



HERITAGE PRIVATE SCHOOL

# HERITAGE PRIVATE SCHOOL

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

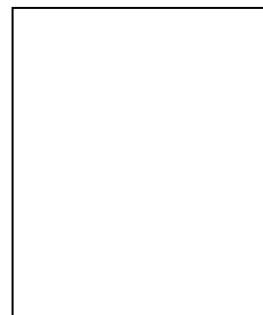
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Website: www.heritageprivate.com

## SECONDARY SCHOOL 20\_\_\_\_

### APPLICATION / ENROLMENT FORM



**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
3. Two Passport Photos (Compulsory)
4. Copy of Parents / Guardian's ID / Passport

**Please tick on the applicable:**

GRADE \_\_\_\_\_

AFTERNOON CLASSES ☐

### 1. DETAILS OF APPLICANT

#### Child's/ pupil information

Names of child: .....

Surname of child: .....

Sex/gender: ..... Date of birth: .....

Contact details of child: Cell..... Home..... E-mail.....

Name of siblings attending Heritage Private School: INNOVATION

.....

Date started at school.....

Previous school attended: HERITAGE PRIVATE SCHOOL

Allergies/ medical problems: ..... Medical Aid number.....

Religion: ..... First language spoken at home: .....

Passport/ID number: ..... Nationality: .....

Visa number: ..... Visa expiry date: .....

**Transport (to and from school)**

Name of person/company responsible : .....

Contact details: .....

Route: To..... from .....

**Parents/ guardian/person responsible for fees information**

Father

Mother

Name & surname:.....

Nationality :.....

Occupation :.....

Employer :.....

Contact details :.....

Cell :.....

Home :.....

Office :.....

E-mail : .....

P.O Box .....

Address.....

.....

*Signature of parent, confirming the above information is correct.*

Signature

Date

.....

.....

HERITAGE PRIVATE SCHOOL

## **2. CONTRACTUAL AGREEMENT TERMS AND CONDITIONS**

*Here are the terms of contractual agreement between HERITAGE PRIVATE SCHOOL and the Person / organization responsible for fees:*

### **2.1 FEES AND PAYMENTS**

2.1.1. A non – refundable registration fee is as follows: **N\$1000**

2.1. 2 Stationery Fees: **N\$ 2000** (includes all textbooks, copies, notes etc)

2.1. 3 Elective Support: **N\$ 1000** per year (Sports, Arts, Music, Events)

2.1.4 The tuition fee is as follows:

<b>ALL LEARNERS</b>	<b>PAYMENT</b>
<b>Non- Exam Classes (Grades 8, 9, 10)</b>	<b>Monthly: N\$ 3000 × 11 Months</b> <b>Termly: N\$ 16 500 x 2 Terms</b> <b>Once off payment: N\$ 33 000</b>
<b>Exam Classes (Grade 11)</b>	<b>Monthly: N\$ 3500 × 10 Months</b> <b>Termly: N\$ 17 500 × 2 terms</b> <b>Once off payment: N\$ 35 000</b>

2.1.5 Payments must be done in advance **on or before the first of the month under review.**  
**NO CREDIT.**

2.1.6 Late payment will attract a surcharge (interest) of 10% of the amount outstanding.

2.1.7 Arrears accumulated for more than one week after the deadline may result in the suspension of the learner from classes unless arrangements concerning payment are made.

2.1.8 Legal action will be taken where arrears are outstanding for a period of more than 60 days and no firm arrangements in writing have been made with Heritage Private School.

By signing you confirm that you have read and agreed to the terms and conditions regarding the current fees structure.

Parent's/Guardian Signature: ..... Date: .....

## 2.2 ENTRY REQUIREMENTS AND SCHOOL PROCEDURES

2.2.1. Learners may undergo an Entry Examination or an Admission Test if deemed necessary.

2.2.2 The normal school time is 7:20 – 13:20 from Monday to Friday.

Afternoon Sessions start from 14:00 – 16:30 which includes:

**Extra classes** (attention given to Mathematics, Physical Science, Accounting, Biology)

**Computer Classes** (Keyboard and Typing)

**Extra Mural Activities** (Chess, Music, Drama , Debating)

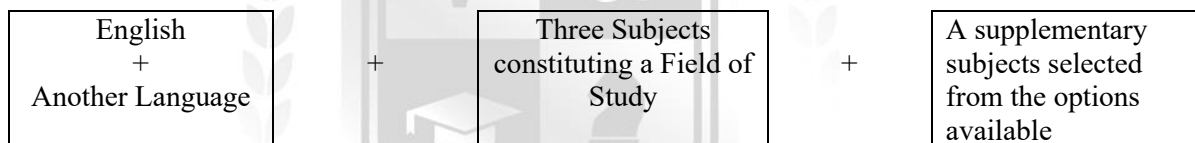
### 2.2.3 The subjects offered are:

ENGLISH AS A SECOND LANGUAGE, FRENCH FOREIGN LANGUAGE, ACCOUNTING, MATHEMATICS, PHYSICAL SCIENCE, BIOLOGY, LIFE SCIENCE, HISTORY, GEOGRAPHY, ECONOMICS, BUSINESS STUDIES, ENTREPRENEURSHIP, DEVELOPMENT STUDIES AND AGRICULTURE.

2.2.4 The maximum number of subjects permissible is (9) for Grades 8 and 9 and (6) for Grades 10 and 11.

**NB : PLEASE TAKE NOTE THAT ENGLISH AND MATHEMATICS ARE COMPULSORY IN ALL THE GRADES!**

2.2.5 The structure of the NSSC senior secondary curriculum remains the same as for IGCSE and HIGCSE, namely six subjects must be offered as follows:



## 2.3 AFTERNOON CLASSES AND EXTRA CLASSES

2.3.1 Afternoon and Extra classes are compulsory for students based on their performance and shall be subject to the given time tables.

2.3.2 Compulsory English crash courses are available for Non-English speakers.

2.3.3 During this time, learners are assisted with homework, revision and any other related activities under the supervision of the teachers on duty.

2.3.4 Optional afternoon classes are available for FREE for 3 subjects per month.

# 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 annual 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.

Parent's/Guardian Signature: ..... Date: .....

Heritage Private School Signature: ..... Date: .....