



Worcester Gimnasium Gymnasium

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KOSHUISAANSOEK / HOSTEL APPLICATION

Jaar : Year:	2	0		
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Graad: Grade:	
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BRANDWACHT (Seuns/Boys)	
SEMINARIE (Meisies/Girls)	

<ul style="list-style-type: none">By ondertekening van hierdie vorm, verleen ek/ons toestemming dat die koshuis die inligting in hierdie aansoekvorm vervat mag kontroleer by die kredietburo.Vorms wat onvolledig ingevul is, of sonder onderstaande dokumente, sal nie as 'n geldige aansoek beskou word nie.ALLE afdelings MOET deur die wettige ouer/voog voltooi word. <p>Gewaarmerkte afskrifte van die volgende dokumente moet die aansoek vergesel:</p> <p><input type="checkbox"/> Bewys van inkomste van beide ouers (nie ouer as 2 maande)</p> <p><input type="checkbox"/> Bankstate van beide ouers (laaste twee maande)</p>	<ul style="list-style-type: none">By signing this form, I/we give consent that the hostel may verify the information contained in this application with the credit bureau.Forms not fully completed, or without the below-mentioned documents, will not be regarded as a valid application.ALL sections MUST be completed by the legal parent/guardian. <p>Certified copies of the following documents must accompany the application form:</p> <p><input type="checkbox"/> Proof of income of both parents (not older than 2 months)</p> <p><input type="checkbox"/> Bank statements of both parents (last 2 months)</p>
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<p style="text-align: center;">LEERDERINLIGTING LEARNER INFORMATION</p> <p style="text-align: center; color: red;">Merk toepaslike blokkie waar nodig Mark appropriate block where necessary</p> <p>Volle name: Full names: _____</p> <p>Van: Surname: _____</p> <p>Noemnaam: Preferred name: _____</p> <p>Geboortedatum: Date of birth: <table border="1" style="display: inline-table;"><tr><td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td><td>Y</td><td>Y</td></tr></table></p> <p>ID-no.: ID no.: <table border="1" style="display: inline-table;"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table></p> <p>Geslag: Gender <input type="checkbox"/> Manlik Male <input type="checkbox"/> Vroulik Female</p> <p>Bevolkingsgroep: Ethnic group: _____</p> <p>Huistaal: Home Language: _____</p> <p>Kerkverband: Religious denomination: _____</p> <p>Selfoonnommer: Mobile number: <table border="1" style="display: inline-table;"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table></p>	D	D	M	M	Y	Y	Y	Y																																					<p>GESONDHEIDSINLIGTING/HEALTH INFORMATION</p> <p>Kroniese siektes: Chronic diseases: _____</p> <p>Allergieë: Allergies: _____</p> <p>Medikasie: Medication: _____</p> <p>MEDIËSE FONDS/MEDICAL AID</p> <p>Naam: Name: _____</p> <p>Lidnommer: Member number: _____</p> <p>Hooflid: Primary member: _____</p> <p>HUISDOKTER/FAMILY DOCTOR</p> <p>Naam: Name: _____</p> <p>Telefoonnommer: Telephone number: _____</p>
D	D	M	M	Y	Y	Y	Y																																						

REKENINGPLIGTIGE PERSOON/ACCOUNTABLE PERSON

Titel: _____ Voorletter(s): _____
Title: _____ Initial(s): _____

Volle name: _____
Full names: _____

Van: _____
Surname: _____

ID-nr.: _____
ID no.: _____

Kommunikasietaal: _____
Communication language: _____

Selfoonnummer: _____
Mobile number: _____

E-pos-adres: _____
Email address: _____

Woonadres: _____
Residential address: _____

Posadres: _____
Postal address: _____

BANKBESONDERHEDE/ BANKING DETAILS

Bank: _____
Bank: _____

Takkode: _____
Branch code: _____

Rekeningtype: Tjek Spaar
Account type: Cheque Savings

Rekeningnummer: _____
Account number: _____

Rekeninghouer: _____
Account holder: _____

Handtekening: _____
Signature: _____

VOORWAARDES VIR BETALING VAN KOSHUISGELDE	CONDITIONS FOR THE PAYMENT OF HOSTEL FEES
<p>1. Die bedrag vir koshuisgelde vir die betrokke jaar, betaalbaar eenmalig, kwartaalliks of maandeliks, is beskikbaar by die kantoor. Koshuisfooie is jaarliks vooruitbetaalbaar, maar ouers/voogde / rekeningpligtige mag egter met vergunning van die volgende betalingsopsies gebruik maak. Dui asb aan watter opsie u verkies:</p> <p><input type="checkbox"/> Eenmalige jaarlikse betaling wat betaalbaar is op die eerste dag van die skooljaar;</p> <p><input type="checkbox"/> Kwartaallikse betaling wat betaalbaar is op die eerste dag van die skoolkwartaal; of</p> <p><input type="checkbox"/> Maandelikse betaling – slegs as u van debietorderfasiliteit gebruik maak. Die eerste maandelikse betaling moet die eerste dag van die skooljaar betaal wees. Daarna is dit betaalbaar voor of op die 7de dag van elke maand. Indien die 7de nie ‘n besigheidsdag is nie, moet die betaling op die voorafgaande besigheidsdag geskied.</p> <p>2. Indien die rekeningpligtige die betalingsopsie wil wysig, moet hy/sy die skool skriftelik hiervan inlig alvorens dit in werking tree.</p> <p>3. Indien die rekening nie binne veertien (14) dae na aanmaning vereffen word nie, sal die rekening aan ‘n prokureur / invorderaar oorhandig word vir invordering. Die koste hiervan sal van die rekeningpligtige verhaal word en wel op ‘n skaal soos tussen prokureur en eie kliënt.</p> <p>4. Indien die rekening vir die voorafgaande kwartaal nog uitstaande is en/of indien u rekening in die kwartaal sestig dae uitstaande is, sal die inwoner verblyf in die koshuis ontsê word. Die koshuis/ skool sal egter sy reg behou om die agterstallige rekening van die rekeningpligtige te verhaal.</p> <p>5. Indien u aansoek doen vir ‘n WKOD-losiesbeurs is u steeds verantwoordelik om die verskil tussen die beurstoekenning en die koshuisgelde te betaal. U moet ‘n maandelikse paaiement van ten minste 80% van die volle koshuisgelde betaal terwyl u aansoek oorweeg word. Die eerste betaling is op die eerste skooldag van die jaar betaalbaar alvorens die leerder in die koshuis toegelaat sal word. Indien u beursaansoek suksesvol is, sal enige oorbetalings aan u terugbetaal word, indien van toepassing.</p> <p>6. Die skool eien hom die reg toe om enige gelde wat deur die ouer/voog/of ander bron betaal word, aan te wend na die skool se goeddunke.</p> <p>Die rekeningpligtige aanvaar hiermee die terme en voorwaardes en verantwoordelikheid van die betaling van die koshuisfooie soos uiteengesit.</p> <p>Handtekening: Rekenpligtige Signature: Accountable person:</p>	<p>1. The amount for hostel fees for the current year, payable annually, quarterly or monthly, is available at the office. Hostel fees must be paid in advance but parents/guardians/person responsible for account may be granted permission to make use of the following payment options. Please indicate your preferred options:</p> <p><input type="checkbox"/> One annual payment which must be paid on the first day of the school year;</p> <p><input type="checkbox"/> Quarterly payment which must be paid on the first day of the school term; or</p> <p><input type="checkbox"/> Monthly payment – only if you make use of a debit order facility. The first monthly payment must be paid on the first day of the school year after which it is payable on or before the 7th day of each month. If the 7th day is not a business day, the payment must be done on the preceding business day.</p> <p>2. If the person responsible for the account wishes to modify the payment option, he/she must notify the school in writing prior to the option taking effect.</p> <p>3. If the account is not paid within fourteen (14) days after payment reminder, the account will be handed to an attorney/collector for recovery. The cost will be for the account of the account holder, on a scale as between attorney and own client.</p> <p>4. If the account for the previous term is still in arrears and/or your account within a term becomes overdue by sixty days, the resident will be denied further accommodation in the hostel. The hostel/school will, however, retain its right to recover the overdue fees.</p> <p>5. If you apply for a WCED hostel bursary, you are still responsible for paying the difference between the bursary allocation and the hostel fees. You must pay a monthly instalment of at least 80% of the full hostel fees while your application is pending. The first payment will be payable on the first school day of the year before a learner will be allowed into the hostel. If your bursary application is successful, any overpayments will be refunded to you, if necessary.</p> <p>6. The school has the right to utilise any monies paid by the parent/guardian/any other source in a manner that the school deems fit.</p> <p>The account holder hereby accepts the terms and conditions and responsibility for the payment of hostel fees as stipulated.</p> <p>Handtekening: Getuie Signature: Witness</p>

KOSHUISBELEID

VERKLARING EN ONDERNEMING VAN AANSOEKER EN SY/HAAR OUER/VOOG

Ons, die ondergetekendes, verklaar hiermee dat die inligting, soos verstrek, na ons wete korrek is, en onderneem om:

1. indien hierdie aansoek slaag en die aansoeker vanaf 'n later datum as die begin van die termyn van die huisvesting gebruik maak, aanspreeklikheid te aanvaar vir die volle losiesgelde vanaf die datum waarop losies verlang word, soos gespesifiseer in hierdie aansoek;
2. minstens 'n skoolkwartaal vooruit skriftelik kennis te gee van die voorneme om my kind weg te neem, behalwe in gevalle waar die komitee korter kennisgewing aanvaar en, indien ek nie hieraan voldoen nie, aanspreeklikheid te aanvaar vir die volle losiesgelde van die kind tot aan die einde van die skoolkwartaal ten opsigte waarvan kennis gegee moes word (Hierdie klousule is slegs van toepassing indien u na 'n ander dorp verhuis);
3. **die betaalbare koshuisfooie te betaal soos aangedui;** (Die koshuis is 'n privaatinstelling en ontvang geen subsidie van die WKOD nie. **Niemand kwalifiseer dus vir kwytgeskelding van losiesgelde nie.**);
4. ons aan die huishoudelike- en veiligheidsreëls en prosedures van die koshuis te onderwerp;
5. sou my kind verantwoordelik wees vir enige skade aan die koshuis, medeleerders se eiendom of ander gemeenskaplike eiendom, die vervangingswaarde daarvan te betaal;
6. die toepassing van alle koshuisreëls (insluitende kamerplasing deur die personeel) te aanvaar, asook die nodige tugmaatreëls soos nodig geag deur die inwonende hoof;
8. die leerder uit die koshuis te onttrek indien hy/sy skuldig bevind word aan dwelmverwante sake, drankgebruik, afknouery en/of diefstal, bakleiery en/of enige vorm van ongemagtigde verlaat van die koshuis ("uitslip");
9. indien die skool weens onvoorsiene omstandighede nie losies aan die leerders kan verskaf nie, te aanvaar dat die Beheerliggaam (SBL) nie verantwoordelikheid vir alternatiewe verblyf aanvaar nie, en
10. die inwonende superintendent wat *in loco parentis* vir alle leerders in die koshuis optree, te magtig om as sodanig op te tree as my/ons gevolmagtigde in alle nood-, mediese en ander gevalle.

HOSTEL POLICY

STATEMENT AND UNDERTAKING OF APPLICANT AND HIS/HER PARENT/GUARDIAN

We, the undersigned, hereby declare that the information as provided is correct to our knowledge, and undertake to:

1. accept responsibility for the full boarding fees from the date on which accommodation was required as specified in this application if this application is successful and my child does not make use of the accommodation from the start of the requested period;
2. give written notice at least one term in advance of intention to take my child out of the hostel, except in the cases where the hostel committee were to accept shorter notice. If I do not comply with this, I shall accept accountability for full hostel fees for the child up to the end of the school term, with respect to which notice should have been given (this clause is only applicable if you move to another town);
3. **pay the indicated hostel fees as indicated;** (The hostel is a private institution and receives no subsidies from the WCED. **Nobody qualifies to be exempted from paying hostel fees.**)
4. comply with the domestic as well as safety rules and procedures of the hostel;
5. settle damage (the replacement value) which my child may have caused to the hostel facilities, other children's possessions and/or his/her room;
6. accept the application of all hostel rules (including room placing by the staff), as well as the necessary disciplinary measures for violation of rules;
8. agree to withdraw the learner from the hostel if he/she were to be found guilty of drug related transgressions, the use of alcohol, bullying, theft, fighting and/or any form of unauthorized leave of the hostel (slipping out);
9. accept that the School Governing Body (SGB) cannot accept responsibility for alternative accommodation if the school cannot provide lodging to the learners due to unforeseen circumstances; and
10. accept that the superintendent acts *in loco parentis* for all pupils in the hostel and is authorized to act as such as my/our proxy in all emergency, medical and other cases.

Paraaf : Ouer/Voog 1

Initial : Parent/Guardian 1

Paraaf: Ouer/Voog 2

Initial: Parent/Guardian 2

Paraaf: Leerder

Initial: Learner

LET WEL

1. Slegs ingeskrewe leerders van Worcester Gimnasium kan akkommodasie in die koshuis ontvang. (Leerders van ander skole kan slegs toegelaat word indien die SBL toestemming verleen en dan moet hulle aan al die ander vereistes van toelating voldoen.)
2. Die volgende kriteria kan in ag geneem word met koshuistoelating:
 - Woonadresse: voorkeur word gegee aan leerders wie se ouers/voogde in die Worcester-omgewing of plattelandse dorpe woon, en nie daagliks op geskikte wyse na en van die skool vervoer kan word nie.
 - Kriteria uit vertroulike verslag (word deur Worcester Gimnasium by die vorige skool aangevra).
 - Suster / broer wat reeds in die koshuis is en wie se verslag positief is.
3. Alle leerders wat van koshuisinwoning gebruik wil maak, moet aansoek doen deur hulle ouers/voog, wat die amptelike koshuisaansoekvorm volledig moet voltooi. Leerders wat reeds in die koshuis inwoon, moet jaarliks voor of op **1 Oktober heraansoek** doen vir toelating tot die koshuis. (Alle aansoeke moet teen die einde van die derde kwartaal oorweeg word vir begrotingsdoeleindes).
4. 'n Koshuisjaar strek oor die vier amptelike skoolkwartale van Januarie tot Desember van dieselfde jaar. Aansoek tot koshuisverblyf strek dus vanaf toelatingsdatum tot skoolsluiting van die betrokke jaar. Dit beteken dat bv. graad 12's ook vir die volle jaar vir koshuisverblyf moet betaal.
5. 'n Goeie gedragsrekord is 'n belangrike voorvereiste vir koshuisverblyf. Vir heraansoek tot die koshuis word die gedragsrekord van die leerder en betalingsrekord ten opsigte van die koshuisgelde en skoolfonds in ag geneem. Nuwe aansoekers moet 'n getuigskrif van die huidige skool indien. Die aansoeker se algemene lewenshouding word in ag geneem by die oorweging vir verblyf, bv. ingesteldheid teenoor skoolwerk en gesagstrukture asook samewerking en aanpasbaarheid. 'n Onderhoud met die betrokke aansoeker en sy/haar ouers mag vereis word.
6. Die aansoeker en sy/haar ouers/voog moet die koshuisgedragskodes en vereistes soos in die aansoekvorm uiteengesit word, aanvaar en onderneem om dit na te kom, alvorens koshuisverblyf oorweeg word. Die koshuis behou die reg voor om die ooreenkoms te kanselleer indien die leerder herhaaldelik die koshuisreëls verbreek en/of 'n eenmalige ernstige oortreding begaan.

NOTE

1. Only learners enrolled at Worcester Gymnasium can be accommodated in the hostel. (Learners from other schools will only be allowed once the SGB grants permission and they will still have to comply with all the admission requirements.)
2. The following criteria may be taken into account with hostel admission:
 - Residential address: preference will be given to learners whose parents/guardians live in the Worcester area or rural towns, and cannot be transported to and from the school on a daily basis.
 - Criteria from confidential report (requested by Worcester Gymnasium from the previous school).
 - Sister/brother that is currently in the hostel and has a positive report.
3. All learners who wish to make use of hostel accommodation must apply through their parents/guardians who must complete the official hostel application form. All hostel residents must **re-apply** annually for admission to the hostel on or before **1 October**. (All the applications need to be in and finalised before the end of the third term for budget purposes).
4. A hostel year extends over the four official terms from January to December of the same year. Application for residence in the hostel extends from the date of admission until the closing of school in that particular year. This means that Grade 12's also have to pay for hostel accommodation for the whole year.
5. A positive record of conduct is an important prerequisite for residence in the hostel. For re-admission, the learner's behavioural record and his/her payment record with regard to hostel and school fees, will be taken into consideration. New applicants need to submit a testimonial from the current school. The applicant's general disposition, for example attitude towards schoolwork and authority, co-operation and compliance, will be taken into account when consideration is given to applications. An interview with the applicant and his/her parent/guardian may be required.
6. The applicant and his/her parent/guardian must accept and undertake to comply with the hostel code of conduct and regulations in the application form, before hostel residence can be taken into consideration. The hostel reserves the right to cancel the agreement if a learner repeatedly transgresses hostel rules and/or commits a single serious offence.

Paraaf : Ouer/Voog 1
Initial : Parent/Guardian 1

Paraaf: Ouer/Voog 2
Initial: Parent/Guardian 2

Paraaf: Leerder
Initial: Learner

<p>7. Leerders wat voorheen uit 'n koshuis of skool geskors/uitgesit is, sal nie binne die bestek van 'n jaar vir koshuisverblyf heroorweeg word nie. Toelating daarna is nie outomaties nie, maar sal na 'n komitee verwys word. Die komitee sal nie verplig wees om redes vir hulle besluit bekend te maak nie. Die ouer/ voog is steeds aanspreeklik vir die kwartaal se koshuisgelde waarin die leerder uitgesit is.</p> <p>8. Die Beheerliggaam/Koshuiskomitee/Superintendent aanvaar nie aanspreeklikheid vir enige verlies of beskadiging van persoonlike besittings van loseerders nie, ongeag die oorsaak van beskadiging.</p> <p>9. Ouers word ten sterkste aangeraai om die besittings van hul kinders teen brand, diefstal, en ander skade te verseker.</p> <p>10. Koshuisetes word volgens 'n goedgekeurde program voorberei. Geen alternatiewe etes kan om watter rede ook al voorberei word nie.</p> <p>11. U adres soos op die aansoekvorm aangedui, sal dien as u <i>domicilium citandi et executandi</i>. Hierdie adres sal gebruik word vir die lewering van fakture, state en die betekening van geregtelike posstukke. U onderneem om die skool en die koshuis in kennis te stel indien u van adres verander of 'n ander adres vir hierdie doeleindes wil aandui. Die skool/beheerliggaam kan met u kommunikeer d.m.v. geskrewe dokumente wat afgelewer, gepos of per hand aan inwoner oorhandig word, e-pos, sms, telefonies of enige ander reëling wat die skool tref.</p> <p>12. Alle reëls en voorskrifte van die skool sal ook op die koshuis van toepassing wees.</p> <p>13. Die reëls t.o.v. toelating en bestuur van die koshuis is onderhewig aan die SA SA Skolewet.</p> <p>14. Indien die aansoeker/ouer/voog enige inligting weerhou, kan dit daartoe lei dat die leerder dadelik uit die koshuis gesit word.</p> <p>15. Die gebruik van enige voertuie/motorfietse vir koshuisleerders is onderhewig aan die reëlings getref met die koshuissuperintendent.</p>	<p>7. Learners that have previously been expelled from a school/ hostel will not be reconsidered for admission to the hostel within the subsequent year. Admission thereafter is not automatic, but will be referred to a committee. The committee is not obliged to give reasons for their decision. The parent/guardian is still responsible for the hostel fees for the term in which the learner was expelled.</p> <p>8. The School Governing Body/Hostel committee/ Superintendent does not accept liability for any loss of, or damage to, personal belongings of hostel residents, irrespective of the cause of the loss/damage.</p> <p>9. Parents are strongly advised to insure the possessions of their children against fire, theft, and any damage.</p> <p>10. Hostel meals are prepared in accordance with an approved programme. No alternative meals can be prepared for whatever reason.</p> <p>11. Your address as indicated on the application form will serve as your <i>domicilium citandi et executandi</i>. This address will be used for the delivery of invoices, statements and the serving of legal postal items. You agree to inform the school and the hostel management if you move to another address or if you wish to make use of another address for these purposes. The school/School Governing Body may communicate with you through written documents that are delivered, mailed, delivered by hand, e-mail, sms, telephone or any other arrangement made by the school.</p> <p>12. All rules and regulations of the school will also apply to the hostel.</p> <p>13. The rules concerning the application of learners and management of the hostel are subject to the SA Schools Act.</p> <p>14. A learner may be asked to vacate the hostel immediately if it is found that the parent /guardian has withheld any relevant information.</p> <p>15. The use of any motor vehicles/motorbikes by hostel learners is subject to arrangements determined by the hostel superintendent.</p>
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Paraaf : Ouer/Voog 1 Initial : Parent/Guardian 1	Paraaf: Ouer/Voog 2 Initial: Parent/Guardian 2	Paraaf: Leerder Initial: Learner
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<p>Die Beheerliggaam behou hom die reg voor om die volgende dokumentasie te versoek:</p> <ul style="list-style-type: none"> • Betalingsgeskiedenis van die vorige 2 jaar se skool- en/koshuisgeld op die amptelike briefhoof van die skool of derglike bewyse soos versoek. • 'n Vertroulike verslag in verband met die leerder van die vorige skool. <p>ONDERGETEKENDE BEVESTIG HIERMEE DAT:</p> <ul style="list-style-type: none"> • hy/sy kennis neem van die inhoud van hierdie dokument; • hy/sy hierdie dokument as bindend op hom/haar beskou; • die inligting wat hy/sy verskaf het volledig en korrek is, en; • hy/sy getrou volgens hierdie dokument sal handel. 	<p>The School Governing Body reserves the right to request the following documentation:</p> <ul style="list-style-type: none"> • Payment history of the previous 2 years relating to school and/hostel fees on the official letterhead of the school, or similar evidence as requested. • A confidential report with regard to the learner from the previous school. <p>THE UNDERSIGNED HEREBY CONFIRMS THAT:</p> <ul style="list-style-type: none"> • he/she has taken note of the contents of this document; • he/she regards this document as binding on him/her; • the information provided by him/her is correct; • he/she undertakes to act in accordance with this document.
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OUERS/VOOGDE SE HANDTEKENINGE PARENTS'/GUARDIANS' SIGNATURES		LEERDER SE HANDTEKENING LEARNER'S SIGNATURE
NAAM EN VAN (HOOFLETTERS)/NAME AND SURNAME (CAPITAL LETTERS)		DATUM/DATE

Paraaf : Ouer/Voog 1 Initial : Parent/Guardian 1	Paraaf: Ouer/Voog 2 Initial: Parent/Guardian 2	Paraaf: Leerder Initial: Learner
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