



# Brescia Bears

Founding Group

Admissions Policy

2023/2024



*Brescia House School*



Dear Prospective Parent

Thank you for your valued enquiry regarding a place for your child at Brescia House School. Enclosed please find details regarding the application procedure as well as the application form and the fee structure for 2023.

The application procedure is as follows:

- Parents must complete the application form.
- A non-refundable application fee of R500 is due when the application form is completed. This can be paid in cash, by cheque, electronic transfer, or deposited into the Brescia House School bank account:

Account Holder	:	Brescia House School
Bank	:	Standard Bank
Branch	:	006605 Hyde Park
Account Number	:	610175742
Swift Code	:	SBZAZAJJ
Reference	:	Your child's surname, initial, grade and year of entry
Proof of payment	:	e-mail: <a href="mailto:admissions@brescia.co.za">admissions@brescia.co.za</a>
- Once all the above has been completed, the applicant will be captured onto the database.

The following copies of documents are required when the application form is submitted:

- Birth certificate
- Baptism certificate (only if Catholic)
- Immunisation card
- South African ID/Driver's licence or international passport of both parents/guardians

Any learner who enters the country on a study permit must present the study permit to the school on application.

If your child is not a South African citizen, then additional documentation is required as per Department of Education regulations. Non-South African citizens must supply evidence that they have applied to the Department of Home Affairs to legalise their stay in the country. If they cannot do so, the School will advise them to acquire the necessary documentation. The learner will be temporarily admitted to the school.

Please complete the application form in its entirety and submit all relevant documents including payment/proof of payment at the same time in order to facilitate the processing of the registration for enrolment.

You will be notified in writing if Brescia House School can offer your child a place. On acceptance of a place offered, an Acceptance Fee is due. This amount is non-refundable, does not constitute a fee payment, and is directed towards improvements, renovations, and upgrades in the school.

If you have any other queries please do not hesitate to email [admissions@brescia.co.za](mailto:admissions@brescia.co.za). Alternatively, the school website: [www.brescia.co.za](http://www.brescia.co.za) can be referred to for additional information as needed.

## ADMISSIONS POLICY

1. Brescia House School is an independent Catholic school, which serves the Catholic community but welcomes children of any denomination.
2. Admission to the school is *weighted* by whether the prospective learner
  - is a Catholic
  - has a sibling in the school
  - is the child of a past pupil
  - the date of application

The school's data programme automatically weights applications according to these criteria.

3. The statistical age norm per grade is as follows:

Grade 000	3 turning 4
Grade 00	4 turning 5

4. Admissions policies, regulations, and provisions are determined by the Board of Governors in conjunction with the Heads of the primary and secondary schools.
5. General enquiries, school visits, tours, and admissions are handled by the school's Admissions and Marketing Department. The respective Head will then be consulted for placement.
6. Successful applicants for places in Grades 00 and 000 are contacted by email prior to the starting date. Offers made must be accepted in writing. A **non-refundable Acceptance Fee\*** is payable on the written acceptance of the offer, or date stipulated in the letter of offer. This Acceptance Fee does not constitute a tuition fee and is directed toward improvements, renovations, and upgrades. Terms and conditions apply – please contact [admissions@brescia.co.za](mailto:admissions@brescia.co.za)
7. Other applicants will be notified in writing that they remain on the waiting list and will be contacted via email when a place becomes available.
8. The application procedure is as follows:
  - Parents will be provided with an application form to complete.
  - A fee of R500 is charged when the application form is returned or submitted. The application fee is not refundable if the learner should not attend the school.
  - Each applicant will be added to the database and the weighting will apply.
9. The following documents are required on application:
  - Birth certificate (a baptismal certificate is not valid)
  - Baptismal certificate (only if Catholic)
  - Immunisation card
  - Non-citizens/foreign nationals must show evidence that they have applied to the Department of Home Affairs to legalise their stay in the country. If they cannot do so, the School will advise them to acquire the necessary documentation. The learner will be temporarily admitted to the school (as per the School Admissions Policy for Grades R – 12).

### 10. Marketing Material

Parents consent to the school including photographs of the pupil in publications, or press releases, or on social media sites, to celebrate the school's or the pupil's activities, achievements, or successes. Should consent not be granted, please confirm this in writing to: [marketing@brescia.co.za](mailto:marketing@brescia.co.za)

\* **Grade 00 and 000 Acceptance Fee:** Please refer to Tuition Fees schedule on the next page

## ADMISSIONS POLICY

### New applications

A non-refundable amount of R500 **application fee** is payable when application is made. Applications are to include the details and consent of both parents of the child. In any other legal instance, proof of parental or guardian authority will need to be provided. If your initial application is older than 1 year, please re-submit (at no additional cost) if any details have changed.

The admission process includes a credit clearance check. Non-resident parent acceptance will be based on individual circumstances discussed and agreed during the initial interview. To find out how you can apply or if you have any queries, please contact our admission team [admissions@brescia.co.za](mailto:admissions@brescia.co.za)

### Acceptance

Upon acceptance of a pupil, the parent is required to pay an advance, **non-refundable Pupil Acceptance Fee** to secure a place. The Pupil Acceptance Fee is paid **per annum**. Should a girl student continue into Grade R at Brescia House School, the paid Pupil Acceptance Fees (*for Grades 00 and 000*) will be credited towards her Grade R Pupil Acceptance Fee.

<b>PUPIL ACCEPTANCE FEE</b>	
<b>Founding Group 2023/2024</b>	
Grade 000	R 5 000
Grade 00	R 5 000

<b>FEE STRUCTURE</b>			
<b>Founding Group 2023/2024</b>			
<i>Full Day**: all meals and snacks included; 07:00/07:30 – 17:00/17:30</i>			
	Option 1	Option 2	Option 3
Grade	<b>ANNUAL FEE including discount. Payable by 31<sup>st</sup> January 2024</b>	<b>ANNUAL FEE – PAYABLE TERMLY Due 1<sup>st</sup> day of each term</b>	<b>MONTHLY FEE Payable via debit order. January - October</b>
000	<b>R79 000</b>	<b>R26 300</b>	<b>R7 900</b>
00	<b>R79 000</b>	<b>R26 300</b>	<b>R7 900</b>

<b>FEE STRUCTURE</b>	
<b>Founding Group 2023/2024</b>	
<i>Half Day**: includes snacks only; no meals included</i>	
<b>Mornings only: 07:00/07:30 – 12:00/12:30</b>	<b>R4 900 per month</b>
<b>Afternoons only: 12:00/12:30 – 17:00/17:30</b>	<b>R4 900 per month</b>
<b>Meals (for morning/afternoon options only)</b>	<b>R45 per meal</b>
<b>*Ad-hoc</b>	<b>R470 per day</b>

**Founding Group** refers to any application received and confirmed in terms of an acceptance letter and full payment of the Pupil Acceptance Fee, by **30 November 2023**.

The school follows the ISASA School Calendar. **Holiday and Half Term programme** fees available on request.

\***Ad-hoc attendance** must be pre-booked and pre-paid.

\*\***Late collections** will be billed at R250 per 30 minutes, or part thereof.

<b>Other Compulsory Termly charges</b>	
Entertainment activities	<b>R850 per term</b>

<b>Payment option</b>	A tuition fee is invoiced in line with your chosen payment option. Parents are requested to check the statements and contact the Bursar's office immediately if there are any queries. All fees are payable in advance unless administered by the school's debit order. If the billing option is not chosen, billing/payment option 2 applies.
<b>Payment option 1</b>	<b>Annual Fee</b> – payable by no later than <b>31<sup>st</sup> January 2024</b> . This is subject to a discount already included in this schedule. The discount will no longer apply if the annual fee is not settled in full by 31 <sup>st</sup> January 2024.
<b>Payment option 2</b>	<b>Annual Fee paid termly</b> – Three payments per annum, payable in advance on the first day of each term.
<b>Payment option 3</b>	<b>Monthly fees</b> – Ten monthly payments payable via debit order, administered by the school. We offer three (3) debit order dates 5 <sup>th</sup> , 26 <sup>th</sup> , and the last business day of the month. We require a new debit order authorisation form to be completed each year. Application for such arrangement must be made before 1 <sup>st</sup> December 2023. An administration fee of R200 will be charged for each month the amount remains outstanding. All monthly payments incur interest.

<b>Rebates</b>	
33.33% per term	<b>Sibling rebates</b> are applicable to the third child in the school and each additional child thereafter.
5%	<b>Alumnae discount</b> – terms and conditions apply.

Please note that applicable discounts only apply once, e.g., the school does not grant an early bird discount in addition to a sibling discount on the same fee account.

**Please take note of the following information:**

<b>Arrear accounts</b>	An account will be deemed in <b>arrears</b> if the total amount due has not been paid as elected or by the 1 <sup>st</sup> day of each month. All outstanding accounts will be handed over for collection to the school attorneys, and all costs, including the handover fees, charged between the attorney and client(school) will be for the account of the parent, guardian, or responsible person. These charges are due and payable on the presentation of an account.
<b>Incidental charges</b>	Although the school attempts to keep additional charges to a minimum, parents can expect incidental charges invoiced to their school fee account from time to time. You will receive information on any charges from the school before the amount is billed to your child's account. All additional charges must be paid in full by the end of each term.
<b>Interest</b>	Interest is payable if fees are not paid on time. The interest rate is prime +2%
<b>Pupil Acceptance fee (PA fee)</b>	Upon acceptance of a place, a <b>non-refundable</b> fee is required to secure your child's place.

<b>Withdrawal notice</b>	A <b>full term's written notice</b> emailed to the Head of school is required to discontinue enrolment. If a term's notice is not given within the 1st week of each term, a full termly tuition fee will be charged in lieu of notice.
<b>Withdrawal of educational service</b>	The school reserves the right to restrict the admission or withdraw educational services of any pupil in respect of whom monies due to the school are outstanding as per School and ISASA policy.

***Banking details:***

Account Holder : Brescia House School  
Bank : Standard Bank  
Branch : 006605 Hyde Park  
Account Number : 610175742  
Swift Code : SBZAJJ

Your account can be paid via EFT, Debit Order (administered by the school) or Credit Card (surcharge applies). For safety reasons, we are not able to accept cash payments.

If you have any queries regarding fees or charges, please contact:

[schoolfees@brescia.co.za](mailto:schoolfees@brescia.co.za) or

[finance@brescia.co.za](mailto:finance@brescia.co.za)

Should you have any queries, please contact our Marketing and Admissions team on [admissions@brescia.co.za](mailto:admissions@brescia.co.za)

## MISSION STATEMENT

### Brescia House School Believes In

Creating a Christian atmosphere, in which principles of truth, love, justice, and reverence become the criteria in life's decisions.

Working to achieve academic excellence and the development of the whole woman in all facets of her potential.

High standards of behaviour and discipline and in the importance of the individual and in her creative self-expression.

The dignity of all persons and in respecting the rights of others.

An open environment where all persons of our richly diverse society may grow in mutual understanding and acceptance.



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