



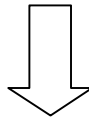
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**Website: [www.pemontessori.co.za](http://www.pemontessori.co.za) Postal: PO Box 5505 Walmer 6065 Port Elizabeth South Africa**  
**Independent School Registration Number 18011**  
**Port Elizabeth Montessori School cc CK96/53192/23 Member/s: SB Streak**

### Application Process as at April 2013 for 2014 Applications

1. Parent is sent / directed to the website to complete the Application for Enrolment Form when making an enquiry.

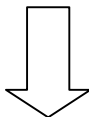


2. Parents are invited to attend an information session about the school at the same time as viewing the school. Full application packs are distributed at this meeting.

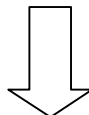


3. Should the parents wish to make a formal application, the relevant forms and documents should be submitted to the school within 10 working days/2weeks of the information session. A R500 application fee is payable. This will be refunded should the application be unsuccessful due to the School's decision. Once the school has received the full application documentation, the school's admission committee will evaluate the forms submitted.

If it is felt that there will be a good match between school and family, an individual interview is scheduled for the parents and child to meet either with the principal or with the head of the relevant section (i.e. toddler/pre-school/primary). If it is felt that there will not be a good match between school and family, or if space is limited, parents will be notified within 10 days of receipt of the application documentation that the application is unsuccessful. The school is not obliged to accept all applicants and an interview does not equate to acceptance for admission for either party.



4. Following the interview, the principal shall, within 5 working days, notify the parents as to the success of their application. The parents will then have 5 working days to submit any other outstanding documentation as well as provide proof of payment of the R500 (toddler and pre-school) R750 (primary) admission fee. Siblings of currently enrolled children are exempt from the payment of the admission fee.



5. Once all of the paperwork has been submitted and payments made, the principal will issue a formal letter of acceptance which confirms enrolment and admission to the school.

#### Please note:

The application fee of R500 is non-refundable, except in the event that the School declines enrolment. The placement fee of R500/R750 is refundable ONLY in the event that the parents notify the school, in writing, of the cancellation of the accepted place within 20 working days of the place being accepted by the parents. Thereafter the placement fee is non-refundable.

Any refunds will only be made via EFT, regardless of how the application fee was paid.