

## APPLICATION COVER

Year of enrolment:

2017

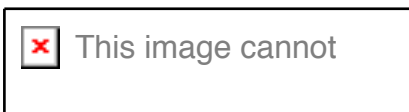
**No:**

Year/Class:

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STUDENT NAME: \_\_\_\_\_

		Received checked	
1	Application Form		
2	Fee Structure		
3	Indemnity Form		
4	Debit Order Consent Form		
5	Study Permit (Non-Namibians only)		
6	Birth Certificate or copy of Passport - student		
7	Copies of ID documents - parents		
8	Proof of address (i.e. Municipality Account)		
9	Year 1 -- School Readiness Report		
10	Recent photo of student		
11	Previous School Reports		





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P.O.Box 487 Walvis Bay  
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Email: principal@iswb.edu.na  
www.iswb.edu.na  
secretary@iswb.edu.na

Principal's stamp
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Acc No:
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<b>APPLICATION FORM</b>	<b>No:</b>
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Year of enrolment:	<b>2017</b>	Male:	
Class:		Female:	

**1. Personal Details of the student:****Please note: Fees are subject to change.**

Surname:					
First Names:			Preferred Name:		
Date of Birth:	y	m	d	ID (if available):	
Place of Birth:				Citizenship:	
Foreign Student	Yes or No			Study Permit Nr:	
Student's Cell No:					
Current School:					
Name of Class Teacher:			Teacher's Cell No:		
Other schools attended (where applicable):					
School 1:		Tel:		Grades:	
School 2:		Tel:		Grades:	
School 3:		Tel:		Grades:	
Grades repeated (if any):					
Brothers and Sisters in ISWB:					
Name:		Year:			
Name:		Year:			

**2. Personal Details of the parents/Guardians:**

Father / Guardian				Mother / Guardian			
Title:		Initials:		Title:		Initials:	
Surname:				Surname:			
First Names:				First Names:			
<b>Contact numbers</b>				<b>Contact numbers</b>			
ID Nr.				ID Nr.			
Tel (H):				Tel (H):			
Cell Nr.				Cell Nr.			
Postal Address:				Postal Address:			
Residential address:				Residential address:			
<b>Employment</b>				<b>Employment</b>			
Profession:				Profession:			
Employer:				Employer:			
Position:				Position:			
Tel (W):				Tel (W):			
E-mail:				E-mail:			

**FOR OFFICE USE ONLY**

Mandatory Charges:	Registration Fee	NAD 350.00	Signature: Date:
	Administration Fee	NAD 2250.00	
	Book Fee		
	School Fee		

**3. Person responsible for the PAYMENT of school fees and other:**

Name:		Postal Address:	
		Tel:	
		Tel:	
Namibian Tax Nr.			
Financial References: (Name of your Bank)			

**4. Medical Information of the applicant:**

Known allergies:			
Person to contact in event of illness:			
Contact details of the above:			
Other family/friends not from same household:			
Name:		Relation:	
Address:		Tel.Nr.	
Kindly inform us if your child has a particular medical condition we should be aware of:			

**5. Sport / Cultural achievements or activities:**

Kindly list achievements in sports; culture and other:

**Kindly attach the following documents to your application:**

- 1 Certified copy of the birth certificate/passport of the student
- 2 Proof of residential/work address of person responsible for the account
- 3 Copy of a current study permit (applicable for non-Namibians)
- 4 A copy of most recent school report or school readinaess test
- 5 Recent photograph of the applicant

**General information about this application:**

- 1 This application does not guarantee placement in the school, nor does the date of application indicate any specific order of priority.
- 2 Acceptance for enrolment will be determined after successful completion of an Entry Level test in English and Mathematics. (Applicable for Year 4 to 10).
- 3 A transfer report from a previous school.
- 4 The applicant and his/her parents may be asked to attend an interview.

**School Fee Policy and Procedures:**

- 1 For payment in CASH for school fees/Text books - a cash handling must be paid.
- 2 A fee of N\$50.00 will be charged against an unpaid debit order.
- 3 A notice period of 3 (three) months is applicable in the event of a transfer request.

**Declaration by parent or guardian:** (Signed by both parents)

I have read and understood the content of this application and all information supplied by me is correct.

I have omitted no relevant information.

I hereby acknowledge and accept the regulations as set out in this document.

Father/Guardian: Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Mother/Guardian: Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_



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Enquiries: secretary@iswb.edu.na

**INDEMNITY**

We/I, the undersigned, father/mother/guardian of

.....

Student's name

.....

Class

I hereby indemnify and hold harmless **THE INTERNATIONAL SCHOOL OF WALVIS BAY**, it's **TEACHERS, EMPLOYEES and/or AGENTS (the school)** and hold it harmless against all loss or damage of whatever nature, from cause arising, which we/I and/or my/our child/children may sustain whilst participating in any excursion or sports event, whether or not such injury, loss or damage arises from any defective equipment, act of God, act or omission of or by the school, it's **TEACHERS, EMPLOYEES or AGENTS**, except in the case of negligence and or intentional harmful action.

Waive any claims or whatever nature which we/ I may have against the school set out above.

Full Names ..... Capacity:..... Signature .....

Full Names ..... Capacity:..... Signature .....

Place ..... Date .....



## School Fee Payment Policy - 2017

The International School of Walvis Bay is a non-profit organization dependant solely on the financial commitment from parents. Please send a signed copy of this document to the school.

**Registration Fee:** N\$ 350.00 once off non-refundable fee paid when collecting the APPLICATION FORM

A non-refundable Administration fee must be paid annually in October.  
Should the student join during a current school year a pro-rata fee applies.  
This fee is payable on acceptance of your application.

**Annual Administration Fee:**

1st child	\$2,000.00
2nd child	\$1,800.00
3rd child	\$1,000.00

Re-enrollment Fee for the following years: N\$250.00 annually, paid together with the annual Administration Fee.

### Direct Debit Orders:

School fees are payable by *Direct Debit Order ONLY*, at the beginning of each month before the 3rd, for TWELVE (12) months.  
Unpaid Direct Debit Orders will incur a N\$200.00 administration fee.  
Consecutive default on payments of school fees may result in the cancellation of your application.  
Payments must clearly reflect the student's number and or name.

### Book Fees:

Book Fees are payable together with your November School Fees.  
EFT payments should include the book fee in the November payment each year.

Book Fees are as follows:

Key Stage 1 (Year 0,1 and 2) - a stationary fee of N\$800.00  
Key Stage 2 (Year 3, 4, 5 and 6) N\$1,200 per student per year. These books are the property of the school.

The following books are the property of the student and can be carried over to a sibling or a friend.

Key Stage 3 (Year 7 and 8) N\$1,750.00 per student.  
IGCSE (Year 9, 10 and 11) N\$2,350.00 per student.  
AS and A Level (Year 12) N\$2,650.00

*Please Note : Textbooks are distributed only on receipt of payment.*

Students who obtain second hand text books from siblings/friends leaving the school must advise their 2016 Register teacher..

### Cambridge Examination Fees:

We encourage parents to budget for Exam fees @ approx. N\$1200.00 per subject.  
For the May/June Exams the fees are due in February of that year.  
For the October/November Exams the fees are due in August of that year.

### School Fees:

If you pay your school fees in a yearly lumpsum you are eligible for a 5% discount. Payment in January of that year.  
If your account is fully paid every month for 12 months you are eligible for a monthly rebate. This rebate will be paid to you in November each year and amounts to N\$150 for the 2nd child, N\$300 for the 3rd child and N\$400 for the 4th child.

**Our Banking Details:** BANK WINDHOEK Acc 8001906191 - Branch code : 481-872

**Notice Period:** A notice period of **1 term** is required should the student need leave the school.

Signature : \_\_\_\_\_ Date: \_\_\_\_\_

**SCHOOL FEE STRUCTURE 2017**

<i>Year</i>	<i>Per Month N\$</i>	<i>Per Trimester N\$</i>	<i>Annual (1 single payment) N\$</i>
<b>Pre-School : 2 Yrs</b>	1,710.00	6,840.00	20,520.00
<b>Pre-Primary : 3-4 Yrs</b>	2,180.00	8,720.00	26,160.00
Includes: Horse Riding/Swimming/ Fun Gym/Kindermusik			
<b>Pre-Primary : 5 Yrs</b>	2,180.00	8,720.00	26,160.00
Includes: Horse Riding/Swimming/ Fun Gym/Kindermusik			
<b>Key Stage 1</b>	Includes ISWB Sports activities for Years 1 and 2 : Football/Netball/Volleyball/Gymnastics/Table Tennis/Hockey		
<b>Reception Year</b>	2,525.00	10,100.00	30,300.00
Horse Riding/FunGym Swimming/Kindermusik			
<b>Years1/2</b>	3,385.00	13,540.00	40,620.00
Inc. Horse Riding/ Swimming			
<b>Key Stage 2</b>	Includes ISWB Sports activities : Football/Netball/Volleyball/Gymnastics/Table Tennis/Hockey		
<b>Years 3/4/5/6/</b>	3,385.00	13,540.00	40,620.00
Inc. Horse Riding/ Swimming			
<b>FOR Years 3 &amp; 4 ONLY</b>			
<b>High School</b>	Includes ISWB Sports activities : Football/Netball/Volleyball/Gymnastics/Table Tennis/Hockey		
<b>Years 7/8</b>	3,565.00	14,260.00	42,780.00
<b>IGCSE 9</b>	4,185.00	16,740.00	50,220.00
<b>IGCSE 10</b>	4,185.00	16,740.00	50,220.00
<b>IGCSE 11</b>	4,185.00	16,740.00	50,220.00
<b>AS Levels</b>	4,785.00	19,140.00	57,420.00
<b>A Levels</b>	5,500.00	22,000.00	66,000.00





<u>STUDENT NAME</u>	
<u>CLASS:</u>	

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[finance@iswb.edu.na](mailto:finance@iswb.edu.na)

**DEBIT ORDER BANK DETAILS**

**SCHOOL FEES 2017**

✓	PLEASE USE MY BANK DETAILS BELOW
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Name of account holder:

Bank:

Account No.:

Account Type:

Cheque                      Savings                      Other                      **N\$ Amount**

Branch Name:

Branch Code:

Date on which you want the school fees to be debited:

Please note that **no other** form of payment will be accepted.

**Debit Order Authority**

- \* I/We hereby request, instruct and authorize The International School of Walvis Bay or its assignees to draw against my/our account with the bank noted above (or any branch which I/we may transfer my/our account).
- \* I/We understand that all such withdrawals from my/our bank account shall be treated as though they had been signed by us/me personally.
- \* I/We agree to pay any bank charges and costs relating to the debit order authority, including debit order rejection fees.
- \* I/We acknowledge that I/we may cancel this authority by giving the Administrator not less than 10 calendar days written notice.
- \* I/We agree that receipt of this instruction by the Administrator (as defined in the Terms and Conditions) shall be regarded as receipt thereof by my/our bank.
- \* In order to activate the debit order, the Administrator must receive the application form at least 10 days prior to the first debit order date.
- The debit order will only be *actioned* on the signing of this Authority.

**Please note:**

Annual adjustments to school fess could apply every year. Parents will need to sign a new direct debit order for the new fee. Newly completed direct Debit Orders must be received by November of the preceeding year.

Signature of account holder :

Date:

