



Aurora Village, Farm 624 Doornbult, Soetdorings Road.
info@auroravillage.co.za
 Cell: 0781584839 Cell: 079722885

LODGING APPLICATION AGREEMENT 2021 / 2022

PLEASE COMPLETE IN BLACK INK AND CAPITAL LETTERS AND INITIAL THE BOTTOM RIGHT CORNER OF EACH PAGE

Between

DINO'S STUDENT HOSTEL situated at AURORA VILLAGE

And

Parent/Guardian 2 (Full names)

Identity Number (copy I.D. to be attached)

Full postal address

Full residential address

Telephone (h) Telephone (w)

Cellular number (1) (2) (3)

Email address

Parent/Guardian 2 (Full names)

Identity Number (copy I.D. to be attached)

Full postal address

Full residential address

Telephone (h) Telephone (w)

Cellular number (1) (2) (3)

Email address

Surname of boarder / lodger

First names in full

Date of birth Identity Number

Male/Female Grade

Sibling at Elica YES / NO If YES: Name, Surname and Grade Gr

Proposed grade of entry RELIGION

Home Language

LODGING FEE AGREEMENT – DINO’S STUDENT HOSTEL (AURORA VILLAGE)

I / We the undersigned,

1. _____ Parent / Legal guardian
- and
2. _____ Parent / Legal guardian

Application:

Full names Surname & ID of child:

I/We agree to conform to all rules and regulations as laid down by Dino’s Student Hostel from time to time.

1. I/We acknowledge that I/we are jointly and severally liable for the payment of the full amount of fees and disbursements to be charged by Dino’s Student Hostel / Aurora Village in respect of the whole period during which my/our son/daughter is registered as a boarder at Dino’s Student Hostel / Aurora Village. This amount includes, but is not limited to, any other fees and/or disbursements charged by from time to time Dino’s Student Hostel / Aurora Village me. I/We declare that I/we am/are in a financial position to pay the hostel / boarding fees as adopted.
2. **I/We agree to pay all fees and disbursements charged by Dino’s Student Hostel / Aurora Village in advance on/before the first day of each term or as selected on the Payment Options form.**
3. I/We agree to pay 5% interest per month on overdue boarding / lodging fees and disbursements calculated per outstanding period from the day of default.
4. I/we acknowledge that I/we am/are aware, of and agree to, the fact that the registration fee of R.....paid by me in regard to my son/daughter’s boarding / lodging is **non-refundable and will be forfeited in the event of my cancelling the registration of my son/daughter’s boarding / lodging.**
5. I/We acknowledge that any indulgence or extension granted by regarding to payment of boarding/ lodging fees will not be regarded as a waiver of any of the rights of Dino’s Student Hostel / Aurora Village.
6. **I/We acknowledge that in the event of boarding / lodging fees not being paid by the due date, whether by way of a term’s advance payment or monthly debit order, such failure on my/our part will cause the whole outstanding balance of the annual school fees then outstanding to become immediately due and payable.**
7. I/We acknowledge that without limiting or detracting from Dino’s Student Hostel’s /Aurora Village’s rights to enforce payment of any and all monies due to Dino’s Student Hostel / Aurora Village by the Applicant, Dino’s Student Hostel / Aurora Village may in its sole discretion:
7.1 Withhold Reports should there be any arrears on boarding / lodging fees.
7.2 Refuse the return of the boarder / lodger to Dino’s Student Hostel / Aurora Village until the arear boarding / lodging school fees are paid up to date (see below – termination).
8. I/We acknowledge that in the event of Dino’s Student Hostel / Aurora Village being obliged to hand over for collection to its attorneys any outstanding boarding fees, I/we shall be liable for all legal costs on a client / attorney scale.
9. **After 30 days of arrears not being paid or the account being handed over to attorneys, in the absence of any arrangement with Dino’s Student Hostel / Aurora Village, the parents may be notified or refused access - CONTRACT WILL BE TERMINATED.**

TERMINATION AND / OR CHANGE OF ENROLMENT STATUS

Once the boarder / lodger has entered the boarding / lodging facility Dino’s Student Hostel / Aurora Village a clear term’s written notice of withdrawal must be given to, Management, if the parent wishes to terminate this contract for any reason and to withdraw the boarder / lodger prior to the final exit examination. If such notice is not given, a full term’s fees, at the rate applicable for the next term in which the boarder would have been, shall be paid in lieu thereof. **A full term’s notice is applicable when changing a learner’s enrolment status.**

I/we consent that all particulars, regarding outstanding boarding fees may be declared on a Transfer Letter issued.

Payment Information

Dear Parents / Guardians

The **Payment Option Form** is attached and should be completed and returned to the school by no later than two days after collection of application form. Date:

Detailed below are the various payment options:

Annual Payment:

Fees are due, in full, before the first day of the first term.

Termly Payment:

Termly fees are due for payment before the first day of each term.

Should you select the annual or termly payment option and your payment is not received on the due date, your account will automatically default to the monthly option and the administration fee will be charged to your account.

Monthly Payment:

Monthly fees will be billed over 12 months, from January to December. Payment is due on or before the 1st day of each month, **an administration fee of R75.00 will be charged on late payments.**

The debit order deduction date for monthly payments will be on the last working day of every month.

The Payment Option Form, Fee Schedule and Debit Order Authorisation Form are attached.

You will receive a statement in December 2021 showing fees due for payment in January 2022 (based on your selection).

Should you have any queries regarding the above, please do not hesitate to contact the accounts department for assistance: mail@elicaprimaryschool.co.za

We thank you in advance for your co-operation and assistance, to ensure a smooth transition into 2022.

PLEASE DO TAKE NOTE: ADD 2.5% BANK CHARGES WHEN PAYING WITH A CREDIT / DEBIT CARD

PAYMENT OPTIONS FOR BOARDING ACCOUNT

Kindly complete the sections and email to: info@auroravillage.co.za

FAMILY INFORMATION:

Surname:	BOARDING / LODGING Account No:
E-Mail:	
Tel No:	Cell No:

Boarder / Lodger Names	Grade	Boarder / Lodger Names	Grade

FEE BILLING OPTION – PLEASE TICK YOUR SELECTION:

Option 1 – Annual Fee Billing	By January 20th 2022	
Option 2 – Termly payment	By 1 st day of each Term	
Option 3 – Monthly payment	By 1 st of each month, starting _____ 20__	

FEE PAYMENT OPTION – PLEASE TICK YOUR SELECTION:

DEBIT ORDER Fees Termly and Extras Monthly	
CREDIT CARD / DEBIT CARD (add 2.5% bank charges)	
EFT / CASH	

BANKING DETAILS		
Account Name	Dino's Student Hostel	
Bank	ABSA	
Branch Code	632005	
Account Number	404 914 6728	

Signed By : _____

Date : _____

Signature : _____

BOARDING FEES
MONTHLY / TERMLY DEBIT ORDER AUTHORIZATION

Please complete and return this document before 15 JANUARY 2022

DEBIT ORDER INSTRUCTION-PLEASE TAKE NOTE YOU (ACCOUNT HOLDER) MUST INSTITUTE, THE DEBIT ORDER, INSTRUCT AND AUTHORIZE YOUR BANK

I hereby agree that the Hostel may debit my account in respect of school fees and other amounts due to the Hostel under the following conditions:

- 1 The debit to my account shall be value of the fees divided by 12 for monthly payments or 4 for termly payments plus ad hoc charges that may arise from time to time.
- 2 The deduction will be made on the dates as stipulated on the Payment Options Form.
- 3 Changes in fees, amounts owing, and debit order amounts will be advised prior to any such change being effected.
- 4 This authority may be cancelled by me by giving 30 days' notice, in writing, by prepaid registered post.
- 5 Details of each withdrawal will be printed on my bank statement or an accompanying voucher.
- 6 If, for any reason, the debit order is rejected, the Hostel shall have the automatic right to **double** the amount of the debit order in the following month.
- 7 In the event of the debit order being rejected, the Hostel shall have the right to recover bank charges and any other costs associated with the rejected debit order, as well as all Attorneys and own client costs which could be incurred in the event of legal action being instituted for recovery of outstanding amounts.
- 8 The Magistrate's Court shall have jurisdiction in any legal action which could be instituted for recovery of amounts due in terms of the aforementioned paragraph.

The details of my bank account are as follows:

Name of account holder: _____

Name of Bank/Building Society: _____

Branch name and town: _____

Branch Number:

--	--	--	--	--	--	--

Account Number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Type of Account: Current Transmission

(Note: This debit order is only able to operate on a current or transmission account)

Signed: _____
Father/Guardian

Signed: _____
Mother/Guardian

INDEMNITY

We indemnify Dino’s Student Hostel / Aurora Village and its staff or their authorised agents against any and all claims that may arise from any injury, death, loss, damages, costs or expense, including legal costs, suffered by me or my son/daughter at any time whilst enrolled as a boarder at Dino’s Student Hostel / Aurora Village.

Unless otherwise specified, I hereby authorize Dino’s Student Hostel / Aurora Village to get the pupil to the nearest Provincial Hospital or Clinic in case of medical emergency.

This agreement contains the entire agreement between the parties and no amendments will be of any force or effect unless reduced to writing and signed by both parties.

SIGNED.....

..
(Parent/Guardian 1)

SIGNED.....

..
(Parent/Guardian 2)

VIS MAJOR

VIS MAJOR means in relation to the partnership any circumstances beyond the control of the Partnership including but without limitations of God, explosions, food, tempest, fire or accident or sabotage, insurrection civil disturbance, sickness, quarantine, pandemics, Government intervention, weather condition or other unforeseen occurrences. Dino’s Student Hostel shall not be deemed to be in breach of this terms and conditions or otherwise be liable to you by reason of delay of any of its obligations hereunder to the extent that any such delay or non-performance is due to a VIS MAJOR. If Dino’s Student Hostel /Aurora Village is affected by VIS MAJOR which make it impossible to perform in Terms of this agreement it shall be entitled to and may in its sole and absolute discretion vary or cancel any agreements. Payments of any refunds as a result of non-performance of any, Dino’s Student Hostel / Aurora Village obligations hereunder shall remain in its sole discretion.

PLEASE NOTE THAT CERTAIN DOCUMENTS MUST ACCOMPANY THIS APPLICATION

1. Certified copy of Birth Certificate or Identity Document, and two ID photos of boarder / lodger.
2. Certified copy of Identity Document of EACH parent and/or guardian.
3. Completed Options of Payment Form.
4. Completed Consent for Credit Check (South African residents only).
5. Payslips & Bank statements (not older than three months) – Proof of Residence.

YOUR APPLICATION WILL NOT BE CONSIDERED IF THE ABOVE-MENTIONED ITEMS DO NOT ACCOMPANY THE APPLICATION FORM

MEDICAL ADMISSION FORM

FULL NAME: _____

DATE OF BIRTH: ____/____/____

ENTRY GRADE _____

FULL NAME AND SURNAME: FATHER : _____

MOTHER : _____

PHONE: (H): _____(W): _____ CELL: _____

RESIDENTIAL ADDRESS: _____

E-MAIL ADDRESS: _____

MEDICAL AID DETAILS

NAME OF SCHEME _____ OPTION _____

MAIN MEMBER _____ I.D. NUMBER

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

MEDICAL AID NUMBER _____ DEPENDANT CODE _____

Please note: A copy of both sides of medical aid card, together with a copy of the identity book of the principal member must accompany this form

PLEASE SUPPLY THE FOLLOWING VITAL INFORMATION FOR OUR RECORDS

DATE OF LAST TETANUS TOXOID INJECTION _____

ALLERGIES (Bee stings, medication, etc.) _____

OPERATIONS (Grommets, tonsillectomy, etc.) _____

SERIOUS ILLNESS (Rheumatic fever, hepatitis, malaria, etc.) _____

PERMANENT CONDITIONS (Asthma, diabetes, ADHD, etc.) _____

PERMANENT TREATMENT (Inhalers, insulin, Ritalin, etc.) _____

PSYCHOLOGICAL HISTORY (Anorexia, depression, etc.) _____

OTHER (Bed-wetting, fear of the dark, etc.) _____

(Please supply details on a separate sheet, if necessary)

DAY SCHOLAR: NAME OF DOCTOR: _____ TEL NO. _____

ALL SCHOLARS WILL AUTOMATICALLY FALL UNDER THE CARE OF THE SCHOOL DOCTOR/HEALTH CARE PRACTITIONER APPOINTED BY THE SCHOOL.

CONSENT TO OPERATE

I agree that if, in the opinion of the Headmaster or his Deputy, an emergency has arisen and the parents cannot be contacted, the Headmaster or his Deputy, or a staff member nominated by the Headmaster or his Deputy, has authority to permit a Medical Practitioner, Dentist or other auxiliary Medical Practitioner nominated by him/her to carry out any treatment, or administer a general anaesthetic, or perform any operation that may be considered necessary in the circumstances, on my child.

Parent/Legal Guardian

Date

CHECK LIST

OFFICE USE ONLY

Pages: 9-13 to Parents

Page Nr	TOPIC	CHECK ✓
1	Application Form	
2	Boarding / Lodging Fee Agreement	
3 & 4	Payment Information & Options	
5	Debit ORDER Authorisation (If applicable)	
6	Indemnity	
7	Medical Admission	
8	Check List	
9	Fee Structure	
10	School wear	
11	Casual Clothing List	
12 - 13	Boarding / Lodging Policy	
9 - 13	Documentation to parents	

Additional Documents (Copied and Original)	CHECK ✓
ID (Mother & Father)	
Birth Certificate and two ID Photos of learner	
Medical Card	
Clinic Card	
Each parent has signed each page of the Hostel Contract	
Office personnel has signed each page of the Hostel Contract with parent	
Pay slips & Bank statements (not older than three months) – Proof of Residence	

Admin Signature : _____

Date : _____

FEE STRUCTURE

(Subject to change)

MONTHLY	TERMLY	ANNUAL
R4 850.00	R19 400.00	R58 200.00

A non-refundable ONCE OFF registration fee will be payable upon registration, per learner.

1. ***Pre-admission amount payable for NEW pupils***

➤ R6 000.00 Once off registration fee payable.

2. **A term's notice is required before removing a scholar or changing a scholar's enrolment status.**

3. Fees are payable annually, termly or, monthly. **Payments may be made by debit order, EFT, credit / debit card (add 2.5% bank charges) OR cash.**

4. Other expenses must be paid at the time the expense arises, or as arranged with the Finance Department.

BANKING DETAILS	
Account Name	DINO'S STUDENT HOSTEL
Bank	ABSA
Branch Code	632005
Account Number	404 914 6728

BOADER / LODGER SCHOOL CLOTHING LIST

<u>GIRLS SCHOOL UNIFORM</u>			
<u>SUMMER</u>		<u>WINTER</u>	
SKIRTS	(X 3)	GREY LONG PANTS	(X 3)
WHITE SHORT SLEEVE SHIRT	(X 3)	WHITE LONG SLEEVE SHIRT	(X 3)
WHITE ANKLETS	(X 3)	WHITE ANKLETS	(X 3)
PULLOVER		TIE	
BLACK (POLISHABLE) SHOES/BATA		JERSEY	
		BLAZER	
		BLACK (POLISHABLE) SHOES	

<u>BOYS SCHOOL UNIFORM</u>			
<u>SUMMER</u>		<u>WINTER</u>	
WHITE SHORT SLEEVE SHIRTS	(X 3)	GREY LONG PANTS	(X 3)
GREY SHORTS	(X 3)	WHITE LONG SLEEVE SHIRTS	(X 3)
GREY SOCKS	(X 3)	GREY SOCKS	(X 3)
PULLOVER		BLACK (POLISHABLE) SHOES /BATA	
BLACK (POLISHABLE) SHOES /BATA		JERSEY	
BLACK BELT		BLAZER	
		TIE	
		BLACK BELT	

<u>SPORTSWEAR</u>			
<u>GIRLS</u>		<u>BOYS</u>	
TRACK SUIT (WINTER)		TRACK SUIT (WINTER)	
PT SHORT		T SHIRT	
T SHIRT		PT SHORT	
WHITE (RUNNING SHOES) TEKKIES		WHITE (RUNNING SHOES) TEKKIES	
WHITE SOCKS / SECRET SOCKS		WHITE SOCKS / SECRET SOCKS	

CASUAL CLOTHING LIST FOR BOARDERS / LODGERS

GIRLS		BOYS	
Panties	12	Underpants	8
Bras (flesh-coloured for school wear)	4	Pyjamas	3
Pyjamas	3	Slippers/Slops	1
Dressing Gown	1	Vests (optional)	2
Slippers	1	Jeans/Shorts/Tracksuit pants	2
Vests/Spencer (optional)	2	Casual Shirts/T-shirts	6
Casual Shoes	2	Jerseys/Tops/Tracksuit Tops	3
		Toilet bag (toiletries, nailbrush, toothbrush etc.)	1
Jeans/Shorts/Tracksuit Pants	4		
Dresses	2	Blanket	1
Towels	4	Duvet	1
Blanket	1	Duvet Covers	2
Duvet	1	Fitted Sheets	2
Duvet Covers	2	Pillowcases	2
Fitted sheets	2	Pillow	1
Pillow	1	Towels	4
Pillowcases	2	Coat hangers	6
		Permanent Marker Pen	1
Laundry Bags	2	Laundry bags	2
Coat hangers	6	Toilet rolls (monthly) x 12 rolls	
Toilet Bag (Toiletries – nailbrush,toothbrush,etc)		Omo washing powder 2kg (monthly)	
Toilet Rolls (monthly) x 12 Rolls		Tissues	1
Omo washing powder 2 kg (monthly)	1		
Tissues	1		
Permanent Marker pen	1		
Jerseys/Tops/Tracksuit tops	4		

- All items must be marked with a permanent marker;
- No radios, trunks, or TV or irons;
- All bedding, single beds only;
- Suitcases must be taken home after unpacking;
- All items must be taken home during school holidays;
- **Boarders / Lodgers must be collected before 15h00 every second weekend, long weekends and school holidays. Dates available on year planner. (Subject to change).**

BOARDING / LODGING POLICY

REVISED 10 APRIL 2018
REVISED 28 OCTOBER 2018
REVISED NOVEMBER 2019
REVISED AUGUST 2020
REVISED MAY 2021

Introduction:

We offer well-equipped boarding/ lodging facilities.

Facilities:

Girls, from (date of birth 2015) age 6 (Grade R), and 13 years of age (Grade 7) share various chalets allocated for girls within their age groups. Boys from age 6 -12 years of age share various chalets within their age groups. We can Regrettably not accommodate boys older than 12 years.

A spacious and spotless kitchen and dining room create a pleasant background for mealtimes.

Staff:

We are proud to apply the “home from home” principle. We have dedicated and experienced “mothers” that are fulfilling the role of parents, comforting, cooking, feeding, supervising and caring for each boy and girl.

Parents are requested to mark every item of clothing clearly, to make identification easy and prevent confusion and loss.

Medical:

We have a trained First Aider on the premises, and our experienced “mothers” who take care of all minor ailments and injuries. Parents are requested to supply a **duplicate medical aid card** or name and number of medical aid membership and clear instructions and phone numbers regarding emergencies.

If a child becomes sick, the parents / guardians will be informed, and the sick child should be taken home.

We have a HEALTH and SAFETY policy which also applies to our hostel.

Activities:

We believe that development of children rather take place through communication, creative play and outdoor activities. However, we do have TV’s in all bedrooms, which are regulated by staff members, we do give our children a chance to relax and watch TV.

Afternoon Study:

Homework is a compulsory determined regulation of the Department of Education. We do have two study groups namely Foundation Phase Gr 1 – Gr 3, as well as a Senior Phase group Gr 4 – Gr 7, which is

supervised by our educators on duty. Study takes place on a daily basis. During exams study time is allocated for Gr 5 – Gr 7 learners.

Visitors:

Parents are welcome to visit their children Saturday and Sunday mornings between 11h00 and 12h00.

Telephone Calls:

Parents may call their children in the afternoons from 16:00 – 17:00. Thereafter, no calls may be taken. Please make use of these cell numbers when making a call: **078 1584 839** or **079 7228 853**.

DO TAKE NOTE NO CELLPHONES ALLOWED

Closed Weekends:

Parents may take their children home on any weekend but compulsory “closed week-ends” are every second weekend as well as a month-end-weekend from Friday at 14h00 until Sunday at 14h00 check the Year Planner for dates. **(Subject to change OR as communicated).**

Please take note: Boarders / Lodgers should be collected strictly at 15: 00 NOT LATER THAN 16:00 on closed weekends (Fridays), and the facility re-opens on Sundays at 14h00, after closed weekends and holidays. Kindly consider our staff members too! They also have to travel far, therefore it is essential to collect learners at the said time. Failing, and extra fee will be charged on your account.

Gates are closed and locked 17h30 daily, also during weekends.

Discipline:

Our Boarding / Lodging Rules and Code of Conduct apply. Boarders / Lodgers are expected to adhere to it and to display good manners. Parents are involved if, or when, necessary.

Damage done to property:

Parents / Guardians will be liable for payment of damages incurred to property.

Tuck:

Parents can pay in pocket money at the office, which will be allocated to children according to the parents' instructions. Tuck shop available.

Environment:

We have an Environment Policy which we adhere to. Boarders / Lodgers are made aware of our environment and the need to preserve our assets. Littering is not allowed, and the responsible use of water is promoted.

Education makes a difference

