

# TLHOKOMELO RESIDENCE

## GUIDELINES FOR COMPLETING THE CONTRACT AND INDEMNITY FORMS 2025



Dear Parent/s or Legal Guardian,

This letter comes to you with the Prospectus, Application form, Procedures Brochure and two copies of the Contract for 2025. Please keep the Procedures Brochure and read it carefully from cover to cover as it forms an important part of the contract! Please complete the Application form. The contracting party must complete two copies of the contract in black ink according to the guidelines below.

The contracting party is the Father, Mother or Legal Guardian. A Legal Guardian must be a court-appointed Legal Guardian. Relatives or friends do not qualify as Legal Guardians (unless appointed by the courts) and may not sign the contract. Legal Guardians must please attach a certified copy of the court appointment to the contract.

In the following paragraphs the contracting party is referred to as “you” or “your” and the Legal Guardian as “guardian.” Please return the Application form and contracts to the school office at the earliest convenience:

1. First Page: Enter your name on the first line and your child/ward’s name on the second line. Sign your initials at the bottom of the page at “Parent/Guardian: X\_\_\_\_\_”.
2. Page 2: Sign your initials at the bottom of the page at “Parent/Guardian: X\_\_\_\_\_”.
3. Page 3: Sign your initials at the bottom of the page at “Parent/Guardian: X\_\_\_\_\_”.
4. Page 4: Sign your initials at the bottom of the page at “Parent/Guardian: X\_\_\_\_\_”.
5. Page 5: Please enter the name, ID number, physical (i.e. street) address, postal address, and e-mail address of the parent/guardian who is signing the contract and to whom all correspondence will be sent. Sign your initials at the bottom of the page at “Parent/Guardian: X\_\_\_\_\_”.
6. Page 6: Enter the name of your current magisterial district at the first space on the first line (For example, if signing at the school, enter “Tshwane”). Enter the date and month that you are signing the contract at the next two spaces and update the year by adding a “24” or “25” at the end as applicable. Please sign the contract in full at the space for parent/guardian.
7. Page 7: Please enter your name and the child’s name at the top of the indemnity form. Enter the name of your current magisterial district at the first space at the bottom of the page as before (For example, if signing at the school, enter “Tshwane”). Enter the date and month that you are signing the indemnity form at the next two spaces and update the year by adding a “24” or “25” as applicable. Please sign the indemnity form at the space for parent/guardian.
8. Please find a person over the age of 18 to be your witness. When you have signed, please ask the witness to sign both originals in full on pages 6 and 7 above the heading, “WITNESS FOR PARENT/GUARDIAN.” Then ask the witness to sign his/her initials at the bottom of pages 1, 2, 3, 4 and 5 at “Witness: X\_\_\_\_\_”. You must please use the same witnesses for both copies of the contract.

As requested above, please bring or send the application form and *both* copies of the contract to the school office. When the contracts have been signed by the hostel, we will send one copy back to the parent/guardian and keep the other copy for our records.