



THANK YOU FOR CONSIDERING MARITZBURG COLLEGE FOR YOUR SON'S HIGH-SCHOOL EDUCATION. For more information about our school, please visit our Website: maritzburgcollege.co.za

Below is a brief summary of our admissions process. (Please keep this document handy for reference purposes.)

ADMISSIONS PROCESS

1. When to apply:

- Applications for **Grade 8** (Form 2) open at the start of the Grade 6 year, and close at the end of February (of the Grade 7 year). Due to the large number we receive, submitting your son's application during his Grade 6 year would assist us greatly in our administration process. (There is no application fee.)
- Applications for **Grades 9-12** (Form 3-6) may be made at any time during the year. However, acceptance for the following year can only be confirmed during Term 4, once we have been notified of any current pupils who may be leaving the school. (There is no application fee.)

2. Completing / Submitting Applications:

In order for your son's application to be considered, please complete the application form and submit it to the Admissions Department, together with all the supporting documents listed at the top of Page 4 of the Application Form.

- If you are applying during your son's Grade 6 year, you may submit the application without a report, but will need to send us a copy of his Grade 6 December report when you receive it. (We will remind you at the end of the year.)
- Please make sure that you complete your email addresses on the application form. (Please write clearly to avoid errors.)
- All admissions-related correspondence should be emailed directly to: ***admissions@mcollege.co.za***

3. Acknowledging Applications:

Letters confirming receipt of applications are posted. If you have not received a letter within 10 days, please telephone the Admissions Department to check on the situation. (This letter is not an indication of acceptance or rejection.)

- Thereafter, please do not be concerned if you receive no further correspondence from us until after the admissions meetings (see 4. below). We will contact you if there is anything further we require.
- We receive over 700 applications (from roughly 160 different schools) and are only able to accept approximately 40% of the dayboys and boarders who apply. **It is therefore ESSENTIAL THAT YOU ALSO APPLY (AS SOON AS POSSIBLE) TO A SECOND AND THIRD SCHOOL, as there is no guarantee that your son's application to Maritzburg College will be successful.**

4. Notification of Acceptance / Non-Acceptance:

- The Admissions Committee, comprising senior staff members, carefully assesses every application over a three-week period prior to our Admissions Selection Meetings. The committee then meets (1) at the end of April (of the Grade 7 year) to discuss the selection of BOARDERS, and (2) at the end of May for the selection of DAYBOYS.
- Parents are emailed/phoned, a day or two after the relevant meeting, to let them know the committee's decision. Official letters are posted a few days later. (Please check your post-boxes.)
- **Please note that acceptance is provisional (initially), but is automatically deemed final once parents have attended to the following by the deadline/s stipulated in the acceptance letter.**
 - Paid the acceptance deposit
 - Satisfactorily completed and returned the acceptance documentation.

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5. **Acceptance Deposit:**

An acceptance deposit is payable within one month of your son's acceptance. For your budgeting purposes, please note the deposits payable for the 2018 intake. (These amounts are subject to change for future intakes.)

- Day scholars (R3 100)
- Boarders (R7 300)

6. **School Fees for 2018 (excluding the acceptance deposit):**

- Tuition for Grade 8 (Form 2) Dayboys, including the differential rate, is R47 200*
- Boarding for Grade 8 (Form 2), including the differential rate, is R117 300* (ie R70 100 boarding fee + R47 200 tuition fee).

Due to investment in HR and IT in the school, and significant Capex expansion in the Boarding Establishment, there is a differential fee* for the Grade 8 (Form 2) intake.

- Tuition for Grade 9-12 (Form 3-6) Dayboys is R44 525.
- Boarding for Grade 9-12 (Form 3-6) is R111 425 (ie R66 900 boarding fee + R44 525 tuition fee)

Please note that the fees for 2019 will increase, but will only be finalised at the AGM in October/November 2018.

7. **Other Expenses (to be paid by parents):**

The following are NOT provided by the school and are NOT included in the tuition or boarding fees.

- School Uniforms
- Boarder Uniforms and other items needed for boarding
- Sports clothing, sports shoes and sports equipment
- Stationery
- Text Books
- School Tours and Camps
- Any other expenses that might arise

Uniform lists will be emailed/posted to parents shortly after their son's acceptance.

Stationery and Text book requirements (and other information) will be posted to parents at the end of Term 3.

8. **Scholarships:**

Maritzburg College awards a limited number of Scholarships for excellence in Academics, Culture and Sport. In all cases, the potential candidates are selected, solely at the discretion of the school, according to the following criteria.

- Academic scholarships are awarded to a select few of the top achievers in Mathematics and English. These awards are based on (1) the Grade 6 December report and (2) the results of the Maritzburg College scholarship exam (written by invitation only).
- Cultural scholarships are usually awarded retrospectively, based on the learner's commitment and cultural talent evident during his Grade 8 (Form 2) year.
- Sporting scholarships are awarded to a select few of the boys who perform at a provincial (or higher) level. We take into account the information parents provide on the application forms, the confidential questionnaires received from the primary schools and the constant monitoring of performance by our Admissions PRO.
- Every application is assessed in terms of the above criteria and parents, therefore, do not apply for scholarships at Maritzburg College. The school will contact parents whose sons are awarded scholarships.

9. **Open Days, Parents Information Evenings, Boarder Sleep-Overs and Tours of the School:**

These functions are organised by our Marketing Department: marketing@mcollege.co.za

For further information, please visit our Website: maritzburgcollege.co.za

10. **Admissions Department:**

Should you have any queries regarding the admissions process, please do not hesitate to contact our Admissions Department:

- **Tel:** 033-3429376
- **Email:** admissions@mcollege.co.za

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FOR OFFICE USE
Database
CQR

Passport Size Photo of your son

APPLICATION FOR ADMISSION

(A separate application form must be submitted for each prospective learner)

Year of Entry	2018				Grade of Entry		Boarder	
To Start in Term: <i>(Please tick)</i>	1	2	3	4	Present Grade		Day Scholar	

Details of Applicant

BOY'S SURNAME: _____

BOY'S FULL NAMES: _____
(Underline preferred first name)

DATE OF BIRTH: _____ I.D. NUMBER: _____
As per Birth Certificate

HOME LANGUAGE: _____ NATIONALITY: _____

RELIGIOUS DENOMINATION: _____ RACE: _____
Statistical data required by the Department of Education

NAME OF PRESENT SCHOOL: _____

SCHOOL TEL NO: _____ SCHOOL FAX NO: _____

Has applicant ever repeated a school year? _____ If yes, which grade? _____

What was the reason for repeating? _____

Does the applicant have any brothers currently at Maritzburg College? If yes, please provide details as below:

Brother's Surname & Name	Brother's Present Grade	Brother's Date of Birth	Brother's School House (from 2014)

Are any family members Old Boys? If yes, please provide details as below in order for us to update the Old Boys' Records.

Family Member's Surname & Initials	Relationship to Applicant	Year Left Maritzburg College

PLEASE PROVIDE FURTHER INFORMATION ABOUT YOUR SON, UNDER THE FOLLOWING SECTIONS:

(Use an extra page if necessary)

ACADEMIC – Position in class, Olympiad achievements, learning difficulties, etc.

WHICH FIRST ADDITIONAL LANGUAGE WILL YOUR SON STUDY? AFRIKAANS **or** ZULU

SPORT AND CULTURAL INTERESTS AND ACHIEVEMENTS – e.g. Sport, Music, Art, Choir, Debating, Drama, etc.

*(Please state the **HIGHEST LEVEL** of Representation e.g. U12A/Zonal/Provincial/National)*

<i>SPORT or CULTURAL ACTIVITY</i>	<i>TEAM OR LEVEL ACHIEVED or OTHER DETAILS</i>	<i>YEAR</i>

POSITIONS OF AUTHORITY/LEADERSHIP PREVIOUSLY HELD (if applicable):

ARE THERE ANY OTHER FACTORS TO SUPPORT YOUR APPLICATION, WHICH YOU WOULD LIKE US TO CONSIDER?

BEFORE COMPLETING PAGE 3, please note the following:

Section 40 of the South African Schools Act No. 84 of 1996, states: "Parent(s) are responsible for payment of school fees". 'Parent' is defined in the Act as:

- (a) The biological or adoptive parent or legal guardian of a learner;
- (b) The person legally entitled to custody of a learner (*this excludes custody under a Divorce Order*) ; or
- (c) The person who undertakes to fulfil the obligations of a person referred to in (a) or (b).

PARENTS' DETAILS (Please write clearly so that we can record accurate information.)

<p>FATHER OR GUARDIAN'S DETAILS:</p> <ul style="list-style-type: none"> • If the father is <u>deceased</u>, please provide a copy of the death certificate. • <i>If divorced, the <u>biological father's</u> details must be completed (NOT the stepfather's details).</i> 	<p>MOTHER OR GUARDIAN'S DETAILS:</p> <ul style="list-style-type: none"> • If the mother is deceased, please provide a copy of the death certificate. • <i>If divorced, the <u>biological mother's</u> details must be completed (NOT the stepmother's details).</i>
Title (Prof, Dr, Mr):	Title (Prof, Dr, Mrs, Miss, Ms):
Surname:	Surname: (If ID is in maiden name, please provide a copy of marriage certificate)
First Names (<u>underline preferred name</u>):	First Names (<u>underline preferred name</u>):
I.D. Number:	I.D. Number:
Postal Address _____ _____ _____ _____ _____ Postal Code: _____	Postal Address (if different from Father): _____ _____ _____ _____ _____ Postal Code: _____
Home Address: _____ _____ _____ _____ _____ Postal Code: _____	Home Address (if different from Father): _____ _____ _____ _____ _____ Postal Code: _____
Home Tel (Code & No):	Home Tel (Code & No):
Cell No:	Cell No:
Email: (Please PRINT CLEARLY):	Email: (Please PRINT CLEARLY):
Occupation:	Occupation:
Business/Employer:	Business/Employer:
Business Tel (Code & No):	Business Tel (Code & No):
Business Fax (Code & No):	Business Fax (Code & No):

Parents are: Married *Divorced * Separated *Unmarried *Widowed

* If the biological (birth) parents are not married, with whom does your son live? Mother Father

Other (e.g. Grandmother) _____

THE FOLLOWING DOCUMENTS MUST BE SUBMITTED WITH THIS APPLICATION FORM:

(We are unable to process your son's application without these documents.)

1. **A copy of your son's Report.**
 - If applying for Grade 8, please remember to send us a copy of your son's Grade 6 December report once you receive it. **You can still submit the application form in the meantime.**
 - If applying for Grades 9 – 12, we require a copy of the previous year's December report, as well as his latest/mid-year report.
2. **A copy of your son's Unabridged (full) Birth Certificate**
 - This reflects the names and ID numbers of both parents. If you do not have the new (unabridged) certificate, you may submit the old (abridged) certificate in the meantime.
 - However, you must apply for the unabridged birth certificate at Home Affairs and send us proof of application (i.e. a copy of the receipt). Please ensure that you send us the new unabridged certificate before your son starts at Maritzburg College, as no boy may be admitted without this.
3. **A copy of your son's Clinic Card (as proof of vaccination).**
 - The school is not allowed to accept any boy without proof of vaccination. Affidavits and Doctor's Certificates are NOT acceptable. Please visit your local clinic if you have lost your son's clinic card.
4. **A copy of both Parents' Identity Documents.**
5. **A Passport Photo (or any recent small photo) of your son.**

I/We hereby apply for admission of the aforementioned child to Maritzburg College, subject to the Terms and Conditions annexed hereto and accepted by me/us. **(Both parents must please sign)**

(Signature of Father Guardian)

If a guardian, please state relationship to learner (e.g. uncle, grandfather, brother etc.)

Date: _____

(Signature of Mother/Guardian)

If a guardian, please state relationship to learner (e.g. aunt, grandmother, sister etc.)

Date: _____

★ **The completed application form should be submitted to the following address by registered post: (NO faxes or emails)**

**THE ADMISSIONS SECRETARY - MARITZBURG COLLEGE
PO BOX 398
PIETERMARITZBURG
3200**

★ **OR hand delivered to the Admissions Secretary at the School. (NO faxes or emails)**

- *We will post you a letter of acknowledgement within 10 days of receiving your son's application. If you have not received a letter by the end of this period, please telephone us to check on the situation.*
- **ACKNOWLEDGMENT OF RECEIPT OF YOUR APPLICATION IS NOT AN INDICATION OF ACCEPTANCE OR REJECTION.**
- *After the admissions meetings have been held, you will be formally notified, in writing, regarding the acceptance or rejection of this application.*
- **PLEASE NOTE THAT IT IS IMPORTANT THAT YOU APPLY TO MORE THAN ONE SCHOOL, AS THERE IS NO GUARANTEE THAT YOUR SON WILL BE ACCEPTED AT MARITZBURG COLLEGE.**

SCHOOL CONTACT DETAILS

Telephone: 033-3429376

Web site: www.maritzburgcollege.org.za

Fax: 033-3429704

Email: admissions@mcollege.co.za

TERMS AND CONDITIONS

These terms and conditions are only applicable should your son be accepted at Maritzburg College.
However, this information is required at the time of applying.

SON'S FULL NAMES AND SURNAME hereinafter referred to as "the learner")

These terms and conditions are primarily intended to govern the financial obligations of the **Parents to the School**, which are administered by the Governing Body of Maritzburg College.

1. Duration and Amendment

This agreement shall come into effect should the learner be accepted for admission to the School; and shall remain in force until the learner leaves the School and until all financial and other obligations have been met. The agreement may only be amended in writing and no oral variations shall be of any force until reduced to writing and signed by the parties.

2. Financial Matters

All Tuition and Boarding fees are payable strictly by debit order. Sundries are to be paid directly by the parent.

2.1 School Fees: The annual fees, as determined from time to time, are payable annually in advance on the first school day of every year. However, there is the option to pay quarterly on the first day of each term and/or monthly in advance over ten months, provided your preferred option is clearly indicated herein with a cross next to your choice from the three options provided below:

Single payment by end of January every year	
Quarterly on the 1 st day of each term by debit order	
10 monthly instalments starting from January until October of the relevant academic year by debit order – select payment dates on the debit order form which will be provided on acceptance.	

If, at any time, parents' financial circumstances change and they fail to make alternative arrangements with the School Credit Controller, or an arrangement is made with the Credit Controller and **NOT** honoured by the parent in the time frames agreed upon, legal action may be taken forthwith to recover the annual school fees. No indulgence or latitude shall be construed as a waiver or novation of any of the rights of the School.

2.2 Boarding Fees: The annual boarding fees, as determined from time to time, are typically payable either in a single payment by the end of January each year or termly in advance on the first school day of every term. Alternatively, there is a third option which is to pay boarding fees monthly in advance over ten months. It is essential that your preferred option is clearly indicated herein with a cross next to your choice in the table provided below.

Single payment by end of January every year	
Quarterly on the 1 st day of each term by debit order	
** 10 monthly instalments starting from January until October of the relevant academic year by debit order PLUS interest – select payment dates on the debit order form which will be provided on acceptance.	

*** Should you select the 10 month option for Boarding, please note that the Election to pay Boarding fees form must be completed **once your son has been accepted**. Please request this form from the Finance Department in January each year.*

PLEASE NOTE IN RESPECT OF 2.1 AND 2.2:

- Debit order forms will be sent to you. It is your responsibility to complete the tuition and/or boarding debit order forms and return the completed documents to the Maritzburg College Finance Department together with proof of banking details.
- Any payments received for Learners in the Boarding Establishment will be allocated firstly to Tuition fees and thereafter to Boarding Fees. Therefore, the requisite payments must be made by debit order to both Tuition and Boarding accounts to avoid exclusion from the Boarding Establishment.
- No Boarder will be admitted to the Boarding Establishment in the event of Tuition or Boarding Fees being outstanding or unpaid for the previous month, term or year.
- In the event of default in any payment due to the School, the full outstanding amount will become due and payable with immediate effect.
- Interest will be charged on overdue Boarding Fees on the quarterly amount due.

- 2.3 Exemption from Payment of School Fees: Parents seeking exemption shall apply annually, by completing and submitting the prescribed form to the School on or before 31st January of every year, or within 60 days of admission in the event of admission of a learner after 31st January of a year, or within 60 days of change of circumstances that occurs after 31st January of every year.

The prescribed form is available for collection from the Finance Department. Parents applying for exemption will be required to attend an interview at the School, and hereby accept that they shall bear the onus to prove any material change in circumstances.

Should no application for exemption from payment of school fees be received as aforesaid, then parents shall *ipso facto* be barred from applying for exemption from payment of school fees.

There is no exemption from the payment of Boarding Fees.

- 2.4 Incidental Expenses: Parents understand and accept that in addition to the school fees, the learner may incur further charges which are payable and that such charges may include (but are not limited to) the cost of leadership courses, tours and lost textbooks (i.e. textbooks issued by the School).
- 2.5 Touring Expenses: Should the learner be selected for a touring team or other excursion away from the School, the estimated costs involved shall be payable not less than ten (10) days prior to the commencement of the tour, or as otherwise stated, and if not received, the learner will forfeit the opportunity to travel.
- 2.6 Non-attendance: The fees and expenses, as determined from time to time, shall be payable irrespective of whether the learner attends the School during the relevant period or not. No refund shall be given by the School for absence of the learner due to any cause whatsoever.
- 2.7 Notice of Withdrawal: Where the learner is removed before completing his final academic year, a full school term's notice is to be given in writing. Should such notice not be received before the commencement of the learner's last term at the School, the parents shall be liable for the fees of the following term *in lieu* of proper notice.
- 2.8 Costs: Should the Governing Body institute legal action against the parent(s) for collection of the arrear school fees, the parent(s) hereby agree(s) to be liable for the Governing Body's costs of such action on the scale as between attorney and client, including collection commission and tracing fees. In the event that the Governing Body proceeds against a parent(s) with legal action, as contemplated herein, and obtains judgment, the parent(s) hereby consent to an Emoluments Attachment Order being issued and undertake to pay any commission which his/her/their employer may deduct.
- 2.9 Liability: Parents accept that their liability shall be joint and several, the one paying the other to be absolved, for the full amount owing. In the event that the parents are separated or divorced then, by their signature hereto, they acknowledge their joint and several liabilities and confirm that any agreement between them regarding the payment of school fees is not binding upon the School.
- 2.10 Certificate of Liability: A certificate signed by either the Headmaster or acting Headmaster shall be *prima facie* proof of the amount owing to the School for the purpose of any legal proceedings instituted by the School and it should not be deemed necessary in such proceedings to prove the appointment of the designated person who signed the certificate.
- 2.11 Permission to Conduct Credit Searches: I/We grant permission to the School's Accountant to make any enquiries and conduct any investigation as deemed necessary in order to ascertain/determine and monitor my/our creditworthiness.
- 2.12 Tuition and Boarding Deposits: upon your son's acceptance to Maritzburg College, payment of the Tuition and/or Boarding Deposit is necessary to secure your son's position at Maritzburg College. If, once your son has been accepted, you then decide that he will not be attending Maritzburg College, all deposits will be forfeited.

The deposits paid will be credited to your son's account in the last month of schooling, i.e. at the end of his Form 6 year/Grade 12 year, or the month of withdrawal from College, provided that all fees are paid in full at that stage. Deposits are refunded pro-rata from the date the learner's withdrawal to the date that the learner would have completed his career at College. The aforementioned deposits are only refundable if the correct withdrawal procedure is followed i.e. one term's notice must be submitted, in writing, to the Admissions Department. Failure to return at the beginning of any given year, without proper notification, will result in the deposits being forfeited.

2.13 **Book Deposits:** This deposit will be retained in a separate account to cover any text books issued by the school and not returned annually by a pupil. Should these funds become depleted additional top-up will be required; if the funds are not fully utilised by the end of your son's school career, the balance will be credited to your son's Tuition account, provided that all other fees are paid in full at that stage.

2.14 **Legal Action:** Should you fail to make payments in accordance with this agreement, the Governing Body may institute legal action against you for collection of the arrear school fees, in which event you hereby agree to be liable for the Governing Body's costs of such action on the scale as between attorney and client, including collection commission and tracing fees. In the event that the Governing Body proceeds against you with legal action and obtains judgment, you hereby consent to an Emoluments Attachment Order being issued and undertake to pay any commission, which your employer may deduct.

3. **Discipline**

All disciplinary matters relating to the education, training and extramural activities of the learner shall vest in either the Headmaster of the School or in a person or persons authorised by the Headmaster or the Governing Body. The parents acknowledge that the learner will at all times be subject to the "Disciplinary Code for Learners", the relevant provisions of the South African Schools Act, Act 84 of 1996, and any relevant Regulations promulgated.

4. **Acknowledgements and Indemnity**

4.1 Parents choose as their respective *domicilium citandi et executandi* for all purposes under this agreement:
(Please note that this must be a physical address in South Africa – a Post Office Box or similar postal address is unacceptable.)

Physical Address - Father/Guardian: _____

AND even if same as the Father,

Physical Address – Mother/Guardian: _____

4.2 The School, its staff and any other learners of the School, shall not be liable for any damages arising from injuries sustained by the learner or for any loss or damage to property from any cause whatsoever, (unless caused by negligence on the part of the school) and whether occasioned on the School premises or not. Such exemption from liability shall be extended to include any injury, damage or loss to the learner during any extramural activity whilst the learner, being about the affairs of the School, is nonetheless off the School's property.

The above Terms and Conditions have been accepted by me/us at _____

on this _____ day of _____ 20_____.

(Signature of Father/Guardian)

Date: _____

If a guardian, please state relationship to learner (e.g. uncle, grandfather, brother etc.)

(Signature of Mother/Guardian)

Date: _____

If a guardian, please state relationship to learner (e.g. aunt, grandmother, sister, etc.)

N.B. Pages 1, 2, 3, 5 and 6 must be initialled. Pages 4 and 7 must be signed in full by all signatories.