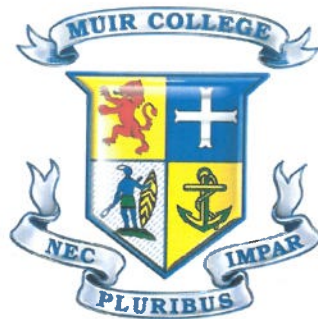


D. D. Francis

Headmaster

Tel : +27 41 966 1147
Fax: +27 41 961 0187
headmaster@muircollege.co.za
secretary@muircollege.co.za



Muir College Boys' High School,
P.O. Box 231, 15 Sir Thomas Muir Drive,
Vanes Estate, KARIAEGA 6230
www.muircollege.co.za

Dear Parents

Re: **ADMISSION TO MUIR COLLEGE – 2025**

Please complete the Muir College Application form for next year and return to us by **Tuesday, 30 April 2024**.

NB: Please **APPLY** at **OTHER SCHOOLS** as well as submission of this application **DOES NOT** guarantee admission to Muir College.

Please note that the following documents **must** accompany your application form:-

- **PUPIL'S REPORT:** a copy of his December 2023 & March 2024 report.
- **PUPIL'S UNABRIDGED BIRTH CERTIFICATE:** must have the mother, father and child's information on. If this is not available we need proof that you have applied for one. We will then need a copy of his normal Birth Certificate.
- **PUPIL'S I.D. POTO:** most recent photo.
- **COPY OF MOTHER AND FATHER'S I.D.:** If either parent is deceased a copy of the death certificate is required. If either of the parent are not involved at all then an affidavit is required stating such.
- **COPY OF PAYEE'S I.D. AND PROOF OF INCOME:** if someone other than the parents are responsible for the school fees.
- **PROOF OF INCOME:** for both parents. If unemployed an affidavit indicating your last date of employment. If self-employed a copy of the last audited Income Statement or a letter from SARS indicating your income.
- **PROOF OF ADDRESS**
- **PROOF OF GUARDIANSHIP:** if you are the Legal Guardian.

Please make sure that the form is filled in correctly and that the back of the application is signed by both parents.

If parents are not paying the school fees the payee must sign the back of the form under **Declaration – Non Parent**.

The **Verification form** must please be handed in at the learner's present school to be filled in by the principal.

A separate **Hostel form** must be filled in if you are applying for your son to be in the hostel.

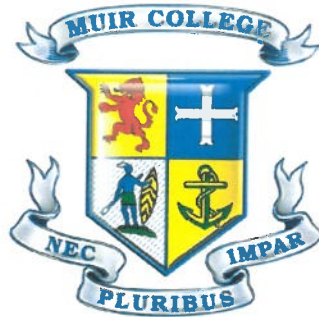
Thank you

N.L. EMMERSON
SECRETARY

February 2024

D. D. Francis
Headmaster

Tel : +27 41 966 1147
Fax: +27 41 961 0187
headmaster@muircollege.co.za
secretary@muircollege.co.za



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Vaness Estate, KARIAEKA 6230

www.muircollege.co.za

VERIFICATION OF INFORMATION AND REFERENCE

This form must be completed by the Principal of the school which the learner is currently attending and must be submitted together with the application form and other documentation required for admissions.

The original of this documentation must be submitted WITHOUT CORRECTIONS OR ERASURES.

I, _____ (Principal's name),

Principal of _____ (School's full name)

hereby confirm that _____ (Learner's full name)

Is currently enrolled in Grade _____, at the above mentioned school.

Date on which the learner was enrolled at the above mentioned school. _____

His record may be described as follows: (Please put a cross in the appropriate block)

ACADEMIC PROGRESS TO DATE

VERY GOOD	GOOD	ADEQUATE/SATISFACTORY	REQUIRING SUPPORT
-----------	------	-----------------------	-------------------

BEHAVIOUR/ DISCIPLINE

VERY WELL BEHAVED	GOOD	ADEQUATE/SATISFACTORY	REQUIRES ATTENTION
-------------------	------	-----------------------	--------------------

WORK ETHIC / APPLICATION TO TASKS

WELL MOTIVATED. REGULARLY DOES MORE THAN IS REQUIRED	GOOD. DOES ALL THAT IS REQUIRED AND MORE AT TIMES.	DOES ONLY WHAT IS REQUIRED / REQUIRES MOTIVATION AT TIMES	REQUIRING CONSTANT MOTIVATION AND SUPPORT.
--	--	---	--

PARENTAL INVOLVEMENT AND SUPPORT / HOMEWORK

PARENTS ARE ACTIVELY INVOLVED AND VERY SUPPORTIVE	GOOD, REGULAR SUPPORT.	FAIR TO ADEQUATE SUPPORT AND INVOLVEMENT	LITTLE EVIDENCE OF INVOLVEMENT AND SUPPORT
---	------------------------	--	--

FINANCIAL COMMITMENT

VERY GOOD, FEES ARE ALWAYS PAID ON TIME	GOOD. FEES ARE USUALLY PAID ON TIME	FAIR. PARENTS TEND TO SKIP A FEW PAYMENTS AND THEN MAKEUP.	POOR. THE LEARNER CURRENTLY OWES R _____
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SPORT

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CULTURAL ACTIVITIES

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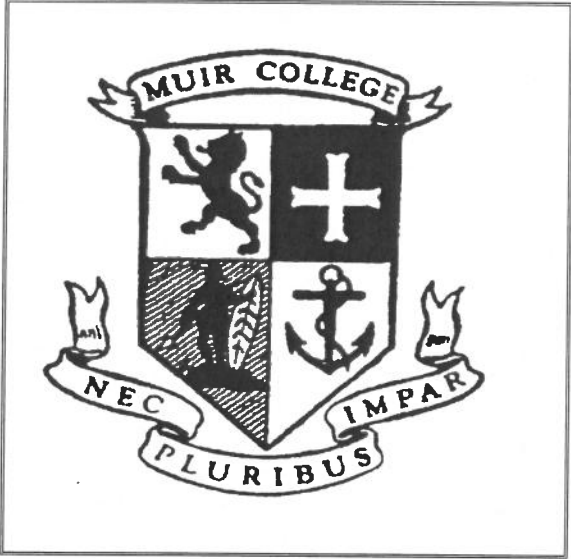
PRINCIPAL

DATE

School Stamp

HOSTEL: ADMIN NO: GRADE:

**MUIR COLLEGE
UITENHAGE**



APPLICATION FOR ADMISSION TO SCHOOL
OF

.....
(PUPIL'S FULL NAMES)

FOR THE YEAR
2025

FOR OFFICIAL USE ONLY

PUPIL'S REPORT (December 2023 report & March 2024)		I.D. OF MOTHER (if deceased a death certificate)	
REFERENCE		PROOF OF RESIDENCE	
PUPIL'S UNABRIDGED BIRTH CERTIFICATE		PROOF OF INCOME (both parents)	
PUPIL'S I.D. PHOTO		PROOF OF INCOME (other than parents)	
I.D. OF PAYEE		DEPOSIT RECEIVED * (ONLY IF/WHEN SON IS ACCEPTED)	
I.D. OF FATHER (if deceased a death certificate)			

1 PUPIL INFORMATION	
Full Names	
Surname	
I.D. Number	
Date of Birth	
To be admitted in Grade	
Age	Years <input type="text"/> Months <input type="text"/>
Nationality	
Population Group	
Home Language	
Number of Children in Family	Is pupil 1 st , 2 nd in family <input type="text"/>
Number of Children at Muir	Grade / s <input type="text"/>
Pupil Resides at: Address	
Suburb	
City /Town	Code <input type="text"/>
Pupil Resides with:	Mother <input type="text"/> Father <input type="text"/> Other <input type="text"/>
Emergency Tel Nr.	
Learners Cell Nr.	
If not a SA please provide info	
Immigrant Pupil / Passport No.	
Study Permit No.	
Permanent Residence Permit Nr.	Temporary Residence Permit Nr <input type="text"/>

2 EMERGENCY CONTACT PERSON (<i>other than parents</i>)	
Name	
Surname	
Residential Address	
Suburb	
City / Town	
Telephone: Home	
Work	
Fax	
Cell	
Relationship to Learner	

3	PARTICULARS OF BIOLOGICAL FATHER		
(a)	Full Names		
	Surname		
	Address		
	Suburb		
	City / Town	Code	
	Occupation		
	Employer / Company Name		
	If DOE Schools Name		
	Employee No. / Persal No.		
	Income Tax No.		
	Physical Work Address		
	Suburb		
	Town	Code	
	Telephone: Home		
	Work		
	Cell	Fax	
	I.D. NUMBER		
	Marital Status	If remarried fill in page 5 section 3 (e)	
	E-mail address		
	Is the Father an Old Muirite		

3	PARTICULARS OF BIOLOGICAL MOTHER		
(b)	Full Names		
	Surname		
	Address		
	Suburb		
	City / Town	Code	
	Occupation		
	Employer / Company Name		
	If DOE Schools Name		
	Employee No. / Persal No.		
	Income Tax No.		
	Physical Work Address		
	Suburb		
	City / Town	Code	
	Telephone: Home		
	Work		
	Cell	Fax	
	I.D. Number		
	Marital Status	If remarried fill in page 5 section 3 (f)	
	E—mail address		

3	PARTICULARS OF LEGAL GUARDIAN			
(c)	Full Names			
	Surname			
	Address			
	Suburb			
	City / Town		Code	
	Occupation			
	Employer / Company Name			
	If DOE Schools Name			
	Employee No. / Persal No.			
	Income Tax No.			
	Physical Work Address			
	Suburb			
	Town		Code	
	Telephone: Home			
	Work			
	Cell			
	I.D. NUMBER			
	Marital Status			
	E-mail address			

3	If Self Employed – Name of Business			
(d)	Business Address	Street		
		Suburb		
		City / Town		
	Postal Address	Box Number		
		Suburb		
		City / Town		
		City / Town		
	Work Telephone Number			
	Gross Yearly Turnover			
	Type of Business			
	Inception date:	From:	/	/
	Ownership Status	Sole Owner	Partnership	CC
	If a Pensioner indicate type of Pension	State	Private	Company
	Name of Pension Fund			
	Pension Number			
	Gross Yearly Pension			
	If Unemployed			
	UIF Unemployment Number			

3	PARTICULARS OF STEPMOTHER		
(e)	Full Names		
	Surname		
	Address		
	Suburb		
	City / Town	Code	
	Occupation		
	Employer / Company Name		
	If DOE Schools Name		
	Employee No. / Persal No.		
	Income Tax No.		
	Physical Work Address		
	Suburb		
	City / Town	Code	
	Telephone: Home		
	Work		
	Cell	Fax	
	I.D. Number		
	Marital Status		
	E—mail address		

3	PARTICULARS OF STEPFATHER		
(f)	Full Names		
	Surname		
	Address		
	Suburb		
	City / Town	Code	
	Occupation		
	Employer / Company Name		
	If DOE Schools Name		
	Employee No. / Persal No.		
	Income Tax No.		
	Physical Work Address		
	Suburb		
	City / Town	Code	
	Telephone: Home		
	Work		
	Cell	Fax	
	I.D. Number		
	Marital Status		
	E—mail address		

6.

3	Who is responsible for the payment of school fees? (Is it the father / mother or other)	
(g)	If you are a Legal Guardian, please indicate your relationship to the pupil Eg. Grandparents, Foster Parent(s), etc.....	
(h)	Is the pupil an adopted child?	

4	BOARDING	
(a)	Do you wish your son to be admitted as a Boarder?	
(b)	From which date?	
(c)	Will he be attending boarding school for the first time?	

5	ACADEMIC INFORMATION	
(a)	Has your son ever required any remedial education? If so, please specify:	
(b)	Has your son failed a Grade or been kept back? If yes, please specify which grade(s).	

6	MOST RECENT SCHOOL		
(a)	Please supply the full name of the school most recently attended by your son.		
	School Address:		
	Suburb		
	Town / City	Code	
	School Telephone No.		
	Fax No.		
(b)	Last grade passed:		

7	RELIGIOUS DENOMINATION:	
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7.

8 MEDICAL AND PSYCHOLOGICAL HISTORY					
(a)	Medical Aid:				
	Medical Aid Number:				
	Name of Main Member:				
(b)	Does your son have any medical, psychological or any other condition which has affected his academic progress, behaviour or adjustment? Please elaborate:				
(c)	In the case of your son's illness, please state if you prefer any particular doctor or dentist in Uitenhage.	Doctor		Tel No.	
		Dentist		Tel No.	
(d)	Underline the illness(es) pupil has had:	Measles, Whooping Cough, Chicken Pox, Mumps			
(e)	Other important illness(es) from which the pupil is suffering or has suffered.	(eg.) Asthma, Epilepsy etc			
(f)	Operation(s) pupil has had. Give date and nature of operation(s)				
(g)	Underline the illness(es) pupil has been immunized against:	Tuberculosis (B.C.G.), Diptheria, Whooping Cough, Tetanus, Measles, German Measles, Poliomyelitis			
(h)	Dexterity of Learner:	Right Handed:		Left Handed:	
		Ambidextrous:			
(i)	Social Grant	Yes		No	

9	EXTRAMURAL HISTORY AND ACHIEVEMENTS	
(a)	SPORT	
(a.1)	Does your son participate actively in a school sport(s) programme?	
(a.2)	If the answer is "NO" please specify the reason.	
(a.3)	Please specify the sport(s) in which he takes part and the level at which each is played (eg. Cricket – 2 nd Team, Rugby – EP Schools)	
(b)	Cultural and other activities. Please specify Societies, Clubs, Groups in OR out of school of which your son is a member, or in which he has shown an active interest.	
(c)	Leadership. If your son has been selected at some stage to play a leadership role at school or in a sport, society or club, please give details. (eg. Prefect, Captain, Chairman etc.)	
(d)	Awards. Please supply details of Prizes, Medals, Awards received by your son in and out of school.	
(e)	Special talents excluding Academics and Sport. If your son has any special talents (excluding sport and academics) which have revealed themselves STRONGLY. Please give details (eg. Art, Music etc.)	

10	GENERAL INFORMATION	

UNDERTAKING BY PARENTS / GUARDIANS

1. I / We hereby apply to have the child whose name appears on this form as a learner at MUIR COLLEGE and confirm that he / she complies with the basic criteria.
2. I / We hereby certify that I / we have legal custody and / or guardianship in respect of the above named learner.
3. I / We undertake to adhere to the school rules and disciplinary code and to the various alterations in the rules and disciplinary code that may be made from time to time.
4. I / We understand and confirm that the Principal or any person duly authorised, will act in *loco parentis* in any matter and at any time during which I /we have entrusted our child to the care of the school. From start to the end of the school day and 1 hour after sport or event.
5. I / We understand that while every reasonable effort will be made to prevent losses or damage to learner's clothing and equipment, the school cannot be held liable for such.
6. I / We undertake to reimburse the school for any damage to school property that may be caused by our child.
7. I / We jointly and severally undertake to pay school fees and we/I understand the following
 - a. The annual school fees will be a **compulsory** sum of R20 850 pa for 2023 as adopted by the majority of parents at the AGM. (2024 fees not yet available)
 - b. The annual hostel fees will be a **compulsory** sum of R41 700 pa for 2023.
 - c. School fees are payable in advance and are due on the first day of school.
 - d. Our payment options are as follows:
 - i. Fees can be paid in full. 5% discount if paid by 28 February.
 - ii. Fees can be paid quarterly in *advance* at the **beginning** of each quarter.
 - iii. Fees can be paid off in 10 equal monthly instalments (Jan – Oct)
 - e. A deposit of **R4 500** (school) & **R9 000** (school & hostel) is requested when your son has been accepted. This amount will be deducted from the compulsory annual fees and credited to the **last Term** fees.
 - f. In terms of family law, **parents are jointly and severally liable** for the payment of the school fees irrespective of their marital status.
 - g. In the event of non-payment of school fees the school will sue both parents irrespective of maintenance and court orders which may exist between the parties.
 - h. In terms of Section 39 of the South African Schools Act, the parties to this form are liable to pay compulsory school Fees.

10.

- i. In terms of Section 40 and 41 of the South African Schools Act, the school may enforce the payment of these compulsory fees.
 - j. The parties to this application, undertake to pay all legal costs, including attorney / client fees and collection costs incurred by the school in the event of the school having to take legal action for the recovery of school fees;
 - k. Fees are due and payable at the end of each month.
 - l. Parents who are unable to pay school fees may apply for exemption of these fees.
 - m. The school may hold and process by computer or otherwise any information obtained about the parents as a result of their liability for school fees.
 - n. The school may conduct a credit enquiry and/or credit information search about the parents with a credit information bureau, persons acting as their agents and / or credit grantors.
 - o. The school may transmit details of how the parent/s have performed in meeting their obligations in terms of their school fee obligations and share such information with other credit grantors for the purpose of making any credit risk management related decisions.
 - p. If Parents/s fail to meet their school fee obligations the school may record the Parent/s non-performance with a credit information bureau. Any information conveyed to a credit information bureau will be available to other credit grantors and used in making credit risk management related decisions.
 - q. Should there be a dispute on your statement of account please notify the Bursar in writing.
 - r. Financial records and agreements are only available in English.
8. I / We undertake to give **one terms** notice in writing of any intention to remove my/our child from the school and furthermore to return any books and/or equipment belonging to the school which our child may have. This agreement will exist until the learner/pupil leaves the school and all outstanding fees are paid up.
9. I / We agree that our child be permitted to undertake group Edumetric and Psychometric tests which have been approved by the Director of Education.
10. I / We agree that if our child is over the compulsory school-going age (15 years) he/she will attend school regularly and **will only be absent for medical reasons.**
11. I / We understand that the school reserves the right to verify all information supplied to them via this application. In the event of fraudulent documents submitted, the school reserves the right to lay a criminal charge of fraud against any of the parties to this application.
12. I / We accept responsibility for immunizing our child / children against contagious diseases and normal infections, and shall produce proof thereof if required to do so.

13. I / We accept the responsibility of the pupil's transport to and from the school;
14. I / We undertake to inform the principal of our child's / children's absence from school. Parents / guardians declare that they are prepared to produce a doctor's certificate if and when required;
15. I / We undertake to support the school's constitution and policy of admission, as defined and implemented by the Governing Body of the school.
16. I / We understand that smoking in school uniform and the abuse of any drug or alcoholic beverage is an infringement of the critical school rules and will not under any circumstances be tolerated.
17. The signatory hereto hereby chooses *domicillium citandi et executandi* as indicated below. In the event of a change of address, parents are to notify the school in writing.
18. This commitment in its entirety will be valid from the day on which it is signed by the parent / guardian to the day on which the pupil officially leaves the school.
19. I / We accept on behalf of our son(s), the school and hostel rules as set out in the General Code of Conduct, and any disciplinary action that may be taken by the school arising from offences within the framework of the rules.
20. I / We acknowledge that completion of this form does not necessarily imply confirmation of our son(s) acceptance at Muir College. (This will be done by letter from the Headmaster).

I/we declare that the information given in this application is correct and true.

The parent / guardian declares that he / she is the legal guardian of the child and is entitled to sign this document, and shall be bound hereto both as parent / guardian, and in his / her personal capacity.

ADDRESS: The signatory hereto hereby chooses *domicillium citandi et executandi* (official address) as:

.....
.....
.....
.....

DECLARATION : PARENT

Ihereby declare that the information which I have recorded in this form is true and correct and by my signature below, I give the Chairman of the School Governing Body or his designate, permission to check and confirm any of the details listed by me. I understand that should any of the information supplied by me is found to be false; action may be taken against me as in point 11 above.

Signed on this day of 20.....

.....
SIGNATURE

N.B.: APPLICATIONS WILL ONLY BE CONSIDERED IF ACCOMPANIED BY THE DOCUMENTS MARKED WITH AN ASTERISK (*)

- * Proof of residence in our feeder area (Lights and Water account)
 - * The learner’s December 2023 & March 2024 school report.
 - * Proof of **guardianship** if you are the legal guardian.
 - * One (x2 for boarders) recent ID- size photograph of the learner, to be attached to this form
 - * A CERTIFIED copy of the learner’s **Unabridged Birth Certificate**.
 - * Copies of **both** parent’s / guardian’s ID document.
 - * A affidavit if either parent is not involved at all stating such.
 - * The transfer card from the previous school (only once accepted)
 - * Proof of income.
- a) If employed, certified copies of recent salary slip of BOTH parents
 - b) If **unemployed** a letter from the **Department of Labour** indicating your last date of employment
 - c) If **self employed** a copy of the last **audited** Income Statement or a letter from SARS indicating your income.

SIGNATURE -
PARENT 1 / GUARDIAN

SIGNATURE -
PARENT 2 / GUARDIAN

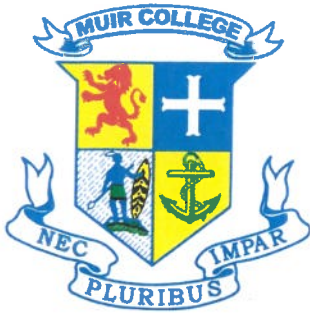
DECLARATION : NON-PARENT RESPONSIBLE FOR FEES

I, the undersigned undertake to legally bind myself to paying school fees due for learner during schooling at Muir College Boys’ High School and any affiliated Primary section as a guardian other than the parent listed on this form

Signed on this day of 20.....

.....
SIGNATURE

.....
WITNESS



MUIR COLLEGE
APPLICATION FOR ADMISSION
OF PUPIL TO HOSTEL
(SIR THOMAS MUIR HOUSE)

Admission No.
.....

The completed form shall be kept for as long as the pupil remains in the hostel and therefore for as long as boarding fees are owing by the parent / guardian.

In cases where debts are transferred to the Attorneys for collection, this form and other application correspondence must accompany the application for transfer.

PUPILS DETAILS

- 1. Name of pupil in full:
- 2. Date of birth:
- 3. Name of present school:
- 4. Present Grade:
- 5. Date on which admission is desired:
- 6. Particulars regarding parent / guardian:

FATHERS DETAILS

- 6.1 Full name:
- 6.2 Residential address:
-
-
-
- 6.3 Postal address:
-
-
-

6.4 Occupation:

6.5 Identity number:

6.6 Contact Details Home:

 Work:

 Cell. No.:

6.7 Marital status:

6.8 Name of employer:

 Address of employer:

 Telephone No.:

6.9 Medical Aid:

 Medical Aid Number:

MOTHERS DETAILS

6.10 Full name:

6.11 Residential address:

6.12 Postal address:

6.13 Occupation:

6.14 Identity number:

6.15 Contact Details Home:

 Work:

 Cell. No.:

accommodation from a date later than that mentioned in paragraph 5 above, to accept liability for the full boarding fees from the date stated in paragraph 5 above, unless the said committee decides otherwise:

- 14.1.2 to give written notice not less than one school quarter in advance of my intention to remove my child, except in cases where the committee has accepted shorter notice and, if I fail to comply herewith, to accept liability for the full boarding fees for the child until the end of the school quarter in respect of which notice should have been given:
- 14.1.3 to pay boarding fees payable, as by the Governing Body from time to time, either monthly or quarterly in advance:
- 14.1.4 to abide by the internal rules of the hostel:
- 14.2 The Superintendent stands in *loco parentis* to all pupils in the hostel and is hereby empowered to act as such as my agent in all emergencies and medical or other matters.

.....
Signature of
Patent / Guardian

.....
Date

PLEASE TAKE NOTE OF THE FOLLOWING:

- 1. In terms of the rules relating to hostels a boarder whose fees for any particular quarter have not been paid in full at the end of that quarter shall be excluded from the hostel from the beginning of the next succeeding quarter and may not be readmitted until the arrear boarding fees have been paid.
- 2. Muir College does not accept liability for any loss of or damage to the personal effects of boarders, irrespective of how such loss or damage is caused.
- 3. Parents are very strongly advised to insure their children's possessions against fire, theft, etc.

**APPLICATIONS WILL ONLY BE CONSIDERED IF ACCOMPANIED
BY THE FOLLOWING DOCUMENTS**

- Copy of birth certificate
- Copy of Medical Aid Card
- I.D. Photograph of pupil
- Deposit of **R4 500** on acceptance to the hostel is payable. (Hostel fees for 2024 are R44 700-00 per annum, 2025 fees are not available at present)

OFFICE USE

Accepted as a boarder at Sir Thomas Muir House (Hostel) on:

.....