



**Pre-Primary:**

N\$2 380.00 (fee for January – this fee will increase effective 1 February 2025) + N\$ 1 500.00 (registration fee) = N\$3 880.00 – School fees remain the same whether the learner is full day or half day.

**School fees will increase yearly with effect from 01 February with 10%.**

**NB: IN CASE THE APPROVED PLACE IS NOT TAKEN, YOU WILL FORFEIT THE REGISTRATION FEE.**

**PAYMENTS OPTIONS:**

**EFT - BANKING DETAIL:**

WALVIS BAY PRIMARY SCHOOL

BANK WINDHOEK

ACC NO: 800 466 1091

BRANCH CODE: 481 – 872

REFERENCE: Learner Name, Surname and Grade applied for

e.g. John Smith Gr1 Eng

Send proof of payment to: [admin@lwbsleutels.com](mailto:admin@lwbsleutels.com)

**AVAILABLE AT THE OFFICE:**

- Swipe facilities
- Cash
- Pay Today

**Personal details of learner:**

Surname:				
First name:				
DoB:	yyyy	Mm	Dd	Citizenship:
Religion:			Mother tongue:	
General Practitioner:			Gender:	
Allergies :				
Previous Pre-primary attended:				
Brothers and sisters in LWB:				
Name:			Grade:	
Name:			Grade:	

**Personal details of parents:**

**Father/Guardian:**

**Mother/Guardian:**

Title:	Initials:	Title:	Initials:
Surname:		Surname:	
First Names:		First Names:	
Citizenship:		Citizenship:	
Postal address:		Postal address:	
Residential address:		Residential address:	
Email:		Email:	
ID No:		ID No:	

**Contact numbers:**

Tel (H):	Tel (H):
Cell Nr:	Cell Nr:

**Employment:**

Profession:	Profession:
Employer:	Employer:
Position:	Position:
Tel (w):	Tel (w):
Email:	Email:
Religion:	Religion:

## Admission policy and contract

1. By completing the form below, the applicant offers to contract with the school on the terms herein contained.
2. Upon the applicant being informed in writing to the effect that the application had been approved, a contract will come into existence in accordance with the terms herein contained.
3. The contract will remain in force until the end of the school year in respect whereof the application pertains and if not specifically renewed in respect of a following school year, will lapse at the end of the relevant school year. No right shall accrue to an applicant to qualify for the renewal of the contract in the absence of a written intention to renew and conveyed coupled with a completed application form at the latest 2 months prior to the expiration of the relevant school year.
4. One calendar month (1<sup>st</sup> of a month) written notice has to be given in the event of the applicant wishing to withdraw a child from the school. November will not count as a notice month. Interest of 15% per annum calculated and capitalized monthly in arrears will be charged on arrear accounts. **In the event of a poor payment history, contract renewal will not be considered.**
5. The school fees will increase yearly with effect from 01 February with 10%.
  - Current school fee structure for 2024 is as follows:

	Total Monthly School Fee	Payable
Wallies	2,730	February to December <b>(11 Months)</b>
Gr R to Gr 6	2,940	February to December <b>(11 Months)</b>
Gr 7	2,830	February to November <b>(10 Months)</b>

6. In the event of a learner’s school fund being in arrears, the learner’s participation in excursions and tours will be jeopardized. School fees in arrears will lead to the learner not being allowed to return to school until settled in full. The school has a zero tolerance policy with regards to outstanding fees.
7. The education of the child is conducted by the parents and teachers working together in partnership. The parents/guardians undertake to execute their responsibilities as education partners, through active involvement and loyalty.
8. Parents and guardians accept the board of directors as the only official mouthpiece of the school.
9. The board of directors may at any time review rules and admission and re-admission requirements.
10. The board of directors has the mandate to reject an application / re-application.
11. The school fees, as determined from time to time by the board of directors, are payable monthly **in advance** on the 07th of each successive month.

12. This application is only valid for the current year and no waiting list will be maintained for a following year.

13. Misleading or incorrect information will lead to the immediate cancellation/disqualification of the application.

14. The applicant warrants being the legal guardian of the learner with regard to which the application pertains and acknowledges irrevocably that upon the conclusion of this contract, the school, the board of directors and any person standing in service of the school becomes irrevocably indemnified with regard to any claim flowing from theft, loss and/or damages of personal property of whatsoever nature whether brought to the school premises or to any school excursion or vehicle used by the school pertaining to such excursion, except insofar as such theft, loss and/or damages may be the result of gross negligence or malicious damage to property by the school, board of directors or person in service of the school.

15. The applicant undertakes irrevocably and agrees that the school will not incur any responsibility for any injury, loss or damages suffered by a learner and the school, the board of directors and the employees are herewith specifically contractually indemnified against any such liability except to the extent that it may be the result of proven gross negligence and/or intent on the part of school, board of directors or an employee of the school.

16. The applicant agrees irrevocably that any certificate which on face value contains a declaration by the school pertaining to an amount owed by the applicant to the school in respect of any school fees and/or other school related expenses will serve as rebuttable proof of such indebtedness, until the contrary is proved by the applicant.

17. The applicant further consent to the payment of legal costs on an attorney and own client scale in the event that it may become necessary for the school to institute legal action against the applicant for the recovery of any outstanding indebtedness and that the school may launch such action out of the Magistrate's Court irrespective of whether the amount in question may otherwise exceed the jurisdiction of the Magistrate's Court.

18. This document, insofar as it deals with issues herein covered, entail the full terms of the full agreement between the parties and no other terms or amended terms will be of any force or effect unless contained in a document signed by both parties.

Thus done and signed at Walvis Bay on this \_\_\_\_ day of \_\_\_\_\_.

Father/Guardian: Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Mother/Guardian: Name: \_\_\_\_\_ Signature: \_\_\_\_\_

# LAERSKOOL WALVISBAAI



## UNDERTAKING BY PARENTS/ GUARDIANS OF RESPECTIVE LEARNERS FOR PERMISSION AND INDEMNIFICATION FOR THE DURATION OF ENROLMENT AT ABOVE-MENTIONED SCHOOL

We, the undersigned, hereby declare

1) \_\_\_\_\_ ID No: \_\_\_\_\_

2) \_\_\_\_\_ ID No: \_\_\_\_\_  
(Surname and full names of parent(s) and/or guardian(s) in print)

Residing at (kindly supply residential address)

1) \_\_\_\_\_

2) \_\_\_\_\_  
(full address of parent(s) and/or guardian(s))

Parent(s) and/or guardian(s) of 1. \_\_\_\_\_

2. \_\_\_\_\_

(Surname and full names of child) \_\_\_\_\_

that we herewith agree that above mentioned child(ren) may partake in daily organized school activities/ in ordered school education programmes/ all extra mural activities of the school inclusive of athletics, physical education, sport excursions, educational tours, as well as excursions of an historic and/or geographic and/or cultural interest. My/our child may walk or go by vehicle to aforesaid activity. We/I understand, acknowledge and accept that such activities and/or trips and/or excursions by our/my child(ren) entail certain risks and we/I herewith waive on our own/my behalf and on behalf of our/my child(ren) (insofar as it may be within our/my legal capacity to do so) in favour of the Ministry of Education, Arts and Culture, Walvis Bay Primary School, the board of directors of the school, the School Director and his personnel, as well as external coaches, any claims stemming from injuries or damages and/or losses to property which may directly or indirectly follow or flow from any participation by our/my child(ren) to any activities mentioned in the preceding paragraph. We/I further undertake to indemnify Walvis Bay Primary School, the Ministry of Education, Arts and Culture, the board of directors, the School Director and/or the personnel as well as coaches against all damages, howsoever occasioned, which Walvis Bay Primary School, the Ministry of Education, Arts and Culture, the board of directors, the School Director and/or the personnel and coaches may suffer as a result of the actions of our/my child(ren) and to keep them so indemnified.

We/I herewith grant authority to the School Director to, in the event of our/my child(ren) suffering a serious injury, to act depending on circumstances, in a way which he deems fit.

Date: \_\_\_\_\_ Signature of Father/Guardian: \_\_\_\_\_

Place: \_\_\_\_\_ Signature of Mother/Guardian: \_\_\_\_\_

**Witnesses:** (to certify that it is indeed the signatures of parent(s)/guardian(s))

1) \_\_\_\_\_ 2) \_\_\_\_\_

## Details of person responsible for the account:

Title:	Initials:
Surname:	
First Names:	
Citizenship:	
Postal Address:	
Residential address:	
Email:	
ID No:	
<b>Contact numbers:</b>	
Tel (H):	
Cell Nr:	
<b>Employment:</b>	
Profession:	
Employer:	
Position:	
Tel (w):	
Email:	
Religion:	
<b>Learners name and surname:</b>	
Child 1:	
Child 2:	

**Note: If account is in arrears, the school has the mandate to hand over the account to a debt collector.**

Thus done and signed at Walvis Bay on this \_\_\_\_ day of \_\_\_\_\_.

Person responsible: Name: \_\_\_\_\_ Signature: \_\_\_\_\_

**All information is mandatory – if incomplete the form will be sent back and application will be noted as incomplete.**

**Office use:**

Parent Code: