



## PROVISIONAL APPLICATION FORM

### OUR VISION

St Alban's College is a learning community of boys, staff and parents. We are forward looking, committed to quality and service, and we pursue innovative strategies and encourage personal responsibility in the interest of all-round development of the boy as he journeys towards manhood.

### OUR VALUES

St Alban's is an Anglican Church School that strives after Christian values. These, held in common with people of other faiths, include compassion, courage, and a commitment to what is right. We aim to create a just, peaceful, united, positive, ethical, happy and caring community.

### OUR MISSION

We dedicate ourselves to a stimulating, balanced programme, which is sensitive to the needs of individual students, and encourages them increasingly to assume responsibility for themselves and which promotes an ethos that learning is enjoyable.

We aim to lead in the effective development and use of innovative learning systems, turning our educational ideas into reality.

We strive to be at the leading edge of appropriate technology enabling us to access and exchange information.

We aim to equip students with the life skills which will enable them to make a positive contribution in an open and dynamic global society.

We accept our responsibility to the wider educational field; and with those concerned, to develop innovative programmes for the community at large.

## IT TAKES A SCHOOL WITH **VISION** TO PREPARE A **YOUNG MAN FOR LIFE**

**Please complete all sections clearly and attach all necessary documents before returning to our Admissions Office**

Surname: \_\_\_\_\_

First Name(s): \_\_\_\_\_

Preferred Name: \_\_\_\_\_

Grade and Year to be enrolled at St Alban's College: \_\_\_\_\_

Boarder/Day Scholar: \_\_\_\_\_

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### PUPIL INFORMATION

Surname										
Full First Name(s)										
Preferred First Name										
Date of Birth (Year/Month/Day)	Y	Y	Y	Y	/	M	M	/	D	D
Place of Birth and Nationality										
	Place of Birth					Nationality				
Copy of Birth Certificate attached (Please Select)	<input type="checkbox"/> Yes					<input type="checkbox"/> No				
Boarder/Day Scholar										
Describe the pupil's character and personality in three words										
Music, Art, Drama and Sporting Interests										
Notable Achievements										

### POPULATION INFORMATION

ID Number or Passport Number (Foreign)										
Home Language										
Other Home Language										
Preferred Language										
Religion/Denomination										

### ENROLMENT INFORMATION

Current Grade										
Current School and Dates										
Previous Schools and Dates										
Has the Pupil ever repeated a Grade? Please provide details.										
Applied Entry Date to St Alban's College (Year/Month/Day)	Y	Y	Y	Y	/	M	M	/	D	D
Copy of Last School Report Attached (Please Select)	<input type="checkbox"/> Yes					<input type="checkbox"/> No				

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### PRIMARY PARENT INFORMATION

The Parent(s)/Guardian to be the primary contact(s) for the College. Married couples should please complete both columns. In cases where a Pupil has two families or where the Pupil is in the custody of a Guardian, there is a Secondary Parent Section which can be used.

	Father		Mother	
Surname				
First Names				
Title and Initials				
Date of Birth (Year/Month/Date)				
ID / Passport Number				
Occupation				
Employer				
Work Telephone Number				
Cell Phone Number				
Can we send SMS messages? (Please Select)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
E-mail Address				
Address to which correspondence should be sent? (Please Select)	<input type="checkbox"/> Both Father's and Mother's Addresses		<input type="checkbox"/> Father's Address Only	<input type="checkbox"/> Mother's Address Only
Parental Status (Please Select)	<input type="checkbox"/> Natural Parents Married	<input type="checkbox"/> Natural Parents Divorced	<input type="checkbox"/> Natural Parents Separated	<input type="checkbox"/> Natural Parents Unmarried
Copy of Parent(s) ID Document(s) Attached (Please Select)	<input type="checkbox"/> Yes		<input type="checkbox"/> No	

### SECONDARY PARENT/GUARDIAN INFORMATION

Surname	
First Names	
Title and Initials	
Date of Birth (Year/Month/Day)	
ID/Passport Number	
Postal Address	
Occupation and Employer	
Cell Phone Number	
E-mail Address	

### COLLEGE FEE PAYMENT

College Fees will be paid by (Please mark with an X)	
Primary Parent Father	<input type="checkbox"/>
Primary Parent Mother	<input type="checkbox"/>
Secondary Parent/Guardian	<input type="checkbox"/>
Other (i.e. Company, Embassy)	<input type="checkbox"/>

### CREDIT CHECK AUTHORISATION

I/We consent for St Alban's College to perform a credit check on the Applicant who will be responsible for paying School Fees	
<input type="checkbox"/> Yes	<input type="checkbox"/> No

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## FAMILY

Names, Ages and Current Schools of Siblings (if applicable)	
Siblings or close relatives previously enrolled at St Alban's College with Names and Year of Matriculation (if applicable)	
House Affiliation (if applicable)	
Other relevant information (if applicable)	

## SHARED INFORMATION

Residential Address	
Residential Code	
Country of Residence	
Postal Address	
Postal Code	
Postal Country	
Home Telephone	
Person to contact in an Emergency (and parents unavailable)	
Emergency Contact Number	
Emergency Contact Relationship	
Other relevant information (if applicable)	

## BANKING DETAILS

Account Name	St Alban's College
Bank	Standard Bank of South Africa
Branch and Branch Code	Pretoria (01 00 45)
Account Number	010621733
Reference	Son's Surname, First Name

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## SUPPORTING DOCUMENTATION

Please return to us via e-mail ([admissions@stalbanscollege.com](mailto:admissions@stalbanscollege.com)) with the following documentation (please send documents in PDF/scanned format and not as image or JPEG attachments).

1. Copy of most recent School Report.
2. Copy of Birth Certificate.
3. ID Photograph (Maximum File Size = 200k; Maximum Image Size = 1260 x 960; JPEG or PNG format. This may be an ID photo, school photo or report photo - it must please be a "head and shoulders" photograph that is clear and in colour.
4. Copy of both Parent(s) and or Guardian(s) ID Document or Passport for non-resident Parent(s) or Guardian(s).
5. Proof of Payment of R525.00 Admin Fee (baking details on page 4).

## CONDITIONS OF ENROLMENT OF PUPILS AT ST ALBAN'S COLLEGE (EXTRACT)

The Conditions of Enrolment are available on request from our Admissions Office. The Conditions of Enrolment are also printed in full on our Enrolment Contract which each Applicant will be asked to sign prior to formal Enrolment of the Pupil.

### PROVISIONAL APPLICATIONS

The College may accept Provisional Applications for future enrolment at the College in respect of any living individual eligible to attend the College. Any such Provisional Application is accepted on the understanding that neither the Applicant nor the College is obliged to enrol the prospective Pupil at the College, it being understood however, that wherever possible and without liability in the event of a failure to do so, the College will give preference, between equal candidates, to the earlier applicant. All such Provisional Applications shall be accompanied by a non-refundable Admin Fee, to cover administrative expenses, of an amount to be determined by the College, and reflected from time to time on the Provisional Application Form.

### ENROLMENT APPLICATION

1. Order of Procedure:
  - 1.1 Initially a Provisional Application shall be made for a prospective Pupil on the Provisional Application Form in accordance with the provisions of Clause 2.
  - 1.2 A prospective Pupil may then be invited to write an Entrance Examination and or Tests(s) set by the College.
  - 1.3 If the pupil is subsequently offered a place at the College, an Enrolment Contract shall be submitted by the Applicant.
2. Such Enrolment shall be on the Contract specified by the College from time to time and shall be accompanied by a payment in the form of an Enrolment Levy Fee as specified on the Fee Schedule, of an amount to be determined by the College, and reflected from time to time on the Enrolment Contract.
3. Such Enrolment Levy Fee is non-refundable.
4. No monies owing to the College by the Applicant or the Pupil may be off set against the Enrolment Levy Fee.

## DECLARATION

I/we hereby record that I/we am/are aware of, and agree to be bound by the terms applicable to the Provisional Application as set in the Conditions of Enrolment of Pupils at St Alban's College (available on the College website at [www.stalbanscollege.com](http://www.stalbanscollege.com) or by request from the Admissions Office), and in particular that neither I/we nor St Alban's College are obliged to enrol the Prospective Pupil at the College on the basis of the Provisional Application Form. ALL ENROLMENTS ARE SUBJECT TO THE CONDITIONS OF ENROLMENT FORMING PART HEREOF.

The undersigned, in my/our capacity/ies as the Primary Parent/Secondary Parent/Guardian of the above Pupil do hereby make Provisional Application in terms of Clause 3 of the Conditions of Enrolment of Pupils at St Alban's College, for the Enrolment of the said Pupil at St Alban's College.

Signed at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 2022.

Signature of Primary Parent Father: \_\_\_\_\_

Signature of Primary Parent Mother: \_\_\_\_\_

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

Both Primary Parent(s) and Secondary Parent/Guardian (if applicable) to sign, whose liability in terms hereof shall be joint and several.

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