
School Fee Structure and Payment Policy - 2018

The International School of Walvis Bay is a non-profit organization dependent 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\$300.00 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 and will be considered as a default of payment.

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 October School Fees. EFT payments should include the book fee in the October payment each year.

Book Fees are as follows:

Key Stage 1 (Year 0,1 and 2) - a stationary fee of N\$1000.00
Key Stage 2 (Year 3, 4, 5 and 6) N\$1,400- Rental Book Fee

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\$1,850.00 per student.
IGCSE (Year 9, 10 and 11) N\$2,450.00 per student.
AS and A Level (Year 12) N\$2,750.00 per student.

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 2018 Register teacher..

Cambridge Examination Fees:

We encourage parents to budget for Exam fees @ approx. N\$1300.00 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 lump sum 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.

Please note: An increase of 6% on school fees for 2018 will be applicable.

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: _____