



# B AND P STUDY CENTRE



19512 New Zengeza 4

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Chitungwiza

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## NEW ADMISSION FORM

SECTION A: to be completed by pupil/guardian/parent.

LEARNER'S DETAILS

a) SURNAME \_\_\_\_\_ FORENAME (S) \_\_\_\_\_  
b) (i) DOB \_\_\_\_\_  
(ii) SEX \_\_\_\_\_  
(iii) BIRTH ENTRY NUMBER \_\_\_\_\_  
(iv) PLACE OF BIRTH \_\_\_\_\_  
c) GRADE / FORM ENROLLING INTO \_\_\_\_\_  
d) NAME OF PREVIOUS SCHOOL \_\_\_\_\_  
e) AREAS OF STRENGTH \_\_\_\_\_  
f) (i) ALLERGIES \_\_\_\_\_  
(ii) EXPLAIN IF THE ABOVE STATED CONDITION CAN HINDER YOUR PARTICIPATION IN SPORTING ACTIVITIES \_\_\_\_\_  
g) RELIGION \_\_\_\_\_

**NB: WILL RELIGION OR DENOMINATION AFFECT ATTENDANCE IN SCHOOL? IF YES,**

SPECIFY \_\_\_\_\_

SECTION B: TO BE COMPLETED BY PARENTS AND GUARDIAN

FATHER

a) SURNAME _____	FORENAME (S) _____
b) ID NUMBER _____	PHONE NO. _____

MOTHER

a) SURNAME _____	FORENAME (S) _____
b) ID NUMBER _____	PHONE NO. _____

GUARDIAN

a) SURNAME _____	FORENAME (S) _____
b) ID NUMBER _____	PHONE NO. _____

(i) PHYSICAL ADDRESS: \_\_\_\_\_

Tick on the appropriate

OWNED

RENT

LEASE

(ii) CELL NUMBER \_\_\_\_\_

(iii) EMAIL ADDRESS \_\_\_\_\_

c) RELATIONSHIP WITH PUPIL \_\_\_\_\_

d) PROFESSION \_\_\_\_\_

e) EMPLOYMENT STATUS \_\_\_\_\_

f) LEVEL OF EDUCATION \_\_\_\_\_

g) PROPERTY OWNED      ITEM      VALUE IN US DOLLARS

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

h) INVESTMENT PROJECTS.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

j. DO YOU HAVE ANY CHILD ALREADY STUDYING WITH B AND P STUDY CENTRE? IF YES, INDICATE THE YEAR WHICH SHE/HE JOINED US \_\_\_\_\_

k. GIVE NAMES AND DETAILS OF THREE OTHER PEOPLE TO RECEIVE DOCUMENTS FROM SCHOOL, ATTEND CONSULTATIONS, COLLECT LEARNER FROM SCHOOL, PAY VISITS TO THE LEARNER, AND ATTEND SPEECH AND PRIZE GIVING DAYS AND ANY OTHER RELATED ISSUES.

1. FULL NAME \_\_\_\_\_ ID NUMBER \_\_\_\_\_ CELL NUMBER \_\_\_\_\_

2. FULL NAME \_\_\_\_\_ ID NUMBER \_\_\_\_\_ CELL NUMBER \_\_\_\_\_

3. FULL NAME \_\_\_\_\_ ID NUMBER \_\_\_\_\_ CELL NUMBER \_\_\_\_\_

### SECTION C: TO BE COMPLETED BY PARENT/GUARDIAN

#### SCHOOL POLICIES AND ETHICAL CONDUCT

The school strictly offers places to those pupils whose parents/ guardians fully abide by the school's policies and also adhere to the school's ethical code of conduct.

Failure to abide by these will result in the school taking any necessary measures as it may deem to control any malpractice that may negatively affect the school's day-to-day operations. I do hereby declare that;

1. I shall make my payments as prescribed by the school.
2. Failure to meet due dates will make me liable for any legal actions. Should I fail to pay school fees as per school policy, I authorize the school to take legal action as deemed necessary. I also consent to

being personally sued or the attachment of my personal property with guidance from legal authorities and statutes within our country, Zimbabwe.

3. I will not hold the school liable for any unexpected/unforeseen situation/circumstances in which my Daughter /Son may be involved during his/her stay. Notwithstanding the above provisions, the school is going to take all reasonable and practicable precautions to ensure the safety of the said student during the period they will be enrolled in the school.
4. Should my child be found wanting by not following school rules and regulations, he/she shall be treated equally as any other child. In the event of such cases not well resolved, I shall attend the call from school authorities.
5. The involvement of my child in any form of indiscipline, vandalism and hooliganism will certainly have my child face disciplinary action from the school authorities and I will repair, pay or replace the loss or damaged school property.
6. All fees, including registration and library levy are **Non Refundable**. A child will be required to attend school for the period paid for in line with planning already put in place.

**SECTION D - TO BE COMPLETED BY PARENT/GUARDIAN IN PRESENCE OF WITNESS AND HEAD.**

I/ WE, FATHER  MOTHER  GUARDIAN  BEING THE PARENT/GUARDIAN  
OF \_\_\_\_\_ DO HEREBY SOLEMNLY DECLARE THAT ALL INFORMATION  
SUPPLIED ABOVE IS TRUE AND AUTHENTIC TO THE BEST OF MY KNOWLEDGE:

AGREED

DISAGREED

CELL NUMBER \_\_\_\_\_

**DECLARATION BY PARENT/GUARDIAN**

I \_\_\_\_\_ have read and understood the  
school rules and regulations and I declare that the information that I have put on this form is true and to  
the best of my knowledge.

FATHER'S SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

MOTHER'S SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

GUARDIAN'S SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

WITNESS'S SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

PRINCIPAL 'S SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

CHIEF ADMINISTRATOR'S SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

**ATTACH THE FOLLOWING DOCUMENTS**

**BIRTH CERTIFICATE (copy)**

**RESULT SLIP (copy)**

**SCHOOL REPORT BOOK**

**RECOMMENDATION LETTERS.**

**ANY OTHER SUPPORTING DOCUMENTS.**

APPLICATION FORMS TO BE SUBMITTED WITHIN THREE DAYS AFTER COLLECTION.

**NB: FORMS CAN BE DOWNLOADED, ON THE SCHOOL'S WEBSITE.**