

APPLICATION COVER

Year of enrolment:

2018

Applic No: ISWB 001

Year/Class:

STUDENT NAME: _____

Included herewith:

			checked
1	Application Form	Pages 1 - 3	<input type="checkbox"/>
2	Fee Structure	Page 4	<input type="checkbox"/>
3	Indemnity Form	Page 5	<input type="checkbox"/>
4	Debit Order	Page 6	<input type="checkbox"/>
5	Uniform Information	Pages 7	<input type="checkbox"/>
6	Sport Info	Pages 8-9	<input type="checkbox"/>
To be checked by office:			
7	Study Permit (Non Namibians)		<input type="checkbox"/>
8	Birth Certificate or copy of Passport - student		<input type="checkbox"/>
9	Copies of ID documents - parents		<input type="checkbox"/>
10	Proof of address (i.e. Municipality Account)		<input type="checkbox"/>
11	Grade 1 (K1Y1) - school readiness report		<input type="checkbox"/>
12	Recent photo of student		<input type="checkbox"/>
13	Recent Medical Certificate		<input type="checkbox"/>

Please ensure that every page is completed correctly. All the required information is relevant and necessary. Both parents/guardians to sign acknowledgement of fees responsibility.

E-mail addresses:

principal@iswb.edu.na

finance@iswb.edu.na - Accounts

admin@iswb.edu.na - General

secretary@iswb.edu.na - Sport and other.



86 Hage Geingob Str.,
P.O.Box 487 Walvis Bay
T: +264 64 20 4789/3995
F: +264 64 20 0006
Email:
principal@iswb.edu.na
www.iswb.edu.na

Principal's stamp

Acc No:

APPLICATION FORM	No:
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Year of enrolment:	2018		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: (<i>Current 2017/18</i>)	
Student's Cell No:					
Present 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:		Grade:			
Name:		Grade:			

2. Personal Details of the parents:

Father / Guardian				Mother / Guardian			
Title:		Initials:		Title:		Initials:	
Surname:				Surname:			
First Names:				First Names:			
Contact numbers				Contact numbers			
ID Nr.				ID Nr.			
Tel (H):				Tel (H):			
Cell Nr.				Cell Nr.			
Postal Address:				Postal Address:			
Residential address:				Residential address:			
Employment				Employment			
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:
Administration Fee	NAD 2,000.00		Date:

Book Fee		
School Fee		

3. Person responsible for the accounts:

Name:		Postal Address:	
Namibian Tax Nr.			
Financial References:			
		Tel:	
		Tel:	

4. Medical Information:

In case of chronic medication, please obtain form from secretary.

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.	
Confidential information we should know about:			

5. Sport / Cultural achievements or activities:

Kindly name achievements in sports; culture and/or preferences:

5 (A) Medical Information: Kindly inform us if your child has a particular medical condition that you think the school should be aware of

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6. Supplementary Services:

Please indicate if you would be interested to make use of the following services:	
Homework classes (from 14.15 until 16.30)	
Alternative language classes (from 17.30 until 19.00)	

Kindly attach the following:

- 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 the study permit if applicable
- 4 A copy of most recent school report or pre-primary school assessment
- 5 Recent photograph of the applicant

General information:

- 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 admission test.
- 3 Collateral information will be obtained from previous schools in order to determine the student's general behaviour and academic achievements.
- 4 The applicant and his/her parents may be interviewed.
- 5 Proficiency in English is paramount.

School Fees:

1. *Should parents choose to pay with CASH for school fees/Text books - they will be responsible to settle the Cash Handling Fee raised by the Bank.*
2. *A fee of N\$50.00 has been implemented for each unpaid debit order.*
3. *Should parents fall into arrears an interest fee will be charged.*
4. *A notice period of 1 term or 3 months is required.*

Declaration by parent or guardian:

To be signed by both parents and or guardians.

I have read and understood the content of this application form and all information supplied by me is correct. I have omitted no relevant information. I further undertake to submit myself and my child to the rules and regulations as set by the school management.

Father/Guardian: Name: _____ Signature: _____

Date: _____

Mother/Guardian: Name: _____ Signature: _____

Date: _____



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Enquiries: secretary@iswb.edu.na

ISWB 001

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 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: ##### 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

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

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: _____



Co. Reg 21/99/271

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secretary@iswb.edu.na
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ISWB. School fees 2018

<u>Pre-Primary</u>	<u>Per Month N\$</u>	<u>Per Trimester N\$</u>	<u>Annual (1 single payment) N\$</u>
<u>2 Years</u>	1,815.00	7,260.00	21,780.00
<u>3-4 Years</u>	2,415.00	9,660.00	28,980.00
Fun Gym/Kindermusik			
<u>5 Years</u>	2,415.00	9,660.00	28,980.00
Fun Gym/Kindermusik			
Key Stage 1	Includes ISWB Sports activities for Years 1 and 2 :		
<u>Reception Year</u>	2,780.00	11,120.00	33,360.00
Fun Gym			
Swimming			
<u>Years1/2</u>	3,690.00	14,760.00	44,280.00
Sport			
Swimming			
Key Stage 2	Includes ISWB Sports activities :		
<u>Years 3</u>	3,790.00	15,160.00	45,480.00
<u>Years 4/5/6</u>	3,790.00	15,160.00	45,480.00
Sport			
Swimming for Years 3 - 6			
Key Stage 3	Includes ISWB Sports activities :		
<u>Years 7/8</u>	3,980.00	15,920.00	47,760.00
<u>IGCSE 9</u>	4,640.00	18,560.00	55,680.00
<u>IGCSE 10</u>	4,640.00	18,560.00	55,680.00
<u>IGCSE 11</u>	4,640.00	18,560.00	55,680.00
<u>AS Levels</u>	5,280.00	21,120.00	63,360.00
<u>A Levels</u>	6,030.00	24,120.00	72,360.00



ACCOUNT #	
STUDENT NAME	
CLASS:	

Applic No:

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 T: +264 64 20 4789/3995
 F: +264 64 20 0006 Email: principal@iswb.edu.na finance@iswb.edu.na
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1. DEBIT ORDER BANK DETAILS

(Please complete this section fully with the bank account from which the debit order deduction must be made).

PLEASE USE BANK DETAILS BELOW

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.

2. SCHOOL FEES 2018

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 HAVE TO BE RECEIVED BY THE FINANCE DEPT. BY THE END OF NOVEMBER! Failing this the school reserves the right to INCREASE the school fees with the increased amount as per the School Fee structure which has been sent to all parents and continueusing the direct Debit Order form on hand.



INTERNATIONAL SCHOOL OF WALVIS BAY UNIFORM LIST

Applic No:

PRE-PRIMARY
School uniforms are optional for normal school days but compulsory for school outings and official days. Boys and girls wear the same uniform in Pre-Primary.
Navy Tracksuit pants and jacket
Fleece Jacket or Vest
Navy Peaked Cap or Sunhat with string
Optional - Navy Scarf / Navy Beanie
PRIMARY SCHOOL
Gr 1 - 6 ISWB Key Stages 1 and 2 (years 1 - 6)
Navy Pants
Navy Gym Shorts
Pinstriped button up Shirts (Short or Long Sleeve)
Navy Pullover or Navy V-Neck Jersey
Navy Tracksuit pants and jacket
Light Blue Golfer (Short Sleeves)
Fleece Jacket or Vest - Optional
Navy Peaked Cap or Sunhat with string
Girls only:
Navy Cardigan
Navy Pinafore (Key Stage 1 Years 1 - 3)
Navy Skirt (Key Stage 2 - Years 4,5,& 6)
Optional - Navy Scarf / Navy Beanie

HIGH SCHOOL
(Gr 7 - 12) Key Stage 3
All Students
Wheat Pants
Navy Blazer with ISWB Badge
Navy Gym Shorts
Navy Tracksuit pants and jacket
Light Blue Golfer (Short Sleeves)
Fleece Jacket or Vest - Optional
Navy Peaked Cap or Sunhat with string
Additional
Navy tie
A Level
Striped Tie
Girls only:
Wheat Skirt
Navy Cardigan

School uniforms will be available from the **Jetty Shoppe* at the Walvis Bay Waterfront - map attached
TEL NO: 207663





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finance@iswb.edu.na

secretary@iswb.edu.na

reception: admin@iswb.edu.na

THE FOLLOWING PAGES CONTAIN INFORMATION TO PARENTS REGARDING THE SCHOOL. THIS SHOULD BE DETACHED AND GIVEN TO PARENTS/GUARDIANS UPON RETURN OF THE COMPLETED APPLICATION PAGES TO THE OFFICE

- 1 UNIFORMS**
- 2 MAP TO JETTY SHOP**
- 3 BANK DETAILS AND GRADE LEGEND**

BANK ACCOUNT DETAILS:

PLEASE NOTE:

With any and every payment made please ensure that the student's name is reflected i.e:

Swimming - Peter Brown **or**

School fees - Sue Mahoma

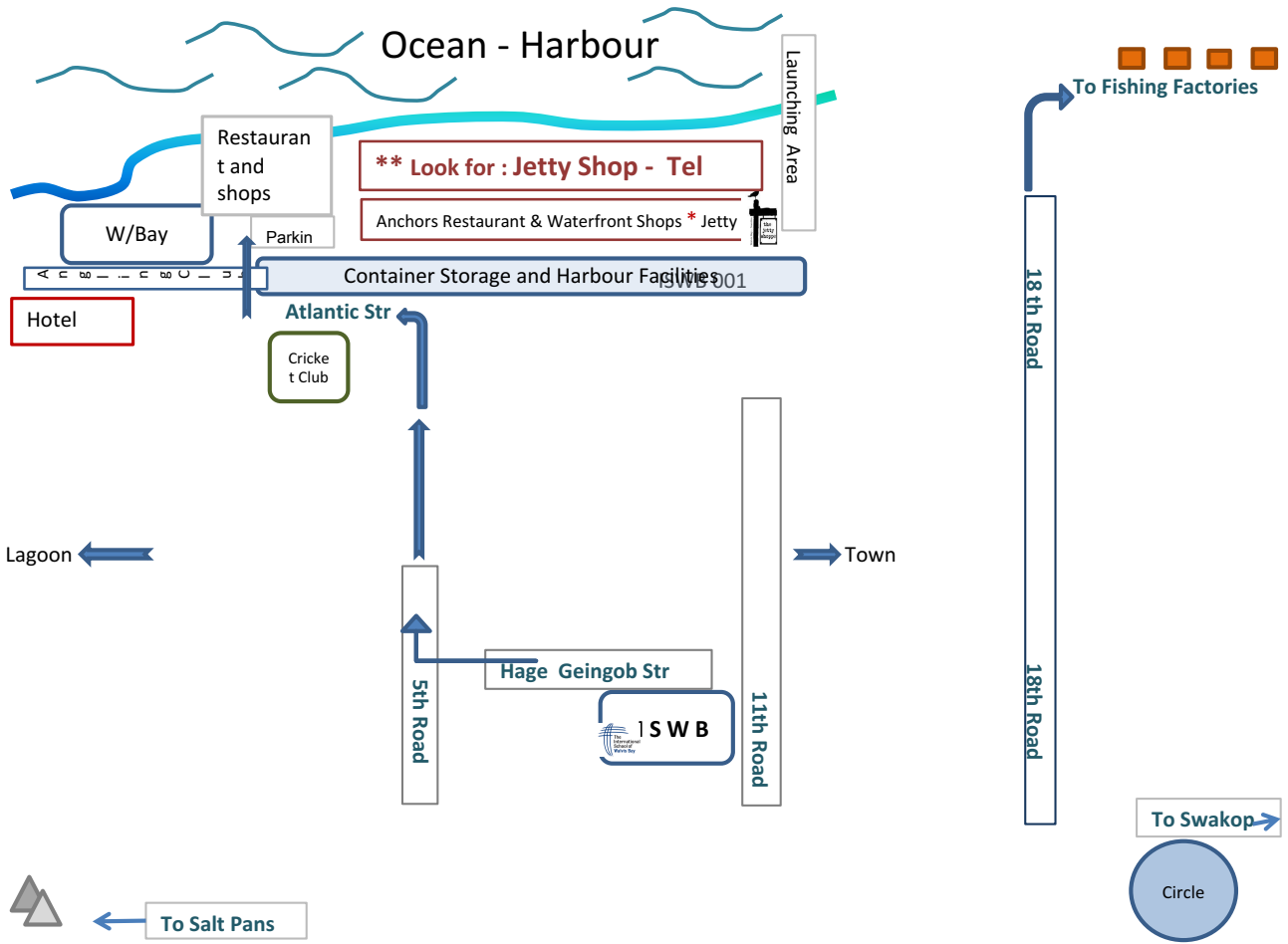
BANK WINDHOEK, Walvis Bay

ISWB –

Account: 8001906191

Branch Code: 481872

Map to the Jetty Shoppe for ISWB uniforms





I.S.W.B. SPORT CLUBS

Applic. No: ISWB 001

FOOTBALL	All ages
Mr Kostin	
@N\$ 150/pm	

PLEASE DIRECT ALL ENQUIRIES DIRECTLY TO
THE SECRETARY: Annette Liebenberg
secretary@iswb.edu.na

Tel: 203995

Cell: 0811276518

Junior GYM	All ages
Mr V Kostin	
GYMNASTICS	
Mr V Kostin	From 10 years old
@N\$ 150/pm	
NETBALL	From 10 years old
Ms Ankia Engelbrecht	
@ N\$ 150/ pm	

Note 1:

At the beginning of the new school year, every student will be issued with a list of sport codes on offer. Application forms will be available from the Secretary. Payments should be made via internet or arrangements made with Finance to debit your account.

VOLLEYBALL	From 10 years old
Mr V Kostin	
@N\$ 150/pm	

Banking details:
BANK WINDHOEK, Walvis Bay
Account: 8001906191
Branch Code: 481872

SWIMMING	All ages
Mrs Cynthia Mouton	
Cell 0817330810	

Note 2 :

INDEPENDANT SPORT COACHES/TRAINERS
The following people are trusted by the ISWB and can be contacted directly for the sport disciplines not offered specifically at the ISWB.

KICKBOXING
Sensei Dorothy
Enq: 0816401709
HORSE RIDING
Ms Gebhardt
0811282935

I.S.W.B. MUSIC ACADEMY

Applic. No: ISWB 001



Ms Wilna Liebenberg
wmusic@iway.na
Cell: 0812267355

Piano; Guitar; Flute; Singing; Violin etc.
For further enquiries contact Ms Liebenberg direct.

Ms Marina Derks
mderks@iway.na
Cell: 0812570093

"Kindermusik"

I.S.W.B. ART ACADEMY

Ms Stefanie Eins (MAFA & MA)

0816149666

IGCSE, AS & S LEVELS

"

"

FUN ART (Age 7 - 11)

INTRODUCTION TO ART (Age 12 - 14)

DRAWING & PAINTING (Age 15 + up
AND ADULTS

Registration forms available from the art teacher.

***The ISWB will not be liable or held responsible in any way for any actions, loss, damage or injury incurred or sustained leading from contact with or participation in activities with independant sport coaches/trainers as shown above.**