



HERITAGE PRIVATE SCHOOL

50 Aschenborn Street, Pioneers Park, Windhoek P.O. Box 24962 Windhoek

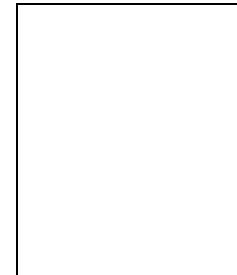
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HERITAGE PRIVATE SCHOOL

PRIMARY SCHOOL 2026

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. 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:.....

Date started at school.....

Previous school attended:

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

Doctor Contact

Religion: First language spoken at home:

Passport/ID number: Nationality:

Visa number: Visa expiry date:

Parents/ guardian/person responsible for fees information

Father

Name & surname:.....

Nationality :.....

Id Number:

Occupation :.....

Employer :.....

Contact details :.....

Cell :.....

Home :.....

Office :.....

E-mail :

P.O Box

Address.....

Signature of parent, confirming the above information is correct.

Signature

PRACTICAL INNOVATION

Date

HERITAGE PRIVATE SCHOOL

2. CONTRACTUAL AGREEMENT TERMS AND CONDITIONS

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

2.1 FEES AND PAYMENTS

2.1.1 . The registration fee is N\$ 1000 (once - off payment)
(No registration fees for old learners)

2.1.2 The stationery fees shall be N\$ 1000 (once – off payment). Please note that text books , exercise books and arts materials shall be provided by the school.

2.1.3. The sports fee shall be N\$ 1000. (Once – off payment)

The tuition fee is as follows:

Pre- primary

(GRADE 00 - 0)	PAYMENT	Tick
HALF DAY	N\$ 1000 x 10 Months	
DAY CARE	N\$500	

Last payment to be made by 15th November

Primary

NAMIBIAN	PAYMENT
LOWER PRIMARY (Grade 1 – 2)	N\$ 1200 × 10 Months
LOWER PRIMARY (Grade 3 – 4)	N\$ 1500 × 10 Months
UPPER PRIMARY (Grade 5)	N\$ 1700 × 10 Months
UPPER PRIMARY (Grade 6 – 7)	N\$ 2000 × 10 Months

Last payment to be made by 15th of November

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(Made after the 5th of the month in review) 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.

2.2 ENTRY REQUIREMENTS AND SCHOOL PROCEDURES

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

2.2.1.1 The school maintains the right to provisional registration for students with disabilities, the right to terminate registration based on teacher evaluation of learner of which case will be treated as 1.1 of CANCELLATION

2.2.2. Non – English Speaking Learners will be referred to an English Crash Course for an additional amount of **N\$500.00 per month**.

2.2.3 Every learner will be obliged to abide by the rules of the school / College. (Code of conduct to be completed and submitted with registration)

2.2.4 The normal school time is **7:20 – 13:00** for lower primary and **7:20 – 13:15** for upper primary from Monday to Friday. (Failure to pick up children on time will result in a **N\$50 penalty** fee and an additional **N\$10** every hour thereafter)

2.2.5 **The subjects offered are:** ENGLISH AS A SECOND LANGUAGE, FRENCH FOREIGN LANGUAGE, MATHEMATICS, HOME ECOLOGY, ENVIRONMENTAL STUDIES / SOCIAL STUDIES, NATURAL SCIENCE & HEALTH EDUCATION, COMPUTERS (basics). ARTS, MUSIC, RELIGIOUS AND MORAL EDUCATION.

2.2.6 **Extracurricular activities:** All activities are compulsory. (Medical report to be provided where a child need to be exempted).

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2.4 AFTERNOON CLASSES AND DAYCARE CENTER

2.4.1 An amount of **N\$ 500** is payable each month for afternoon classes and daycare.

2.4.2 Afternoon classes commence from 14:00 to 16:30 Monday to Thursday

2.4.2 During this time, learners are assisted with homework, revision and any other related activity by the supervising teacher.

2.4.2 If you want your child to attend afternoon classes please tick on the following:

Yes No

I.....have read and understood the terms and conditions of this agreement hereby endorse my acceptance by signing in spaces provided as a guide.

(ONLY PARENT / GUARDIAN)

.....
Signature

.....
Date



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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 full 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 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:

Director's Signature: Date:

FOR OFFICIAL USE ONLY

SCHOOL FEES PAYMENT SCHEME

Payment	Enrolment	Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec
Amount													
Receipt №													
Date													

AFTERNOON /ENGLISH CLASS PAYMENT SCHEME

Payment	Afternoon Classes	Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec
Amount													
Receipt №													
Date													

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