



ERF1294, ETANGA STREET FREEDOMLAND, WINDHOEK NAMIBIA. P.O.BOX 27871

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WINDHOEK NAMIBIA

Admission Application Form 2026

Submission Checklist

- 1. Certified Birth Cer./ID/Passport
2. One Passport photographs
3. Parents/Guardians ID/Passport
4. Certified latest school report (For Primary)
5. Signed Code of Conduct

FOR OFFICE USE

- 1. Student No: Student Account NO:
2. Date Received: OVC: Yes No
3. Grade applied for: Grade accepted for:
4. Registration fee paid: Yes NO Receipt No:

Application form N\$50.00 Prior to Admission Fees from 6months to 2 years N\$600.00; and from 3 years to 4 years N\$ 400.00 and 4years to 6years N\$350.00-AndRegistration fees are Not refundable: The tutorial monthly Payment is obligatory for One Year Payable from January – December.

Optional: Gilead Child Day Care N\$1500.00 7 days a week from 06:00 Am till 17:00Pm late hour pick up charge N\$50.00 Cash at hand. Transport Optional: N\$ 800.00 per month.

INSTRUCTION FOR THE COMPLETION OF THE FORM

- 1. Complete the form in BLOCK LETTERS in Black or Blue INK.
2. Where a choice is given answer with a cross (x).
3. Foreign Qualifications must be translated in English Language
4. The school will not be responsible for any loss of original document
Submit certified copies. All copies are for filling purposes.

ACCOUNT NUMBER: 62247034763
BRANCH NUMBER: 280872
FIRST NATIONAL BANK.

Learner's Details: Surname: _____

First Name(s): _____

Date of birth: _____ Home language: _____

Nationality: _____ Gender: _____ Religion: _____

Residential/Home address: _____

Previous school attended: _____

Last Grade at the previous school: _____ Grade applied for: _____

Any allergies: Yes /No? If YES please specify _____

Any persistent or chronic health problem(s)? Yes/No? If YES please specify _____

Any remedial/psychological problem(s)? If YES, please specify _____

Name of Doctor: _____ Contact number: _____ Medical aid: _____

Learner's Parents / Guardian Details

Father's full name:

Residential Address: _____ Contact No: _____

Postal Address: _____ Occupation: _____ Office No: _____

Employer: _____ E-mail: _____

Mother's full name:

Residential Address: _____ Contact No: _____

Postal Address: _____ Occupation: _____ Office No: _____

Employer: _____ E-mail: _____

Fill in, only if learner stays with guardian: Guardian's full name: _____

Residential Address: _____ Contact No: _____

Postal Address: _____ Occupation: _____ Office No: _____

Employer: _____ E-mail: _____

EMERGENCY: Provide the names of two persons (NOT Parents/Guardians) who may be contacted in case of emergency!

1. Name: _____ Cellphone & Office No: _____

2. Name: _____ Cellphone & Office No: _____

PAYMENT: Who is responsible for the payment of school fees? Father and Mother Father Only Mother only Guardian

Full name(s) of payer: _____ ID/Passport No: _____

Residential Address _____

Business Address _____

Telephone; Work: _____ Home: _____ Mobile: _____

E-mail: _____ Signature: _____ Date: _____

General Particulars: Who does the learner stay with? Father and Mother Father only Mother only Guardian

Who may fetch the learner? _____ Father/Mother Father only Mother only Guardian Self

PARENT'S/GUARDIAN AGREEMENT

I _____ ID/Passport number _____

Parent/guardian of _____ hereby agree to the following:

1. I will pay the monthly school fees for my child on or before the **3rd of every month for 12 consecutive months (January to December)** and if the 3rd is not suitable, give the school a specific payment date that is convenient.
2. The school **fees are payable** during the **absence** of the learner **due to illness**, i.e. no refunds or discount will be made for absence of the learner.
3. I understand that failure to pay school fees on time may lead to expulsion of the child from school without prior notice and that the responsible person's details will be handed over to the credit bureau and/or legal proceedings will be initiated.
4. I understand that in an event where the school tuition amount is unpaid after the due date (3rd of each month) without giving notice to the school, an amount of **10 % (percent) interest** per month will be charged on all outstanding until such amount are settled in full.
5. I understand that my child will only be withdraw from school by end of the term with **one month** written notice before the withdrawing. Should there be an emergency, the office will be contacted. Should I fail to, one month payment will be paid in lieu.
6. I will give one month written notice before withdrawing my child from the school. Should I fail to; one month payment will be paid in lieu.
7. I will provide my child with learning materials such as Stationeries, etc., as it may be required by the school.
8. I will see to it that my child will attend classes daily with no unnecessary absenteeism.
9. That habitual misbehavior, indiscipline, vandalism and breaking the schools code of conduct of my child may result in suspension or charged with misconduct as stated in the general School Code of Conduct.
10. I will attend all the parents meetings, should I fail to attend such meeting, and I will be bound with the resolutions passed by other parents present at the meeting and school board.
11. I will come to school when summoned in connection to matters pertaining to my child. My failure to attend such meetings may lead the school to refuse re-admission of my child.
12. The school shall act on my behalf in all matters affecting my child while at school or on official outings.
13. I will conduct myself professionally at all times and resolve matters amicably with the school when necessary.
14. I will provide my child with Toiletries as it may be required by the school.
15. I do not have any contrary opinion with regards to stationary, toiletries, books,
16. I will supply to the school all required items, in the process of registration, I will not demand for submitted school materials e.g. Stationaries, Toiletries etc. from the school, I will provide my child with needed writing material at home for homework, assignment, project etc.
17. **BABY CLASS:** All required baby class use will be provided to the school care giver upon registration, I will submit all required baby use and replace used items as it may be required by my child care giver, and I agree that my baby can stay with the school caretaker
18. I will pick my baby at 17:45hr, should I fail to pick up my Baby/Child on time I agree to pay an amount of N\$50.00 to school caretaker each day of late pick-up, should I fail to, the school shall deduct the bill from me, in any way.

19. UNDERTAKING OF RESPONSIBLE PERSON

- a. For the purpose of any processes which may be instituted against me, for the service of any notice, domicilium citandi et executandi (physical home address) is hereby chosen at.....
- b. **(Post Office Address is not Applicable)** I undertake to advise the Institution of any change of address. Any proceedings at Law which the Institution may desire to institute against me for the recovery of any sums of money due, may at the option of the Institution be instituted in the Magistrate's Court having jurisdiction to which jurisdiction I hereby consent in terms of the law.
20. I the undersigned **certify** that the information provided herein are to the best of my knowledge true and correct.
21. I certify that I have **read** this document in full and I understand its content.
22. I agree to **abide** by the rules of the school and conditions of acceptance of my child as set out above.
 - a. I agree to **honor** my financial obligation in respect of all fees should I default on payments, I will be handed over to the school's attorney and ITC.
 - b. I agree to **pay** the school fees during the absence of my child or due to illness, and no refunds or discount will be given back to me for my child's absence from school.
 - c. I **understand** that the only way to avoid interest and penalties levied on overdue fees, is to inform the school that the payment will be late before cutoff date. I will provide my child with Stationary and Toiletries as it may be required by the school. I will contribute to the school growth, fundraising and development level with the minimum amount payment for school event as stipulated in the school Calendar for 2025

23. SIGNED AT _____ ON THE _____ DAY OF _____ 20_____

Parent / Guardian signature: _____ Date: _____

FEE STRUCTURE

NOTE: Application for Admission fee & Registration fee are **NOT** refundable! Application form **N\$50**.

Tuition fees	FEE PER MONTH PAID BEFORE THE 3RD OF EACH MONTH	FEE PER TERM PAID AT THE BEGINNING OF EACH TERM	FEE PER YEAR PAID AT THE BEGINNING OF THE YEAR
Baby Class : 0 – 2 years 2 – 3 years	N\$ 600:00 X 6 months N\$400,00 X 6 months	N\$ 3 600 : 00 N\$ 2 400 .00	N\$ 600 . x 12 Months = N\$7 200 N\$ 400 x 12 Months = N\$ 4 800
4 years – 5 years	N\$ 350:00 X 12 months	N\$ 2 100 : 00	N\$ 4 200 : 00
Transport (Optional)N\$ 800.00		Extra classes N\$ 150:00 per month (Optional) Day care N\$1500.00 24/7 a day (Optional)	

Transport Application Form Logistics, Structures and Biding Consensus (Monthly Fee N\$ 800.00)

1. I _____ ID/Passport number _____
Parent/guardian of (Learner's Name) _____ hereby agree to the following:

- 2 I will pay the monthly Transport fees for my child on or before the 3rd of every month.
- 3 The school decides when to discontinue the monthly transport fee, due to school holidays, child absenteeism etc. If judged and accounted for!
- 4 Acknowledging the driving duties and school vehicle's maintenances and Logistics, I will give termination notices with one month payment in advance upon withdrawing my child (ren) from the year transport contract/arrangement. Otherwise legal action should be taken against my default.
- 5 The school transport fees are payable during the **absence** of the learner due to illness or event, i.e. no refunds or discount will be made for absence of the learner.
If illness or event is prolonged, the school should be communicated.
- 6 I understand that failure to pay school transport fees on time may lead to the learner's not being picked up from home until payment is made. I will contact the school if there will be delay in payment, to avoid my child not being picked. I understand that the cancellation letter must be written before withdrawing a learner from the school transportation arrangement. Should there be emergency, the school office should be communicated for the cancellation process. If there is transfer of learner, accident, family issues, or any emergency for termination!
- 7 I will see to it that my child is punctual on pick-up time and avoid unnecessary absenteeism and delay in pick-up. The school transport must be punctual.
- 8 The school transport must be maintained by both parents and school managements, counselling/ instructions should be given on any mishandling, vandalism, indiscipline as required in keeping the school transport in good shape. If Damages is made by my child, I will be responsible to fix or replacement. Communication should be made through to a concerns parent's for any vandalism.
- 9 I will attend all school parents meeting should I fail to attend such meeting and I will be bound by the resolution passed by other parents present at the meeting and school board with regards to school transport related issues. I understand that in an event where the school transport tuition amount is unpaid after the due date (3rd of each month) without giving notice to the school, an amount of **10 % (percent) interest** per month will be charged on all outstanding until such amount are settled in full.
- 10 I will come to school when summoned in connection to matters pertaining to my child. My failure to attend such meetings may lead the school to refuse re-admission of my child with the school transport arrangement process.
- 11 The school shall act on my behalf in all matters affecting my child while at school or on official outings.
- 12 I will conduct myself professionally at all times and resolve matters amicably with the school transport driver when necessary.
- 13 I will communicate my concerns/issues and resolve matters amicably with the school management as necessary.
- 14 I will cooperate with the given pick-up time and get my child ready should there be a problem, I will communicate.
- 15 I agree to abide by the school rules and regulations to honor my financial obligation due date, should I default on the payment date, my child will not be picked up to school, if my child transportation fees is paid and school tuition fees is not paid, my child should not be picked up to school until tuition are settled.
- 16 I agree that my child should be picked up at a designated pick-up point at allocation in an informal settlement and off-Taxi-location, as it may be convenient for the school and learners. The school decides when to discount the transportation fee, and I agreed that the school transportation fee involves not only the school transport but the driver and mechanic maintenances and logistics.
- 17 The school transport arrangement is applicable for the school Term Period. For transport arrangement CANCELLATION within the Term period, learner will be liable to pay for the following month. For logistics, this one-month payment will be counting from the last day of learner engagement of school transport. I the undersigned certify that the information provided herein is to the best of my knowledge true and correct, I understand its content. I agree to **abide** by rules and regulations of school transportation structures and consensus, I therefore certify that I have **read** this document in full, and I understand its content.
- 18 Agreement: The school shall not be liable to any injury incurred or loss of life (Death) by learner(s) while in the school vehicles of school transportation related means, neither will any claims nor damages be demanded for lost items, property, personal belonging, accident, death etc.

Parent / Guardian signature: _____ Date: _____

SCHOOL REGULATIONS

1. Eating is only permitted at break time 10:00 Am. Sweet or chewing gum is not allowed at dining table in any circumstances.
2. Ball games may not be played within range of buildings or cars.
3. Learner must be neatly bathed every coming to school and Littering is an offence and all papers and rubbish must be placed in the bins provided.
4. No one is allowed to leave the school premises at any time including during break unless permission has been granted by the Principal.
5. It is the parents' responsibility to ensure that all their wards clothing, books and school bags are clearly marked with the owner's name.
6. Contact sport and dangerous games are not allowed to be played at breaks or at any time without teacher supervision.
7. Learners may not bring any of the following items to school: a weapon of any description; any other dangerous object; etc.
8. Homework is the learner's opportunity to work independently. All homework given by the teacher must be done. The teacher may punish the learner for homework not done, unless there is a valid excuse. A signed note from the parent/guardian must be supplied if homework is not done.
9. If a teacher recommends extra lessons for a learner, parent/guardian and learners should respect the teacher's professional judgment and take steps towards compliance.
10. **All learners are required to wear the complete and approved school uniforms every school day and during official school functions, uniforms must be clean properly and well maintained at all times and no dirty clothing, broken zips, or missing buttons will not be tolerated.**
11. No make-up is allowed. Nails must be short and well cared for.
12. Should a learner become ill while at school the parent will be contacted? Parents and are expected to collect learners from the Reception office.
13. No bad language, shouting or swearing is allowed. Bad verbal defense is a serious offence.
14. Learners are expected to behave appropriately at all function. Pupils are to remain silent when entering venues for formal occasion. Example; Assembly etc.
15. No learner may be in possession of pornographic or erotic material or any material portraying nudity.
16. Any dangerous objects is not allowed to be brought and/or used in school for example any explosive materials or device, any firearm or gas weapon.
17. Learner may not meet visitors at school without permission. All visitors are asked to report to Reception when they arrive.
18. In the case of accidental breakages, these must be reported immediately to any teacher or directly to the office.
19. Vandalism or willful destruction of property or tampering with equipment will be viewed as seriously offence with immediate replacement.
20. Notices and newsletters are essential method of communication between the school and home. Learners are to ensure that notices handed out at school are given to parent/guardian. All newsletters and circulars sent to parents by the school must be treated as important and be read by parent/guardian. When reply slips are attached, these must be signed by the parent/guardian and returned promptly to school.
21. If a pupil has been absent, a letter from the parent/guardian must be handed to the teacher on the day that he/she returns to school. General medical certificates are required.

Parent / Guardian signature: _____ Date: _____

SCHOOL HOURS

School resumes: 6:00H till 17:00H for Pre-School, 13:30H for Lower Primary.

Pick-up time: 12:00H till 17:30H. An amount of N\$ 50:00 is charged upon picking up learner at past 17:35H.

1. REAM

Stationary List for Babies (Age 0-2 years)

- Diapers / Nappies (as it may be required)
- Baby wipes (as it may be required)
- Vaseline / Prescribed lotion (as it may be required)
- Baby food for each day (non-junky food)
- Baby blanket
- Baby extra clothes to change
- Face towel
- Plastic bag for dumping
- foam toys in a case necessary
- Building Blocks

Toiletries and Miscellaneous items per YEAR

- 2 Handy Andy
- 6 rolls of 2ply toilet papers
- 2 500ml Bucked of Pine Gel
- 2 Box of Tissue
- 2 Sunlight Dish wash
- 1 Hand Sanitizer (*DEPEND ON THE SITUATION*)
- 2 Baby bathing soap

EMERGENCY: Provide the names of two persons who may be contacted in case of emergency!

Name: _____ Cellphone & Office No: _____

Name: _____ Cellphone & Office No: _____