



(A COMPANY LIMITED BY GUARANTEE)

Registration number: 89/1486

**REGISTRATION/APPLICATION FORM, INCORPORATING GENERAL TERMS
AND CONDITIONS**

This Registration Form is for possible admission to Crescent School. A separate form should please be completed for each student. Please complete all details accurately.

1. Student's details: (Please print)

Child's Surname: _____

First Names: _____

Gender:

Male Female

Date of Birth *(see note a) below): _____

Citizenship *(see note b) below regarding proof): _____

Language to be studied (Setswana/French): _____
(Citizens, by law, must study Setswana)

Standard or Secondary Year into which entry is required (Month & Year): _____

Name of Present School: _____

Previous standards failed and/or repeated: _____

2. Contact person ("The Applicant") – Please print

Surname (print): _____

Full first names (print): _____

ID/Passport Number: _____ (Attach certified copy)

Relationship to student (father/mother/guardian etc): _____

Postal address: _____

Physical Address: _____

Telephone: Work: _____ Home: _____ Cell: _____

Email Address: _____

Number to use in an Emergency: _____

Employment Address/Details:

Employer/Company Name: _____

Address: _____

Tel: _____ Fax: _____ Email: _____

3. Person responsible for the payment of school fees (if not the above):

Surname (print): _____

Full first names (print): _____

ID/Passport Number _____ (*Attach certified copy)

Residential/Physical Address: _____

Employer/Company Name: _____

Address: _____

Telephone: Work: _____ Fax: _____ Cell: _____

Medical Details:

4. Allergies/Special Medication (CHILD): _____

**IT IS VITALLY IMPORTANT THAT YOUR CONTACT NUMBERS ARE CORRECT
AND THAT THE SCHOOL BE NOTICED OF ANY CHANGES, WE HAVE TO
CONTACT PARENTS IN CASE OF INJURY, ILLNESS OR AN EMERGENCY**

PLEASE NOTE THE FOLLOWING:

- a) A copy of the student's certified birth certificate should please be stapled to this form.
- b) All citizens of Botswana are by law required to study Setswana as a school subject. If a pupil has been born in Botswana and has been studying Setswana from the date of first entry into this School, at a standard 5, exemption from writing that subject at PSLE level will not be allowed even if the pupil can claim citizenship to another country through a parent.
- c) If a pupil is enrolled for French as a subject, proof of foreign citizenship should please be attached to this form. Such proof should be a copy of the child's passport issued by a foreign country OR a copy of a parent's foreign passport bearing the child's name OR copies of the foreign passports of both parents.

If such proof is not provided the child will automatically be enrolled for Setswana as a subject in the Primary School and will write the PLSE at the end of Standard 7 in that subject

Please note: Citizens pupils studying outside Botswana will not be exempted from Setswana if they enter a school in Botswana earlier than Standard 5.

GENERAL TERMS AND CONDITIONS

1. A non-refundable registration fee of P150.00 should please accompany this form.
2. Completion of this form and the payment of registration fee **do not in any way guarantee acceptance into the school.**
3. Students applying for admission from other schools are asked to attach the following documents:
 - A copy of the most recent report
 - A transfer letter from the former School on successful outcome of the entrance test.
 - A letter of conduct from the former school.
4. The name that appears on the birth certificate will be the official name used for registration unless accompanied by official adoption/change of name documents.
Please note that marriage does not change the official name of the child
5. All pupils/students, except those entering the reception class, will need to write/sit for an assessment at an appropriate time and date set by the school.
6. Entry into the school will be at the discretion of the School Head and Staff after completion of the assessment.
7. Please see that the child attends the entrance test at the appropriate time and venue.

8. After the completion of the assessment, parents will be informed of the results and the appropriate entrance level of the student. It may be necessary for the student to enter at a lower level than that applied for. This, however, depends on the child's age.
9. Pupils wishing to enter the reception class are not required to write an assessment but all other conditions will apply. As an English Medium School, an appropriate level of English will be needed to gain full benefit from the tuition.
10. Please provide accurate details of the person who should be contacted regarding the date and time of the entrance test and to which all correspondence should be forwarded.
11. There is no automatic promotion into the next standard/year at Crescent School. All students will be required to meet the promotion criteria, as set by the school, for each standard/year.
12. **Please pay 50% of all school fees and development fees on registration and the balance before the date of the beginning of every term. A separate one-off development fee is payable for the Primary phase and for the Secondary phase of the school. Regrettably, failure to meet financial commitments will lead to the exclusion of the student from the school for any new or following term.**
13. Failure to comply with 12 on Page 4 shall result in legal action being taken against the person Responsible for payment of school fees, as well as the student's legal guardian, jointly and severally, through the appropriate legal channels the school deems fit. In the event that the school initiates legal action for the enforcement of the terms of this agreement, the Applicant and/or the person responsible for payment agree and undertake to pay all legal expenses arising there from an attorney and own client scale, including but not limited to, deputy sheriff's charges, stamp duty, courier charges, collection commission on each and every installment and value added tax.
14. All overdue sums shall bear a penalty at the rate of P100.00 per month.
15. Payment of any amount due under the terms of this agreement by way of cheque is an indulgence to the Applicant and, in the event of any such cheque being dishonored for any reason whatsoever, the Applicant shall be obliged to effect all future payments due under this agreement in cash.
16. The address mentioned in paragraphs two (2) and three (3) on the first two pages of this document, is chosen by the Applicant at the *domicilium citandi et executandi* for all purposes hereunder, including the service of legal and all other processes and notices. Any notice given shall be deemed to have been received within seven (7) days after postage thereof, unless proven otherwise. This address may be changed by notice in writing, giving at least 21 (twenty one) days.
17. At least one term's prior written notice is required, if a student is to withdraw from the school in order to avoid payment for the term, following withdrawal. i.e. withdrawal of student can only be made at the end of the current term. School fees are non-refundable.
18. A 5% discount is allowed if all the fees for the year are paid in advance in January of any year.
19. A book fee is required from all Secondary and Primary phase students which will be reviewed from time to time.
20. All pupils/students should please wear the specified and prescribed school uniform, obtained from the stockiest when attending school.
21. No form of medication, by month, is given at school if a pupil becomes ill or distressed. Injuries or skin abrasions will however be treated.

Please indicate on section 4 of Page 2 if the student is allergic to any substance and name the substance.

- 22. This document constitutes the entire agreement between the parties and no conditions, Alterations, variations, warranties, representations, cancellation or collateral agreements or undertakings not contained herein shall be binding on the other party.
- 23. No latitude or extension of time which may be allowed by the School to the Applicant in respect of any payment provided for herein, or any matter or thing which the Applicant is bound to perform or observe in terms hereof, shall under any circumstances be deemed to be a waiver of the School's rights and the School may any time, without notice, require strict and punctual compliance with each and every proviso or term hereof.
- 24. Should two or more persons sign this Agreement as Applicant or on behalf of the Applicant, the said persons shall be liable, *in solidum*, for the due performance of their obligations in terms Agreement.
- 25. In this agreement, unless with the text, words importing the singular, include the plural and vice versa, words signifying one gender, include the other genders, as well as artificial persons such as companies, trusts and vice versa.
- 26. The School or its Staff will not be responsible for monies unaccounted for and/or further subsequent legal action taken, if the Applicant or person responsible for payment of school fees makes direct deposits into a designated bank account and doesn't notify the School by fax, quoting the correct reference number, or by providing the bank deposit slip.
- 27. This agreement is in all respects governed and construed in accordance with the Laws of Botswana.

I (full name of parent) _____ hereby acknowledge that entry into Crescent School is at the discretion of the School Head and Staff and that once accepted both the student and parents are bound by the rules and regulations of Crescent School as contained in the handbook/prospectus, general school rules and articles of registration of this school. I also accept that I shall be liable for the payment of all school fees, development fund and book deposits.

THUS DONE AND SIGNED AT LOBATSE ON THIS _____ DAY OF
_____ 20 _____

Applicant _____

AND

Person responsible for payment (If not the same as Applicant)

_____ Cell No. _____

THANK YOU FOR YOUR CO-OPERATION

FOR OFFICE USE:

Receipt No. _____ Date: _____

Birth Certificate attached (Yes/No) _____

Proof of foreign citizenship attached (Yes/No) _____

Transfer Letter from Previous School (Yes/No) _____

Letter of Conduct from Previous School (Yes/No) _____

Results of test and recommendations: _____

Suggested Standard/Year of Entry: _____

THUS DONE AND SIGNED AT LOBATSE _____ DAY OF _____ 20 _____

For Crescent School (Duly authorized): _____