Procedure for enrolment

1. Parent may download the enrolment forms from the website. The original printed document should be completed and signed then returned to Cosmo Private School.

The following should accompany the original enrolment form:

   a) ID photo (please don’t cut your child from a family photo or send theme photos taken by Nursery School).
   b) Signed Fee Structure.
   c) Parent’s ID documents (copies will be made at school).
   d) Birth Certificate of child.
   e) One Thousand Rand Only (R1 000.00). Five Hundred Rand only (R500.00), non-refundable, payable for Placement Test. A registration fee (non-refundable) of Five Hundred Rand only (R500.00) if applicant is offered a place at Cosmo Private School.
   f) Latest Progress Report

2. All enrolments are subject to an interview and Placement Test (child should accompany parents as they are doing interview and test). There will be no individual Placement Test all will be taken place on a Thursday afternoon starting at 13:30. The cost of the test is Five Hundred Rand only (R500.00) – non-refundable. Payable in cash at the school on the day of the Interview and Test. Sorry – no payment, no Interview or Test.

   Parents and children who arrive late will not be accommodated on the specific day and will have to schedule for another Thursday.

3. Once your child has been accepted and is offered a place at Cosmo Private School a deposit equal to one month’s school fees should be deposited into the account supplied to you no later than seven (7) days after acceptance of your child.

   In the event of no deposit received within the time stipulated above your child’s place will be offered to someone else.

4. Parents should take note that we are not zoned. Children from all areas are accepted.

5. Children enrolled at Cosmo Private School from another Primary School has to submit a Transfer Card on their first day of school at Cosmo.

6. Kindly ensure that you read through your documents to eliminate the possibility of you not knowing about something.


COSMO MANAGEMENT

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