

School Fee Structure and 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 | N\$2,000.00 |
| 2nd child | N\$1,800.00 |
| 3rd child | N\$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:** _____