



**POLICY (Number: Civ)
STUDY PERMITS FOR FOREIGN PUPILS**

All potential pupils who are not South African citizens or who do not have Permanent Residence status must apply for a Study Permit.

The pupil's enrolment will only be completed / finalised when a valid Study Permit has been issued and a certified copy received by the school. Without a Study Permit, the child will not be enrolled into the school.

Even if the application has been made – the child will not be permitted to attend school while waiting for the issue of the Permit.

Parent Responsibility

- It is the responsibility of the parent(s) / guardian(s) to make the initial application.
- It is the responsibility of the parent(s) / guardian(s) to keep track of when the Permit should be renewed and to make application in advance.
- It is the responsibility of the parent(s) / guardian(s) to make application for the Permit to be updated when the child leaves the school or is promoted to High School.

School Responsibility

- It is the responsibility of the School to advise parents of their need to have a valid Study Permit before enrolment can be finalised.
- It is the responsibility of the School to advise the Department of Home Affairs when a pupil enrolled in the School, with a valid Study Permit, leaves the school or is promoted to High School.
- The School may deny enrolment should the prospective pupil whose application for a Study Permit is not successful.
- The School may prohibit the child from attending school pending the re-issue / extension of a Study Permit.

Any fines incurred by the school based on misrepresentation by the parents regarding a Study Permit shall be claimed from the parents by the school.