



HERITAGE PRIVATE SCHOOL

HERITAGE PRIVATE SCHOOL

50 Beethoven Street, Windhoek West P.O. Box 24962 Windhoek

Contact: +264 81 377 8811 +264 81 377 8877 +26481 683 4416

E-Mail 1: hpsnamibia@gmail.com E-Mail 2: parttime@heritageprivate.com

Website: www.heritageprivate.com

SECONDARY EDUCATION TUTORIAL

SERVICES (SETS) (PART-TIME) 20_____

REGISTRATION FORM: GRADE 11 PART-TIME – NSSC (O)

A) INSTRUCTIONS

- Please complete the form in full
- Completed Registration Form must be brought in person to Heritage Private School.
- Please read all the information on the form carefully before you complete and sign it.

Please Note: The following documents must be attached to the present application form

1. Copy of the Latest School Report
2. Copy of Birth Certificate / ID / Passport
3. Two Passport Photos (Compulsory)
4. Copy of Parents / Guardian's ID / Passport

Please tick on the applicable:

GRADE

☐

NUMBER OF SUBJECTS

☐

B) APPLICANTS PARTICULARS

Surname: First Name:

Sex: Male ☐ Female ☐ ID/Passport No. (Attach copy)

Date of Birth: Home Language:

Citizenship: Marital Status:

Tel. No: (H)..... (W).....

Cell:

Postal Address:

Residential Address:

Name and Address of Parent/ Guardian/ Next of Kin (person to be contacted in case of an emergency):

Residential Address:

Telephone No. Cell:

Are you currently working? Yes ☐ No ☐

C) SUBJECTS IN WHICH TUTORIALS ARE NEEDED FOR EXAMS.

Minimum one (1) subject, maximum four (4) subjects allowed.

	Subjects		Subjects
1	Mathematics	7	History
2	English Second Language	8	Business Studies
3	Physics	9	Economics
4	Chemistry	10	Development Studies
5	Geography	11	Biology
6	Accounting		

	Your Subject Choices
1	
2	
3	
4	

TIME SLOTS:

MORNING SESSION: 08:00 – 15:00 (According to personal time table)

SATURDAY SESSION: 08:00 – 13:00 (According to personal time table)

D) FEES

Name of the person responsible for payment of fees:

If not self, indicate the full particulars of the person responsible:

Surname: Name:

Tel No.: Cell No.:

Address:

.....

ID Number.....

PLEASE NOTE THE FOLLOWING:

- (i) Fees are payable at the time of registration
- (ii) Under **NO** circumstances will fees be refunded. Students are therefore advised to be totally convinced that they would like to join the program before committing themselves.

FEES FOR THE YEAR ARE AS FOLLOWS:

- (i) Registration Fee (non-refundable): **NS\$ 1000.00**
- (ii) Tuition Fees: **NS\$ 500.00 per subject per month (8 Months)**
- (iii) Stationery Fees **NS\$ 1200** per year. Includes extra-mural online materials, notes, copies. This excludes writing materials.
- (iv) Uniform : **NS\$350** per T-shirt
- (v) Examination Fees are to be determined by the Ministry of Education. SETS will collect these fees for onward transmission to the Ministry of Education. Students should make sure that are updated on the Examination. All students are required to register for National examination at Heritage Private School.
- (vi) All school fees should be paid by end of October before Examinations.

OUR TOTAL ANNUAL FEES TABLE

Fees	1 Subject	2 Subjects	3 Subjects	4 Subjects
Registration	N\$ 1000	N\$1000	N\$1000	N\$1000
Stationery Fees	N\$1200	N\$1200	N\$1200	N\$1200
T-shirt	N\$350	N\$350	N\$350	N\$350
Exam Fees	N\$150	N\$300	N\$450	N\$600
Annual Fees	N\$4000	N\$8000	N\$12000	N\$16000
TOTAL	N\$6700	N\$10850	N\$15000	N\$19150

E) STUDY DURATION

- (i) Study duration will be from February - End of October (31st) and will be divided into two semesters.
- (ii) Students must be registered in time.

F) DECLARATION

I hereby declare that I have read, and understood that the information provided herewith is correct.

Signature of Applicant: Date:

Signature of Parent/ Guardian (if applicable):

HERITAGE PRIVATE SCHOOL

CONTRACT OF ENROLLMENT

(Copy to be given to parents)

1. CANCELLATION POLICY

1.1 Should the learner withdraw from the school, she/he will be liable to pay 30% of the tuition fee. Should such a withdrawal take place after classes have commenced and no longer than one week after commencement of classes, the learner, parent / Guardian will be liable to pay 50 % of the tuition fee. **After two weeks of commencement of the classes there will be NO refund whatsoever.**

1.2 Should the learner defer from the registration to a later occurrence her/him, Parents/Guardian will be charged as if the learner has withdrawn.

1.3 Payment of school fees stops only if a letter is lodged to the school office for cancellation.

2. PAYMENT CONDITIONS

2.1 The registration fee is non-refundable and payable on enrollment.

2.2 Any arrears according to the monthly payment will carry interest at prime plus 10% from the due date (the 15th of each month under review).

2.3 Once arrears is outstanding for a period of 60 days and no firm arrangements in writing has been made with Heritage Private School the total arrears amount plus total balance outstanding for the remainder of the school year will become due and payable inclusive of interest and cost as per clause 2.

2.4 The learner, Parent/ Guardian undertake to pay legal collection costs on an attorney and client scale, including collection commission and tracing fees, should Heritage Private School institute action for recovery of any arrears amounts.

2.5 This is the full agreement between the parties, and no indulgence granted by Heritage Private School will be deemed to be a waiver of any right of Heritage Private School to operate as an estoppels.

2.6 No variation or consensual cancellation of this agreement will have any force of effects unless reduced to writing and signed by both parties.

2.7 The parties consent to the jurisdiction of the magistrates' court in connection with any action that might be instituted arising from, or related to this matter.

HERITAGE PRIVATE SCHOOL

Parent's/Guardian Signature: Date:

Heritage Private School Director's Signature: Date: