

As at November 2022

MARYVALE COLLEGE

Independent Catholic Day School
PO Box 51698, Raedene, Johannesburg 2124
www.maryvalecollege.co.za

Pre-Primary and Primary School

Principal: Mrs K Smith
Cnr Louis Botha Ave and Cheltondale Rd.
Orchards, Johannesburg 2192
Tel: (011) 485 1210/13
Fax: 086 457 1441
Email: primaryadmin@maryvalecollege.co.za



High School

Acting Principal: Mr M Ally
10 St. Mary's Rd.
Maryvale, Johannesburg, 2192
Tel: (011) 640 3061/9
Email: admin@maryvalecollege.co.za

ADMISSION / APPLICATION PROCESS GRADES 8, 9 AND 10

1. Applicant/s may obtain an Application Form and School Fee Structure from our website – www.maryvalecollege.co.za. **Note that various documents are required, and these are stated on the Application Form.**
2. Applicants from schools other than Maryvale College Primary:
The application form and school fees clearance are to be personally hand-delivered to the school together with the relevant supporting documentation and a non-refundable application fee of R300 paid into our bank account (details are on the school fee structure). (NB: original documentation {and/or clearly certified copies} required). The application form is checked for accuracy and whether all required documentation is present.
3. Note that applicants from schools other than our primary school are required to write entrance examinations (English and Mathematics). PLEASE NOTE THAT THE ENTRANCE EXAMS WILL BE HELD AT THE SCHOOL BY ARRANGEMENT).

Once the applicant has written the examinations, these will be marked and the application form, supporting documents and examination results evaluated by the Principal. Those that are accepted are asked to pay a non-refundable development levy of R5 500.00 to secure their child's place.

4. Applications for learners attending Maryvale College Primary:
As your child is currently attending our primary school, there is no requirement for him/her to write entrance exams or pay the fee of R300. Those that are accepted (after evaluation of fee payment history and school reports) are asked to pay a non-refundable development levy of R5 500.00 to secure their child's place.



APPLICATION FOR ADMISSION TO MARYVALE COLLEGE**HIGH SCHOOL**

10 St. Mary's Road
 Maryvale, Johannesburg, 2192
 Telephone: 011 640 3061 / 011 640 3069
 Email: admin@maryvalecollege.co.za

PRIMARY SCHOOL

Cnr. Louis Botha Avenue & Cheltondale Road
 Orchards, 2192
 Tel: 011 485 1210 / 011 640 1120
 Fax: 086 457 1441
 Email: primaryadmin@maryvalecollege.co.za

YEAR APPLIED FOR: _____

Accession No (Office use):

PLEASE NOTE: AN ENTRANCE TEST DOES NOT GUARANTEE A PLACEMENT IN OUR SCHOOL. This form must be completed in full. All changes to be initialed or signed by parent / guardian. Completing the form does not necessarily mean that the learner has been accepted into the school. **PLEASE PRINT CLEARLY**

Section 1: LEARNER DETAILS:

Grade Applied for:				Highest Grade Passed:			
Surname:				Initials:			
First Name:				Other Names:			
Date of Birth: YYYY		MM	DD	Gender:		Male:	Female:
Identification/Passport No:							
Citizenship:				Right-handed <input type="checkbox"/> Left-handed: <input type="checkbox"/>			
Home Language:				Religion:			
Physical Address (Residential): Street/Flat Number: Street Name: Suburb: Code:						Learner Cell No:	
Home Telephone No:				Emergency Telephone No: See Section 7 – COMPLETE IN FULL			
Mother deceased – write yes or no:				Father deceased – write yes or no:			

Section 2: PREVIOUS SCHOOL INFORMATION (Please provide [original] latest school report)

Name of Previous School:	
Telephone Number:	Email Address:
STATUS OF SCHOOL FEES: Please have the document entitled 'School Fees Clearance' completed and returned to Maryvale College NOTE: The information provided will be verified	

Section 3: LEARNER MEDICAL INFORMATION

Medical Aid Number:	Medical Aid Name:
Medical Aid Main Member:	
Doctor's Name:	Doctor's Telephone Number:
Medical Condition:	

Section 4: THE FOLLOWING DOCUMENTS MUST ACCOMPANY THE APPLICATION FORM:

Original documents required. Please keep a copy for your records (note: we do not make copies at our office)

	OFFICE USE ONLY
• Certified copy of Birth Certificate	
• Certified copy of Passport & Study Permit/Visa / Permanent Residence or other immigration document (to be compliant with immigration status)	
• Two years school reports (this year PLUS previous year)	
• Copy of Baptism Certificate (Catholics only)	
• Identity-size photo of learner	
• R300 Application fee / Assessment (non-refundable) for all grades EXCEPT Grade R	Receipt No:
• Applicants to prove affordability (a minimum of R20 000.00 per month, after deductions, qualifies)	
• Proof of income of person/s responsible for payment (i.e. current salary advice OR 3 x months bank statements [i.e. if you are self-employed])	
• IDs (or Passport) of person/s responsible for payment	
• Proof of Residence (current, not older than 3 months)	
• School Fees Clearance document	
NB: Development levy (not part of school fees) is non-refundable Pre-School and Primary School – 10% of school fee / High School – R5500	Levy paid (Receipt No.):

PLEASE PRINT CLEARLY

Section 5: SIBLINGS (Please indicate details of any siblings in our school)		
Full Name:	Grade:	
Full Name:	Grade:	
Full Name:	Grade:	

Section 6: PARENT / GUARDIAN INFORMATION		
Surname of FATHER :		First Names
Occupation/employer:		Monthly Salary (NETT):
Marital Status:		Home Language:
Tel: Work	Tel: Home	Tel: Cell
Email Address:		
PRINT CLEARLY		
Date of Birth: YYYY	MM	DD
Citizenship:		
Identification No / Passport No:		Account Payer: Yes No
Physical Address (Residential): Street/Flat Number: Street Name: Suburb: Code:		Postal Address: Box No: Suburb: Code

Surname of MOTHER :		First Names
Occupation/Employer:		Monthly Salary (NETT):
Marital Status:		Home Language:
Tel: Work	Tel: Home	Tel: Cell
Email Address:		
PRINT CLEARLY		
Date of Birth: YYYY	MM	DD
Citizenship:		
Identification No / Passport No:		Account Payer: Yes No
Physical Address (Residential): Street/Flat Number: Street Name: Suburb: Code:		Postal Address: Box No: Suburb: Code

Section 7: DETAILS OF NEXT OF KIN OF LEARNER (Other than immediate family) – in case of emergency			
First Name:		Surname:	
Relation (i.e. Uncle/Aunt/Friend/etc):			
Telephone:	Work:	Home:	Cell:

HOW DID YOU HEAR ABOUT MARYVALE COLLEGE?

NB: THE INFORMATION PROVIDED IS CONFIDENTIAL AND FOR OFFICE USE ONLY

I hereby declare that to the best of my knowledge, the above information as supplied is accurate and correct.

Name of Parent / Guardian (PLEASE PRINT): _____

Signature of Parent / Guardian: _____

Date:/...../.....

MARYVALE COLLEGE IS AN INDEPENDENT CATHOLIC DAY SCHOOL
WE ACCEPT LEARNERS OF ALL RELIGIONS FROM PRE-GRADE TO MATRIC

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SCHOOL FEES CLEARANCE

Name of Pupil	
Name of Person responsible for fee payment	
ID No. of Person responsible for fee payment	

Name of School where the pupil is currently enrolled: _____

Annual fees for _____ (year) R _____

Fees paid to date R _____

Fees outstanding R _____

Comment: _____

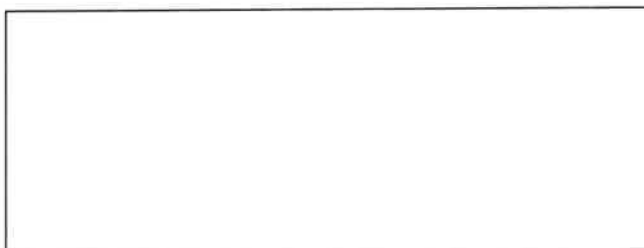
This is to certify that the above person has paid the school fees as indicated

Name of Head/Bursar

Signature of Head/Bursar

Date

SCHOOL STAMP



KINDLY RETURN THIS FORM TO MARYVALE COLLEGE EITHER VIA EMAIL OR FAX (see details for High School/Primary School at the top of this page)



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Dear Parents/Guardians

November 2022

RE: FEE STRUCTURE FOR 2023

It is with pleasure that we announce that the Board of Governors has approved the new fee structure for 2023. Please find details below. As an Independent school, the school relies on the payment of fees for the running costs of the school, 87% are towards the payment of salaries and the balance towards daily expenses (i.e. running costs). The Finance committee have agreed to make payment of school fees over 12 months in order for the cost to be more affordable to parents.

On the reverse side of this letter, you will find information about discounts, levies, banking details, registration of new learners and withdrawal of learners from the school. Please note that we have become a 'cashless' school so payment is to be made directly into the bank or by debit/credit card at school.

Sincerely,

K.F. Smith
Head: Pre-school & Primary

M. Ally
Acting Principal High school

GRADE	TUITION FEES & LEVY INCLUDED	AFTER-CARE	MONTHLY
PRE-SCHOOL	R 29 790	R 580 5p.m. R 765 6p.m.	R 2482.50 per month Jan-Dec
PRIMARY SCHOOL Grade 1	R 34 790	R 515 5p.m. R 700 6p.m.	R 2899.20 per month Jan-Dec
PRIMARY SCHOOL Grade 2	R 39 790	R 515 5p.m. R 700 6p.m.	R 3 315.85 per month Jan-Dec
PRIMARY SCHOOL Grade 3	R 41 540	R 515 5p.m. R 700 6p.m.	R 3 461.70 per month Jan-Dec
PRIMARY SCHOOL Grade 4-7	R 48 488	R 515 5p.m. R 700 6p.m.	R4040.75 per month Jan-Dec
HIGH SCHOOL Grade 8-12	R 55 008	R 515 5p.m. R 700 6p.m.	R 4584.00 per month Jan-Dec

P.T.O. Please take note of: 'Registration of new learners' on reverse side



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REGISTRATION OF NEW LEARNERS:

A non-refundable development levy, which is not part of school fees, is payable on acceptance of your child's application for admission, as follows: this is a 10% payment of the annual fees and is payable on registration. New learners will not be registered unless this payment has been made.

PRIMARY/PRE-SCHOOL/HIGH SCHOOL LEVIES

PRE-SCHOOL/PRIMARY: Levies are used for the loan of textbooks, computer costs, local outings, transport to some functions, educational shows, art materials, and photocopying.

HIGH SCHOOL: This has been introduced in order for the school to offer the learners a broader experience which the fees do not cover. This will include the diary, workshops, outings (NOT OVERNIGHT TOURS), computer costs; robotics/coding (Gr 8-12), leadership development, Olympiads, external competitions & study skills programmes.

AFTERCARE

Aftercare is an optional expense. Learners must be registered for aftercare or parents will be charged daily. High School learners will be charged for aftercare in 2023 if they are on the property after 16h00.

METHOD OF PAYMENT

Account Details:

Name: MARYVALE COLLEGE
A/C No: 001800531
Bank: STANDARD BANK
Branch: NORWOOD
Branch Code: 004105

The following method of payment can be made using the above account details:

- i) Stop Orders
- ii) Electronic Payments/Transfers
- iii) Direct Bank Deposits

Debit/Credit card facilities are available at the Primary and High school.

PAYMENT SCHEDULE

GRADE R-12: Fees are payable monthly in advance. This is over a period of 12 months (January – December), payment must be received by the 7th day of the current month. **January fees are due by the 7th of January** i.e. final date for 1st payment **7th January** and final date for last payment **7th December**.

Maryvale College is affiliated to TPN Credit Bureau, a registered credit bureau, all account payment profiles, patterns and behaviour is recorded monthly with the credit bureau for the purposes as per the National Credit Act.

DISCOUNTS

- i) **Levies are not discounted – the credit controller will kindly issue a pro-forma of the costs for the year should you wish to take advantage of the discount.**
- ii) A 10% discount applies when annual fees are paid in full by the 7th February.
- iii) Family discount: 1st child pays 100%, 2nd child pays 5% less, other siblings pay 10 % less.

ARREARS

If fees are outstanding after 1 month, Parent/s/Guardian will be given one terms' notice of deregistration of the learner. Parent/s/guardian will then be asked to transfer the learner to another school.

WITHDRAWING A LEARNER

3 months' notice must be given or 3 months fees must be paid in lieu of notice.

N.B. All enquiries re school fees to be directed to the Credit Controller on 011-640 3061/69 or creditcontrol@maryvalecollege.co.za.



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Parent / Guardian

Welcome letter

Dear Sir / Madam

RE: **Our Client:** MARYVALE COLLEGE
Contact Person: CREDIT CONTROL DEPARTMENT
Contact Number: 011-640-3061
Email Address: creditcontrol@maryvalecollege.co.za

TPN credit bureau is pleased to introduce you to the services that we offer. We are proud to be associated with MARYVALE COLLEGE our client, who subscribes to our services. Please take the time to review the following welcome letter which will advise you of our client's relationship with TPN.

Who is TPN credit bureau?

TPN is a registered credit bureau. TPN collects account information on debtors and maintains a history of their account payment behaviour. Importantly, this means that TPN credit bureau collects not only adverse information but also positive credit information. A positive credit record is extremely advantageous to you as it increases your ability to access credit in the market place

How does it work?

Our client has agreed to update your account payment record as per your contractual obligations with them.

What if I pay my account late?

Your account is due and expected on the due date as per your agreement with our client. It is important that accounts payments are paid promptly. Please note that payment received after due date will result in your payment record being updated accordingly.

What if I do not pay my account?

Payment of your account with our client is not a matter of choice, it is an essential part of your agreement. Failure to pay any account or other monies due, could result in a negative credit record (or "blacklisting") which will severely restrict your access to further credit.

How can TPN credit bureau help me?

By paying your account on time and in full, you have the opportunity to build a positive credit profile. You can use your positive profile when applying for other forms of credit.

As such, we invite you to consider your relationship with our client as an excellent opportunity to build a positive credit profile.

TPN credit bureau welcomes you into the TPN family. We acknowledge you as one of our client's debtors and trust you will enjoy a long term relationship with our client. If you have any queries or problems kindly contact Credit Control Department on 011-640-3061.

Yours faithfully,
TPN Credit Bureau

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CONSENT CLAUSE:

(Parent/s/Guardian, Name and Surname)
Contractual Agreement

The Parent/s/Guardian consents to and authorises **Maryvale College**, to:

- a) Contact, request and obtain information at any time from any supplier, service or credit provider (or potential credit provider) or registered credit bureau in order to assess the behaviour, profile, payment patterns, indebtedness, whereabouts, and creditworthiness of the Parent/s/Guardian, and
- b) Provide information about the behaviour, profile, payment patterns, indebtedness, whereabouts, and creditworthiness of the Parent/s/Guardian to any registered credit bureau or to any supplier, service or credit provider (or potential credit provider) seeking a trade reference regarding the Parent/s/Guardian dealings with the supplier, service and/or credit provider.

SIGN HERE: _____

DATE: _____

