



St Patrick's International Academy

Email: execsec.stpatsmw@gmail.com

Contact: 088 700 56 90/1

APPLICATION FORM

A deposit of a non-refundable registration fee of **K25,000.00** should accompany this form.

TO ENTER FORM PROPOSED DATE OF ENTRY

AS A DAY STUDENT AS A BOARDING STUDENT

STUDENT DETAILS

Surname: _____ First Name(s): _____

Date of Birth: _____ Male/Female _____ Nationality _____

Country of Birth: _____ Home Language: _____

NAME OF SIBLING	AGE	M/F	IN FORM

NAME OF PREVIOUS SCHOOL	DATE JOINED	DATE LEFT	REASON FOR LEAVING

Please note: Any information given which is discovered to be false or incomplete may affect your entry or continued enrolment at St. Patrick's International Academy

PLEASE ENSURE YOU HAVE ATTACHED THE FOLLOWING DOCUMENTS:

- 1. Copy of the student's birth certificate and/or copy of passport.
- 2. Two recent passport size photos of the child.
- 3. Latest school report.
- 4. Transfer Certificate / Reference letter from previous school.



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PARTICULARS OF PARENTS OR LEGAL GUARDIANS:

Father's Surname: _____ First Name(s): _____

Occupation: _____ Employer: _____

Cell Number: _____ Work No: _____ Home No: _____

Mother's Surname: _____ First Name(s): _____

Occupation: _____ Employer: _____

Cell Number: _____ Work No: _____ Home No: _____

Residential Address: (area/plot no) _____

Postal Address: _____

Email Address: Father _____ Mother _____

Residential Status/Permit (If non-Malawian): _____

PAYMENT OF SCHOOL FEES:

Will you be responsible for paying fees? YES / NO (If NO, please give details of who will pay fees):

Name of Company/Organisation/Individual: _____

Office number: _____ email address: _____ Cell

No: _____

CONFIDENTIAL MEDICAL INFORMATION:

Does the student have any medical condition/disability: (eg, asthma, epilepsy, allergies etc) **Give full details:**

Medical Scheme? _____ Scheme member number: _____

Usual Doctor and Address: _____

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DECLARATION BY PARENTS:

We would hereby like to admit our child as a student at St. Patrick's International Academy. We have read and understood the following conditions.

- a) She/he will be required to conform with all the rules and regulations of the school.
- b) She/he will wear the full school uniform at all times and keep their appearance clean and tidy, in accordance with the school dress code.
- c) We accept full responsibility for payment of all fees in advance and when payments are due (see section on Payment of School Fees below).
- d) We will keep the school informed of any change in our personal details (ie contact numbers/address/place of work etc), to ensure quick contact with us in case of an emergency.
- e) We will notify the school one term in advance if we decide to withdraw our child from school.
- f) We will notify the school with all the details should the child ever be left in the care of another person while parents are both absent from home.
- g) We will attend parent interviews/consultations or Parent/Teacher meetings when requested.
- h) In the event of an accident or serious illness of the child, and should we be unable to be contacted, we authorize the school to seek medical treatment for the child at its discretion and we agree to pay all outstanding medical fees in this respect.
- i) We agree to notify the school at the time of any illness, accident, medical condition (whether under treatment or not) or any other circumstances (such as bereavement) which might affect the physical or mental well-being of the child
- j) We recognize that the school cannot accept liability or damages to the possessions of our child while at school or on school trips.
- k) We agree to accept any changes to these regulations which may occur during the course of our child's education.
- l) The Principal, who maintains the discipline of the school, has the right to refuse to allow the student to return to the school, or to demand that the student is withdrawn from the school, or to suspend the student's attendance at the school for a period of time in accordance with the school policy on discipline. In such circumstances, we acknowledge that the fees for the whole term must be paid in full and that no refunds will be made.

PAYMENT OF SCHOOL FEES:

- I. All fees will be paid on or before the beginning of the term.
- II. In the event of non-payment of fees, St. Patrick's reserves the right to remove the child from the school after enough reminders and chances to settle have been given.
- III. St. Patrick's reserves the right to make adjustments to the fees at any time during the academic year.
- IV. All examination students are required to pay the termly tuition fees in full for the examination period. If full payment is not received the student may not be allowed to write exams or receive a certificate or testimonial.
- V. If students are withdrawn for any reason during the term, and there has been no prior notice given (one term) fees will not be refunded
- VI. We undertake to pay interest at a rate linked to the prime interest rate on any accounts we have with the school which have fallen into arrears.
- VII. We confirm that we currently have adequate financial resources to pay all fees and charges. If this situation changes we will notify the school immediately.



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viii. We undertake, for the duration of our child's education at St. Patrick's to be responsible for the due payment of all amounts as levied by the school and that should it be necessary for the school to cost an attorney or initiate legal action against us as a result of any break of this agreement, we accept liability for all legal costs incurred, including collection of commission charges, instruction fee and interest on a scale as agreed between Attorney and Client.

Dated this day _____ of _____ (month) _____ (year)

Signature of Mother _____ Print name: _____

Signature of Father _____ Print name: _____

Signature of Guardian 1: _____ Print name: _____

Relation to Student _____

NOTES:

1. Admission to the school can take place only after acceptance of this enrolment has been confirmed by the Principal. It is essential that previous reports and transfer letter are available before acceptance is confirmed.
2. Students seeking enrolment may be required to sit for an assessment test.
3. The school reserves the right to place the applicant into the class deemed most fit by the Principal.
4. All students applying for a boarding place are required to be on a medical scheme before entering the hostels (see specific boarding requirements form).

STUDENT DECLARATION

I, _____ promise to follow the rules and regulations of St Patrick's International Academy, as directed by the Principal, Vice Principal, Teachers and other staff.

I understand that if I am found with alcohol, tobacco or tobacco products and/or illegal drugs, or I am suspected to be under the influence of said substances while at school, I may be suspended or expelled from the school.

I understand that fighting, bullying, using abusive language or other forms of disrespect are not tolerated at all at this school and may result in my suspension or expulsion.

I understand that inappropriate or sexual behaviour of any kind is not tolerated and may result in my immediate suspension or dismissal.

I understand that I am required to be on time for all lessons, and to avoid any unnecessary absences. If I am consistently late or absent, this may result in disciplinary action.

Student Signature

Parent Signature

Date

PRINCIPAL'S APPROVAL OF ADMISSION: _____ signed _____ date