



Emis No. 800031096  
Centre No. 6283192

# ST. MARK'S SCHOOL

P.O. Box 3259, Nelspruit, 1200  
5 Kiepersol Street, Nelspruit  
Tel: (013) 752 7442 / Fax: (013) 752 4415  
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Email: admin@stmarksschool.co.za / Website: www.stmarksschool.co.za

## REGISTRATION FORM 2026

ST. MARK'S IS A WELL PERFORMING SCHOOL IN MBOMBELA CIRCUIT FALLING UNDER GOLDEN CATEGORY  
(80-100 % Pass rate)

A FOR OFFICE USE ONLY (To be filled by St. Mark's official(s).)			
Please complete ALL fields legibly, sign where applicable and attach ALL relevant documents required.			
APPROVED BY		GRADE	
DATE		YEAR	
ADMISSION NO.		BOARDING	
COMMENTS			

4 (FOUR)  
MOST RECENT  
ID / PASSPORT  
PHOTOS

B ADMISSION REQUIREMENTS	
<ol style="list-style-type: none"> <li>1. Birth Certificate/ Certified ID Copy/ Passport Applicant.</li> <li>2. Most recent academic report.</li> <li>3. Transfer letter if from another school and study permit if coming from another country</li> <li>4. Copy of medical aid card.</li> <li>5. Certified ID copy or Passport of Parent/Guardian.</li> <li>6. Proof of bank account for debit purposes</li> </ol>	

C SCHOLAR INFORMATION												
Full Names						Surname						
Preferred name				Gender	M	F	I/D no.					
Date of Birth			Citizenship				Current Grade					
Grade to Enter			Year and term to enter				Do you require Boarding?	Yes	NO			
Previous School						Tel No.						
Siblings currently as St. Mark's						Grade						
Indicate your Extra Mural Activity you are good at e.g. Sport, Music, Speech & Drama etc.												
It is compulsory to contribute for learner transportation to games and other local school events.	Grade R – 7 Once off payment R500.00 Due by the end of March of each year.					Grade 8 – 12 A once off payment of R600.00 Due by end of March of each year.						

D MEDICAL INFORMATION			
Medical aid scheme:		Main Member	
Medical aid number:		D.O.B of Main Member:	
Medical aid telephone number:		Emergency contact/next of kin name and the cell number:	
Medical conditions, allergies etc. that the school should be aware of:			
Does or the learner suffered from any other illnesses or disabilities.			
Please note: in the event of a parent/guardian not belonging to the medical aid scheme, an additional amount of R3 000.00 will apply to all learners at the hostel and will be refunded back if not utilized.			

<b>E PARENT/GUARDIAN INFORMATION</b>		
<b>DETAILS</b>	Father/Principal Guardian	Mother/Secondary Guardian
Title:		
Surname:		
First name / preferred Name:		
Marital status:		
ID/Passport no:		
Relationship to the child:		
Postal address:		
Residential address:		
Cell number:		
E/mail address:		
Occupation:		
Employer & Tel No.		

<b>F FEES FOR 2026</b>					
Please note that registration fees are <b>NON-REFUNDABLE</b>					
<b>PHASE (DAY SCHOOLING)</b>	<b>REGISTRATION</b>	<b>PER ANNUM</b>	<b>PER TERM</b>	<b>10 MONTHS</b>	<b>12 MONTHS</b>
Grade R	R 3 000	R 26 000	R 6 500	R 2 600	R 2 170
Grade 1 - 6	R 2 000	R 25 000	R 6 250	R 2 500	R 2 090
Grade 7 - 9	R 2 500	R 28 000	R 7 000	R 2 800	R 2 340
Grade 10 - 12	R 3 000	R 33 800	R 8 450	R 3 380	R 2 820
DAY SCHOOLING FEES FOR SPORT SPECIALIZATION IS OBTAINABLE ON REQUEST					
<b>TUITION &amp; BOARDING FEES</b>					
Please note that Boarding fees covers: Accommodation, Tuition & Meals					
<b>PHASE</b>	<b>REGISTRATION</b>	<b>PER ANNUM</b>	<b>PER TERM</b>	<b>10 MONTHS</b>	<b>12 MONTHS</b>
Grade 4 - 9	R 3 500	R 70 000	R 17 500	R 7 000	R 5 840
Grade 10 - 12	R 3 500	R 82 000	R 20 500	R 8 200	R 6 840
Sport Specialization for all learners Tracksuits, Transport to games and refreshments inclusive.	R 4 000	R 88 000	R 22 000	R 8 800	R 7 340
<b>AFTER CARE</b>			<b>MATRIC REWRITE</b>		
<b>Full afternoon (Mon-Fri:12h30 – 17h30)</b>		R100 p/d	Registration fee R1 500 includes sitting for Final Exam 1 – 4 R5 500 per subject, more than 4 subjects, candidates are considered as fulltime.		
<b>Gr 4 - 6 (Night Care) Feeding</b>		R300 p/n			

\*NB Grade 1 - 7 Boarding fee has an additional fee of R500 p/m for laundry

<b>G BANKING DETAILS</b>					
<b>Account Name</b>	<b>SOUTH AFRICAN MATRIC EDUCATIONAL CENTRES</b>		<b>Account Name</b>	<b>ST MARK'S SCHOOL</b>	
<b>Bank</b>	<b>STANDARD BANK</b>		<b>Bank</b>	<b>FNB</b>	
<b>Account No</b>	<b>301622337</b>		<b>Account No.</b>	<b>62762906009</b>	
<b>Branch Code</b>	<b>052852</b>	<b>Universal Code</b>	<b>051001</b>	<b>Brach Code</b>	<b>250016</b>
<b>Reference: Learner Name, Surname &amp; Grade</b>					

H CONTRACT ENTERED INTO BETWEEN THE PARENT AND ST. MARK'S SCHOOL WITH BANKING DETAILS FOR IN-HOUSE DEBIT ORDER PURPOSES.			
A credit affordability check may be performed if deemed necessary by the school board of directors. Notification of this and the subsequent results will be forwarded to the account holder as detailed below:			
Bank:		Account number:	
Branch:		Branch code:	
Type of account:		Account holder:	
PAYMENT OPTIONS			
MONTHLY DEBIT ORDER		MONTHLY EFT/ CASH DEPOSIT	
		QUARTERLY EFT/ CASH DEPOSIT	
		ANNUALLY EFT/ CASH DEPOSIT	

I PAYMENT OF SCHOOL FEES AND OBLIGATIONS
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Please Note **Well. No refunds will be done to any payment made to the school if the child is being withdrawn by the parent within any given time of the school calendar.**

- Per annum:** School fee for the year can be paid in full before 28 February. A discount between 5 and 10% is given for this option, depending on how many learners a parent enrolls from the same family.
- Installments:** school fees can be paid per term or in 10 installments from January to October on the third of each month. **No learner will be allowed in class without a proof of payment.**
- Debit order scheme:**
- Parents are expected to sign a debit order for the payment of fees and extras when their children join the school unless if a payment is fully made per term. A debit order form is only obtained at the school.
- Direct deposits are possible for parents who have arranged to make payments outside of the electronic debit order scheme. Should you make use of this option, it is imperative that a copy of your deposit slip, with your child's name(s), grade and details of payment be emailed through to [accounts@stmarksschool.co.za](mailto:accounts@stmarksschool.co.za)

J SAMPLED POLICIES
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- Development Fund:**  
A development fund levy of R1 500 per family that ensures the secondary development of the school facilities will be requested by the school. This will be a compulsory levy fee to be paid by all registered learners at the school.
- Book Fee / Tablet**  
Parents are at liberty to purchase learning material for their children in consultation with subject educators. Alternatively, a book fee of R4 500 will be required for the purchase of all learning material including study guides at less price through the school. We encourage parents to consider buying tablets which are obtainable at school as per order
- Notice of Withdrawal**  
On withdrawal of a child, parents are expected to give the school a full Term notice in writing. It is only on relocation of a parent where refunds will be allowed at a maximum of 15%. Since only parents who are relocating will be refunded, parents are urged to satisfy themselves with the conditions of the school including Hostel facilities before making any payment. This is to be addressed to the head. Where a notice is not given, parents will be liable for the whole year fees. **Boarding** – children who are admitted to the boarding house will make commitments for a calendar year. Please take note that there is no rebate on fees for this option as there is very little possibility of filling the vacated space at a late stage, however a 15% may be allowed.
- Council Policy on Fees.**  
It is the policy of St Mark's School that a pupil whose fees have not been paid at the stipulated time, will be asked to leave the school forthwith. The parent will be advised to take his/her child to home schooling. This will be communicated to parents telephonically as well as by means of letters. The child may be re-instated upon full payment of all outstanding amounts and may be ordered pay fees through a debit order.
- Policy on Selective Admission for Sport Codes.**  
Parents who their children are admitted to the school due to their sporting talents, should submit proof of income to determine the amount they should pay if they need Bursaries. The amount to be paid will be to cater for meals, transport to and from games, water and lights. Affording parents will have to pay full fees.
- School Examination Policy (SEP)**  
Learners will not be allowed to sit for Trial Exams or Final Examinations if their portfolio work is incomplete. Learners will only be allowed to write the learning area which has all assessment tasks completely done by September of each year to the required standards. This policy includes Grade 12 candidates who may not have completed or submitted their tasks for SBA purposes. The final exam entry mark will be 60% per learning area and should be achieved during trial exam.
- Promoted Learners**  
Learners who got promoted to Grade 12 class due to Departmental policy, will be expected to do FIVE learning areas unless otherwise they achieve satisfactory during mid-year results.
- Grade 12 Entries / Deregistration of a Grade 12 learner**  
The principal may recommend the cancellation of the registration of a grade 12 candidate to the Head of Assessment Body, if the candidate is irregular in attendance or has committed a serious misdemeanor as contemplated in Annexure M, paragraph 1(3) (J) of the Regulations Pertaining to the Conduct, Administration and Management of the National Senior Certificate Examination.
- Exclusion Policy**  
The school will apply exclusion policy on grounds of contravening the rules contained in the school's code of conduct and on grounds that the contract between the school and the parent has been broken, especially refusal to pay school fees. Parents who refuse to pay fees for their children enrolled will see their children being refused entry to the school premises.

**K PARENT/GUARDIAN PLEDGE**

1. I/We understand that attending at St. Mark's School is a **privilege** and not a **right**. I/We undertake to abide by the decisions of and support the disciplinary measures of the Principal and staff to mold my child to be a better, responsible and accountable member in the society.
2. I/We understand that failure to pay school fees promptly will result in the school not allowing my/our child in class and/or issuing reports.
3. I/We also realize that if school fees are not paid up by the due date, my/our child may be refused to attend class **without notice**.
4. I/We understand that the Principal and his staff are at our disposal during the school period should I/We or my/our child feel the need to take up issue with any matter pertaining to his or her education.
5. I/We understand the necessity of building relations with my/our child's educators and will strive towards this goal.
6. I/We undertake to lay a sound moral foundation for my/our child through good example at home and to support the school and staff in prayer.
7. I/We undertake to see to it that my/our child's homework is completed punctually and his school attendance is regular.
8. I/We undertake to attend all parent meetings and functions except in unavoidable circumstances.
9. I/We understand that the school fees are payable monthly in advance and not later than the 3<sup>rd</sup> of each month. New scale of fees may be implemented upon one calendar months' notice to Parent's.

**L QUESTIONNAIRE**

Has your child ever been expelled or refused permission to a school?  
(If yes please give a reason below).

Yes  No

Is your child suffering from any illness or chronic disease that the school should be aware of especially if your child is a boarder  
(If yes please give details below :)

Yes  No

Has your child experienced any problems with discipline?  
(If yes, please provide details.)

Yes  No

Has your child ever used any of the following; substances  
cigarettes alcohol and any other drugs?  
(If yes, please provide details.)

Yes  No

Has your child ever been charged in a juvenile court?  
(If yes, please specify)

Yes  No

**M UNDERTAKING**

I \_\_\_\_\_ ID \_\_\_\_\_ have read and understood the contents of the contract which I have entered into with the school. Any deviation or breach of this contract will not invalid the debt payment of R \_\_\_\_\_ in words; \_\_\_\_\_ due by me for the payment of fees for my child. I further acknowledge that outstanding amounts will bear 15% interest. I therefore irrevocably accept the terms and conditions of my child's registration to St. Mark's School. My debit/payment will be made to the school account on the \_\_\_\_\_ of each month. For in case I pay my account in cash I shall in future allow St Mark's School to debit my account if I fail to make regular payments. Should I further fail to honor any debit order, I shall transfer my child to home schooling and she/he will only come to St Mark's School for examination purposes only at a fee not exceeding R5 500.00. My child will sit for the final examinations upon full payment of fees and submission of complete subject portfolio's to his/her educators.

Signature of Parent / Legal Guardian

Signature of 2nd Parent / Legal Guardian

\_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / 20\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / 20\_\_\_\_

Signature of Witness 1

Signature of Witness 2

\_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / 20\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / 20\_\_\_\_

**FOR OFFICE USE ONLY**

PRINCIPAL'S Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / 20\_\_\_\_

**SCHOOL STAMP**

