



ORTLOFF'S GARAIPHA HOSTEL

APPLICATION FOR BOARDING - 2027

PLEASE INDICATE:

- ☐ New application
☐ Re-registration

COMPULSORY TO COMPLETE ALL FIELDS OF THIS FORM – if not applicable, indicate with n/a

REASONS FOR APPLYING FOR BOARDING:

Learner Information	
Surname:	Grade:
Full names:	
Preferred name:	
Gender : (male/female)	
Identity number:	
Date of birth (dd/mm/yyyy)	
Nationality:	
<i>Domicilium citandi et executandi</i> address:	
Home language:	
Religion:	
Marital status of parents:	
Any of the parents deceased?	None ☐ Father ☐ Mother ☐ Both ☐
Details of Father / Guardian	
Full names	
Surnames	
Identity number	
Cell phone number:	
Additional contact number:	
Email address:	
<i>Domicilium citandi et executandi</i> address:	
Postal address:	
Occupation:	
Employer:	
Employer address:	
Work contact number:	
Details of Mother / Guardian	
Full names	
Surnames	
Identity number	
Cell phone number:	
Additional contact number:	
Email address:	
<i>Domicilium citandi et executandi</i> address:	
Postal address:	
Occupation:	
Employer:	
Employer address:	
Work contact number:	

Medical information of learner			
Doctor:			
Contact number:			
Medical aid name:			
Medical aid number:			
Main member:			
Allergies:			
Chronic illnesses:			
Other medical conditions:			
Chronic medication:			
Is your child's immunizations up to date	YES	NO	
Emergency contact person (if parents cannot be reached)			
Name and surname:		Name and surname:	
Relation to learner:		Relation to learner:	
Contact number:		Contact number:	
Person/s learner resides with (Complete if this information differs from parents')			
Initials and surname:			
Identity number:			
Contact details:			
Relation to learner:			
Person/s allowed to collect learner from school			
Name and surname:		Name and surname:	
Identity number:		Identity number:	
Contact number:		Contact number:	
Relation to learner:		Relation to learner:	
Person Responsible for Account			
Full names:			
Surname:			
Identity number:			
Occupation:			
Employer:			
Contact number: Work			
Contact number: Home			
Cell phone number:			
E-mail Address:			
<i>Domicilium citandi et executandi</i> address:			
Relation to learner:			

Medication consent form:

Medication: Please note that in order for Orloff's School to administer the following treatments/medicine to your child you will have to sign in the blocks to give permission for the staff of the School to administer the following treatments/medicine to your Child. Any oral medication will only be administered once we have contacted you telephonically.

Type of medication	Use	Permission to administer (Tick)	
Bactroban or Germolene	Cuts or scrapes	☐ Yes	☐ No
Buscopan	Stomach cramps	☐ Yes	☐ No
Panado syrup/ Ponstan	Fever/ temperature	☐ Yes	☐ No
Burnshield	Burns	☐ Yes	☐ No
Anthisan	Insect bites/ stings	☐ Yes	☐ No
Empaped	Severe pain	☐ Yes	☐ No
Other (please specify)			

I, _____ (Parent's/Guardian's name) Indemnify the School from any contra-indication or side effect if so occurs when administering the above medication to _____ (Child's name). I also do not hold the School responsible for the management of any medication I have provided for my Child, with regard to expiry date and condition of the medicine.

Parent's/Guardian's signature: _____

Date: _____

In the case where a child falls very ill, the parents will be contacted and notified. Should it be late at night and an emergency where the parents could not be reached, the child will be taken to Dr Jimmy van den Berg in Ruiter Street - Mokopane. Dr van den Berg is our Emergencies on Call Doctor. Please be advised, should your child need medical attention and we take your child to the Doctor you as Parent / Guardian will be responsible for the Doctor's account.

I, _____ (Name of parent/guardian) hereby understand the above regarding medical assistance in case of emergencies. I also acknowledge in signing below I fully understand everything in this regard.

Parent Signature

I acknowledge that should my child **be withdrawn from boarding**, I will give the school **no less than 1 month's notice in writing**. No notice will be accepted from October through November. I also acknowledge that I have read the attached information regarding fees, rules and the Terms of the Boarding.

SIGNED: _____
PARENT / GUARDIAN

DATE: _____

FEES:

Annual Development fee: R500 (Payable for new registrations, **AS WELL AS** returning boarders.)
Monthly fee: R2800 ***Paid by the 7th of each month***

Initial

Payment section:**Collection system (debit order arranged by Ortloff's).****Please complete:**

Name of account holder:				
Name of bank:				
Account number:				
Account type:	Current(chèque)	Savings	Transmission	
Branch code:				
Collection Date (Tick)	1	7	15	

Bank Account Details:**Please ensure that you use the correct account when making electronic payments.**

MAIN SCHOOL FEE ACCOUNT: STRICTLY FOR SCHOOL FEES (Incl. swimming, transport, boarding, homework) Ortloff's School (PTY) Ltd First National Bank Account number: 62158540487 Reference: Account code &/ OR Learner name & surname Proof of payment to: ortloffskind@mokopane.za.net	RESOURCES ACCOUNT: STRICTLY FOR PAYMENT OF REGISTRATION-, RESOURCE-, AND/OR DEVELOPMENT FEES Ortloff's School Resources First National Bank Account number: 63107319378 Reference: Account code &/ OR Learner name & surname Proof of payment to: ortloffskind@mokopane.za.net
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ORTLOFF'S GARAIPHA HOSTEL CONSENT AND INDEMNITY FORM

I, (full name of parent / legal guardian)	
Identity number	
Domicilium citandi et executandi address:	

The parent / legal guardian of _____ (**FULL NAME OF CHILD**), hereby give my consent for my child to reside and take part in any and all activities of the Ortloff's Garaipha Hostel, whether conducted on the school premises or extra-mural, but not limited to games, athletics, tours and excursions of general, vocational, educational, historical or scientific interest.

I fully understand and accept that such residence and all activities shall be undertaken at my and my child's own risk and I undertake, on behalf of myself, my spouse, my executors and my aforesaid child to indemnify, hold harmless and absolve Ortloff's Preparatory School and Garaipha Hostel, its Management, the Principal and the Staff against and from any and all claims whatsoever which may arise in connection with any loss or damage or death to the person of my aforesaid child in the course of his/her residence and such activities.

In the event of my child being injured, or in the event of illness, I hereby authorize the Ortloff's Preparatory School and Garaipha Hostel and/or its agents and parents to procure such medical treatment/surgery as may be deemed necessary, hereby authorizing them, on my behalf, to sign inter alia a consent to surgical and other procedures with the understanding that the School and/or its agents will Endeavour to contact and inform the parents/legal guardian prior to such consent being signed. I hereby indemnify Ortloff's Preparatory School and Garaipha Hostel, its employees, agents or parents from all medical and hospital costs occasioned thereby.

Signed: _____ at (place) _____ on _____ day of _____ 20____.

Initial

Fees, Rules and Terms of Garaipha Boarding Home

1. Finances

1.1 General

Upon successful admission/enrolment of a Learner at the School, the Monthly School Fees and/or Enrolment Fees and/or Registration Fees and/or Annual Reregistration Fees and/or Development & Resource fees and any other Additional Fees for each Learner as set out by the School, are payable as follows:

- a) Monthly School Fees are payable in full, on/before the 7th (Seventh) day of each preceding month;
- b) Enrolment and/or Registration Fees and/or Re-registration Fees and/or Development & Resource fees are payable in full, before a Learner will be allowed entrance at the School;
- c) Any other Additional Fees are payable in full, within 7 (seven) days of receipt of an invoice/statement, or on/before the date stipulated by the School.

- 1.1.1 It is the responsibility of the parents/legal guardians/person responsible for account, to verify all the applicable fees payable.
- 1.1.2 The parents/legal guardians/person responsible for account, agree to reimburse to the School any expenses that the School incurs on behalf of or in relation to the Learner, such as emergency medical expenses. Proof of such expenses will be made available to the parents/legal guardians/person responsible for account, upon request.
- 1.1.3 Once a Learner has been admitted to the School, the parents/legal guardians/person responsible for account, are liable for the full year's School Fees for that specific year (therefore, January to December).
- 1.1.4 School Fees are due and owing from the beginning of the school year and in the event that interest may accrue as a result of the upfront payment of fees, such accrued interest shall be considered to be the School's income. It is specifically recorded that the parents/legal guardians/person responsible for account, consents to and acknowledges that they will not be paid any interest that may accrue as a result of the upfront payment of School Fees.
- 1.1.5 School Fees are to be paid in advance, either annually, termly or monthly (on/before the 7 (seventh) day of each month). Should the parents/legal guardians/person responsible for account, elect to make monthly payments, they authorise the School to set up a debit order against their bank account for the payment of the monthly School Fees. For the avoidance of doubt, where parents/legal guardians/person responsible for account, elect to make monthly payments, such payments are apportioned over 12 (twelve) equal monthly instalments (including December). It should further be noted that the School may, following information obtained from any credit report of the parents/legal guardians/person responsible for account, prescribe a particular payment period for the parents/legal guardians/person responsible for account.
- 1.1.6 If the parents/legal guardians/person responsible for account, fail to pay any fee on the due date, and the School grants them an indulgence of time to make such payment, this shall not be regarded as a waiver by the School of their right to insist that all amounts owing be paid immediately or an agreement that the payment dates for the remaining instalments have in any way been extended or altered. The School does not have an obligation to extend any payment date, but may do so in their sole discretion.
- 1.1.7 The School may from time to time notify the parents/legal guardians/person responsible for account, of Additional Fees which relate to specific activities, outings, stationery, and other items which may be recurring or once off, by giving advance notice to the parents/legal guardians/person responsible for account.
- 1.1.8 The School reserves the right to not permit a Learner to attend any extramural activities and/or excursions should the parents/legal guardians/person responsible for account, not have paid any required fees, that are due and owing to the School.
- 1.1.9 The parents/legal guardians/person responsible for account, will not be entitled to any reduction or refund in respect of School Fees or Additional Fees for any period that a Learner is under suspension or should the Learner be expelled, unless determined otherwise at the sole discretion of the School.
- 1.1.10 Where there is more than one parent/legal guardian/person responsible for account, the liabilities or obligations will be **joint and several, the one paying the other to be absolved**. This means that the School will be entitled to look to all or any one or more of them for the enforcement of its rights and that none of them will be entitled to resist any claim on the grounds that it is liable or responsible for only a limited share of such claim.
- 1.1.11 The School shall be entitled to charge **interest** on any and all outstanding amounts at a rate of the lower of 2% (Two Percent) per month or the highest percentage allowed by law.
- 1.1.12 The School shall be entitled to hand overdue accounts over to its attorneys for collection, who may in turn charge all default, administration, and collection costs on an **attorney-and-own-client scale**.
- 1.1.13 The parents and/or legal guardians may delegate the obligation of payment of School Fees and Additional Fees to a third party. The School may however still, at their sole discretion, elect to claim any outstanding amounts from the Parents and/or Legal Guardians and not the third party. The School may, at their sole discretion, require a third party to sign an agreement with the School to confirm that they will be responsible for the payment of School Fees and Additional Fees.

1.2 LEGAL CONSEQUENCES:

- 1.2.1** The Parties agree that failure by the parents/legal guardians/person responsible for account, to settle any School Fees and/or Additional Fees which become due, owing and payable shall constitute a breach of the agreement. In that event, and without prejudice to any other rights that the School may have, the balance of the outstanding amounts will become due and payable, 7 (seven) days after the date that the notice of breach is sent to the parents/legal guardians/person responsible for account. In the event that, the parents/legal guardians/person responsible for account, does not remedy the breach, then the School shall be entitled to:
- Cancel/withdraw the Learner's admission/enrolment and/or claim specific performance in terms of any/all agreements/contracts signed between the Parties.
 - The Learner may be required to leave the School at the end of the School Term in which the default occurred or 30 (thirty) days after the default occurred (whichever is the longer period). This period is to allow the Learner time to find an alternative school.
 - Present a form of a financial statement/document, prepared by the appointed financial representative of the School, indicating all of the outstanding amounts that are due and owing by the parents/legal guardians/person responsible for account. This shall be sufficient proof of the outstanding amount for the purpose of obtaining judgment (whether by default or summary or provisional sentence) in any legal proceedings. The burden of proof shall be on the parents/legal guardians/person responsible for account, to indicate why the financial statement/document is incorrect; and/or
 - To institute legal steps or legal proceedings against the parents/legal guardians/person responsible for account, to recover the overdue amount and all legal costs incurred by them, on an **attorney-and-own-client scale**, including collection commission of 10% (Ten Percent).

1.3 DEBT COLLECTION TIMELINE:

This is a summarized and proposed timeline and may the School elect to deviate from this timeline, at their own discretion, should they deem it necessary.

1.3.1 **One month in arrears :**

A warning will be issued by the School to parents/legal guardians/person responsible for account, to effect full payment within 7 (seven) days;

1.3.2 **Two month's in arrears :**

Account will be handed over to attorneys, for formal debt collection procedures of which the parents/legal guardians/person responsible for account, will be liable for the legal costs on an attorney-and-own-client scale.

1.3.3 **Three month's in arrears :**

The Learner will be requested to leave the School at the end of the School Term in which the default occurred or 30 (thirty) days after the default occurred (whichever is the longer period), in addition to clause 2 above.

2. WEEKENDS

I understand that my child cannot stay at the hostel over weekends, and I undertake to collect my child by 16h00 every Friday.

3. SCHOOL HOLIDAYS

The hostel will be closed during scheduled school holidays, as stipulated in the school calendar.

4. MEALS

Boarders will be provided with breakfast, lunch, a mid-afternoon snack and supper.

5. LAUNDRY

The hostel does not have a laundry service. Adequate clothing (including school uniforms) must be packed for the boarders. Please send a laundry bag with your child so that we can put the dirty clothing in the bag (plastic or material it doesn't matter)

6. BEDDING

Bedding will be supplied by the hostel.

7. TOILETRIES (Must be provided by the parent every term)

- 1x Towel
- 3x Toothpaste tubes (age appropriate)
- 1x Toothbrush
- 1x Face cloth
- 1x Aqueous Cream
- Toothbrush cover
- Soap holder
- Laundry bag (for dirty clothes)
- 1x Big Vaseline
- 5x bars of 200gr soap every term
- Brushes or combs
- Hair food / hair spray (if applicable)
- Anti-perspirant roll on / -spray
- Deodorant
- Mosquito repellent (e.g. Tabard, peaceful sleep, etc)
- 1x Air freshener spray
- Shoe polish
- 2x Shoe polish brushes (1 for polish and 1x for buffing)
- 18x Rolls toilet paper **for the year.**

8. Rules and guidelines for Garaipha Hostel

- Please drop your child at the hostel every Monday morning with their bags. No child will be allowed to come to the Hostel on a Sunday evening. Children must be collected on Fridays before 16h00.
- Bags must be dropped at the hostel on Monday morning.
- Any medication must be given to the Hostel Teachers. Medicine must be put into a small cooler bag (available at Pep stores). Clearly mark the cooler bag and the medicine and give clear written instructions of how medication must be given.
- Please make sure that your contact details are always up to date in case the Teachers need to contact you during the night for emergencies. If there are any changes please notify the office or the Hostel Teachers.
- Parents are not allowed to come visit the children during the week from 17h00. Parents are also not allowed to bring the children extra food or sweets. They are provided with Meals that are more than enough.
- Gr.R – Gr.7 parents can provide a packet of chips for break time every day of the week.
- **ALL items to be clearly marked. We cannot take responsibility for lost and/ or damaged items.**
- Learners may be contacted on **0774183642** between 17h15 – 19h15. Please be considerate of other learners who would also like to receive calls.

You may contact the Teachers at the Hostel on the above mentioned number, either via WhatsApp or phone call, to make any arrangements regarding your child.

The best time to contact the Teachers will be from 17h00 in the afternoons.

PARENT COMMITMENT

I, the mother/father/guardian (please circle) of _____ (name of learner), acknowledge that I have received, read and understood the rules and policies of Garaipha Boarding House at Orloff's School.

I undertake to comply with all boarding house requirements, to meet all financial obligations promptly, and to support the boarding house staff in maintaining a safe, respectful and disciplined environment.

I further undertake to familiarize my child with these rules and to encourage his/her full cooperation with the boarding house policies and procedures.

Parent/Guardian Signature: _____

Date: _____