



PLEASE ATTACH  
A COLOUR  
PASSPORT SIZE

**APPLICATION FOR ADMISSION**

PLEASE COMPLETE ALL SECTIONS OF THIS FORM IN FULL USING BLOCK LETTERS AND SUBMIT TOGETHER WITH:

BIRTH CERTIFICATE	
STUDENT PASSPORT SIZE PHOTOS (2 COPIES)	
PARENTS ID/PASSPORT COPIES	
LEAVING CERTIFICATE	
A NON-REFUNDABLE REGISTRATION FEE (BOOKING FEE)	

STUDENT INFORMATION	
STUDENT NAME:	
KNEC ASSESSMENT NUMBER:	NEMIS NUMBER
BIRTH CERT NO.	
JOINING DATE:	GENDER    MALE <input type="checkbox"/> FEMALE <input type="checkbox"/>
ENTRY GRADE:                                  STREAM:	
DATE OF BIRTH:                                  NATIONALITY:	FIRST LANGUAGE:
RELIGION:	OTHER LANGUAGES SPOKEN:

PARENT/GUARDIAN/FAMILY INFORMATION	
<b>FATHER</b>	
SURNAME/FAMILY NAME:	OTHER NAMES:
ID NUMBER:	
PERSONAL POSTAL ADDRESS:	
RESIDENTIAL ADDRESS:	
MOBILE:	WORK TELEPHONE:
HOME TELEPHONE:	OCCUPATION:
EMAIL ADDRESS:	
NAME AND ADDRESS OF EMPLOYER:	
<b>MOTHER</b>	
SURNAME/FAMILY NAME:	OTHER NAMES:
ID NUMBER:	
PERSONAL POSTAL ADDRESS:	
RESIDENTIAL ADDRESS:	
MOBILE:	WORK TELEPHONE:
HOME TELEPHONE:	OCCUPATION:
EMAIL ADDRESS:	
NAME AND ADDRESS OF EMPLOYER:	
<b>SIBLING DETAILS</b>	
If you have another child in Regis Runda Academy, please provide details.	
1 _____	GRADE _____
2 _____	GRADE _____



3. _____	GRADE _____
4. _____	GRADE: _____
5. _____	GRADE: _____

### HEALTH INFORMATION

Health Card Number:	
Medical Insurance Number	Blood Group:

### HEALTH RESTRICTIONS

Does your child have any allergies?
Does your child have any special medications?
Are there any Physical Education restrictions for your child?
Any other information related to health issues for your child?

### APPLICANT'S DISCIPLINARY, SOCIAL, PHYSICAL OR PSYCHOLOGICAL DETAILS

Has the child received any sort of learning support or therapy?
Does the child require any sort of special needs education?
Does the child require English support as an Additional Language program (EAL)?
Has your child's behavior been any cause for concern in previous schools?

### GIFTED AND TALENTED

Has your child ever been selected for specific enrichment activities?
Is your child music proficient?
Has your child represented a school or country in sport?

### OTHER INFORMATION

Are there any family circumstances of which you feel we should be aware of? (e.g. Deceased parent, divorced, separated/adopted/other. if so, please give details.	
Regis Runda Academy may use the above email address to send newsletters:	<input type="checkbox"/> YES <input type="checkbox"/> NO
Regis Runda Academy may use the above mobile number to send text messages and alerts:	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>PHOTOGRAPHY CONSENT:</b> Regis Runda Academy has permission to include your child in publication/promotion photos and videos.	<input type="checkbox"/> YES <input type="checkbox"/> NO

### ADDITIONAL ADULT CONTACT INFORMATION IN THE EVENT OF EMERGENCY

FULL NAME:	EMAIL ADDRESS:
RELATIONSHIP TO STUDENT:	HOME PHONE:
MOBILE:	WORK PHONE:



## FEE STRUCTURE AND POLICY

**A refundable** Caution Fee of Ksh.10,000.00 (One-time payment)

**A non-refundable** Admission Fee of Ksh.10,000.00

CLASS/ GRADE	TERM I:	TERM II:	TERM III:	ANNUAL FEE
	JAN-MAR	MAY-JULY	SEPT-NOV	
Play Group / Day Care	64,000	64,000	64,000	192,000
Pre-Primary 1	85,000	85,000	85,000	255,000
Pre-Primary 2	85,000	85,000	85,000	255,000
Lower Primary 1 Grade 1	101,000	101,000	101,000	303,000
Lower Primary 2 Grade 2	101,000	101,000	101,000	303,000
Lower Primary 3 Grade 3	101,000	101,000	101,000	303,000
Upper Primary 1 Grade 4	113,000	113,000	113,000	339,000
Upper Primary 2 Grade 5	113,000	113,000	113,000	339,000
Upper Primary 3 Grade 6	113,000	113,000	113,000	339,000
Lower Secondary 1 Junior High	133,000	133,000	133,000	399,000
Form 1	133,000	133,000	133,000	399,000
Form 2	133,000	133,000	133,000	399,000
Form 3	133,000	133,000	133,000	399,000
Form 4	133,000	133,000	133,000	399,000

### NOTE:

- All fees are to be paid prior to the start of the school term.
- A 5% Sibling discount is applicable.
- Catering is included in the Tuition fee.

## SCHOOL FEES

### Fee Policy

<b>Policy Number:</b>	1.0
<b>Policy Name:</b>	Fee Policy
<b>Contact Officer:</b>	School Accounts Manager
<b>Date of Next Review:</b>	Date 1 year from approval for review of policy.
<b>Related Policies:</b>	Admissions Policy /Finance Policy

#### 1. Scope

The policy applies to GEMS Africa Schools.



## 2. Responsibility

It is the School CEO/Principal's responsibility to enforce the fee policy supported by the School Accounts Manager.

## 3. Tuition Fees

Before a student is admitted, the parents/guardians will be advised of the current fees and the procedure for payment:

Fees for next term will be invoiced at the end of the previous term for continuing students and at point of enrolment for new students.

- The admission fee will be a non-refundable fee paid once by each student enrolled at the School.
- If a student attends school for more than one month, three month's tuition fees will be charged. For these purposes a month's fees is calculated by dividing the annual fees by 10 months.
- Tuition fees will be billed at the time of enrolment and shall be paid in accordance with the methods of payment options as stipulated by the fee structure.
- Tuition fees will be pro-rated if a student leaves during the School year and fees paid in advance will be refunded. When fees are pro-rated, the annual fee is divided by 10 to calculate the fees due per month. November and December are regarded as holiday months and therefore no fees are charged for these months.
- A FULL TERM'S NOTICE in writing and the CEO/Principal's acknowledgement in writing of the same is a mandatory requirement for withdrawals or else, a FULL Term's Fees is payable in lieu of such notice.
- In the event a student leaves the School before the end of term three of the academic year, the discounts offered will become void
- Concessions are per Corporate Office Policy/School policy and are prorated to the time the student is in school.
- Scholarships are per Corporate Office / School Policy
- Refunds will be reimbursed in accordance with notice periods and approval of the CEO/Principal upon reconciliation from the Accounts Office. Refunds will only be made to the PAYEE Name/Company source of funds.
- Full terms fees are payable in cases of Disciplinary leading to Expulsion of the student. No fee refunds will be made if fees have already been paid.
- Bank charges for transfers by parents are covered by parents. This includes international corresponding bank charges for international transfers.

### 3.1 Tuition Payment and Schedules

In consideration of the School's acceptance of a student, parents/guardians shall agree to the tuition and fee requirements set by the School and will be responsible for all charges due. The enrolment of a student is an individual contract between the parent/guardian and the School, regardless of any arrangement a parent may have with his/her employer concerning payment of the fees. The parent/guardian remains responsible for payment of all School fees for his/her child.

The fees for admission, tuition, boarding and any others are payable in Kenyan Shillings as indicated on the approved fee structure.

### 3.2 Payment Options

**Option One:** Full payment of the annual tuition fee is made by 1st January of the new academic year.

**Option Two:** Payment is made for the term **at the start** of each term throughout the academic year. That is, the annual tuition fees are paid in three installments by 7th day after start of the term.

Note: Post-dated cheques will not be accepted as they cannot be given receipts. Accepted forms of payment are:

- Direct deposit into school bank accounts, with reference made to the child's name and Grade.
- EFT with reference made to the child's name and Grade.
- Bankers cheque
- Debit or Credit Card
- MPESA

**No cash payments are accepted at school**

### 3.3 Non-Payment of Tuition and other fees

- All returning students with fee balances should clear previous terms fees.
- Acceptance of the payment plans by parent/guardian is at the discretion of the school and ceases automatically upon non-compliance to the payment plan schedule.

### 3.4 Report cards

Secondary students receive Report cards at the end of each academic year.

The School will prepare testimonials and other requested documentation for students free of charge. However, if courier costs are involved, the parents/guardian will refund the cost to the School. Any such costs will be appended to the student's account.

## 4. Reference(s)– Admissions Policy 2019

Finance Policy 2019

**5. Policy History** - The policy document was written in April 2019 and was approved by the Senior Management Team, April 2019.



## BANK DETAILS

ACCOUNT NAME	REGIS RUNDA ACADEMY LIMITED
BANK NAME	NCBA BANK KENYA PLC
BANK PHYSICAL ADDRESS	NCBA CENTRE, MARA AND RAGATI ROAD UPPER HILL.
SWIFT CODE	CBAFKENX
BANK AND BRANCH CODE	07000
BRANCH NAME	UPPER HILL

ACCOUNT NUMBER	ACCOUNT NAME	CURRENCY
5955220015	REGIS RUNDA ACADEMY LTD	KES

MPESA PAYBILL 4106893 ACC. No. Student Name or Reg. Number

**To get your receipt for admission; Send the MPESA confirmation message, Pupil's full name and Grade to the number 0701807681. Thank you.**

## CONTRACTUAL TERMS AND CONDITIONS

**PLEASE READ THE FOLLOWING TERMS AND CONDITIONS CAREFULLY. THROUGHOUT THIS SECTION, THE BENEFICIARY OF THIS APPLICATION FOR ADMISSION IS REFERRED TO AS "THE STUDENT"**

### ENROLMENT

- At the point of enrolment, the school under the respective head of sections shall conduct a mandatory all grades assessments for all students from PP1 to high school at a fee of KES2000. Following the assessments, an enrolment/booking fee of KES20000 (**Admission fee, KES10000 and Caution fee KES10000**) can be made to secure the student place in school.
- Kindly note that admission is confirmed once you are issued with a signed copy of an offer letter which needs to be signed by the parent (s) and sent back together with this application forms.

## ACKNOWLEDGEMENT OF FEE POLICY (TO BE SIGNED AND RETURNED TO THE SCHOOL MANAGENT)

I, \_\_\_\_\_, parent/guardian of

- \_\_\_\_\_ in Grade: \_\_\_\_\_
- \_\_\_\_\_ in Grade: \_\_\_\_\_
- \_\_\_\_\_ in Grade: \_\_\_\_\_

Hereby confirm that I have received, read and understood the Regis Runda Academy Fee Policy. I agree to abide by the terms and conditions detailed in this policy.

SIGN: \_\_\_\_\_

DATE: \_\_\_\_\_



**RECEIVED AT SCHOOL BY:**

NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

FOR OFFICIAL USE ONLY		
ADMISSION FORM SUBMITTED ON: DAY: _____ MONTH: _____ YEAR: _____		
PROPOSED START DATE: DAY: _____ MONTH: _____ YEAR: _____		GRADE: _____
REGISTRATION PROCESSING PAYMENT	MPESA CODE	RECEIPT NUMBER

**MEDICAL CONSENT FORM**

The school’s Health Office provides a First Aid service to all registered students during the school hours of operation and at school functions, while on campus. It is important to have current and accurate health information regarding your child’s health and medical requirements. Please complete and submit this form at the time of registration. Should the health requirements or circumstances of your child change, please inform the school nurse in writing of any changes.

**Important:** All students must submit proof of full medical insurance, prior to admission.  
Medical Insurance Card Number  
\_\_\_\_\_

Name of child: \_\_\_\_\_

Grade: \_\_\_\_\_

Gender: M / F

Date of birth: \_\_\_\_\_

Date of form: \_\_\_\_\_

Blood group: \_\_\_\_\_

Name of Parent/ Guardian:  
\_\_\_\_\_

Contacts numbers in case of emergency:  
\_\_\_\_\_

Please indicate whether your child has been inoculated against or has suffered from any of the following illnesses:



Illness	Inoculated	Contracted
Chicken Pox		
Measles		
Hepatitis		
Bilharzia		
Whooping Cough		
Mumps		
Malaria		
Glandular Fever		

Please check here if you want to discuss confidential information with the school nurse or other school authority.

- Yes  
 No

If applicable, please provide the following information:

	Name	Phone	Date of Last Appointment
Family pediatrician			
Family specialist			
Family dentist			

### **EMERGENCY TREATMENT**

The school nurse will attempt to contact you should an emergency arise.

In the event parents cannot be contacted, I authorize and empower the school nurse or a school administrator to make any and all decisions concerning the medical and/ or surgical care of the child, which may include taking the child to a doctor or hospital for emergency treatment.

- Yes  
 No

### **CONSENT FOR MEDICATION**

If your child is unable to take certain medications, please contact the school nurse to discuss the use of alternative medication.

The school has permission to give my child medication, should it be considered necessary by the school nurse. These medications are not readily given, but only after careful considerations.

- Yes  
 No



Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**PLEASE ADVISE THE SCHOOL NURSE IN WRITING OF ANY CHANGES TO THIS INFORMATION.**

**DECLARATION**

I/WE SEPARATELY AND JOINTLY HEREBY CERTIFY THAT THE INFORMATION SUPPLIED HEREIN BY ME/US IS, TO THE BEST OF MY/OUR KNOWLEDGE CORRECT AND ACCURATE IN EVERY DETAIL. I/WE FURTHER AND DECLARE THAT WE HAVE READ, CLEARLY UNDERSTOOD AND FULLY AGREE TO BE BOUND BY THE TERMS AND CONDITIONS HEREIN STATED. I/WE UNDERSTAND THAT THIS IS A CONTRACTUAL AGREEMENT.

FATHER/GUARDIAN: \_\_\_\_\_ SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

MOTHER/GUARDIAN: \_\_\_\_\_ SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_





## TRANSPORT REQUEST FORM

**NOTE: Transport fees is paid on termly basis. The fees are neither refundable nor negotiable. Time scheduled on routes is subject to change based on the number of transport users.**

### STUDENT (S) INFORMATION

	SURNAME	OTHER NAMES	ADM NUMBER	GRADE
1.				
2.				
3.				
4.				
5.				

### PARENT/GUARDIAN'S EMERGENCY CONTACT INFORMATION:

	NAME	TELEPHONE	EMAIL ADDRESS
1.			
2.			
3.			

### RESIDENTIAL ADDRESS: (KINDLY PROVIDE SUFFICIENT DETAILS)

### TRANSPORT REQUIREMENTS:

 ONE WAY TWO WAY

OTHER, PLEASE SPECIFY: \_\_\_\_\_

DATE OF TRANSPORT COMMENCEMENT \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

### DECLARATION:

I DECLARE THAT THE INFORMATION PROVIDED ABOVE IS CORRECT AND AGREE TO ABIDE BY THE SCHOOL TRANSPORT RULES AND REGULATIONS.

DATE: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

RELATIONSHIP: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_



## TRANSPORT ZONES

ZONE 1(1 – 5KMS)		ZONE 2 (5.1 – 10KMS)		ZONE 3 (10.1 – 15KMS)		ZONE 4 (15.1 – 20KMS)		ZONE 5 (20.1 – 25KMS)	
ONE WAY TERMLY: KES 13000 TWO WAY TERMLY: KES18000 ONE WAY DAILY: KES1,000 TWO WAY DAILY: KES2,000		ONE WAY TERMLY: KES 20,000 TWO WAY TERMLY: KES30,000 ONE WAY DAILY: KES 1,200 TWO WAY DAILY: KES1,400		ONE WAY TERMLY: KES 30,000 TWO WAY TERMLY: KES45,000 ONE WAY DAILY: KES1,800 TWO WAY DAILY: KES2,000		ONE WAY TERMLY: KES 43,000 TWO WAY TERMLY: KES57,000 ONE WAY DAILY: KES2,000 TWO WAY DAILY: KES2,800		ONE WAY TERMLY: KES 47,000 TWO WAY TERMLY: KES64,000 ONE WAY DAILY: KES2,500 TWO WAY DAILY: KES3,000	
AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
RUNDA/RUNDA ESTATE		KIRIGITI		WANGARI MAATHAI ROAD / NGARA		KILIMANI		MEMBLEY	
FOURWAYS JUNCTION ESTATE		EDEN VILLE ESTATE		BANANA		KAHAWA SUKARI/WENDANI/KU		KIKUYU	
KUGERIA ROAD		GARDEN ESTATE KIAMBU ROAD		WESTLANDS/PARKLANDS/LORESHO		LAVINGTON		IMARA DAIMA	
THINDIGUA / PARADISE LOST		THOME / MARURUI		USIU		NAZARETH HOSPITAL		DAGORETTI	
KIST		PANGANI / NGARA		KAHAWA WEST		THE JUNCTION MALL		RUIRU TOWN	
WINSOR/RIDGEWAYS		ROSSLYN / RUAKA		NDENDERU		UMOJA		DONHOLM/MAKADARA	
MUTHAIGA		MIREMA / GUMBA ESTATE		JACARANDA / KASARANI		UPPERHILL			
MUTHAIGA NORTH / BALOZI		UNITED NATIONS		ROYSAMBU		WANGIGE			
		NYARI ESTATE				KIAMUMBI			
		KIAMBU TOWN/NDUMBERI				MWIMUTO			
						KAMITI CORNER			

