



North American International School

Where every moment is an opportunity to shine

Procedures for Enrollment

(Important - Please read)

Step 1:

Documents to Complete

- Application for Enrollment – includes application agreement (completed in full)
- Medical History – includes agreement covering medical emergencies
- Immunization Requirements – includes written proof of immunizations

Other Documents to Present

- Official records from last school(s) attended, covering 3 years if possible
(*Not required for preschool*)
- Photocopy of child's passport identification pages
- Photocopy of passport identification pages of both parents
- A recent passport-size photograph of the child

These documents may be sent by e-mail or may be personally presented at the school. *Please remember to initial at the bottom of each page.*

Provisional enrollment can be accepted with the presentation of the above documents before the child and parents are in South Africa. Final acceptance is given based on an Enrollment Interview which is held in South Africa, usually in the morning. Parents are normally notified of acceptance at the time of the interview or within the same day.

Step 2:

Tuition and Payments

Once the child is accepted, the parents will meet with the business office for discussion of financial payments and arrangements. Both parents will be held responsible for payments whether the child lives with one or both parents. Parents are required to pay all fees and to abide by all payment stipulations and terms. As a parent, you are personally responsible for all tuition and associated fees regardless of any arrangements you may have with your employer or sponsoring organization. ***Note that a 30% payment of the total invoice amount per child is payable before child may commence classes.*** At that time all the completed documents should be with the school. Submission of these forms completes the enrollment process.