



# HELDERBERG INTERNATIONAL SCHOOL ADMISSION APPLICATION FORM

Address: Hazelden Drive, Heritage Park, Somerset West, 7130  
 Tel: (27) 21 851 6290  
 Fax: (27) 86 564 6432  
 Web: [www.helderberg.iesedu.com](http://www.helderberg.iesedu.com)  
 Email: [contact.helderberg@iesmail.com](mailto:contact.helderberg@iesmail.com)

Request for a place on the waiting list. Date of Application:

## SECTION A: STUDENT INFORMATION

### Personal Details

<b>SURNAME:</b>		<b>PHOTOGRAPH:</b>		
<b>FIRST NAME:</b>				
<b>MIDDLE NAMES:</b>				
<b>Preferred First Name:</b>				
<b>DATE OF BIRTH: (DD/MM/YYYY)</b>				
<b>RELIGION:</b>		<b>GENDER:</b>	Male	Female
<b>FIRST/HOME LANGUAGE:</b>		<b>OTHER LANGUAGES:</b>		

### Citizenship

<b>SOUTH AFRICAN CITIZEN:</b>	Yes	No	<b>RSA IDENTITY NUMBER:</b>	
-------------------------------	-----	----	-----------------------------	--

If not a South African citizen:

<b>NATIONALITY:</b>		<b>PASSPORT NUMBER:</b>		
<b>RESIDENCY STATUS:</b>	Permanent	Temporary	Diplomatic	Refugee/ Asylum seeker
<b>CURRENT VISA EXPIRING DATE</b>				
<b>STUDY VISA REQUIRED:</b>	Yes	No		

### Enrolment Details

<b>APPLYING FOR:</b>	Primary	High	<b>REQUESTED DATE OF ENTRY:</b>	
<b>APPLYING FOR GRADE:</b>				

**Please submit a copy of the student's:**

- Unabridged Birth certificate
- Passport and current visa/Permanent Resident certificate

**SECTION B: STUDENT'S ACADEMIC INFORMATION****Current School's Details**

<b>CURRENT SCHOOL:</b>			
<b>CURRENT GRADE:</b>		<b>STARTED AT THE SCHOOL IN GRADE:</b>	
<b>PRINCIPAL'S NAME:</b>		<b>CONTACT NUMBER:</b>	
<b>PRINCIPAL'S EMAIL ADDRESS:</b>			

*A Student Confidential Report will be sent to the current school for completion by the principal specified above*

**SECTION C: STUDENT'S SIBLING INFORMATION****Siblings Currently at IES Helderberg International School**

<b>STUDENT'S FIRST NAME</b>	<b>STUDENT'S LAST NAME</b>	<b>CURRENT AGE</b>	<b>CURRENT GRADE AT ISHB</b>

**Siblings not at IES Helderberg International School**

<b>STUDENT'S FIRST NAME</b>	<b>STUDENT'S LAST NAME</b>	<b>CURRENT AGE</b>	<b>CURRENT GRADE</b>

**Please submit the student's last two Academic Reports**

**SECTION D: PARENT 1 / LEGAL GUARDIAN INFORMATION**

Parents / Legal Guardians should provide a copy of the South African Identity Document or Passport and permanent resident certificate / current visa.

**Personal Details**

<b>SURNAME:</b>		<b>TITLE:</b> (Mr., Mrs., Prof., Dr.)	
<b>FIRST NAME:</b>		<b>RELATIONSHIP TO STUDENT:</b>	
<b>PROFESSION:</b>			

**Contact Details**

<b>PHYSICAL ADDRESS</b> (including postcode)		<b>HOME TELEPHONE NUMBER:</b>		
		<b>CELLPHONE NUMBER:</b>		
		<b>PRIMARY CONTACT FOR STUDENT?</b>	<b>Yes</b>	<b>No</b>
<b>EMAIL ADDRESS:</b>		<b>SAME AS STUDENT ADDRESS?</b>	<b>Yes</b>	<b>No</b>

**Citizenship**

<b>SOUTH AFRICAN CITIZEN:</b>	<b>Yes</b>	<b>No</b>	<b>RSA IDENTITY NUMBER:</b>	
-------------------------------	------------	-----------	-----------------------------	--

If not a South African citizen:

<b>NATIONALITY:</b>			<b>PASSPORT NUMBER:</b>	
<b>RESIDENCY STATUS:</b>	<b>Permanent</b>	<b>Temporary</b>	<b>Diplomatic</b>	<b>Refugee/ Asylum seeker</b>
<b>CURRENT VISA EXPIRING DATE:</b>				
<b>HOME LANGUAGE:</b>				

**SECTION E: PARENT 2 / LEGAL GUARDIAN INFORMATION****Personal Details**

<b>SURNAME:</b>		<b>TITLE:</b> (Mr., Mrs., Prof., Dr.)	
<b>FIRST NAME:</b>		<b>RELATIONSHIP TO STUDENT:</b>	
<b>PROFESSION:</b>			

**Contact Details**

<b>PHYSICAL ADDRESS</b> (including postcode)		<b>HOME TELEPHONE NUMBER:</b>		
		<b>CELLPHONE NUMBER:</b>		
		<b>PRIMARY CONTACT FOR STUDENT?</b>	<b>Yes</b>	<b>No</b>
<b>EMAIL ADDRESS:</b>		<b>SAME AS STUDENT ADDRESS?</b>	<b>Yes</b>	<b>No</b>

**Citizenship**

<b>SOUTH AFRICAN CITIZEN:</b>	<b>Yes</b>	<b>No</b>	<b>RSA IDENTITY NUMBER:</b>	
-------------------------------	------------	-----------	-----------------------------	--

If not a South African citizen:

<b>NATIONALITY:</b>		<b>PASSPORT NUMBER:</b>		
<b>RESIDENCY STATUS:</b>	<b>Permanent</b>	<b>Temporary</b>	<b>Diplomatic</b>	<b>Refugee/ Asylum seeker</b>
<b>CURRENT VISA EXPIRING DATE:</b>				
<b>HOME LANGUAGE:</b>				

**SECTION F: DETAILS OF STEP-PARENT OR GUARDIAN****Personal Details**

<b>SURNAME:</b>		<b>TITLE:</b> (Mr, Mrs, Prof, Dr)	
<b>FIRST NAME:</b>		<b>RELATIONSHIP TO STUDENT:</b>	
<b>PROFESSION:</b>			

**Contact Details**

<b>PHYSICAL ADDRESS</b> (including postcode)		<b>HOME TELEPHONE NUMBER:</b>		
		<b>CELLPHONE NUMBER:</b>		
		<b>PRIMARY CONTACT FOR STUDENT?</b>	<b>Yes</b>	<b>No</b>
<b>EMAIL ADDRESS:</b>		<b>SAME AS STUDENT ADDRESS?</b>	<b>Yes</b>	<b>No</b>

**Citizenship**

<b>SOUTH AFRICAN CITIZEN:</b>	<b>Yes</b>	<b>No</b>	<b>RSA IDENTITY NUMBER:</b>	
-------------------------------	------------	-----------	-----------------------------	--

If not a South African citizen:

<b>NATIONALITY:</b>		<b>PASSPORT NUMBER:</b>		
<b>RESIDENCY STATUS:</b>	<b>Permanent</b>	<b>Temporary</b>	<b>Diplomatic</b>	<b>Refugee/ Asylum seeker</b>
<b>CURRENT VISA EXPIRING DATE:</b>				
<b>HOME LANGUAGE:</b>				

**SECTION G: RESPONSIBILITY**

Please select the suitable person by placing an X in the appropriate box (if you select other please indicate who e.g. COMPANY):

ARE PARENTS DIVORCED	YES	NO	IF "YES" please answer the following questions	
WHO HAS CUSTODY OF THE STUDENT:	Parent 1	Parent 2	Step-parent/ Guardian	Other (please specify)
WHO IS THE LEGAL GUARDIAN OF THE STUDENT:	Parent 1	Parent 2	Step-parent/ Guardian	Other (please specify)
WHO IS LEGALLY RESPONSIBLE FOR FEES:	Parent 1	Parent 2	Step-parent/ Guardian	Other (please specify)
WHO IS LEGALLY RESPONSIBLE FOR EXTRAS:	Parent 1	Parent 2	Step-parent/ Guardian	Other (please specify)
WHO IS LEGALLY RESPONSIBLE FOR CO-CURRICULAR PAYMENTS:	Parent 1	Parent 2	Step-parent/ Guardian	Other (please specify)

**SECTION H: EDUCATIONAL GUARANTEE PROGRAMME**

Please select the suitable person by placing an X in the appropriate box. The holder will be the parent of the student who registers as "holder" of the Educational Guarantee Program at first enrolment. The maximum age allowed is 60 years at the time of first enrolment.

FATHER		MOTHER	
--------	--	--------	--

**SECTION I: PAYMENT OF FEES & EXTRAS**

Please note that Parents/Guardians are responsible for all payments to be paid to the school at all times. All payments are made payable to **IES INTERNATIONAL HELDERBERG SCHOOL (PTY) LTD** and can be made via CHEQUE, EFT (Electronic Funds Transfer) or CREDIT CARD (located in the Finance Department). The School's Banking Details are as follows:

**NAME OF ACCOUNT:** IES INTERNATIONAL HELDERBERG SCHOOL (PTY) LTD  
**BANK:** FIRST NATIONAL BANK  
**BRANCH:** SOMERSET MALL  
**TYPE:** CURRENT ACCOUNT  
**BRANCH CODE:** 200912  
**ACCOUNT NUMBER:** 62396901269  
**SWIFT CODE:** FIRZAJJ  
**REFERENCE:** Please use the child's FULL NAME at all times

Should a student be sponsored by a company/trust, etc., the payment of fees/extras still remains the responsibility of Parents/Guardians. If such an arrangement exists please complete the box below:

NAME OF COMPANY/TRUST/SPONSOR:	
CONTACT NAME:	
TITLE/POSITION:	
ADDRESS:	
POSTAL CODE:	
TELEPHONE NUMBER:	
FAX NUMBER:	
CELL PHONE NUMBER:	
EMAIL ADDRESS:	

*A Financial Clearance Form will be sent to the current school for completion by the bursar.*

Please submit Proof of Payment for the R500-00 application fee

#### **SECTION J: CHECKLIST OF APPLICATION DOCUMENTS**

Please note that in order to process this application timeously the following documents must be submitted with this application:

<b>TO BE SUBMITTED BY ALL STUDENTS</b>	<b>SUBMITTED</b>
A RECENT PASSPORT SIZE PHOTOGRAPH OF STUDENT	
COPY OF STUDENT'S UNABRIDGED BIRTH CERTIFICATE	
COPY OF STUDENT'S PASSPORT / VISA / PERMANENT RESIDENT CERTIFICATE / RSA IDENTITY DOCUMENT	
COPY OF STUDENT'S LAST TWO ACADEMIC REPORTS	
COPY OF STUDENT'S SPECIAL EDUCATIONAL NEEDS (SEN) REPORT	
COPY OF PARENT 1's RSA IDENTITY DOCUMENT OR PASSPORT AND VISA/PERMANENT RESIDENT CERTIFICATE	
COPY OF PARENT 2's RSA IDENTITY DOCUMENT OR PASSPORT AND VISA/PERMANENT RESIDENT CERTIFICATE	
COPY OF STEP-PARENT/GUARDIAN'S RSA IDENTITY DOCUMENT OR PASSPORT AND VISA/PERMANENT RESIDENT CERTIFICATE	
<u>FOREIGNERS</u> : COPY OF MEDICAL AID CERTIFICATE (for Visa purposes)	
PROOF OF PAYMENT FOR R500-00 APPLICATION FEE	

## ADMISSION PROCESS

**Documents.** All required documents as per checklist in Section J must accompany this application.

**Application Fee.** The Application Fee of R500-00 (non-refundable) must accompany this application – no application will be processed without proof of payment.

**Assessment.** All prospective students will have to be assessed. An Admission Assessment will be scheduled by the Director of Admissions. The assessments are age appropriate and will take from one to three hours depending on the age of the applicant.

**Successful Applicants.** Successful applicants will receive a provisional Letter of Offer upon:

1. Submission of all required documents
2. Availability of space
3. A successful Admissions Assessment
4. A positive review of their previous academic records
5. Completion of a Student Confidential Report from the previous school

**Fees and Deposits.** Enrolment at Helderberg International School is dependent on the following payments made:

1. Placement Fee of R5 500-00 (non-refundable)
2. Fees (due to the School by the first day of each Term or other such date as may be advised in order to ensure timeous payment of fees.)

Please note that no applicant may attend school without payment of the term's fees and submission of a valid and updated Study Visa (if required).

**Foreign Students.** All foreign students are required by law to obtain and present a valid Study Visa in the name of the School before they may commence studies at the School. Proof of application is no grounds for admission. By law the School is required to inform the Director General of the Department of Home Affairs of all new foreign students who are offered a place in the school. Should the applicant not accept the Letter of Offer, the School is also required to inform the Director General of the Department of Home Affairs in order to officially cancel the application.

**Registration.** Early registration is recommended. Registrations will be considered in the order they are received. Offers of places are subject to availability and the admission requirements of the School at the time offers are made. A copy of the School's *Terms and Conditions* will be supplied on request.

**Declaration.** I / We request that our child named above is registered as a prospective student. I / We understand that the School (through the Head, as the person responsible) may obtain, process and hold personal information about me / us which may include financial information provided by me / us or by any licensed credit reference agency or information contained in any court orders, petitions or proceedings. I / We understand that the School may also obtain, process and hold personal information about our child which may include sensitive information such as medical details, and we consent to this for the purposes of assessment and, if a place is later offered, in order to safeguard and promote the welfare of the child.

### Signatures of parents / legal guardians

	First parent / legal guardian	Second parent / legal guardian
<b>Signature</b>		
<b>Name in full</b> (please include all names)		
<b>Date</b>		