

Veritas College

(FORMERLY CONVENT AND CBC, SPRINGS)

PREPARATORY SCHOOL

STREET ADDRESS:

40 Derby Avenue
Springs Extension
Springs

P.O. Box 474
Springs
1560

Tel: (011) 362 2686
(011) 362 3185
Fax: (011) 362 1485

Fax to e-mail: 086 232 9644

Email: admin@veritas.org.za
marketing@veritas.org.za



Learn, Live and Lead with Love

SENIOR SCHOOL

STREET ADDRESS:

Nestor Road
Pollak Park
Springs

P.O. Box 288
Springs
1560

Tel: (011) 812 2767
(011) 815 6414
Fax: (011) 815 2381

Fax to e-mail: 086 218 5846

Email: veritasc@netactive.co.za
marketing@veritas.org.za

Application Procedure (please read carefully)

Please complete the attached documentation and return it to Veritas College in one of the following ways:

- Hand deliver to our front office, 40 Derby Avenue, Springs Extension, Springs
- Email scanned documents to: admin@veritas.org.za
- Apply online: www.veritas.org.za

The fee structure is included for your information.

Please note that there is a non-refundable application fee of R250.00 applicable to cover administration costs. The application fee must be paid when submitting the application forms or the proof of payment must accompany the application forms.

Please ensure that ALL required documentation (as requested on the application form) is provided.

1. On receipt of your application and documentation, our Accounts Office will do a credit and employers check.
2. The application is then handed over to the appropriate Head of Department who will arrange a date and time for an assessment.
3. The office will notify the family with the assessment booking details.
4. Assessments are done for all children.
5. Once the assessment is finalised the Educator will discuss the results with the HOD and the parents.

Please note assessments are 45min-1hour.

Children applying for Pre-Prep have to be 2 years old and must be fully potty trained.

Keeping your appointment time will assist our Educators who have very full diaries, with teaching, extra-curricular activities and assessments.

Please be sure to call to re-schedule an appointment if it is no longer a suitable time and date.

Thank you for considering Veritas College

**APPLICATIONS WILL NOT BE PROCESSED IF THEY ARE INCOMPLETE
(ENSURE YOU HAVE COMPLETED THE FORM AND ATTACHED ALL
DOCUMENTATION AS REQUESTED ON THE APPLICATION FORM)**

Please note the following points for the completion of our application procedure.

1. After assessments Mrs. Fuchs in the Administration Office sends assessment results and acceptance notice to the parents/ guardians. Along with this will be the Financial Contract & Deposit information.
2. Once the completed Financial Contract has been received by Veritas College, acceptance confirmation and class space bookings will be confirmed by Mrs. Fuchs.
(No learner is permitted to start school at Veritas College without a Financial Contract.)
3. Meetings with our Principal be arranged for all new parents/ families. On the day of your meeting you will be handed your welcome pack, which will pertain all the information you will require for your child. **Included in the pack is:**

Uniform information	Stationery Information
My School Information	School holiday calendar (Private School – 3 Terms)
Communication Information	Important dates and events to attend
After School Care Information	Transport Information
School Information Booklets (rules etc.)	Fees Structure
4. Parents will be invited to join Veritas College for our Meet & Greet Day, information is sent to all parents/ guardians in the second week of January. This day is prior to the start of school - you and your family will meet your child/ren's teachers and see where the class rooms will be before the children's first day of school. You will also collect school related documents, stationery packs etc. from the teachers for your child/ren.