



ST. RONAN SECONDARY SCHOOL KAREN

East Bogani Road Karen, Opposite CUEA. P. O. Box 104414-00101, Nairobi, Kenya
Phone: 0739 089 553 [Email: stnansecondaryschooltd@gmail.com](mailto:stnansecondaryschooltd@gmail.com)

ST. RONAN'S APPLICATION & REGISTRATION FORM

Full Name of Pupil				Boy/Girl		Form & Term Applying for	
Date of Birth DD/MM/YYYY				Nationality(s)			
				Religion			
Previous School at which pupil was educated						Dates	
Parents &/or Guardians Details (two contacts are required for Emergency purposes)	Mother/Guardian	Title		Forename		Surname	
	Mobile						
	Email						
	Occupation						
	Employer						
	Father/Guardian	Title		Forename		Surname	
	Mobile						
	Email						
	Occupation						
	Employer						
	Postal Address						
	Residential Address						
	FOR OFFICIAL USE						
Application fee paid:				Receipt No:		Date:	
Grades obtained in Entrance examination							
Aptitude							
English							
Mathematics							
Other Remarks							



MINISTRY OF EDUCATION,
SCIENCE AND TECHNOLOGY



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CONDITIONS REGARDING ENTRY AND DISCIPLINE

1. On application for entry the following must be presented with the application:
 - Certified copy of birth certificate
 - In the case of the enroller not being the parent, proof of guardianship
 - Copy of the previous term's report from the previous schools
 - Application/registration fee (information available at the office or on the website).
2. Should the child be withdrawn after registration/application, the registration/application fee is forfeited.
3. The management reserves the right to discontinue a pupil's attendance at the schools at any time
4. Intention to withdraw a pupil from the schools must be given to the Head Teacher's office in writing **a full term before the intended withdrawal is to happen**. Failure to do this will mean that a full term's fees are due in lieu of notice.
5. Whereas every care is taken to safeguard the wellbeing of the pupil, accidents will sometimes happen and the school will not accept responsibility for incidences beyond our control.
6. Discipline is an important part of the growing and learning process and every pupil enrolled will be subject to the discipline of the school.

CONDITIONS REGARDING SCHOOL FEES

1. Fees must be paid on or before the first two weeks of the term. Management reserves the right to discontinue a pupil's attendance in cases where fees are not paid on time.
2. Please note that a penalty will be charged on any fees not cleared after the payment deadline.
3. There will be a penalty charge for any fees that remains unpaid by the end of the term.
4. Remission of school fees or caution fees will not be made for the following cases:
 - Absence due to illness or infection
 - Absence due to travel or other personal reasons
 - Absence due to any action outside the control of the schools that affects the pupil reaching the school e.g. riots, demonstrations, etc.
 - Suspension of the pupil due to disciplinary issues
 - Expulsion of pupil due to disciplinary issues
5. Remission of school caution fee will be made only if a term's notice in writing is handed into the Head teacher's office.
6. Remission of boarding caution fee will be made only if a term's notice in writing is handed into the Head teacher's office.
7. School fees is reviewed annually by the Board of Directors and any changes to these is communicated to parents one term in advance.

Having read and understood I agree to abide by the above conditions

Name of parent/guardian signing form

Signature of parent/guardian **Date**

For official use

Date started Admission No..... Date left

Registration fee paid Date Receipt No.

Caution money paid..... Date Receipt No.