradford Schools.
- 11.6 8. All communication with parents will be recorded and any communication concerning arrangements for late payments must be in writing and will be confirmed in writing by a representative of Bradford Schools.
12. Notwithstanding anything contained in clause 4 and/or the fee payment option selected in terms of the Enrolment Contract, if any payment is received by the school after the due date as set out in the Enrolment Contract, and I/We shall be liable for payment of such termly fees and I/We will be bound to the terms regulating such payments.
13. Outstanding amounts shall bear interest to be calculated from the first day of the relevant month to the date that the fees are received in full, at a rate equivalent to the prime bank rate charged by First National Bank as of 31st January of the relevant academic year plus 3% and compounded monthly. In addition, an administration fee of R500 (excluding VAT) will be payable for each attendance by the School arising from such late payment.
14. Extramural activities shall attract a termly charge which will be reflected on a monthly statement of account that will be emailed to us should my/our fees payable for co-curricular activities be outstanding for two consecutive months, the student's attendance at these co-curricular activities will be terminated.
15. Should I/We wish to withdraw the Student from the School at any time, I/We shall be obliged to give at least one term's written notice ("notice period") of such cancellation, to the Principal. The notice period shall be given on the first day of a term.
16. Upon such early termination I/We shall be liable to the school for payment in respect of -
  - 16.1 the fees owing to the School up to and including the last day of the notice period; and
  - 16.2 a cancellation penalty which shall be equal to one term's school fees.
17. We acknowledge that the cancellation penalty is reasonable in contemplation of the agreement enduring for its fixed term.
18. The Student shall be entitled to remain at the School during the notice period and for the period in respect of which the cancellation penalty is calculated, subject to compliance with the remaining terms and conditions of this agreement.

### FOREIGN STUDENTS

19. If the student is not a South African citizen or a permanent resident of South Africa, I/We acknowledge that a valid study visa in the School's name is required a copy of which will be provided to the school.

### MEDICAL CONDITIONS

20. I/We undertake to timeously disclose to the school full details of any medical condition suffered by the student and /or in respect of which the Student may be at risk.



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### IN LOCO PARENTIS

21. The Principal/Teacher On Duty and/or any Official designated by the School is empowered to act in loco parentis (meaning in the legal place and stead of the Student's guardian and/or parent) in respect of the Student, when specific authority cannot be reasonably be sought in time, including, but not limited to, for the giving consent for any medical treatment or medical operation which in the opinion of the Principal/Teacher On Duty and/ or Designated Official is necessary and/or for the incurring of medical costs as a consequence thereof and the Principal/Teacher On Duty and/or Official Designated is hereby indemnified against any claim arising from any loss whatsoever as a result of the exercise of the authorisation hereby granted. I accept that all precautions will be taken to ensure the safety and welfare of my child and that I will be held responsible for the payment of medical and/or hospital accounts where applicable.

### SCHOOL POLICIES

22. I/We have read, understood, accept and agree to the terms and conditions of the Discipline Code, Anti-Bullying Policy, Sports Code of Conduct, School Guides, and Information and Communications Technology Acceptable Use Policy and Code of Conduct available at request from the school including the consequence of any behaviour constituting any breach thereof. I/We acknowledge and agree that I/We will be bound by the provisions of any other policy implemented by the school from time to time, which regulates attendance and behaviour at the school and/or required from the Students, and any other matter deemed necessary or desirable by the school for its administration. I/We agree to abide by any substitution, modification, or addition to, any policy that the school may at its sole discretion bring into effect from time to time by giving written notice thereof.
23. Any alleged misconduct will be dealt with in accordance with the provisions of the Discipline Code, including but not limited to any breach of the School's Discipline Code, Anti-Bullying Policy, Sports Code of Conduct, School Guides, and Information Communications Technology Acceptable Use Policy and any other policy implemented by the School from time to time which regulates attendance and behaviour at the School and/or required from the Students.

### TESTING FOR DRUGS AND/OR MIND-ALERTING SUBSTANCES

24. I/We agree that, in the interest of the safety and well-being of the Student, the testing for the use of drugs and/or mind-altering substances may be conducted randomly upon fair and reasonable suspicion by the School from time to time (without prior notice to me/us) and for my own/our cost, and either by the selection of one or more students or otherwise, should the Principal in his/her discretion deem it necessary for any reason.

### PARENT SUPPORT

25. I/We will support teachers in their educational endeavours and work co-operatively with the school in all areas regarding the Student's education.
26. I/We acknowledge that it is a material term of this agreement that I/We will not conduct ourselves in such a way as to bring the school into disrepute or conduct ourselves in such a way as to disrupt School events or behave in an inappropriate, discourteous or unlawful manner towards other parents, students, members of the school staff, its guests or invitees. Should either one of us breach any of these provisions, the School shall be entitled to terminate this Agreement, and the enrolment of the Student accordingly.
27. It is my/our responsibility to advise the School of any changes in any family circumstances that may affect the life of the Student at School and/or his/her abilities to properly undertake and complete his/her educational or extra-curricular activities or duties.



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### SCHOOL ACTIVITIES

28. Participation in at least one School extra-curricular activity (sport or cultural) each term and in the School/s music/end-of-year concert programs and attendance in all Grade Camps/ Educational Excursions are compulsory for all Students and to my/our cost. However, while the School will take all reasonable precautions to ensure the safety and well-being of the Student, these activities may be undertaken in environments that cannot be controlled or regulated by the School, and involve certain inherent risks which may include serious injury and death.
29. The clauses below limit and exclude obligations, liabilities, and legal responsibilities that the School and other persons may have towards the Student, parents, and/guardians and limit their rights and remedies
30. I/We acknowledge and agree that neither the School, its officers, staff, employees, nor any contractor formally engaged by the school to coach such sport (collectively "the Indemnified Persons"), shall be liable for any loss or damage of whatever nature (including but not limited to loss or damage to property, injury or death) and howsoever arising, including without limitation any loss or damage to property, injury or death) and howsoever arising, including without limitation any loss or damage in connection with-
  - 30.1 the student's attendance at the School; and/or
  - 30.2 participation in any activities of the School (including extra-curricular activities such as cultural, games, sports, educational tours, and excursions); and/or
  - 30.3 the student's presence on the School premises; and/or
  - 30.4 arising during transportation of the student by or on behalf of the School, to or from another place.
31. In amplification of the provisions of clause 30.3 it is expressly stipulated that the Indemnified Persons referred to in clause 30 will under no circumstance be liable for any loss or damage of whatsoever nature suffered by the Student in the event of the Student being present on the school premises outside of the hours of the School's official program and during which time the School staff is not officially on duty. In such an event, the Student will be present on the School's premises entirely at his/her own risk.
32. Nothing contained in clause 30 above shall be deemed to exclude any loss, damage, injury, or death arising directly as a result of the wilful default or gross negligence of the School or any person acting for or controlled by the School (for the purposes of this clause, a fellow student of the School shall not be deemed to be "controlled" by the school)
33. I/We have been advised to take adequate insurance to cover any loss or damage or injury or death for which the School or any other Indemnified Person is not liable under clause 30 above.

### SCHOOL UNIFORM POLICY

Initial Here

34. Early Years:
  - 34.1 Boys: School regulation navy shorts with regulation burgundy golfer, navy school socks and plain black or white takkies.
  - 34.2 Girls: School regulation skirts with regulation burgundy golfer, navy school socks and plain black or white takkies.
  - 34.3 Girls and Boys: School tracksuit pants and tracksuit jacket with regulation burgundy golfer, navy school socks and plain black or white takkies.
35. Primary and High School Formal School attire includes:
  - 35.1 Regulation long navy trousers for boys and girls with a regulation cream long-sleeve shirt or regulation cream short-sleeve shirt.
  - 35.2 All formal attire can be worn with a blazer / or regulation navy jersey. Please note that tracksuit tops cannot be worn with formal wear.
  - 35.3 Tracksuit tops can only be worn with tracksuit pants and plain white takkies.



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- 35.4 Girls' formal school attire may include the regulation tunic or regulation skirt, which may be worn with a regulation cream long-sleeve or short-sleeve shirt.
- 35.5 Boys' formal school attire may include the regulation navy shorts which may be worn with a regulation cream long-sleeve or short-sleeve shirt.
- 35.6 The school regulation tie may only be worn with the regulation cream long-sleeve shirt. The shirt must be fully buttoned to the top.
- 35.7 School navy regulation socks are to be worn with the formal school attire.
- 35.8 Black-laced school shoes are to be worn by boys and laced or buckled black school shoes worn by girls.

### 36. Summer Uniform:

- 36.1 Boys: School regulation navy shorts or regulation navy trousers with regulation cream shirt, regulation navy socks and black laced school shoes. Regulation school tie may be worn.
- 36.2 Girls: School regulation skirt, tunic or navy trousers with regulation cream shirt, regulation navy socks and black laced or buckled school shoes. Regulation school tie may be worn.

### 37. Winter Uniform:

- 37.1 Boys: School regulation navy trousers with regulation cream shirt, regulation navy socks and black laced school shoes. Regulation school tie may be worn.
- 37.2 Girls: School regulation skirt, tunic or navy trousers with regulation cream shirt, regulation navy socks or navy stockings and black laced or buckled school shoes. Regulation school tie may be worn.

### 38. Boys Hair Policy

- 38.1 Hair must be maintained at a short length and be of uniform length or completely shaved. Hair may not be touching the collar or grown over the ears and fringes may not grow past the eyebrow.
- 38.2 Layering of hair is not permitted.
- 38.3 Hair must be of the naturally occurring hair colours. Highlights and graded dyeing are not permitted.
- 38.4 No decorative beads and braiding of hair permitted.

### 39. Girls Hair Policy

- 39.1 Hair must be well-maintained and kept off the face.
- 39.2 Hair must be of the naturally occurring hair colours. Highlights and graded dyeing are not permitted.
- 39.3 Hair must be fastened back when at the length to do so. No fringes longer than the eyebrows.
- 39.4 Only these non-decorative hair accessories are permitted in the following colours: navy blue, burgundy or black hair elastics, navy blue, burgundy or black alic bands and or plain clips.
- 39.5 No decorative beads are permitted.

## PROTECTION OF PERSONAL INFORMATION

### 40. "Personal Information" as referred to in this agreement includes the following –

- 40.1 Identifying information, including information relating to the name, gender, marital status, national, ethnic or social origin, age, physical or mental health, well-being, disability, identity number, and birth in respect of the parent/s and or the Student;
- 40.2 Medical history in respect of the Student
- 40.3 Financial history/ creditworthiness in respect of the parent/s and
- 40.4 Contact details in respect of the parent/s and the Student.

### 41. Where necessary the school is to maintain proper records and to perform its functions, by entering into this Agreement, and unless I/We at any time instruct the School expressly and in writing to the contrary, I/We consent to the School collecting, storing and updating personal information about me/us and/or the Student.



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42. I/We consent to the School disseminating my/our names and/or contact details only to Bradford Staff or other responsible persons engaged or authorised by the School for school-related purposes only unless I/We instruct the School at any time in writing to the contrary.
43. I/We consent to the School providing a reference and supplying information, which may include Personal Information, in respect of the Student to any educational institution that I/We have proposed the Student may attend.
44. The School shall take-
  - 44.1 reasonable practical steps to ensure that the Personal Information is complete, accurate not misleading, and updated where necessary; and
  - 44.2 appropriate measures to prevent loss of, damage to, and/or unauthorised destruction of and unauthorised access to Personal Information.
45. I/We hereby consent to
  - 45.1 the School collecting using and storing CCTV footage of the Student; and
  - 45.2 The interception of communication (being the visual images provided by the CCTV footage) provided by the School in accordance with the CCTV policy.
- 40 I/We hereby voluntarily consent to the School furnishing my/our Personal Information to the credit bureaux to apply for and obtain a credit report/s.
- 41 I/We consent to and authorise the School to contact, request and obtain information at any time from any supplier, service, or credit provider (or potential credit provider) or registered credit bureau to assess my/our behavior, profile, payment patterns, indebtedness, whereabouts, and creditworthiness.
- 42 I/We consent to and authorises the School to provide information about my/our behavior, profile, payment patterns, indebtedness, whereabouts, and creditworthiness of the parent/s to any registered credit bureau or any supplier, service, or credit provider (or potential credit provider) seeking my/our credit reference.

### MEDIA CONSENT

- 43 Your child may be photographed, videotaped, and interviewed at various school-sponsored events. Photographs and video clips of Bradford students may be used in various forms of media for marketing the school and in various awareness campaigns.
- 44 I/We consent to the use of your child's photographs and/or videos for purposes of marketing and awareness campaigns.
- 45 We give Bradford Schools permission for my child's photograph(s) and/or video(s) and/or interview(s) to be reproduced and released for use in all forms of media (print, broadcast, outdoor, and internet/digital) for marketing and promotional purposes. I agree that my child's photograph(s) and/or videos and/or interviews can be used regardless of my child's enrolment status (active/withdrawn) at Bradford Schools.

### DOMICILIUM

- 46 I/We appoint my/our residential address stated above in the preamble as the address at which all notices may be given, and all legal processes may be served. In the event that my/our residential address in the preamble is not completed, my/our residential address as completed in the application for admission shall serve as my/our domicilium. Any such notice shall, unless to the contrary is proved, be deemed to have been received by me/us at the said address:
  - 46.1 If it is delivered by hand, on the date on which it is so delivered; or
  - 46.2 If it is delivered by telefax or email, on the date of transmission thereof; or
  - 46.3 If it is sent by prepaid registered mail, on the third day it has been posted.
- 47 I/We will advise the administrator of the school in writing, of any changes in contact details of my/our *domicilium*.



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**JURISDICTION**

48 I/We consent, in terms of Section 45 of the Magistrates' Courts Act, 1944, to the non-exclusive jurisdiction of any Magistrate Court having jurisdiction in terms of Section 28 of that Act, notwithstanding the fact that the value of the claim or the matter in dispute might otherwise exceed the jurisdiction of the Magistrate's Court.

**BREACH**

49 Should the School have to take legal action pursuant to a breach of these Conditions, the School shall be entitled to recover from me/us all the School's legal costs incurred on the scale between attorney and own client including tracing fees and collection commission paid by the School to its attorneys.

**GENERAL**

- 50 These Conditions do not purport to contain all of the terms and conditions on which the Student is accepted as such at the School, and that the Student's attendance at the School, and my/our obligations in respect thereof may be subject to other terms and conditions elsewhere recorded or otherwise agreed upon; notwithstanding the foregoing, however, no variation or amendment of the provisions contained in these Conditions shall be of any force or effect unless it is reduced to writing and signed by or on behalf of the School and the legal guardian/s.
- 51 Clause headings are for convenience only and are not to be used in the interpretation of this agreement.
- 52 All provisions and the various clauses of this Agreement are, notwithstanding the manner in which they have been grouped or linked grammatically, severable from each other.
- 53 The School shall be entitled at any time and in its sole discretion to cede, delegate, or assign any part, share, or interest herein or any of its rights or obligations in these conditions to any holding company, subsidiary, or associate company forming part of the Bradford Schools.
- 54 I/We have read, understood, accepted, and agreed to the terms and conditions above.

Initial Here

**SCHOOL FEES - PAYMENT OPTION**

Description	Please indicate the option selected
Option 1 - Termly – payable on or before the first day of each term in January, May, and September.	
Option 2- Payment over eleven (11) months (Jan to Nov) – on the first day of each month	
Option 3 - Payment over twelve (12) months (Jan to Dec) – on the first day of each month	
Option 4 - Once-Off Payment – by no later than the 15 <sup>th</sup> of January	

I, the undersigned, understand and accept the general information and conditions of enrolment as written in this Enrolment Form.

Mother (print) \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Father (print) \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b>DOCUMENTS REQUIRED - FOR OFFICE USE ONLY</b>			
<b>Applicant's Birth Certificate</b>		<b>Copies of ID for both parents</b>	
<b>Applicant's Latest Assessment Report</b>		<b>Study Visa/Permanent Residence Permit (where applicable)</b>	
<b>Applicant's Vaccination Card</b>		<b>Proof of Enrolment Fees</b>	
<b>Transfer Card</b>		<b>School Fees Statement</b>	