



Here at Oxford Private College, the heart of our mission is preparing our students for success in the future academically, spiritually, and socially, so that they can make a positive impact in their communities. Maintaining laser focus on that mission, and strategic goals for achieving it will bring our school to new heights in several important ways. Through these efforts, we will expose more students to excellent Christian education in an academic environment that will be continually evaluated. In a world where moral values are under attack and “status quo” is often accepted, our graduates will become change-agents in their communities. Solid foundational skills, spiritual maturity, and the ability to live out their faith will become the cornerstone of each Oxford graduate. Programs will be well-resourced and the return on investment in our future, and eternity, will be easily identified. It is the board’s goal that this plan be a living document, taken to heart and implemented as stated to the best of each person’s ability as these elements are integrated into the life of the school. God is at work at Oxford Private College, and you are invited to join in the journey.

**Please note, application for the college can only be accepted once the following is completed**

A completed and signed registration form

A proof of Payment of your registration fee

Copy of all supporting documents below:

**LEARNER DOCUMENTS**

- Birth certificate/ National ID document (SA citizens and SA permanent residents)
- Valid passport and permit /asylum (non-citizens and refugee seekers)
- Latest school report
- Clinic Immunization card (primary)

**PARENT/GUARDIAN**

- National ID document (SA citizens and SA permanent residents)
- Valid passport and permit/asylum (non SA citizens)

**APPLICATION FORM**

**INFORMATION**

Name:	<input type="text"/>	Surname:	<input type="text"/>
ID Number:	<input type="text"/>	Date of Birth:	<input type="text"/>
Nationality:	<input type="text"/>		
Course:	<input type="text"/>	Home Number:	<input type="text"/>
Residential:	<input type="text"/>		
Postal:	<input type="text"/>		

**CONTACTS**

Father:	<input type="text"/>	Mother:	<input type="text"/>
Email:	<input type="text"/>	Email:	<input type="text"/>
Cell:	<input type="text"/>	Cell:	<input type="text"/>
Work:	<input type="text"/>	Work:	<input type="text"/>
Guardian:	<input type="text"/>	Cell:	<input type="text"/>

**MEDICAL**

Allergies:	<input type="text"/>	Medical:	<input type="text"/>
Medical Aid:	<input type="text"/>	Number:	<input type="text"/>
Doctors Name:	<input type="text"/>	Doctors Cell:	<input type="text"/>

**ACCOUNT**

Name	<input type="text"/>	Surname	<input type="text"/>
ID Number	<input type="text"/>	Nationality	<input type="text"/>
Address	<input type="text"/>		
Cell	<input type="text"/>	Work_No	<input type="text"/>
Home Number	<input type="text"/>	Email	<input type="text"/>
Employer	<input type="text"/>	Contact	<input type="text"/>

**PAYMENT OF FEES**

1. By enrolling your child at Oxford, you are investing in his/her education. This investment comprises our school fees, levies (which are announced on an annual basis), subscriptions and any other amounts that you must pay from time to time. Please ensure that you pay the requisite fees on time.
2. “Levies” refers to an amount budgeted each year for compulsory school activities, such as outings, and camps. “Subscriptions” refers to amounts due for non-compulsory extramural activities, such as sports, swimming, and tours.
3. The signatories accept joint and severally liability to Oxford for the punctual payment of all fees, subscriptions, levies, and other amounts that become due and payable to Oxford, or in respect of participation in, or attendance at school-related activities. Any bursary or sponsorship in favor of the pupil relates only to school fees.
4. The signatories accept that fees are payable annually in advance on or before the first day of attendance of the pupil at Oxford unless arrangements have been made in writing at the sole and absolute discretion of Oxford for the payment of tuition fees, by EFT or direct deposit.
5. If arrangements have been made or will be made for the payment of school fees, each instalment shall be paid on the first day of each month or on the first day of each term.
6. A poor payment record may impact the standard payment terms available to parents.
7. The signatories acknowledge that the inability of the pupil to attend school or the absence of the pupil from the school does not relieve the signatories of the obligation to pay school fees.
8. The signatories agree to provide a non-refundable admission and application fee as a condition of enrolment.
9. In the event of the pupil’s expulsion from Oxford the parents /guardian will be refunded on a pro-rata basis if they have already paid the school fees for the term or for the rest of the year.
10. Failure by the Signatories to pay any amount on due date constitutes a breach of this agreement. Should the Signatories fail to remedy the breach within the period specified in any notice, this may result in the cancellation of the agreement. On breach, the balance of the annual tuition fee will be immediately due and payable and may be retained by Oxford as a cancellation fee.

**PARENT/GUARDIAN’S SIGNATURE.....**

**CANCELLATION WITH THREE MONTHS' NOTICE**

1. The Signatories are entitled to terminate the contract with three calendar months' written notice.
2. If no notice is given, you will be liable for three months school fees in lieu of the notice.
3. No indulgence which Oxford may grant to you will constitute a waiver of any of its rights unless reduced to writing and signed by an authorized representative of Oxford.

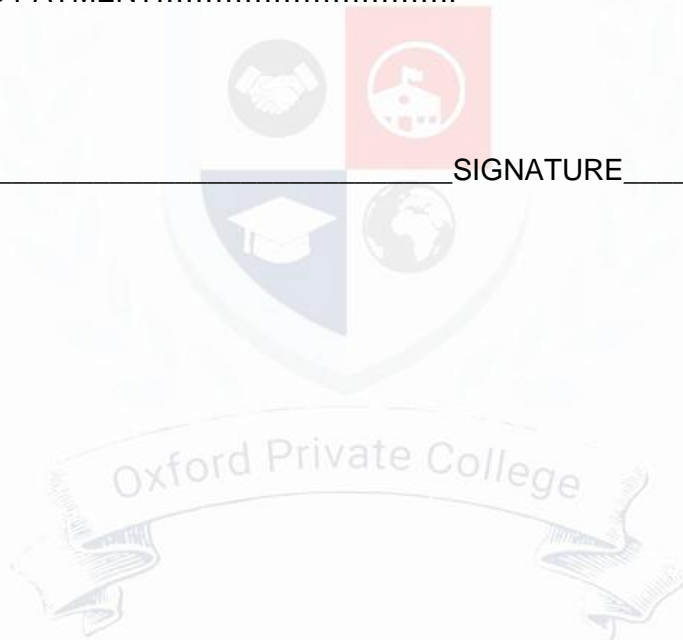
**Select the preferred school fees payment option.**

A. ANNUAL FEES PAYMENT .....

B. MONTHLY FEES PAYMENT.....

NAME AND SURNAME \_\_\_\_\_  
(PARENT/GUARDIAN)

SIGNATURE \_\_\_\_\_



**ADMISSION CODE FOR PARENTS**

**Parents or guardians of students seeking admission must agree to the following terms and conditions of enrolment set out by the board of directors.**

1. I will allow my child to be interviewed prior to admission if deemed necessary by the school
2. I will provide the school with my child's latest school report upon request
3. I will provide the school with a character reference of my child from the previous school upon request
4. I will pay school fees in advance by the 30<sup>th</sup> of every as per school policy
5. I understand that the stipulated school fees do not include Cambridge exam fees or any other fees that may become payable to the school
6. I understand that the school follows a three-term calendar and Cambridge syllabus
7. I will adequately provide my child with all the prescribed textbooks and stationery at the start of the school calendar and throughout the school year
8. I will agree for my child to be tested for drugs and alcohol at the discretion of the school.
9. I will accept the decision of the school about suspension/expulsion/or any disciplinary measure taken according to the school's suspension and disciplinary policy
10. I will ensure that the student arrives punctually and observes the prescribed timetable of the school.
11. I will ensure that the student completes homework and assignments conscientiously.
12. I will ensure that the student attends compulsory school functions as set out in the calendar.
13. I hereby accept that while the school will do everything within its power to guide and support the student, parents and students need to accept responsibility for lack of performance.
14. The school is not responsible for any loss of or damage to clothing or any personal property of my child during school hours, although reasonable precautions will be taken in this regard.
15. Should any fees be outstanding, the school reserves the right to withhold internal exams, reports and certificates until payment is made in full and if attorneys are instructed to recover any amounts due, I will be liable for all legal costs involved
16. I understand that Oxford training center is a Christian school and follows Christian principles
17. By my signature, I agree to be bound by the terms and conditions contained herein

**Nb: Cellphones brought to school at owner's risk and must be switched off completely during School hours. Using cellphones during school hours is an offence and will result in the phone being confiscated. The school will not be held responsible for any lost or stolen cellphone.**

PARENT/GUARDIAN'S

NAME.....SIGNATURE.....DATE.....

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**CAMBRIDGE INTERNATIONAL EXAMINATION CENTRE NUMBER: ZA318  
GDE REGISTRATION NUMBER: JN700400677. [www.oxfordprivatecollege.co.za](http://www.oxfordprivatecollege.co.za)**

**DECLARATION**

I \_\_\_\_\_ parent /guardian of \_\_\_\_\_ acknowledge that I understand

And accept the terms and conditions as set out by the school and unconditionally undertake to comply with and adhere to rules, code of conduct and regulations set by the school from time to time

NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

WITNESS: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**STUDENT DECLARATION**

I, \_\_\_\_\_ as a student of Oxford Training Centre, accept that I shall:

- Respect myself by striving to realize my talents, and having pride in my work, thoughts, words, actions, and appearance.
- Respect others by being polite, considerate, and helpful always and by giving my fellow students an opportunity to reach their full potential.
- Respect my environment by consciously caring for my surroundings.
- Accept responsibility by acknowledging that my actions have consequences for which I am accountable.
- Abide by the school rules, regulations and code of conduct as set out by the school
- I am aware that the college has zero tolerance policy to bullying. I realize that should I be found guilty of any form of bullying (be it verbal physical, over the internet or by social exclusion) I will face disciplinary action which may result in my immediate expulsion from the college. My parents / guardian will however still be responsible for settlement of any outstanding school fees as per contract.

I undertake that I will not waste my teacher's time or my parent's money and recognize that my being a student at this school is a privilege not a right.

NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

WITNESS: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**GENERAL SCHOOL RULES (this is not an exhaustive list)**

- All learners must be punctual, late coming will not be tolerated. A learner who arrives after school starting time will only be allowed into the school if accompanied by a parent/guardian.
- All learners must be in proper school uniform
- No littering
- No cellphones during school hours
- No banging of furniture, doors, or other forms of vandalism
- No bullying other learners
- No alcohol, smoking or drugs
- No weapons of any form
- No make-up or nail polish
- No earrings for boys, only studs are acceptable for girls
- No loitering during lessons
- No back chatting on educators, disrespecting educators is a serious offence
- Learners must get permission before leaving school premises during school hours
- No discrimination
- No short [mini] skirts for girls
- Only school hats can be worn during school hours, yet not during classes
- No gambling at school
- No chewing gums in class
- No stealing
- Girls' hair must be neatly tied at the back, only braiding is acceptable. Only white or black hair accessories are to be worn
- Boys' hair must be kept short and neat, no dread locks.
- Learners are to use toilets at breaks, only emergency toilet visits are to be allowed during classes
- Learners must have stationery and books needed at school every day. Work left at home, is work undone!

PARENT SIGNATURE \_\_\_\_\_ LEARNER'S SIGNATURE \_\_\_\_\_





**OXFORD UNIFORM**

**Our exclusive uniform supplier (for all items with logo):**

**Montroux School Wear**

**Shop 30 Northcliff Corner Shopping Centre**

**Corner Beyers Naude & Milner avenue.**

**Tel: 011 782 5796**

