



# GREENSIDE HIGH SCHOOL

P O Box 84042, Greenside, 2034  
Telephone: (011) 646-0113 Fax: 086 684 8437  
E-mail: [anaicker@greensidehigh.co.za](mailto:anaicker@greensidehigh.co.za)  
[accounts1@greensidehigh.co.za](mailto:accounts1@greensidehigh.co.za)  
Cell: 083 255 6370

12 November 2021

## School Fees, New Enrolments and Re-registration

Dear Parents and Guardians

### Why do we have Enrolment and Re-registration?

- **Greenside High School has a large number of families on our waiting list, desperate to get their children into our school.**
- The parents and guardians of new accepted learners are required to enrol their children onto the Greenside High School learner administration system in order to finalise their place for next year.
- The parents and guardians of our current learners are required to re-register their children every year, to keep their place at the school.
- **If you fail to enrol or re-register your child, or if the documents you return are incomplete, your child's place at Greenside High School for next year cannot be guaranteed.**
- Our process is in accordance with legislation and GDE policies.

### When is Enrolment and Re-registration?

- You must enrol or re-register your child on the specified day, shown below.
- **This process must be completed by the parent or guardian. Please do not send the child with the forms. Faxes or emails will not be accepted.**
- You can enrol and re-register all of your children who are in different grades on one of the specified days – no need to come twice.
- The admin staff will be working from **8am to 4pm**, so please have all the required documentation, to keep the queues moving smoothly.
- The process is time consuming, so please be patient, and bring a book and a bottle of water.

Current Grade	Date	Time
<b>Grade 8</b> (Grade 9 in 2022)	Monday 29 November 2021	08h00 - 16h00
<b>Grade 9</b> (Grade 10 in 2022)	Tuesday 30 December 2021	08h00 - 16h00
<b>Grade 10</b> (Grade 11 in 2022)	Wednesday 1 December 2021	08h00 - 16h00
<b>Grade 11</b> (Grade 12 in 2022)	Thursday 2 December 2021	08h00 – 16h00
<b>New enrolments - Grade 8 in 2022</b>	Friday 3 December 2021	08h00 - 16h00

### What must you do before your Enrolment or Re-registration Day?

1. Pay any outstanding fees due for 2021. (For current learners.)
2. Pay your first instalment of school fees, of R 4 000 per learner, by EFT, and print a proof-of-payment. Please use the correct reference number.
3. Complete the attached forms for this year. Please do not write "same as last year" on the forms – we cannot be expected to go looking through last year's forms to find the information. Bear in mind that we currently have over one thousand learners enrolled.
4. Make copies of the requested documents that are listed below.

## **Documents: What must you bring to Enrolment or Re-registration?**

For all current and new learners, please bring with you to enrolment or re-registration:

1. **Form A** - Undertaking to Pay School Fees - fully **completed** (One form per family).  
(The email address, phone number etc you fill in will be used to update our records)
2. Proof of Payment of the first instalment of school fees of R 4 000 per learner.
3. Proof of employment - most current month.
4. Utility bill / proof of residence – most current month.
5. Work and / or Study permit (if applicable).
6. **Only if there are name or surname changes:** Parents'/guardians' and learner's ID documents.
7. **Form B** - Debit Order Form - fully **completed** (One form per family).
8. Confirmation letter from your bank, as proof of banking details for debit orders - this **is now a statutory requirement from the banks to ensure we are debiting the correct account.**

**Only for all new learners joining in 2022, from Grade 8 to 11, in addition to the documents above, please submit the following documents:**

9. Civvies Day Pledge
10. Learner Commitment Agreement Form
11. Social Media Policy Agreement Form
12. Extra-Mural Activities – Indemnity
13. Transfer card from previous school
14. A certified copy of the **final report**, which must be submitted by **15 Dec 2021**.

**The re-registration or enrolment of a learner will not take place if any of these documents are missing.**

To reduce long queues at re-registration, for current learners, we will check your documents in detail when you hand them in. Your co-operation is crucial as it places an unfair burden on our administrative staff if they have to chase up documentation to prevent your child from losing their place at the school. **If you have any queries, please try to resolve them before your enrolment or re-registration date.**

### **School Fees for 2022**

The **total fee** for the 2022 school year will be **R 43 000** per learner. Payment options are outlined below.

### **Discounts**

Parents / guardians who settle their accounts up-front, in full, by the 31<sup>st</sup> December 2021 will be entitled to a discount of **R 2 150** per learner.

### **Additional Fees for specialist subjects (Grade 10,11 and 12 only)**

There are additional fees for learners who have chosen certain subjects, payable by 31 Jan 2022:

- Consumer Studies: R 650 per annum per learner.

### **What if my Debit Order is unpaid for two consecutive months in 2022?**

While the school is aware that many families are having difficult financial times, the school has monthly bills to pay, and will not tolerate unpaid, stopped or returned debit orders. These events impact on the cash flow of the school, and damage the relationship between the school and its bankers. If a family has two or more unpaid / stopped / returned debit orders, the school will ITC list the parents / guardians as bad / slow payers. These events are the equivalent of fraud, as the parent / guardian is reneging on a legal contract to pay school fees.

**School Fee Statements and Contact Details for Queries**

Statements will be emailed to parents monthly. For all queries, please email our Accounts Clerk, Ms N Rangata at [accounts1@greensidehigh.co.za](mailto:accounts1@greensidehigh.co.za) and / or Ms T Naicker at [tนาicker@greensidehigh.co.za](mailto:tnaicker@greensidehigh.co.za). This is for submitting proof of payments, payment arrangements, payment queries and statement queries.

**Thank You**

Greenside High School thanks all the families who pay their fees on time every month, or up-front for the year. We appreciate that you fulfil your obligation to pay for your child's education as a priority. We acknowledge your support and loyalty to the school. Thank you for choosing Greenside High School!

Your co-operation is much appreciated.

Yours sincerely,

**Banking Details for EFT**

First National Bank

Hyde Park branch

Cheque account number 50331159612

Branch code: 255805

Reference: **Your account number  
or child's full name**

\_\_\_\_\_  
G Gunning  
Acting Principal

\_\_\_\_\_  
M Bhyat  
Chairperson – SGB

\_\_\_\_\_  
A Naicker  
Finance Manager



# Greenside High School

## Form A

### Undertaking to Pay School Fees

I / we the undersigned do hereby undertake to pay the school fees for the following learners:

Total School Fees Due for 2022:		
Learner Name	Grade in 2022	Amount:
(1)		R 43 000
(2)		R
(3)		R
Balance owing at 30 Nov 2021 (Not applicable for families joining in 2022) To be paid by: _____		R
<b>Total owing:</b>		R

I / we elect to pay the above school fees as follows:	X
<b>Option 1 - Total full school fees of R 43 000 paid as follows:</b>	
1.1 The first instalment of school fees of <b>R4 000 per learner:</b> Paid on acceptance for new learners, or now for existing learners. (proof of payment attached), or commitment to pay by _____	
1.2 Plus 10 equal monthly instalments of <b>R 3 900 per month per learner,</b> from 31 Jan 2022 to 7 Nov 2022, by debit order (Form B attached).	
<b>Option 2 – Total full discounted school fees of R 40 850 paid as follows:</b>	
2.1 The first instalment of school fees of <b>R4 000 per learner.</b> Paid on acceptance for new learners, or now for existing learners. (proof of payment attached), or commitment to pay by _____	
2.2 Plus a single discounted payment of the balance of school fees, <u>less</u> the full-payment discount of R 2 150 per learner, of <b>R 36 850 per learner, before 31 Dec 2021.</b> To be paid on: _____	
<b>Option 3 – Total full discounted fees of R 40 850 ( R 43 000 less the R 2 150 discount) paid in one single payment by 31 December 2021.</b>	
<b>Option 4 – Total</b> _____	
Arrangement approved by school Finance Manager. Letter received – Y / N _____ Signature _____ Commitment to be paid by _____	

**Please complete all details fully and correctly:**

	<b>Mother / Guardian 1</b>	<b>Father / Guardian 2</b>
Full name		
Identity number		
Residential address		
Postal address		
Name and address of employer		
Cell phone number		
Home number		
Work number		
Fax		
Email		

<b>Emergency Contact Details</b>	Name:	Cell number:
----------------------------------	-------	--------------

- If I/we do not select a payment option with an X, the school shall be entitled to assume that I/we shall pay by means of 10 equal monthly instalments.
- I/we are aware of the discounts allowed by the school in respect of the payment options as indicated above.
- I/We choose my/our residential address as indicated above as my/our chosen *domicilium citandi et executandi*.
- No indulgence, leniency or extension time that either party may grant to the other, shall in any way prejudice the grantor or preclude the grantor from exercising any of their rights in the future.
- **In the event of my/our failure to make any payment promptly on or before the due date, the school shall have the right to:-**
  - (a) Demand the immediate payment of the **total** amount owing to the school;
  - (b) Sue for the recovery of **all** outstanding amounts due to the school in the appropriate Magistrate Court;
  - (c) Recover from me/us all legal costs attendant thereon, on an attorney and own client scale;
  - (d) Recover interest at the rate of 1% above the publicly quoted prime lending rate at that time per annum, calculated and compounded monthly from due date thereof to date of payment;
  - (e) Approach the relevant credit bureau and to list my/our names at the credit bureau as a non-payer of school fees.
- The School will allocate all payments received from parents / guardians to outstanding fees first.
- Even though a court has determined that another person is liable to pay the prescribed school fees, as may be included in divorce settlements orders, and / or any other appropriate court order, it remains the responsibility of all persons who meet the definition of "parent" in the South African Schools Act, to pay school fees and all "parents" are jointly and severally liable for the payment of all school fees that are charged or will be charged by the school in respect of a particular learner.

SIGNED at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 2021.

**Signature:**  
**Father / Guardian 1** \_\_\_\_\_

**Signature:**  
**Mother / Guardian 2** \_\_\_\_\_

**Indemnity:**

I/We the parents of/I the guardian of \_\_\_\_\_(name of learner) indemnify unconditionally and without restriction **Greenside High School** and/or the shareholders of **Greenside High School** or any person employed by **Greenside High School** or any person acting on behalf of **Greenside High School** against any losses, claims, injury or death that may be caused to the above learner by virtue of his or her use of any of the facilities provided by **Greenside High School**

Signed at \_\_\_\_\_ on \_\_\_\_\_ day of \_\_\_\_\_ 2021.

Signature:  
Father / Guardian 1 \_\_\_\_\_

Signature:  
Mother / Guardian 2 \_\_\_\_\_

**Permission / Consent to take part in all organised academic, sport or cultural activities**

I, parent / guardian of \_\_\_\_\_ hereby give permission that he/she may participate in all academic, sport and culture activities presented by the school in an organised manner. To participate in tests conducted by the school support team with the object of improvement in school work and to identify other problems.

I grant permission that my child may be transported by a public bus company approved by the school management. If there is only a small group of learners that needs to be transported, parents / teachers with valid drivers licences may be asked to transport them.

I accept that all reasonable precautions will be taken for the safety and wellbeing of my child and that I will be held responsible for the payment of the medical and / or hospital fees if enforced upon, in case of an injury which cannot be ascribed to the responsible personnel's coarse negligence.

I hereby delegate my powers as parent / guardian to the Principal of the school or representative if medical or surgical treatment may be needed for my child. As far as I know, he/she is physically able to participate in any organised activities and resides in good health.

I confirm that all medical information supplied in the Learner Information section of this form is accurate and complete. This information may be used in case of an emergency.

I undertake to inform the school if any of the above information may change.

I undertake to support my child to obey the Code of Conduct and the disciplinary system of Greenside High School as included in the Policy of the school.

I hereby confirm that the school is allowed to use imagery of my child in any publication, in any format.

Signed at \_\_\_\_\_ on \_\_\_\_\_ day of \_\_\_\_\_ 2021.

Signature:  
Father / Guardian 1 \_\_\_\_\_

Signature:  
Mother / Guardian 2 \_\_\_\_\_



# FORM B

## Greenside High School

P O Box 84042, Greenside, 2034  
Telephone: (011) 646-0113 Fax: 086 684 8437  
E-mail: [tnaicker@greensidehigh.co.za](mailto:tnaicker@greensidehigh.co.za)  
[accounts1@greensidehigh.co.za](mailto:accounts1@greensidehigh.co.za)  
Cell: 083 255 6370

### Specimen and Minimum Requirements for Written Authority and Mandate for Debit Payment Instructions

#### A. Authority

Given by (*Name of Accountholder*) \_\_\_\_\_

Name of Learner/s \_\_\_\_\_

Bank \_\_\_\_\_

Branch and Code \_\_\_\_\_

Account Number \_\_\_\_\_

Type of Account \_\_\_\_\_

Amount R \_\_\_\_\_

Date of debit order (*in full*)  
**(1, 5, 7, 15, 20, 25, 26, 27, 28, 30, 31)** \_\_\_\_\_

To (*name of beneficiary*) **Greenside High School**

Abbreviated Name as Registered with the Bank **The Greens**

Beneficiary's Address **Geers Avenue, Greenside, 2193**

This signed Authority and Mandate refers to our contract dated \_\_\_\_\_ ("the Agreement").

I/We hereby authorise 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 \_\_\_\_\_ 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.

The individual payment instructions so authorised to be issued must be issued and delivered as follows: monthly, bi-monthly, three monthly, six monthly, annually, weekly, bi-weekly (***delete that which is not applicable***).

In the event that the payment day falls on a Sunday, or recognised South African public holiday, the payment day will automatically be the very next ordinary business day. Furthermore, if there are insufficient funds in my account to meet the obligation, you are entitled to track my account and re-present the instruction for payment as soon as sufficient funds are available in my account.

Any payment instructions due in **December** may be debited against my account on

\_\_\_\_\_.

The debit order will run for \_\_\_\_\_ months from \_\_\_\_\_ until the  
\_\_\_\_\_ when the debit order will be terminated by **Greenside High School**.

I/We understand that the withdrawals hereby authorised will be processed through a computerised 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.

### **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.

I agree that if I/we have two or more unpaid / stopped / returned debit orders, the school will ITC list me/us as bad / slow payers.

Signed at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 2021.

\_\_\_\_\_  
(Signature as used for operating on the account)

\_\_\_\_\_  
(Assisted By)

### **E. Agreement Reference Number**

This Agreement reference number is \_\_\_\_\_



## Checklist

	<u>Required Documents for ALL current and new learners</u>	<u>Attached (Yes/No)</u>
1	<b>Form A</b> - Undertaking to Pay School Fees - <b>fully completed</b> (One form per family).	
2	Proof of Payment of the first instalment of school fees of R 4 000 per learner, by EFT. (or a commitment to the payment date, exiting learners only).	
3	Proof of employment - most <b>current month</b> .	
4	Utility bill / proof of residence – most <b>current month</b> .	
5	Work and or Study permit (if applicable).	
6	<b>Only if there are name or surname changes:</b> Parents'/guardians' and learner's ID documents.	
7	<b>Form B</b> - Debit Order Form - <b>fully completed</b> (One form per family).	
8	Confirmation letter from your bank, as proof of banking details for debit orders - <b><u>this is now a statutory requirement from the banks to ensure we are debiting the correct account.</u></b>	

### **FOR NEW LEARNERS ONLY**

9	Civvies Day Pledge	
10	Learner Commitment Agreement Form	
11	Social Media Policy Agreement Form	
12	Extra-Mural Activities – Indemnity	
13	Transfer card	
14	A certified copy of the <b><u>final report</u></b> , by <b>15 Dec 2021</b>	