ID

PHOTO

**ENROLMENT FORM**

Enrolment No: \_\_\_\_\_\_\_\_\_\_\_\_\_

Please attach 1. A Passport size photo

2.A Photocopy of the birth certificate (or Clinic Book)

|  |  |
| --- | --- |
| Student Information | |
| Surname: | |
| First Name: | Preferred first name: |
| Sex: Male ❒ Female ❒ | |
| Date of Birth: | Age: |
| Nationality: | Religion |
| Preferred Spoken language at home: |  |
| Home Address:  Province:  District: | Home Tel no: |
| Postal Address: | |

|  |  |  |
| --- | --- | --- |
| Sibling Information | | |
| Sibling Name | Date of Birth | Grade (if at school) |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |
| --- | --- |
| Contact Information | |
| Father’s information | Mother’s information |
| Name: | Name: |
| Phone number:  Home:  Work:  Mobile: | Phone number:  Home:  Work:  Mobile |
| Email:  Work:  Home: | Email:  Work:  Home: |
| Occupation: | Occupation: |
| Guardian’s Details | |
| Name: | Relation to a child: |
| Phone number:  Home:  Work:  Mobile: |  |
| Email:  Work:  Home: |  |
| Occupation: |  |

|  |  |  |
| --- | --- | --- |
| Placement information (Please tick the appropriate box) | | |
| Grade | Signature | Date |
| kindergarten 1 ❒ |  |  |
| Kindergarten 2 ❒ |  |  |
| Prep 1 ❒ |  |  |
| Year 1 ❒ |  |  |
| Year 2 ❒ |  |  |
| Year 3 ❒ |  |  |
| Year 4 ❒ |  |  |
| Year 5 ❒ |  |  |
| Year 6 ❒ |  |  |

|  |  |  |
| --- | --- | --- |
| School Fee Information | | |
| For enrolment 100% of school fee to be paid in for kindergarten and Primary  (Please check with the school office for the correct School fee).  Registration fee (K50) and is not refundable. | | |
| Payment Received Date: | | |
| Self: |  | Employer: |

|  |  |  |
| --- | --- | --- |
| Bank Information | | |
| Name of the Bank: **Kina Bank**  AC. Account holder: **CARITAS ELEMENTARY SCHOOL**  ACCOU. Account number: **15067378** | |  |
| Payment Received Date: | | |
| Self: ❒  Name:  Email: | Employer: ❒  Name:  Email: | |

|  |
| --- |
| Uniform Fee Information (Included in the school fee) |
| Both the school uniform and the sports uniform are included in the school fee. |
| Extra order for School Uniform: K150 for one pair ❒ |
| Extra order for Sport Uniform: K100 for one pair ❒ |
| Extra order for Special Order: K170 for one pair ❒ |
| Uniform Payment Received Date: |

|  |
| --- |
| Medical Information |
| Please inform if there is any medical history including any allergies: |

|  |
| --- |
| To be filled in by Registering Officer |
| Has presented the original copy of Birth Certificate ❒ Clinic Book❒  Registration Fee: K50.00 \_\_\_\_\_\_\_\_ Signature of Registering Officer: Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_ |

|  |
| --- |
| More Information about child |
| Any Information about child/ family/parents: |

# **School Fee Guidelines and Policy**

**Name of Student: Grade/Class:**

**Date of Enrolment: \_\_\_\_\_\_\_\_\_\_\_**

**SIGNATURE OF PARENTS / GUARDIANS AND SPONSORS – the signature on the enrolment form, agreement form and school fee policy indicate that you have read, understood, and accepted the guidelines that Caritas Primary School set for School Year 2024**

The school is a private institution. We are funded almost completely by school fees. The need to understand and strictly follow these school fee guidelines and policies enables the school to meet the school financial commitments and operate its functions.

**AGREEMENT BETWEEN**

**THE PARENTS/GUARDIANS AND CARITAS PRIMARY SCHOOL**

1. I understand that the task of educating my child is a partnership endeavour between the school and us, parents to fulfil this task; I undertake the commitment to attend all parents’ meeting so as to have more follow-ups on my child. I shall come and hear my child report and discuss my child’s performance with the school principal/directress on specified dates.
2. I understand that **IT** **IS MY RESPONSIBILITIES TO PAY MY CHILD’S SCHOOL FEE 100% before school starts** so as to avoid any inconveniences with the school, and I accept the school policy which will not permit the gate pass of the students.
3. I understand that images of my child may be used in any school publication and school website.
4. I understand that **in case of withdrawal, I must follow the school fee Refund Policy: Before Starting the school, K50-Registration Fee is not refundable.**
5. I undertake to pay fees in accordance with the School Fee Policy and understand that a space will not be held if fees are not paid before the start of the school year/term.
6. I understand that the refund the school fee after the first day of start - **Term 1: 25 % of the school fee refundable will be deducted.**
7. I understand that the refund the school fee after the first day of start - **Term 2: 50% of the school fee refundable will be deducted**.
8. I understand that the refund the school fee after the first day of start - **Term 3: 75% of the school fee refundable will be deducted.**
9. I understand that the refund the school fee after the first day of start -**Term 4: 100% of the school fee will be deducted.**
10. I am aware that the main objective of Caritas Primary School is to form good Christian Values in child according to the teaching and traditions of the Catholic Church. I must, therefore, respect the ways of teachings and customs of the Catholic Church as practiced in the school. The school on the other hand, encourages each student’s religious denominations to live their faith according to their own church traditions to respect for one another.
11. I shall cooperate to the best of my ability to attain the aim of the school, which is to form my child into a good Christian and honest, happy and diligent Papua New Guinea citizens.
12. I acknowledge that school requirements of my child include the followings:

* Punctuality in reporting to the school (School hour: 8:00am -3:00pm)
* School will have no responsibility for any charges or complaints after school hours.
* The parents will be informed and agree to pay **the penalty (K5) for late pick-up** after 4:00pm without complaints.
* Always report any matter at school concerning your child. Please report immediately to the principal or office, not class teachers.
* Students should follow the School Uniform Policy and always need to be well groomed.
* I clearly understand that my child is allowed only a maximum of 30 days of absences (either continuous /cumulative) from school beyond which the student should be considered not eligible for school and eventually be removed from school registration. If your child misses class due to problems/sickness of any other reason, please report to the School’s Administration immediately.
* I understand that a fine of K50 will be paid for the loss of the ID card.
* I understand that there will be no replacement of lost Diary.
* If parents are asked to have any documents prepared by the administration, they will be informed to pay K10 fee.

1. I am aware that the school does not hold any complaints of accident within the school grounds and outside of school.
2. **I HAVE READ AND UNDERSTOOD THE SCHOOL POLICIES** set by the school for this school year 2024.
3. I shall adhere with the policies and agree to abide by the school policies.
4. I am fully informed about school policies and agree to withdraw my child when I break any school rules and Administration request, especially on school fee duty and pick-up time.

Father: Signature: Date: Contact: ­­­\_\_\_\_\_

Mother: Signature: Date: Contact: \_\_\_\_\_

Guardian: Signature: Date: Contact: \_\_\_\_\_

Principal/Enrolling Officer: Signature: Date: \_\_\_\_\_

**(The Parents/Guardians and the Principal/Enrolling Officer enter into this agreement on enrolment day)**