



CHRISTIAN SCHOOL

HIGHLANDS

P.O.Box 98505, Windhoek, Namibia
Tel: 061-254 235 Fax: 061-309 097
E-Mail: hacs@iway.na

OFFICE USE ONLY

PRIMARY APPLICATION FOR ADMISSION – 2023 **STUDENT ACCOUNT NUMBER:** _____

DATE OF APPLICATION: ____/____/2022/2023

DATE OF ADMISSION: ____/____/2023

GRADE APPLIED FOR: ____ GRADE ACCEPTED: ____ NOT ACCEPTED ____ MUNICIPALITY BILL OR RENT CONTRACT

BIRTH CERTIFICATE: PASSPORT PHOTO: PARENTS ID/PASSPORT CHILD'S LATEST SCHOOL REPORT:

REFER BY PARENT OF HIGHLANDS _____ FACEBOOK ____ TWITTER ____ INSTAGRAM ____

(Learner's Name)

SCHOOL TRANSPORT: YES NO

DETAILS OF THE CHILD TO BE ADMITTED:

Surname: _____ Female/Male

First Name/s: _____

Date of Birth: _____ Home Language: _____

Home Phone: _____ Cellphone: _____

Last school attended: _____

Grade/Class 2022: _____. Does the child have siblings already attending Highlands Christian School?

Yes / No. If "Yes" please list name/s, class or grade: _____

Which church does the family or child attend? _____

Has the child been immunized? Yes/No. Date and type of last immunization: _____

Is the child allergic to anything? Yes/No? If "Yes" please indicate: _____

Does the child have any persistent or chronic health problems? Yes/No. If "Yes" please indicate: _____

Name of doctor: _____ Contact #: _____

DETAILS OF CHILD'S PARENTS

Father's full name: _____

Postal Address: _____ Email address: _____

Phone Numbers: Home _____ Cell _____

Employer: _____

Occupation: _____ Work phone: _____

Residential Address: _____

Mother's full name: _____

Postal Address: _____ Email address: _____

Phone Numbers: Home _____ Cell _____

Employer: _____

Occupation: _____ Work phone: _____

Residential Address: _____

PLEASE FILL IN: ***(Only if the child does not stay with father or mother)***

Guardian's Full Name: _____

Relationship to child: _____

Postal Address: _____ Email address: _____

Phone Numbers: Home _____ Cell _____

Employer: _____

Occupation: _____ Work phone: _____

Residential Address: _____

With whom does the child stay? Father & Mother / Father only / Mother only / Guardian

Who is responsible for payment? Father & Mother / Father only / Mother only / Guardian

VERY IMPORTANT:

Provide the names and phone numbers of two persons (NOT THE PARENTS/GUARDIANS) who can be contacted in case of an emergency.

CONTACT 1: _____

CONTACT 2: _____

IMPORTANT INFORMATION

A. AGREEMENT

Should this application be successful, it will serve, as an agreement between Highlands Christian School, herein also called "the school", and "the parent" / "the responsible person". Excluding together with all rules & policies written in the parents' handbook (please collect handbook from HCS)

If this application is successful, I agree to abide by the rules of the school and conditions of acceptance of my child as set out in the school information hand book, and in any other official school correspondence issued hereafter.

I agree to honor my financial obligation in respect of all fees and should I default on payments then I will be handed over to the school's Attorney and ITC.

B. SCHOOL FEES

The person(s) for payment of the school fees will be hereafter be known as "the responsible person")

School fees are payable in advance over 11 months, with the last payment for the year being made in November. January fees are payable before or on the first day of school in January 2023. (All payments are due by the 1st of each month).

C. TEXTBOOKS

The school provides the students with the following:

- The use of textbooks
- Art Classes
- Sport and other activities

The preferred method of payment is by Debit Order. All successful debit order payments will qualified for N\$200.00 off the registration fee at the end of the year. If you choose not to use this option, tick other options.

- Payment of the whole year's fees in advance. (A 10% discount will apply on annual fees that are paid before or by the end of February.)
- Electronic/internet payment. (Proof of payment must be faxed to the school for the attention of the Bursar)
- Direct deposits into the schools account. (Proof of deposit must be faxed to the school for the attention of the Bursar)
- Speed point payment at the school office.

Please be advised that parents in need of the school account details for any payments can obtain them from the OFFICE/BURSAR'S OFFICE.

D. NEGLECT OF SCHOOL FEES

If any amount of fees is unpaid for more than thirty (30) days after the due date for such fees, a monthly interest of 1.25% will be charged on all outstanding amounts until such amounts are settled in full. When fees are unpaid for more than sixty(60) days after the due date of such fees, without prior arrangement and a payment plan having been given to the school, the child will not be allowed to return to school until such fees are settled in full. Furthermore, the responsible person(s) will be handed over to the credit bureau and/or legal proceedings will be initiated.

E. DEREGISTRATION

In case of a withdrawal, no less than one month's written notice must be given to the school; otherwise a parent will be liable for one month school fee from the date of receipt of written notification.

F. UNDERTAKING OF THE RESPONSIBLE PERSON

I, the undersigned certify that the information provided herein is true and correct. I certify that I have read this document in full and I understand its content.

Permission & Indemnity

I, the undersigned, being the parent/guardian/"the responsible person" for

_____ permit him/her to participate in and attend all education excursions or sport activities

(Name of Child)

arranged by the school during or after school hours during his/her academic years at **HIGHLANDS CHRISTIAN SCHOOL**. I further indemnify and absolve the school, its staff and participating parents or students against any claims of any nature and however arising, whether directly or indirectly from my child's participation in any educational excursion, sport activity or activity organized by the school.

Signature: _____ Date: _____

Responsible Person