

| PUPIL | | | |
|---|-----------------------------------|--|--------------------------------------|
| SURNAME: | | FORENAMES IN FULL: | |
| DATE OF BIRTH: | MALE/FEMALE: | NATIONALITY: | |
| TERM AND YEAR OF ENTRY: | | RELIGION: | |
| LIVES WITH: | <input type="checkbox"/> PARENTS | <input type="checkbox"/> MOTHER | <input type="checkbox"/> FATHER |
| | <input type="checkbox"/> GUARDIAN | <input type="checkbox"/> (Please tick) | |
| PLEASE TICK IF MOTHER/FATHER/GUARDIAN IS A MEMBER OF THE BRITISH ARMED FORCES: <input type="checkbox"/> | | | |
| PARENTS or Guardians | | | |
| MOTHER/Guardian | | FATHER/Guardian | |
| FULL NAME: | FULL NAME: | | |
| ADDRESS: | ADDRESS: | | |
| POST CODE: | POST CODE: | | |
| Home Telephone: | Home Telephone: | | |
| Mobile: | Mobile: | | |
| Business Telephone: | Business Telephone: | | |
| Email: | Email: | | |
| OCCUPATION: | OCCUPATION: | | |
| Please tick primary contact for admissions' queries <input type="checkbox"/> | | <input type="checkbox"/> | |
| PREVIOUS SCHOOL (if applicable) | | | |
| NAME | ADDRESS | EXACT ATTENDANCE | TYPE (Please tick) |
| | | FROM TO | NURSERY <input type="checkbox"/> |
| | | | PRIMARY <input type="checkbox"/> |
| | | | INDEPENDENT <input type="checkbox"/> |
| OTHER CHILDREN IN FAMILY | | | |
| NAME | DATE OF BIRTH | MALE/FEMALE | |
| | | | |
| | | | |
| Serious illness/Special Needs etc | Diet (Vegetarian etc) | Connection with school | |
| | | | |
| IF ENGLISH IS NOT THE FAMILY'S FIRST LANGUAGE, PLEASE STATE WHICH LANGUAGE IS SPOKEN AT HOME: | | | |

TERMS AND CONDITIONS

FEES: School fees and extras are payable on or before the first day of the term for which they are due. Time is of the essence. The Governors may require withdrawal of a pupil whose fees are not paid promptly. Arrangements may be made for fees to be paid by instalments with School Fee Plan; a form can be obtained from the office. The Registration fee and any deposit are non-refundable. Fees are reviewed annually, and you will be notified in writing of any increases before the new school year begins. Each person named on the Registration Form and/or having any legal responsibility for the child and/or who has actually paid fees is jointly and severally responsible to pay fees and extras. If your circumstances change you must complete a new Parent/School contract. Parents may exercise the right to withdraw from the School Fees Insurance Scheme and Personal Accident Insurance Scheme by ticking the box on the Parent/School Contract, which initially applies to all pupils.

DEPOSIT: The deposit is payable within one month after the offer of a place. Deposits are held on account and off-set against the final term's fees. The amount of the deposit will be notified at the time of the offer.

NOTICE: A term's **written** notice of the intention to remove a pupil must be given to the head by the first day of term, or a term's fees paid in lieu before a child is withdrawn from the school. **If the proper notice is not given you will be liable for the terms fee in lieu of notice and legal action will be taken if this is unpaid.** The school will not be required to mitigate its loss or give credit for the fact that a place has been filled.

CONDUCT: The Head reserves the right to request the removal of a pupil whose work or conduct is unsatisfactory. There would be no refund of fees in these circumstances but no charge would be made for a term's fees in lieu of notice.

ABSENCE: Regular and punctual attendance is required. Pupils should not be absent from school unless they are ill or have leave of absence previously granted by the Head after a written request.

GENERAL: Recovery of Unpaid Fees - The right is reserved to charge interest at 2% per month on unpaid fees. All costs incurred in the collection of unpaid fees including our administrative costs and any costs and disbursements paid to solicitors acting on our behalf shall be recoverable in full. *Special Precautions* - Any circumstances giving rise to the need for special precautions to be taken for the protection of the child must be notified immediately in writing to the Head and by a personal visit in case of emergency. Any indulgence, relaxation or non-enforcement by the school of its rights hereunder shall not act as a waiver. The school prospectus is not part of the contract and the school may from time to time vary any or all of its terms and conditions and may alter the situation and running of the school without any reduction in fees. The Proper Law of this contract and the forum for resolving disputes shall be England.

DECLARATION

We hereby request registration for our child named overleaf. We have read, understood and we agree to the Terms and Conditions set out above. **The non refundable Registration Fee of £75 payable to 'The Aldenham Foundation' either by cheque or direct debit; Sort Code 60 00 08 Account Number 42387612**

Each to sign and print name:

Signed: Father/Guardian(s)/additional person

Name in Print : Date:

Signed: Mother/Guardian(s)/additional person

Name in Print : Date:



**St
Hilda's**
Preparatory school for girls
Part of the Aldenham Foundation

REGISTRATION FORM

Please return to:
The Registrar
St Hilda's School
High Street, Bushey,
Hertfordshire, WD23 3DA

Tel: 020 8950 1751; registrar@sthildasbushey.co.uk
www.sthildasbushey.com