



ZAMBEZI PRIVATE SCHOOL

Fax 088 652 6821
Cell: 081 343 7734
E-pos: zps@iway.na
Katima Mulilo, Namibia

Zambezi Private Senior School Enrolment Form

Year of enrolment: _____

Grade: _____

STUDENT NAME:

Included herewith:

1. Application form Pages 2-4
2. Fee Structure Page 5
3. Indemnity Form Page 6
4. Work Permit (Non-Namibians)
5. Birth Certificate or passport – student
6. Proof of Address (i.e. municipality account)

CHECKED	

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.



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APPLICATION FORM

YEAR FOR ENROLMENT: _____
 Grade: _____

Male:
Female:

1. Personal Details of the student:

Please note: Fees are subject to change

Surname:			
First Name:		Preferred Name:	
Date of Birth:	y	m	d
Place of Birth:			Citizenship:
Foreign Student:	Yes or No		Study Permit Nr:
Present School:			
Name of Class Teacher:		Cell nr:	
Other schools attended:			
Grades repeated:			
Brothers and Sister at Zambezi Private School			
Name:		Grade:	
Name:		Grade:	

2. Personal Details of the Parents:

Father/ Guardian				Mother/ Guardian			
Title:		Initials:		Title:		Initials:	
Surname:				Surname:			
First Name:				First Name:			
Contact Number:				Contact Number:			
ID nr:				ID nr:			
Tel(H):				Tel(H):			
Cell nr:				Cell nr:			
Postal Address:				Postal Address:			
Residential Address:				Residential Address:			
E-mail:				E-mail:			
EMPLOYMENT				EMPLOYMENT			
Profession:				Profession:			
Employer:				Employer:			
Position:				Position:			
Tel(W)				Tel(W)			
E-mail:							
FOR OFFICE USE ONLY							
Mandatory charges:		Application fee:		Signature:			
		Book fee:		Date:			
		School fee:					



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3. Person responsible for the accounts

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

4. Medical Information:

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 you child has a particular medical condition that you think the school should be aware of

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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 – First Term School Report
5. Recent photograph of the applicant
6. Testimonial from Previous School signed by the Head Teacher or Principal of the School

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

Declaration by parents 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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INDEMNITY

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

.....
Student's name

.....
Class

.....

I hereby indemnity and hold harmless **ZAMBEZI PRIVATE SCHOOL** its **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 omission of or by the school, its **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:



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SCHOOL FEE STRUCTURE AND PAYMENT POLICY

Above mentioned school is a non-profit school that depends solely on the financial commitment from parents.

1. Enrolment fee and Development fund: N\$ 550 cash payable on the first school day.
 2. Text book fee: \$1 000.00. The text book fee is only part of the actual cost. The books will remain the property of the school. Learners will only receive text books after this amount is paid. Lost or badly damaged books must be refunded in full.
 3. School fees: \$2 968.00 per month. School fees are payable by Direct Debit Order ONLY, at the beginning of each month before the 7th for TWELVE months of the year. School fees payable by debit order and returned UNPAID will be charged a N\$ 500.00. When debit orders are rejected and parents ignore notification of this by the School, the outstanding balance plus the current school fee will be submitted to the bank the following month.
5. Important!
- 5.1 Interest on overdue accounts will be charged at current Prime Bank Rate.
 - 5.2 Arrangements to pay by EFT must be made with the school, HOWEVER we encourage all parents to pay by Debit Order. These payments must clearly reflect the Student name and account number. EFT payments must also be paid before the 7th of each month.

Read and understood: _____ (Print name)

Signature: _____ Date: _____

Name of child - Grade _____
