

# DANSA COMBINED SCHOOL TRADING AS DANSA INTERNATIONAL COLLEGE

395 Francis Baard Street  
Pretoria Central  
Tel:(012) 883 7447  
WhatsApp: 079 587 8699  
Email: dansacollege395@gmail.com



## REGISTRATION FORM (SRF001) 2025

This document comprises of documents SRF001 and TFP001 and consists of eight (8) pages. Please complete and sign all pages and return along with the rest of the Admission Form Pack to the Administrative office.

I hereby wish to enrol my child as a student at **DANSA COMBINED SCHOOL** for the **2025** academic year, to attend (Tick appropriate box):  Primary  High School  Grade

The academic year runs from **1 January till 31 December** irrespective of when the students starts.

### LEARNER'S INFORMATION

1. Surname:.....
2. Full names:.....
3. ID/Passport/Permit: 

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--
4. Gender: M  F
5. Date of birth:  /  /
6. Study permit: Yes  No
7. Other permit and expiry dates (Specify): .....
8. Nationality:.....
9. Race: .....
10. Mode of transport:.....
11. Person responsible for fetching child: .....
12. WhatsApp number:.....
13. Email address: .....
14. Learner is staying with: Mother  Father  Guardian
15. Physical address: .....

### ACADEMIC INFORMATION

16. Previous grade attended:
17. Name of school: .....
18. Address of school:.....
19. Contact of school: 1. .... 2. ....
20. Subjects: 1. .... 2. .... 3. .... 4. ....  
5. .... 6. .... 7. .... 8. ....  
9. ....

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## Health Record

**ALERT TO PARENTS:** If your child has a serious medical condition, **it is vital that you discuss this with the school immediately.** The school must know of **LIFE-THREATENING** conditions prior to the start of school. In order to provide a safe and healthy environment for your child this information will be accessible to the following people: Office management, personnel responsible for first aid, your child's teacher and emergency medical personnel.

**>>ALL medication should be left in the office with specific instruction. <<**

**Medical History:** (Tick the appropriate box and provide a description under the comments section)

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> ADD/ADHA             | <input type="checkbox"/> Cerebral Palsy      | <input type="checkbox"/> Heart condition                       |
| <input type="checkbox"/> Anxiety/Panic Attack | <input type="checkbox"/> Colour Blindness    | <input type="checkbox"/> Muscle disorder                       |
| <input type="checkbox"/> Asthma *see below    | <input type="checkbox"/> Epi-pen             | <input type="checkbox"/> Neurological concerns                 |
| <input type="checkbox"/> Kidney/urinary       | <input type="checkbox"/> Chronic headaches   | <input type="checkbox"/> Diabetes                              |
| <input type="checkbox"/> Bowel problem        | <input type="checkbox"/> Hearing problem     | <input type="checkbox"/> Vision problems other than corrective |
| <input type="checkbox"/> Seizures             | <input type="checkbox"/> Orthopaedic problem | <input type="checkbox"/> lenses                                |
| <input type="checkbox"/> Other                |  |  |

Comments:

**Asthma:** \*If you checked Asthma above, please answer the following:

Does your child take asthma prescription medicine? Yes/No

How often?

Does your child have access to an asthma pump? Yes/No

Has your child been to ER for asthma in the past 12months? Yes/No If so, please provide the date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Allergies:** \_\_\_\_\_

Does your child have any allergies? Yes/No

If so please list:

**Vision:** \_\_\_\_\_

Does your child wear glasses? Yes/No Glasses or Contact lenses (circle one)

### Other health information

Is your child presently under medical treatment? Yes/No

Blood type:

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## Authorisation for Emergency Medical Care

### Emergency Medical Policy:

In case of emergency illness or accident the child is given first aid and the parents are notified. If the parents cannot be located, the child will be taken to the nearest hospital. DANSA Combined School does not assume any responsibility for the payment of hospital, doctor or transportation fees and cannot be held liable for any injury that occurs involving my child.

In the event I cannot be reached to make arrangements for emergency medical care at the time of an accident or illness, I hereby authorise DANSA Combined School to take my child to the nearest hospital or clinic, unless I have instructed then in writing otherwise at the start of school.

I also give permission for him/her to participate in outdoor/indoor sports, extramural activities, transportation to and from school and school trips. I also consent for him/her to be accommodated in a hotel for the duration of outing/tournament (with the assurance that there will be strict supervision.

DANSA Combined School won't be held responsible in case of any injury, sickness and loss that may occur inside/outside the school premises, however, we assure the safety of everyone and their belongings.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Student Name & Surname: \_\_\_\_\_ Cell No. \_\_\_\_\_

Name & Surname of Parent: \_\_\_\_\_ Cell No. \_\_\_\_\_

Name & Surname of Guardian: \_\_\_\_\_ Cell No. \_\_\_\_\_

Parent/Guardian Local physical address: \_\_\_\_\_

## Medical Information

Name of medical aid scheme: \_\_\_\_\_

Name of principal member: \_\_\_\_\_

Membership No. \_\_\_\_\_

Name of doctor: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_

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**INDEMNITY FORM**

Name : ..... Grade:..... Age:..... Activity/Sport: .....

Contact: ..... Address: .....

Parent/Guardian Passport/ID number:.....

Parent/Guardian local physical address: .....

Parent/Guardian Contact 1: ..... Contact 2:.....

I,..... the Parent/Guardian of learner .....

in grade ....., hereby give permission for the participation of our/my child in any normal activity, sports activities, camp and any other excursion inside or outside the premises under the supervision of DANSA Combined School staff.

I/We understand that it is our responsibility as parents/guardians to pick and drop the learner after school hours. I/We understand that we as the parents/guardians have to pay if there are any extra costs.

I/We fully understand that all tours and excursions will be undertaken at our/my child’s own risk, and I/we undertake to indemnify and absolve the principle and the staff of DANSA Combined School against any claims whatsoever that may arise in connection to any loss, damage ,injury to my/our child and their property in the course of such tours/activities, in knowledge that the Principal and the staff of DANSA Combined School will take all reasonable precautions for the safety and welfare on my/our child.

Parents/Guardian Signature:..... signed on:...../...../20.....

\_\_\_\_\_  
C. MADHUKU  
SCHOOL PRINCIPAL

\_\_\_\_\_  
B. SIDDIQUE  
CHIEF ADMINISTRATOR

\_\_\_\_\_  
PARENT/GUARDIAN

\_\_\_\_\_  
LEARNER

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## Mother's details

Names: \_\_\_\_\_ Surname: \_\_\_\_\_  
Nationality: \_\_\_\_\_ ID/Passport/Permit number: \_\_\_\_\_  
Cell number: \_\_\_\_\_ Work number: \_\_\_\_\_  
Passport expiry date: \_\_\_\_\_ Email address: \_\_\_\_\_  
Physical address: \_\_\_\_\_  
Work address: \_\_\_\_\_  
Occupation: \_\_\_\_\_ Signature: \_\_\_\_\_

## Father's details

Names: \_\_\_\_\_ Surname: \_\_\_\_\_  
Nationality: \_\_\_\_\_ ID/Passport/Permit number: \_\_\_\_\_  
Cell number: \_\_\_\_\_ Work number: \_\_\_\_\_  
Passport expiry date: \_\_\_\_\_ Email address: \_\_\_\_\_  
Physical address: \_\_\_\_\_  
Work address: \_\_\_\_\_  
Occupation: \_\_\_\_\_ Signature: \_\_\_\_\_

## Guardian/Next of kin details

Names: \_\_\_\_\_ Surname: \_\_\_\_\_  
Nationality: \_\_\_\_\_ ID/Passport/Permit number: \_\_\_\_\_  
Cell number: \_\_\_\_\_ Work number: \_\_\_\_\_  
Passport expiry date: \_\_\_\_\_ Email address: \_\_\_\_\_  
Physical address: \_\_\_\_\_  
Work address: \_\_\_\_\_  
Occupation: \_\_\_\_\_ Signature: \_\_\_\_\_

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## School Fees Structure 2025

Registration/ Admission fee	<b>New students- R700</b>	
	Old students- R400	
<b>Student card</b>	R70	
<b>SCHOOL FEES</b>		
<b>Grade</b>	<b>Monthly installment (x12 months)</b>	<b>One-Time Payment</b>
<b>1</b>	R1060	R12,720
<b>2</b>	R1,138	R13,652
<b>3</b>	R1,223	R14,673
<b>4</b>	R1,286	R15,429
<b>5</b>	R1,306	R15,668
<b>6</b>	R1,361	R16,336
<b>7</b>	R1,402	R16,827
<b>8</b>	R2,052	R24,627
<b>9</b>	R2,107	R25,282
<b>10</b>	R2,275	R27,298
<b>11</b>	R2,340	R28,079
<b>12</b>	R2,630	R31,557

## Payment of school fees

Person responsible for payment of fees (tick appropriate box)

Mother  Father  Guardian  Other

Name & Surname: \_\_\_\_\_

Company/Institute name: \_\_\_\_\_

Relationship to student: \_\_\_\_\_

ID/Passport number: \_\_\_\_\_ CELL NO. \_\_\_\_\_

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## Fees Details

### SCHOOL BANK ACCOUNT DETAILS

#### Undertaking by Parent/Guardian or Institute Responsible for Payment of

Account Name:	DANSA Combined School
Account Number:	310 165 369
Bank:	Standard Bank
Branch:	Fordsburg
Swift code:	SBZAZAJJ
Send proof of payment to:	
Reference number:	Student Name & Surname & Grade

#### fees

I, \_\_\_\_\_, (the parent/guardian/institute) on behalf of \_\_\_\_\_ (Student Name & Surname). Hereby confirm that I am responsible for the payment of all fees pertaining to the school and the above-mentioned student. I acknowledge that I have read and understood above terms and conditions of this undertaking and I acknowledge that the fees for the year are R \_\_\_\_\_ per month for **12 consecutive months** and is payable in advance before the 25th of every month.

**MY PAYMENT DATE BEING:** \_\_\_\_\_ **Date** \_\_\_\_\_

I confirm that I have read and accept the school's financial conditions and thereby, agree to abide by the school's payment schedule date and charges.

**If fees are not paid on time as per payment plan, I understand that the fees are subject to a 10% surcharge and may result in the child being asked to leave school.**

Signed on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ in \_\_\_\_\_ (city)

X

\_\_\_\_\_

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## SCHOOL CODE OF CONDUCT

Name of learner: \_\_\_\_\_

- The following code of conduct applies to **every** learner. When anyone of these codes are violated by learners the following steps will be taken:
- Every transgression will result in a disciplinary note given.
- After receiving **three** disciplinary notes the parents/guardian will be called to school to discuss and solve the problem(s).
- If no improvement is noticed a disciplinary hearing will be held, which could result in suspension for an agreed period.
- If the problem still continues parents/guardians could be asked to remove their child permanently.

### **1. Regular school attendance:**

When a learner is absent because of illness or death in the family, the school has to be notified by letter or phone call as soon as possible. A letter of reason for normal absentees. **NO** doctor appointments during school hours unless its urgent.

### **2. Late coming:**

When learners are late for school without a valid reason, they will not be allowed into the class for the first period. If it persists the parents would be called to discuss the matter.

Parents must notify the school if there are any reasons a child might come late for school.

### **3. Respect:**

Every learner **will** respect teachers. Fellow learners as well as themselves. Disrespect and vandalism is a serious offence. Respect for school property is required

### **4. Disruptive behaviour:**

**No** disruptive behaviour of any kind will be tolerated. The right to receive education will not be abused by any disruptive behaviour.

### **5. Homework/Assignments/Projects:**

To be done daily. Homework/Projects not completed or submitted will receive disciplinary notes. Children will not be allowed into class until the homework is done.

### **6. Cell phones:**

Cell phones are **not** switched on in class or during breaks. No responsibility will be taken for any stolen cell phone.

**7. Stationery:** Every learner will have and use his/her **own** stationary. **No** lending or borrowing is allowed.



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## **8. General behaviour:**

Learners will practice **good behaviour**, good manners, **no** back-chatting teachers, **not** display negative attitude and exercise friendliness.

## **9. Uniforms:**

Learners will wear **neat** and **clean** school uniform daily. Girls with long hair must tie it back. No loose hair allowed hanging around face.

- Girls must not wear skirts that are too short. The hem must touch the knees.
- Parents must make sure that children's shorts and skirts have buttons.
- Children must not wear other T-shirts which show under their school shirts.

## **10. Personal hygiene:**

Personal hygiene should be maintained at all times to avoid embarrassment.

## **11. Letters sent out to parents**

Parents should read the letters as it is a way of communicating and notifying them on events taking place and other arrangements. Every letter sent out to parents should be signed and the tear-off returned to the school by the learner the following day. Register is kept of all tear offs returned.

## **12. Study periods:**

When a teacher is not in the class, the period may be considered a study period, unless another arrangement is made. Learners are required to be engaged in quiet, fruitful study during these periods.

## **13. Prefects and Class leaders:**

Learners are to respect prefects and class leaders. Prefects and class learners are there to help in maintaining order in the school.

**14.** No forging of signatures by learners on test papers.

**15.** Learners with too many offences/ disciplinary notes will not go on any trips.

## **16. Bullying:**

To bully co-learners is a serious offence and is under no circumstances allowed. Bullies will be punished according to the seriousness of the offence. If the bullying continues, the parents/guardians will be asked to remove their child from the school.

## **17. Tests**

Every test (Gr 4-7) is sent home for parents/guardians to be informed in their child's performance. Parents/guardians must be conscious of the child's level of performance. If necessary, parents/guardians will be asked to attend a meeting with the class teacher and H.O.D to discuss any continuous poor performance of the child.

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## 18. School fees to be paid regularly every month.

Parents/Guardians are co-partners in educating the child. Successful education takes place when there is order, **discipline and respect.**

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C. MADHUKU  
SCHOOL PRINCIPAL

---

B. SIDDIQUE  
CHIEF ADMINISTRATOR

---

PARENT/GUARDIAN

---

LEARNER

DATE: \_\_\_\_/\_\_\_\_/20\_\_\_\_

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## TUITION & FEE POLICY (TFPOOI)

The terms and conditions of enrollment at Dansa Combined School are to be read in conjunction with documents as **SRF001**, **TCE001** and **P2019**. These form part of the agreement between the school and the parent guardian of the student wishing to register.

1. School fees are determined by the board of directors on an annually based era, according to all learners. Parents/ guardians. The board may change school fees at any given time if they seem fit and necessary without prior notice.
2. This commitment in its entirety will be valid from the day in which I sign it and is only valid for the current year of the registration and bulleted in document TCE001
3. I severely undertake to pay all compulsory school fees for the duration of the learner's studies at Dansa International college.
4. In terms of the Immigrations Act and the conditions of the study visa, I may not apply for exemption of the payment of school fees or fall in arrears with the school fees account.
5. Statements are checked daily and are billed on a monthly basis. All fees are to be paid on or before the 25th of each month and any overdue accounts will be charged interest at 10%. PARENTS responsible for the payment of fees are reminded that Electronic Fund Transfers take a minimum of three days to appear in the school's bank account and pay via this payment method should be done accordingly as to reflect timelessly on the student's account.
6. Statements are sent home through the students and it is the responsibility of the parents or guardians to inquire from the school's financial office have not received the statement.
7. All fees are subject to review from time to time due to inflationary pressure and are subject to increase without prior notice at any time.

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8. Where any monies are owed to the school whatsoever, the school reserves the right to;

- Cease supplying any subject material and tuition services to the student without prejudice to the obligation to pay fees
- Cancel registration of the student with no recourse to a refund of any fees paid. Management reserves the right to terminate the enrollment of any student. Should that account remain outstanding after final demand has been served
- Withhold student's progress, reports, Transcripts, Examination in trees, School leaving and other certificates if the student account has not been and settled.
- The parent/ Guardian shall pay all legal fees and other administrative costs and disbursements incurred in connection with the demand or enforcement of the payment of money due here under or the observance and performance of any covenants undertaking stipulating terms and conditions or provisions herein contained.
- School fees are payable in full from the day of enrollment and a student is considered enrolled until a written notice of withdrawal is received by the Head of the School. The last day of attendance at school is the date started on the written withdrawal notice. **Continued absence from the school is not deemed to be service of withdrawal notice.**
- **A payment and notice of withdrawal of four weeks (1 month) must be given in writing to the head of the school.**
- **The school reserves the right to increase the school fees at its discretion as it deems fit, annually during the student's enrolment in the school.** The parent/guardian shall be given notification of any such increase, and the **revised fee shall be payable effective from the date stipulated in the notification.**
- All bank charges involved in the electronic transfer of payments to the school's bank account, including those receiving banks, shall be borne by the person(s)/institute responsible for the payment of fees.
- In the event of some incident or even occurring within or affecting Pretoria such that the school is required by the relevant authorities Of the South African government to close during the currency and/or aftermath of such incident or event, the school will not be obligated to refund all or any part of the fees.
- Defaulting on fees payment **more than two (2) months**, runs the risk of making the student liable to being struck off the school register and legal action to follow.

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9. I understand that the school encourages the payment of school fees to be done personally or directly into the school's bank account details for which can be acquired at the financial office.
10. I am fully aware that the school takes no responsibility and cannot be held liable for any loss or damage which may occur as a result of the student carrying the school fees on himself or herself.
11. **A one Time registration and admission fee (non-refundable) will be paid by all students in full at the time of admission.**
12. For new students commencing during the academic year, fees will be determined according to the duration of the school year left.
13. For all returning students, all previous monies including any fines must have been cleared.  
**Nonpayment or underpayment of monies owed may result in suspension of enrolment, refusal to exam registration, refusal to re-register and/or withholding of Student records.**
14. NO refund for any payments will be made if student is suspended on disciplinary grounds or the student is found in breach of the student Code of conduct and parent/ guardian be liable for any damages caused to the school property as per student disciplinary procedure and or as determined by the school management.
15. There will be no concession or fees waiver for the period that a child may have stayed away from school due to illness, social commitments, visit abroad, or any other reason.
16. If the school is closed due to emergency, war, epidemic, flood and earthquake, or for any other reason or national, provincial, district, state government order for any length of time, persons responsible for the payment of fees shall still be liable for the payment of fees. The salaries of the teaching staff, faculty and administrative and support staff etc. have to be paid during the closed period.
17. All parents/guardians and/or institutes responsible for guaranteeing payment of school fees will read and sign an undertaking for compliance with the Dansa Combined School policies as outlined in the DIC prospectus and registration form. The school reserves the right to make alterations to its policies, rules and fees at any time WITHOUT further notice.

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## PAYMENT OF FEES

On acceptance, the student is issued a statement. Tuition and fees are payable as onetime fees or as monthly installments. The following charges are included in the new admission statement.

18. Registration/Admission Fee (non-refundable).

19. Tuition Fee.

20. Annual Resource charge

- Student fees card
- Copy papers (1x ream of paper each term)
- Toilet papers (20 rolls of toilet paper each term)

## SOCIAL MEDIA

Would you allow your child to appear on Dansa Combined School's social media platforms?

Yes

No

Parents signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_