



ERRYMAPLE HIGH SCHOOL

PO Box 120, 1474 Makwasha , Zvishavane. Tel 051-2546

+263 775 539 914 & +263 773 288 813

Email: errymaple@live.com

ADMISSION FORM

FIRST NAME & SURNAME OF PUPIL :

Date of Birth:

Country of Permanent Residence: Sex: Religion:

Race (for Min. Of Ed): Boarder or Day Pupil:

Details of Parents:

Father

Mother

Name:

Occupation:

Company/Organisation:

Work Phone Number:

Home Phone number:

E-MAIL ADDRESS:

HOME ADDRESS:

Housing Status:

Owned
(TICK WHERE APPLICABLE)

Rented

Owned

Rented

Cell:

If the legal guardian is not father or mother, please give name and address:

Are there any family problems, e.g. divorce or separation?

Name of Previous School & Postal Address	Dates Attended	Level Reached



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TERMS AND CONDITIONS

1. The parent agrees that this form, by signature therefore, becomes a binding contract.
2. Your son/daughter/ ward will abide by the school rules and regulations which apply to all students.
3. Errymaple College undertakes to do the following:
 - a) Provide tuition, assignments, student's support services (in the form of guidance and counselling, careers guidance).
 - b) Provide advice on examinations entries, fees and deadlines.
 - c) Give periodic reports on student progress and these are to be handed over to the student or posted to the sponsor where applicable.
4. You agree that the following are your obligations:
 - a) You pay your total fees for the term on or before the opening day.
 - b) You agree that we exclude your child or ward from lessons if payments are in arrears.
 - c) You agree that we suspend your child or ward if the behaviour deemed unacceptable (period of suspension is not more than twenty one days).
 - d) You agree that you are responsible for loss or damage caused by your child or ward to our property or the property of other students or our staff members and that you pay the restitution.
5. If you believe that we are failing to deliver our undertaking, provided you have delivered your undertaking to us, you may write to our Principal and he/she will acknowledge on your copy that he/she has seen it and he/she is given the original copy of your letter. We will use resources at our disposal to investigate issue brought forth and respond to you within fourteen (14) working days. We also promise to take corrective action if we are in the wrong.
6. Whilst we will take every reasonable care and precaution to reduce the possibility of injury or death to the student (your child/ward) when he/she is at our premises or attends official school event, activity or field trips, we will not be liable for any injury or death that may occur despite our best efforts and that you indemnify us from liability.
7. We may increase our fees during the period of student's study and we endeavour to give sponsor notice of such intentions:
 - a) Fees paid are not refundable unless reasonable evidence which satisfy school authorities are given and any refund made would take account of administrative costs deemed. Example of evidence can be:
 - i) School cannot offer the subject(s) registered for
 - ii) Sudden death of sponsor soon after registering the child or ward
 - b) If you decide to withdraw or cancel the registration of your child/ward for any other reason than those stated above, your cancellation must be put in writing addressed to the Principal.
 - c) Cancellation of registration takes effect when full payment of fees due is done.
8. For the purpose of any legal proceedings which may otherwise be beyond our jurisdiction:
 - a) You agree that if due to your failure to pay fees when such fees are due, we engage agents to collect the fees and you refund us any expenditure we incur in the process or pay for any such services. This includes collection commissions, Lawyer and client charges, and tracing fees.
 - b) All correspondences posted to your address shall be presumed to have been received by you within five working days from the date of posting. Correspondence through electronic mail address you give us shall be presumed received the following day.

THIS IS DONE AND SIGNED AT:..... ON THE DAY OF
20

SIGNATURE OF STUDENT:

SIGNATURE OF PARENT/GUARDIAN: 1)
2).....