



North American International School

Where every moment is an opportunity to shine

(Important - Please read)

Procedures for Enrollment

Step 1:

Documents to Complete

- Application for Enrollment** – includes application agreement (completed in full)
- Medical History** – includes agreement covering medical emergencies
- Immunization Requirements** – includes written proof of immunizations
- Fee Payment Contract and Agreement for 2024/2025** – needs to be signed by both parents

Other Documents to Present

- Official records from last school(s) attended, covering 3 years if possible** *(Not required for preschool)*
- Photocopy of child's passport identification pages/Birth Certificate/ID**
- Photocopies of ID/Passport identification pages of both parents**
- One recent passport-size photograph of the child**

These documents may be sent by e-mail or may be personally presented at the school. ***Please remember to initial at the bottom of each page.***

Provisional enrollment can be accepted with the presentation of the above documents before the child and parents are in South Africa. Final acceptance is given based on an Enrollment Interview which is held in South Africa, usually in the morning. Parents are normally notified of acceptance at the time of the interview or within the same day.

Step 2:

Tuition and Payments

Once the child is accepted, the parents will meet with the business office for discussion of financial payments and arrangements. Both parents will be held responsible for payments whether the child lives with one or both parents. Parents are required to pay all fees and to abide by all payment stipulations and terms. As a parent, you are personally responsible for all tuition and associated fees regardless of any arrangements you may have with your employer or sponsoring organization. **Note that a 30% payment of the total invoice amount per child is payable before child may commence classes.** At that time, all the completed documents should be with the school.

Only after completion and submission of these forms will the enrollment process be considered as complete.



North American International School

Where every moment is an opportunity to shine

Application for Enrollment

Attach
passport-size
photo
here

I. Student Information (one form per student)

1. **Name:** Last/Surname _____ First _____ Middle _____

2. **Birth:** Year _____ Month _____ Day _____

Age on September 1, 2024 _____

3. **Sex:** Female _____ Male _____

4. **Citizenship:** _____ Passport/ID Number _____

5. **Dexterity of Learner:** (circle correct answer) *Right / Left* handed

6. **Grade Applied for:** _____ **Last Grade completed:** _____

7. **Language:** Language(s) used at home _____

Other languages spoken by child _____

Language of instruction at previous school(s) _____

8. **Possible hindrances:** Are there any medical, physical, psychological, or other conditions which could possibly hinder the student's satisfactory performance (academic or otherwise) in school?

Yes _____ No _____ If yes, please describe these.

9. ***What do we need to know to assist:*** Is there any condition(s) which the school administration and staff should be aware of to best assist the candidate to have a positive school experience or to prevent any harm or injury to the student?
If so, please describe fully on a separate page.

10. ***Contact in South Africa other than parent/guardian.***

This person will be contacted in case of emergencies when the parent/guardian cannot be reached.

Name _____ Relationship _____

Telephone: Work _____ Cell _____

11. ***Candidate's previous schooling:***

List schools previously attended. (Include any structured curriculum preschool)
Indicate with an X beside the school's name which used American school curriculum.

School Name

City and Country

12. ***Candidate's siblings applying to NAIS:***

Sibling Name(s)

Grade

II. Parent, family, and emergency information.

Mother

Name_____

ID/Passport Number_____

Date of Birth _____

Occupation_____

Telephone: Home_____

Work_____

Cell_____

E-mail_____

Postal Address_____

Physical Address_____

(To be filled in only if not now resident in South Africa)

If not in South Africa, when will you arrive?

Correspondence address until arrival in South Africa:

Telephone (including country and area codes):

III. Enrollment application agreement

I hereby apply for admission for the above mentioned child in the North American International School.

I agree that the child will abide by all the school rules.

Unless and until I give written notice to the contrary, I authorize the above student to participate in all school activities, including athletics and school sponsored or sanctioned trips. I further authorize the use of the student's photograph in school publications.

I agree that the child may be given vision and speech screening for schooling purposes.

I agree to pay all required fees and to abide by all payment stipulations and terms. As a parent I am personally responsible for all tuition and associated fees regardless of any arrangements I may have with my employer or sponsoring organization.

I further acknowledge that a 30% payment of the total invoice amount is payable before my child may commence classes and the Enrollment forms completed and handed in at the office with all necessary required documentation attached.

I the undersigned hereby indemnify and release the North American International School, its officers, employees, and agents from all claims resulting from any actions and/or events, including travel, which might take place during a PE or School Field Trip as well as making use of the school Bus Transport, to and from school.

Full names and surname

Signature of parent or guardian

Date (2024/2025)

[illegible]



Medical History Form

Name of student:

Last/Surname _____ First _____ Middle _____

Number to call FIRST in case of emergency _____

Emergency Contact other than parents:

Name _____ Telephone _____

Doctor:

Name _____ Telephone _____

Medical Aid Information: (Attach copy of the Medical Aid card)

Medical Aid _____ Option/Plan Name _____

Membership Number _____ Main Member _____

Dependant Code _____

Medical History:

Circle correct answer

Does your child have any long term illnesses?

Yes / No

Does your child have any known allergies?

Yes / No

If so, what are they and what are the symptoms? _____

Does your child have vision or hearing problems?

Yes / No

If so, what are they? _____

Does your child take regular medication?

Yes / No

If so, what medication? _____

During the school day?

Yes / No

Medical reason for the medication? _____

Please note that the school does not give any medications to your child, i.e., aspirin, Panado, Tylenol, etc.

Please give any pertinent details of your child's medical history which you believe would help the school understand the medical well-being of your child on a separate sheet.

I give the North American International School permission to seek medical assistance for the above child in a **medical emergency as the school judges best for the child.**

Signed _____

Date _____



Immunization Requirements

(attach proof)

NAIS needs written proof that the child has had the following test and immunizations. Providing this documentation is part of the final application process and is required for enrollment.

<u>Immunization</u>	<u>Doses Required</u>
Hepatitis B	3
DPT (Diphtheria, Tetanus, Pertussis)	4
Measles, Mumps, Rubella	2

<u>Test Required</u>	
TB Skin Test	1

Please inform us of any other immunizations your child has had (optional).

Full names and surname of parent

Signature of parent

Date (2024/2025)



FEE PAYMENT CONTRACT AND AGREEMENT 2024/2025

PAYMENT OF FEES

- a) **Monthly payments** of fees are paid in advance via EFT, direct deposits and/or card payments in the school office and are strictly due by **the 3rd of each month**. If by the 7th day they are still not paid, children will be refused entry to school on the 8th of the month or closest weekday after the 7th, until the full amount is paid.
- b) Both parents will be held responsible for payments whether the child lives with one or both parents. Parents are required to pay all fees and to abide by all payment stipulations and terms. As a parent, you are personally responsible for all tuition and associated fees regardless of any arrangements you may have with your employer or sponsoring organization.
- c) The parents, by entering into this agreement, acknowledge and agree that the school is an independent school as contemplated in Section 45 of the South African Schools Act No. 84 of 1996 and as such is heavily dependent on the school fees paid by parents to render the services contemplated in this agreement.
- d) The parents agree that any failure on their part to pay the school fees either timeously or at all will constitute a material breach of this agreement.
- e) The parents agree that the school, in its absolute discretion, will deny the children entry to school until all outstanding fees have been settled in full. Any indulgence as aforementioned will not constitute a waiver of the school's right to cancel this agreement.
- f) Collection costs will be charged on all arrear fees from the due date of payment.
- g) In the event of the school instituting action against the parents because of a breach of this agreement by the parents, the parents will be held liable for such legal costs, including collection commission on an attorney and own scale.

REFUNDS

NAIS, like all good schools, discourages the movement of a student from school to school during an academic year. Many parents leave the country, this is of course inevitable.

NAIS will consider giving a refund to students moving to another school within South Africa during the academic year under the following conditions:

All school fees owed for the year have been paid in full.

All library books have been returned and any library fines or other outstanding debts have been paid.

The parent/guardian informed NAIS in writing four weeks before the date of withdrawal.

The parent/guardian or receiving school has asked in writing for all school records to be sent to the receiving school. These will be sent from school to school and will not be delivered by the parent.

No refund will be given for a semester in which a pupil is enrolled for a period of four weeks or more, or a quarter in which a pupil has been enrolled for one day. In practice this means that a parent/guardian who gives notice during a semester will pay for that full semester.

As parent(s) we hereby commit ourselves and regard this contract and agreement as legally binding on our conscience. We have read and understood all Terms and Conditions set out in this agreement and hereby commit to full submission of all financial requirements as stipulated therein.

Student(s) Name:

Grade:

Signed at _____ on the _____ day of _____ 2024/2025.

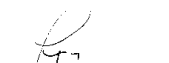
Name: Parent (father)

Signature: Parent (father)

Name: Parent (mother)

Signature: Parent (mother)

Mr. Grant Tate



Name: NAIS School Director

Signature: NAIS School Director



North American International School

Where every moment is an opportunity to shine

+27 12 346 2530

PARENT COPY

(Keep for your records please)

Important information for parents

RE: North American International School Refund Policy

Herewith the official refund policy for NAIS.

NAIS, like all good schools, discourages the movement of a student from school to school during an academic year. Many parents leave the country, this is of course inevitable.

NAIS will consider giving a refund to students moving to another school within South Africa during the academic year under the following conditions:

All school fees owed for the year have been paid in full.

All library books have been returned and any library fines or other outstanding debts have been paid.
The parent/guardian informed NAIS in writing four weeks before the date of withdrawal.

The parent/guardian or receiving school has asked in writing for all school records to be sent to the receiving school. These will be sent from school to school and will not be delivered by the parent.

No refund will be given for a semester in which a pupil is enrolled for a period of four weeks or more, or a quarter, in which a pupil has been enrolled for one day. In practice this means that a parent/guardian who gives notice during a semester will pay for that full semester.

Regards,

A handwritten signature in black ink, appearing to read 'Grant Tate', is written over a horizontal line.

Signature: NAIS School Director

Mr. Grant Tate

granttate@nais.co.za