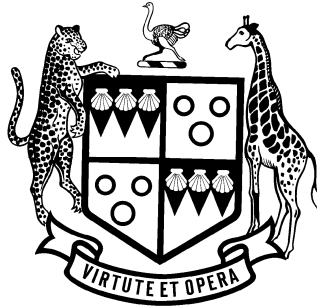


Victoria Girls' High School

Est. 1897



Application for Admission

Place
photo
here

Name: _____

into Grade _____ in 2010



2007 South African Education Institution of the Year ~ PetroSA
Proudly South African HomeGrown Awards
Circle of Excellence School ~ Allan Gray Orbis Foundation



6 May 2009

Dear Prospective Parent(s)/Guardian

Thank you for considering Victoria Girls' High School for your daughter's / ward's high school education. Kindly assist us in making the best possible decisions by noting the following:

A. The VGHS Admission Policy on the next page.

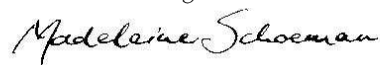
B. Please check that the following documents have been included in this application package:

1. A letter informing parents/guardians of procedure and important dates (please keep this letter as a reminder).
2. The VGHS Fee Structure for 2009 (to be updated by the end of 2009 for 2010).
3. The VGHS Provisional Subject Choice for Grade 10 to 12, for 2010.
4. A Confidential Learner Profile: please request the principal of the learner's present school to fill in the details, seal the form in an envelope with the school stamp over the seal, and post it to VGHS. Alternatively you could submit the sealed envelope with the application documents.

C. Unfortunately we may only consider the application if:

- ✓ every section is filled in
- ✓ the following items accompany the application form:
 1. A certified copy of the learner's latest end of year School Report (Her most recent School report must be available if she is called at an interview).
 2. A certified copy of Birth Certificate of the learner.
 3. Certified copies of both parents'/guardian's I.Ds (or a Death Certificate of a deceased parent).
 4. A certified copy of the I.D. of the person responsible for the account (if not the parent[s] or guardian) of the learner.
 5. The receipt or deposit slip for the R50.00 administration fee (refundable upon written request in 2010).
 6. An I.D. photograph of applicant attached to cover
 7. The form filled in by the principal of the learner's present school, sealed in an envelope (unless the principal posts it).
- ✓ and if the documents reach Victoria Girls' High School by the due date set out in the letter.

Yours sincerely



Madeleine Schoeman

PRINCIPAL

POLICY FOR ADMISSION TO VICTORIA GIRLS' HIGH SCHOOL

Adopted on 28 February 2006 and amended on 23 November 2006 and 5 May 2009 by the Governing Body of Victoria Girls' High School subject to the provisions of the South African Schools Act No 84 of 1996 and Section 28(2) of the Constitution

Definitions

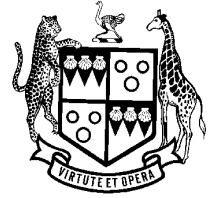
"School" as determined in the South African Schools Act, 84 of 1996, in this document it refers to Victoria Girls' High School (VGHS), with a distinction being made between the GET and FET Bands

GET Band refers to Grade 8 and Grade 9 at VGHS

FET Band refers to Grades 10, 11 and 12 at VGHS

"*Selection Panel*" refers to members of the Staff Management Team under the instructions of the School Governing Body of VGHS

VGHS refers to Victoria Girls' High School



Preamble

Victoria Girls' High School is open to all learners whose age and academic standard enable them to benefit from the educational experience we offer. Learners from all schools, including Victoria Primary School, need to apply for entrance to Victoria Girls' High School

1. *in the GET Band*
2. *in the FET Band*

VGHS is a fee-paying school. School fees are payable in advance per term, but VGHS recommends various payment options and offers discount if annual fees are paid by end February.

All applicants will need to comply with the admission policy as set out in this document, and will need to submit the necessary documentation.

Victoria Girls' High School requires that Parents/Guardians and Learners familiarize themselves with

- the Code of Conduct of VGHS as the Learner will be subject to and bound by the Code of Conduct once she has been admitted to the GET or FET Band.
- the FET subjects offered at VGHS (*see application package*)

Documents required for the admission of a learner into the GET Band and FET Band

When a Parent/Legal Guardian applies for the admission of a Learner to Victoria Girls High School, the following documents are required:

1. A fully completed and signed application form prescribed by the school. This application form, together with all the documents prescribed in the application form and below, shall be delivered to the school on the date(s) set by the school and as advertised by the school. Late and/or incomplete applications may be disregarded.
2. The specified form signed by the parent/guardian giving VGHS permission to obtain information about the learner from the previous school(s) attended by the learner.
3. All portfolio work in every learning area/subject shall be required from all learners applying for admission during the course of the year.
4. Any other documents required by the Application Package and specified in the accompanying letter.

Admission Criteria

Preference will be given to learners who:

1. demonstrate the greatest degree of participation in the academic, sporting and cultural activities offered by the school/s previously attended by them and at VGHS.
2. will benefit the most from the subjects, activities and facilities offered by the School.
3. show the highest academic potential.
4. obtained a Level 4 pass (or equivalent) in English Home Language in Grade 7, 8 and 9, or a higher level pass in English First Additional Language.
5. wish to receive their education in English and, thereafter, in order of preference, demonstrate the greatest ability to communicate in English, in both speech and writing.
6. have a good disciplinary record (including a good disciplinary record at any previous boarding institution, where applicable).
7. reside in the feeder zone (i.e. VGHS is the closest English medium secondary school to the home address of the learner) or is eligible for boarding at a VGHS hostel.
8. fall within a range of two years of the age norm.
9. are learners from areas of defined need.

In the event that after the application of the criteria applicants are equal, preference will be given to:

1. Children of alumni and sisters of past and present learners at VGHS and sisters of Graemians, if they meet all other criteria.
2. Learners from Victoria Primary School.
3. Learners disadvantaged as a result of unfair discrimination in the past.

Eligible Learners and their Parent/s or Guardian/s will be expected to attend an interview at the school on the date given in the application form. An interview will not guarantee entrance to the school.

Universally accepted class sizes for optimal teaching and learning will also be taken into account.

A Selection Panel reviews all applications.

Admission into the FET Band

The minimum entrance requirement for Gr 10 is a satisfactory Grade 9 school report.

It must be noted that Grade 9 is the end of the GET Band which signifies it as an exit year, and Grade 10 is the start of the FET Band.

All applicants must familiarize themselves with the subject options available in the FET Band as learners should apply for subject combinations that will suit their future career options.

The following factors will be considered when applying for admission to Grade 10 – 12, as well as those learners applying for subject or grade changes:

1. Previous academic, disciplinary, service, leadership, cultural and sporting performance and/or participation of the learner.
2. The Learner must meet the promotion requirements of Grade 9 to be admitted into Grade 10.
3. Requested Subject Packages/Combinations, and with the proviso that all subject packages are subject to a probationary period of six months. Subject Packages/Combinations will be determined by their marks during the course of Grade 9 and the entrance requirements of specific subjects. Class sizes are limited by the facilities, e.g. the number of computers, and human resources available.

The admission criteria set out herein shall apply for the admission of learners to the GET and FET phase.

1. INFORMATION ABOUT THE LEARNER

Learner's Surname _____

First Name(s) _____

Preferred Name _____

Present Grade _____ Grade for which applying _____ in 2010

Date of Birth:	DAY			MONTH			YEAR		
I.D./Birth Certificate Number									

Physical Address _____

Postal Code _____

Closest Public School to Learner's Physical address: _____

Learner's Cell phone Number (if available): _____

Home Language of Learner _____

Country of Birth: _____

Date entered South Africa (if not born in South Africa): _____

HOME ENVIRONMENT:

Does the learner live with both biological parents?

YES

NO

Are the learner's parents divorced?

YES

NO

Does the learner live with a relative?

YES

NO

Is the learner in foster care?

YES

NO

Is the learner an orphan?

YES

NO

HEALTH:

Give details of anything of which the school should be aware, e.g. epilepsy, asthma, diabetes, etc, and attach a medical certificate:

Does the learner wear glasses?

YES

NO

Does the learner have hearing problems?

YES

NO

Does the learner have any barriers to learning, e.g. ADHD?

YES

NO

If yes, please give details: _____

MEDICAL AID COMPANY:	NUMBER:
----------------------	---------

RELATIVES AT VICTORIA GIRLS' HIGH SCHOOL:

Details of sister/s currently attending Victoria Girls' High School:

NAME	GRADE
------	-------

Details of mother/sister/s who attended VGHS previously:

NAME	YEAR LEFT VGHS
------	----------------

If any family members attended/are attending VGHS, in which house were/are they? Please tick the appropriate box

Ruthville	Dorset	Graeme	Thursford
-----------	--------	--------	-----------

DETAILS OF THE LEARNER'S CURRENT SCHOOL, INVOLVEMENT AND MOST RECENT ACHIEVEMENTS:

Current school	
Telephone number of current school	
Address of current school	
Date of leaving the above school	
Reason for leaving the above school	
ACADEMIC	
Highest Grade passed	
Grade(s) repeated	
Preferred subjects (Grade 10 – 11 only)	<i>(Please refer to Admissions Policy and attached Provisional Subject Options. Consider the options carefully as these will be discussed with you if you are called to an interview).</i>

LEADERSHIP ROLES

--

CULTURAL ACTIVITIES

Society or activity	Special achievement (if any)

SPORT

Sport	Team represented	Achievements (if any)

COMMUNITY SERVICE

--

All learners are expected to participate in sport, cultural activities and community service. Participation in sport is assessed as part of the Life Orientation curricula.

If the information filled in above does not appear on the learner's end of year School Report, we request that the school verifies the information:

Signature of School Principal/authorized person to verify the above information: _____

Name of School Principal: _____

School stamp

VGHS HOSTELS

Is applicant to be a VGHS Hostel Boarder? (please tick)

YES

NO

Date on which admission is desired: _____

Boarding school nearest to home address of Parent/Guardian: _____

Specify any health, dietary requirements or physical handicaps and attach a medical practitioner's certificate:

2. PARENTS/GUARDIAN'S PARTICULARS

(Kindly note that details of both living parents must be provided unless a certified copy of a Death Certificate is attached. Parents are jointly and severally responsible for school and boarding fees, regardless of the content of, for example, a divorce agreement).

PARENT / GUARDIAN 1:

RELATIONSHIP TO APPLICANT, e.g. Mother, Foster Mother, Guardian:											
SURNAME:											
TITLE:				INITIALS:				FIRST NAMES:			
I.D. NUMBER											
MARITAL STATUS		Married		Unmarried		Divorced		Separated		Widowed	
Legal Guardian <input type="checkbox"/> Yes <input type="checkbox"/> No		Access Rights <input type="checkbox"/> Yes <input type="checkbox"/> No		Living with Applicant <input type="checkbox"/> Yes <input type="checkbox"/> No		Separate Report requested <input type="checkbox"/> Yes <input type="checkbox"/> No					
OCCUPATION:				EMPLOYER:				EMPLOYEE NUMBER:			
PHYSICAL ADDRESS Number: Street:				POSTAL ADDRESS P.O. Box:				STREET ADDRESS OF PLACE OF WORK Number: Street:			
Suburb:								Suburb:			
Town:				Town:				Town:			
Province:				Province:				Province:			
Code:				Code:				Code:			
Cellphone						Fax number					
Telephone (h)						E-mail address					
Telephone (w)											

PARENT / GUARDIAN 2:

(Kindly note that both parents' details must be supplied unless the required documents are provided).

RELATIONSHIP TO APPLICANT, e.g. Mother, Foster Mother, Guardian:											
SURNAME:											
TITLE:				INITIALS:				FIRST NAMES:			
I.D. NUMBER											
MARITAL STATUS		Married		Unmarried		Divorced		Separated		Widowed	
Legal Guardian <input type="checkbox"/> Yes <input type="checkbox"/> No		Access Rights <input type="checkbox"/> Yes <input type="checkbox"/> No		Living with Applicant <input type="checkbox"/> Yes <input type="checkbox"/> No		Separate Report requested <input type="checkbox"/> Yes <input type="checkbox"/> No					
OCCUPATION:				EMPLOYER:				EMPLOYEE NUMBER:			
PHYSICAL ADDRESS Number: Street:				POSTAL ADDRESS P.O. Box:				STREET ADDRESS OF PLACE OF WORK Number: Street:			
Suburb:								Suburb:			
Town:				Town:				Town:			
Province:				Province:				Province:			
Code:				Code:				Code:			
Cellphone						Fax number					
Telephone (h)						E-mail address					
Telephone (w)											

3. DETAILS OF PERSON RESPONSIBLE FOR PAYING SCHOOL AND/OR HOSTEL FEES:

Who is responsible for paying the fees? Mother / Father / Guardian / Other (If **Other** please fill in details below)
 (Please note: Parents are jointly and severally liable for school and hostel fees, regardless of their marital status. Copies of the account will be sent to the parent(s) and to the person responsible for the account).

RELATIONSHIP TO APPLICANT, e.g. Sponsor; Employer of parent, etc												
SURNAME:												
TITLE:				INITIALS:				FIRST NAMES:				
I.D. NUMBER												
OCCUPATION:				EMPLOYER:				EMPLOYEE NUMBER:				
PHYSICAL ADDRESS Number: Street:				POSTAL ADDRESS P.O. Box:				STREET ADDRESS OF PLACE OF WORK Number: Street:				
Suburb:								Suburb:				
Town:				Town:				Town:				
Province:				Province:				Province:				
Code:				Code:				Code:				
Cellphone							Fax number					
Telephone (h)							E-mail address					
Telephone (w)												

THIS SECTION MUST BE FILLED IN BY THE PERSON RESPONSIBLE FOR PAYING THE ACCOUNT:

I, _____, have read all the documents contained in this application package and am fully aware of the present fee structure of Victoria Girls' High School and accept responsibility for paying the school (and hostel account if the learner is a boarder) of

_____ for as long as she is a bona fide learner of Victoria Girls' High School.

I understand that the VGHS has a Fee Exemption Policy in accordance with the requirements of the SA Schools Act, and will apply in writing and follow due procedure if I need assistance with the payment of school fees. I understand that Fee Exemption does not relate to hostel fees.

Signed on this day, _____ 2009, at _____

SIGNATURE

DATE

WITNESS 1:
Name: _____

WITNESS 2:
Name: _____

Signature: _____

Signature: _____

Please turn over

4. FEES AND PAYMENTS:

- The present school fees are R2 106.00 per term and the hostel fees are R4 391.00 per term. The fees are decided upon by the parents at an Annual General Meeting held in the last term of the year.
- These fees do not include Johan Carinus Art School fees, stationery, camps, excursions, dances and/or any other fees that the School Governing Body may determine from time to time. Textbooks are issued on loan to learners and must be returned at the end of November each year.
- An applicant's enrolment at Victoria Girls' High School for 2010 will only be confirmed once all the documentation and R1 300.00 for school fees for day girls and R3 400.00 for boarders are deposited into the school account by the date set out in the attached letter. These amounts will be credited to the first term accounts. No alternative arrangements will be allowed.**
- School and hostel fees are payable in advance (before or at the start of a school term), unless an arrangement in writing was made with the Bursar. Legal action will be taken when accounts are 90 days in arrears.
- 10% discount is given if the year's fees are paid before the end of February.
- Arrangements may be made with the school office to pay equal payments over 10 months (January – October) by cheque, stop order or debit order.

BANKING DETAILS OF VICTORIA GIRLS' HIGH SCHOOL

Bank	:	Standard Bank Grahamstown
Branch Code	:	05-09-17
Account No	:	082033099

The learner's name and account number (when available) must appear on all deposit slips.

5. SCHOLARSHIPS AVAILABLE TO VGHS LEARNERS:

- The Head Girl of Victoria Primary School will receive an amount equal to half the school fees for two years.
- The Dux Scholar of Victoria Primary School will receive an amount equal to half the school fees for two years.
- Two Scholarships could be awarded to two new Grade 8s. Grade 7 learners who have excelled academically, culturally or in sport must **attach a letter to their application form**, listing their achievements. They must also supply contact details (names, telephone numbers) of people who will verify details. These Scholarships could be for equal amounts and are valid for one year.
- Cultural and Sports Scholarships for Gr 10-12: these are equal to half the school fees and recognize outstanding cultural and/or sporting achievements. The Scholarships are valid for one year.
- Victoria Girls' High School Scholarships available to Gr 9, 10, 11 and 12 learners presently enrolled at the school. These prestigious scholarships recognize **all-round** achievements with academic excellence being weighted more. They are equal to a full year's school fees and are valid for one year.

6. DECLARATION AND UNDERTAKING BY PARENT(S)/ GUARDIAN(S):

- I/We understand that this application form does not entitle my/our daughter/ward to a place at VGHS in 2010.
- I/We and my daughter/ward (on her behalf) undertake to be bound by such rules and regulations of the school and hostel as may be in force from time to time. We undertake to support the full school programme as supported by the Annual Budget presented to parents in the last term.
- I/We acknowledge herewith the contents of the Application Package, including the VGHS Admission Policy printed in this application form, and accept the contents thereof.
- I/We acknowledge that by enrolling my daughter/ward as a boarder or learner at Victoria Girls' High School, I place the school and all its staff fully *in loco parentis* with regard to my daughter/ward.
- I/We acknowledge that the School Governing Body shall have the right to adjust the school and hostel fees, and the method of payment thereof.
- I/We acknowledge that married or divorced parents are jointly and severally liable for the payment of school and/or hostel fees, notwithstanding any agreement that may exist between the parents.

Telephone number: 046 636 1550
Fax number: 046 636 1620

office@vghs.ecape.school.za



VICTORIA GIRLS' HIGH SCHOOL

P.O. BOX 601
GRAHAMSTOWN
6140

6 May 2009

OUR VISION: At VG we support and respect one another in a safe and happy environment. Our broad spectrum of activities and facilities enriches all, as we strive for excellence.

Dear prospective Parents/Guardians

Thank you for considering Victoria Girls' High School for your daughter/ward. This Proudly South African English medium school offers your daughter/ward an outstanding education.

Hundreds of learners apply annually to be enrolled at Victoria Girls' High School, but unfortunately only a few places are available. (We therefore suggest that you apply to other schools as well). Please take careful note of the **ENROLMENT PROCEDURE, VGHS ADMISSIONS POLICY** and **APPLICATION DOCUMENTS** if you want us to consider your daughter's/ward's application:

ENROLMENT PROCEDURE

Step 1:

- Please complete the Application for Admission Form and return that, with all the documents required, to the office of Victoria Girls' High School by 10:00 on **26 June 2009**.
- No late submissions may be accepted.
- Your application may only be considered if the following documents are included:
 1. Certified copy of latest School Report
 2. Certified copy of the Birth Certificate of the learner
 3. Certified copies of both parents'/guardian's I.Ds (or a Death Certificate, if applicable)
 4. Certified copy of I.D. of person responsible for the account (if not the parent or guardian)
 5. Receipt or deposit slip for R50.00 administration fee (refundable upon request in 2010)
 6. I.D. photograph of applicant attached to cover
 7. The confidential learner profile form filled in by the principal of the learner's present school, sealed in an envelope with the school stamp over the envelope flap.

Step 2:

- If your daughter/ward is shortlisted on the basis of the VGHS Admissions Policy, you could be contacted telephonically by 27 July 2009 and requested to come for an interview. Parent(s)/Guardian(s) and the learner must attend the interviews. Most interviews will take place on 1 August 2009, but kindly bear in mind that not all applicants are called for interviews.

...../Step 3

Step 3:

- By 20 August 2009 information will be posted to provisionally accepted applicants. The package will include:
 1. Contract
 2. Agreement by the learner
 3. Code of Conduct
 4. A Social Permission form
 5. Boarders' information
 6. A reminder of fees to be paid in advance
 7. Any other documents deemed necessary
- By 21 August, a letter will be posted to those applicants who cannot be accommodated in terms of the VGHS Admissions Policy. They will be warned to make alternative arrangements for 2010

Step 4:

- Parents/Guardians of provisionally accepted learners must return the completed forms and the required fees (R1 300.00 for day-girls and R3 400.00 for boarders) by 21 September 2009. The amount for boarders includes school and hostel fees. Please deposit the fees directly into the school account and mark the deposit slip clearly.

Late submission of forms and/or forms filled in incorrectly and/or incomplete forms and/or non-payment will disqualify the applicant and the place will be given immediately to someone on the waiting list.

Step 5:

- Upon receipt of payment a letter will be sent out acknowledging payment and reminding applicants that their enrolment can only be confirmed in January 2010 when they submit their final 2009 school report and a transfer form from their previous school.

Step 6:

- In December 2009 successful applicants will receive details regarding stationery, fees, etc.

Step 7:

- January 2010: enrolment finalized upon
 1. Submission of final school report and transfer form.
 2. Payment of remainder of first term school (and hostel, if applicable) fees.

Thank you, once again, for considering Victoria Girls' High School for your daughter's/ward's school career, for adhering to the procedure and for assisting us in our administration. We look forward to working with you in the interest of your daughter/ward.

Yours sincerely

Madeline Schoeman

Madeline Schoeman
PRINCIPAL



with passion, integrity, excellence

Telephone number: 046 636 1550
Fax number: 046 636 1620

office@vghs.ecape.school.za



VICTORIA GIRLS' HIGH SCHOOL

P.O. BOX 601
GRAHAMSTOWN
6140

6 May 2009

CONFIDENTIAL LEARNER PROFILE

(This report is confidential and must be completed by the Principal of the learner's present school and then faxed by the school directly to Victoria Girls' High School, or placed in a sealed envelope with the school stamp over the seal and handed to the parent(s)/guardian, or posted to VGHS.

Closing date for applications: 26 June 2009).

Dear Principal

One of your learners, _____
has applied for admission to Victoria Girls' High School in 2010. We appreciate the time and effort that go into responding to a Confidential Learner Profile, and have found the comments from the learners' previous schools to be invaluable. *(We also kindly request Principals to verify the learner's details on p 4 of her application form, unless the information requested appears in her end of year School Report).*

1. Please place a cross in the appropriate block using the 5 point scale.

1 – UNSATISFACTORY; 2 - ACCEPTABLE (Satisfactory); 3 – GOOD; 4 - VERY GOOD; 5- EXCELLENT (Exceptional)

	1	2	3	4	5
Attitude towards school work					
Attitude towards homework and projects					
Behaviour in classroom					
Scholastic achievement in relation to learner's ability					
Learner's involvement in extra-mural / co-curricular activities					
Interest and support of school activities outside the classroom e.g. House Galas, etc					
Leadership potential					
Academic potential					

2. Has the school had any serious behavioural problems with the learner?

Yes/No

If the answer to the question is YES, please specify _____

3. Does the learner have a learning disability?

Yes/No

If so, please specify _____

4. General comment:

5. Parental involvement in school: _____

6. Fees up to date: _____

PRINCIPAL'S NAME: _____

SIGNATURE: _____

OFFICIAL STAMP &

DATE

Once again, thank you for your valuable input.

Yours sincerely

Madeline Schoeman

VICTORIA GIRLS' HIGH SCHOOL: PROVISIONAL SUBJECT CHOICE FOR GRADE 10 and 11, 2010

PLEASE NOTE: All subject choices are subject to

- The availability of teaching staff
- The constraints of the timetable
- The LEARNER'S PERFORMANCE IN GRADE 9 or 10 AND IN VGHS SUBJECT ADMISSION TESTS
- Rationalization of teaching posts by the Education Department.

1. CHOOSING A COURSE

- 1.1 After studying this document, carefully choose FIVE subjects from lines 2, 4, 5, 6 and 7 in the table on the right hand side.
- 1.2 If there is a possibility that the learner may later wish to follow a degree course at a university, she must choose those subjects that will open up the best options, bearing in mind her ability in her chosen subjects. (Taking Design AND CAT would currently mean that the learner may struggle to get the required marks for university).
- 1.3 The learner's aptitude must be kept in mind when a subject choice is made.
- 1.4 The choice of Art is subject to the learner meeting the requirements of the Johan Carinus Art Centre.
Art means:
1.4.1 History of Art in Visual Art or Design plus a practical component.
1.4.2 A second Art subject is only available to artistically gifted learners.
- 1.5 Music may only be chosen as a subject after consultation with the Principal and Music teachers. Please indicate instrument taken and grade attained thus far in this instrument. Instrument: Grade:
- 1.6 Physical Science and Mathematics (not Mathematical Literacy): research indicates that a high standard in the GET phase, as well as a sound work ethic, is required to pass these courses. VGHS will give preference to learners who obtained the highest marks in VGHS subject admissions tests which will be written in November 2008. VGHS retains the right to limit class sizes. New learners choosing these subjects will be on probation for at least one semester (i.e. 6 months).
- 1.7 Please note that departmental regulations require a course taken in Grade 10 to be followed through to Grade 12, so care must be taken with the subject choice. We strongly suggest that no changes may be made after the start of Grade 11. Should a learner have to make a subject change, the parent/guardian will be expected to pay for tutorials/extra lessons where necessary and the learner would need to catch up all portfolio work missed.
- 1.8 It is in the best interest of every learner for parents/guardians, staff and learners to work together before a subject choice is finalised. VGHS has the right to refuse a learner permission to take a subject if it believes that it is not in the best interest of the learner to do that course

2. PROVISIONAL SUBJECT CHOICE FOR GRADE 10 to 12, 2010

		PLEASE FILL IN YOUR FIRST CHOICE	PLEASE FILL IN YOUR SECOND CHOICE
1	English Home Language (Compulsory)	English	English
2	Afrikaans OR Xhosa Additional Language		
3	Life Orientation (Compulsory)	Life Orientation	Life Orientation
4	Mathematics OR Mathematical Literacy		
5	Physical Science OR Life Sciences OR Consumer Studies OR Visual Art OR Design OR Music		
6	Accounting OR Geography OR Drama OR Visual Art OR Design OR Music		
7	Computer Applications Technology OR History OR Life Sciences OR Visual Art OR Design OR Music		

3. PLEASE COMPLETE THE FOLLOWING (By signing the document you indicate that you understand and accept the conditions laid out above. You also accept that you cannot hold VGHS to this provisional subject choice).

SURNAME OF LEARNER

FIRST NAME OF LEARNER

.....
Parent's/Guardian's signature

.....
Learner's signature

.....
Parent's/Guardian's Full Name

.....
Date

VGHS FEE STRUCTURE FOR 2009

(As approved by the AGM on 25/09/08)

All school and boarding fees are payable in advance per term, but to accommodate parents we offer 10% discount if annual fees are settled in full by the end of February. We also offer various payment options.

SCHOOL FEES GR 8 – 12

R 2 106.00 per term of which R 600 must be paid by the first day of each school term

ANNUAL PAYMENT	AMOUNT
Annual fees	R 8 424.00
Less 10% for a total payment by end February	R 842.40
TOTAL	R 7 581.60

TERMLY PAYMENT	AMOUNT
A full payment is made by 1 st day of term.	
Term 1	R 2 106.00
Term 2	R 2 106.00
Term 3	R 2 106.00
Term 4	R 2 106.00
TOTAL	R 8 424.00

AN EXAMPLE OF A MONTHLY PAYMENT

Apply in writing to Bursar for this facility.

You structure the monthly payment amount.

Term 1: Jan by 1 st day	R 765.82
February	R 765.82
March	R 765.82
Term 2: Apr – by 1 st day	R 765.82
May	R 765.82
June	R 765.82
Term 3: July – by 1 st day	R 765.82
August	R 765.82
September	R 765.82
Term 4: Oct – by 1 st day	R 765.82
November	R 765.82
TOTAL	R 8 424.00

BANK ACCOUNT DETAILS

Account Holder: VGHS

Bank: Standard Bank

Account Number: 082033099

Branch: Grahamstown

Branch Code: 05-09-17

Reference: Use surname of learner followed by first name and 4 digit account number to ensure that the correct account is credited.

IF YOU WISH TO MAKE USE OF THE MONTHLY PAYMENT SYSTEM, PLEASE FILL IN THE ENCLOSED DEBIT ORDER FORM AND RETURN TO THE BURSAR BY 1ST DAY OF TERM.

BOARDING FEES GR 8 – 12

R 4 391.00 per term of which 50% must be paid by the first day of each school term

ANNUAL PAYMENT	AMOUNT
Annual fees	R14 920
Less 10% for a total payment by end February	R 1 492
TOTAL	R 15 807.60

TERM DATES 2009

Term 1: 21 January – 03 April

Term 2: 15 April – 26 June

Term 3: 20 July – 23 September

Term 4: 5 October – 11 December

TERMLY PAYMENT	AMOUNT
A full payment is made by 1 st day of term	
Term 1	R 4 391.00
Term 2	R 4 391.00
Term 3	R 4 391.00
Term 4	R 4 391
TOTAL	R 17 564.00

CONTACT DETAILS

Telephone: (046) 6361550

Fax: (046) 6361620 Hostel Fax: (046) 6361598

e-mail: admin@vghs.ecape.school.za

HOSTEL

Eleanor Brown duty room: (046) 6361598

Beaufort House duty room: (046) 6361561

Mather Pike House: (046) 6362547

Renfrew House: (046) 6361598 ask for ext 124

18 Donkin Street : (046) 6361742

AN EXAMPLE OF A MONTHLY PAYMENT

Apply in writing to Bursar for this facility.

You structure the monthly payment amount.

January	R 1 756.40
February	R 1 756.40
March	R 1 756.40
April	R 1 756.40
May	R 1 756.40
June	R 1 756.40
July	R 1 756.40
August	R 1 756.40
September	R 1 756.40
October	R 1 756.40
TOTAL	R 17 564.00

VGHS FEES 2009: ADDITIONAL INFORMATION

At VGHS we strive not to burden our parents with additional requests for money, therefore many activities are included in the school and boarding fees. Please study to information below.

CAMPS, EXCURSIONS, DANCES, FORMAL SOCIALS AND SOCIALS

- The budgeted cost of the Gr 11 camp, Grade Excursions, the Gr 12 Farewell Dance and Gr 12 Banquet are included in the school fees.
- All other functions, tours and camps are an optional extra. Full tour/camp fees must be paid by a specified date.
- Parents are advised that the dress code for Formal Socials, such as the Gr 11/12 Dance, the Boarders' Dance and the Gr 10 Spring Dance is strictly smart casual. Please do not spend money on semi-formal evening wear.

OLYMPIADS & EISTEDDFODS

School fees include an allocation towards Olympiad and Eisteddfod entries to encourage broader participation, but learners may be asked to make a contribution.

FEE EXEMPTION & ARRANGEMENTS

- VGHS Fee Exemption documents are available from the Bursar.
- Fee Exemption applications must be submitted annually.
- Arrangements to settle an account in any other way than payment in advance must be made annually in writing and must be approved by the Finances Committee of the School Governing Body.

BOARDING FEES

- An additional fee of R180.00 is a Boarders' Activities Fee to be used for entry to events and activities. It is transferable from one year to the next. This amount will be charged to the hostel account, but payment is voluntary. Parents must notify us before the end of January if they do not wish to pay the Activities Fee. Boarders who leave hostel may request a refund of the unspent amount, but refunds will only be paid out within one month of the boarder leaving the hostel.
- An additional, voluntary fee of R160.00 per year will be levied for enrolment into the President's Award Programme. Their mission is to "empower young people by providing a balanced, non-competitive framework for self development that will increase their self-esteem and enhance their capacity to achieve in whatever context they find themselves". Participation in the programme will be monitored and encouraged by the hostel staff. Read more about it: www.presidentsaward.co.za. Payment is voluntary. Parents must notify us before the end of January if they do not wish to pay the registration fee.
- No exemption is available on hostel fees.
- Although the full boarding fees of the term are payable by the first date of the term, the school allows for half to be paid by the first day and the rest after leave-out weekend. If parents/guardians do not honour this payment, they will be reminded that non-payment will result in the boarder being sent home, at the expense of the parents/guardians. The boarder will be deemed to be in the care of the parent/guardians when she boards the bus to her home. The same procedure will be followed after leave-out weekend.
- Please refer to LEGAL ACTION below.
- Payment of Hostel Fees is a contractual liability. Notwithstanding any direction by the payer, the school shall be entitled to appropriate any payment made in terms of this agreement, to outstanding school fees.

LEGAL ACTION

- Please note that parents are **jointly and severally liable for school and boarding fees**.
- Please see above for action in terms of Boarding Fees.
- All accounts are payable in advance, per term, but parents/guardians are allowed to submit requests in writing to the Finances Committee for other arrangements. Once a parent/guardian defaults on any payment, the full amount becomes payable immediately, and a warning will be issued for the full amount.
- Accounts 90 days in arrears will be handed over to our attorney, and/or as per the policies determined by the School Governing Body.
- When a parent/guardians defaults on school fee payment, action will be taken as per the Financial Policy of VGHS.
- In the event of legal action being instituted against a parent(s)/guardians and legal costs do arise, the parent/guardian will be held liable for these costs.

LIBRARY FINES AND BOOKS

Library fines exceeding R10 and all books not returned within two months will be charged to the learner's account at R150.00 per book, or more if the book costs more to replace. Refunds will only be given up to one month from the date of the account, if the book is returned in a good condition.

NAME BADGES

Lost badges are charged at R25 per badge.

PROVINCIAL REPRESENTATION

In most cases the school is responsible for transport and organisation for provincial trials, but once the girl is selected as part of a team the responsibility of transportation is transferred to parents/guardians.

STATIONERY AND STUDY GUIDES

As per 2009 Stationery Requirements lists.

VGHS TEXTBOOKS

No learner will receive VGHS textbooks at the start of the year unless she has returned and/or paid for lost books of the previous year at R150 per textbook. Should a learner have paid for a lost textbook, and subsequently return the book in a good condition, she will be refunded, but only up to the end of February.

VGHS OLD GIRLS' UNION

Gr 12 accounts will be debited with a voluntary life long membership fee of R150.00. Gr 12s have up to the end of the first term to inform the bursar if they do not wish to join the OGU, in which case the account will be credited.

GR 10-12 ART FEES

The Johan Carinus Art Centre is a separate entity with its own staff and School Governing Body. Gr 10-12 VGHS learners taking art must pay art fees directly to the Johan Carinus Art Centre. The fees per annum for one art subject are R700.00 and R1 200.00 for two art subjects.

COMPUTER APPLICATIONS TECHNOLOGY AS AN EXTRA SUBJECT

Gr 12 learners taking CAT as an extra subject will be charged R275.00 per term.

DEBIT ORDERS

Kindly see the enclosed debit order form.

WITHDRAWAL FROM SCHOOL OR HOSTEL

A term's notice is required, as per the Memorandum of Agreement. At times however, parents may be unable to give a term's notice. Kindly write to the Bursar requesting exemption from part of the fees. 50% of the fees of the term + a *pro rata* amount for the period spent at school/hostel will be payable to the school.