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| **Passport photo** |

**APPLICATION FORM 2024**

 PO Box **25093** Onandjokwe

 Cell: **0813591598**

 E-mail: **chrisjuniors.privateschool@gmail.com**

 **GRADE** \_\_\_\_\_\_\_

**REGISTRATION NUMBER \_\_\_\_\_\_\_\_\_\_\_\_\_**

**SECTION A**

**LEARNER’S DETAILS**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. SURNAME
 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. FIRST NAME (S)
 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

1. DATE OF BIRTH \_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. GENDER Male Female

**SECTION B**

**PARENT /GUARDIAN’S DETAILS**

1. SURNAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. FIRST NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. I.D NUMBER \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. RELATIONSHIP WITH APPLICANT \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ OCCUPATION \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. RESIDENTIAL ADDRESS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. POSTAL ADDRESS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
7. CELL NUMBER \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_AND/OR \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SECTION C**

**OPTIONAL SUBJECTS GRADE 1 -11**: Afrikaans Oshindonga

**FIELD OF STUDY (ORDINARY LEVEL)­­­­­­­­­­­­**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SECTION D**

Parent /Guardian’s signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The safety and wellbeing of my child /children before and after school hours is my own responsibility.

Therefore in my absence, either of the following can collect my child / children.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_ \_\_ Cell: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_ \_\_ Cell: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**SECTION E**

**FEES PAYMENT POLICY**

* + - 1. **INTRODUCTION**

The existence of this policy is to ensure the smooth operation of the school.

The policy is aimed at to ensure;

1. A robust, timely and fair approach to school fees payments is maintained at all times.
2. That the school operates to the satisfaction of the community and treats its stakeholders without discrimination in dealing with fees payments.
3. That non-payment of school fees is dealt with in the same manner for every defaulter.
	* + 1. **SCHOOL FEES PAYMENT**
4. School fees is charged per term and is payable in advance at the beginning of each term.
5. For parents who cannot make once off payment, they can make use of the monthly payment plan as indicated on ***table 1 on page 4.***
6. Acceptable methods of payment are:
7. Internet banking transfer
8. Debit/Credit card POS
9. Direct bank deposits/ ATM deposits
10. A bank statement will be used to verify all payments. However parents may send proof of payment where need may arise.
	* + 1. **FEES INCREASE**

The school board together with management meets annually to reflect on necessary school fees adjustment. Any fees increase will be communicated to all the stakeholders at appropriate time.

* + - 1. **NOTICE OF WITHDRAWAL FROM SCHOOL**

Parents/guardians must give sufficient notice of withdrawal of their child or children from school. Transfer letter will only be issued to learners with no outstanding school fees.

* + - 1. **LATE PAYMENTS**
1. Payment not received by the due date of the 7th of each month is subject to interest charges of 10%. A provision of one month arrears will only be acceptable if the parent and principal sign a written arrangement that allows the parent/guardian to pay at a date not later than 21 days after the due date. No telephone, email or SMS arrangement will be acceptable.
2. No learner will be allowed to use the bus or enter hostel premises before payment is made. The school bus and hostel are not mandatory and therefore remain optional.
	* + 1. **NOTICE OF ACTION**

In case a parent/guardian fails to make payment in respect of school fees and further fail to make necessary arrangement with the principal, legal action will be taken against such parent by the school.

***Following procedures will be taken:***

1. The school shall issue a notice of action to such parent/guardian to inform him/her of his/her default status and that further action will be taken.
2. If the parent/guardian upon receipt of notice of action approaches the principal to make further payment arrangement, it shall be subject to a declaration with restricted conditions.
3. Failure to honor the declaration leaves the school with no option but to institute legal action as per notice of action.
4. Management reserves the right to refuse your child access to school if your account is in arrears for at least 2 months.
5. No assessment reports will be issued to a learner with outstanding fees.
	* + 1. **DECLARATION BY PARENT/GUARDIAN**

I………………………………………………………………………………………………………………I.D……………………………………………….

Occupation……………………………………………………………………….Work address……………………………………………………

…………………………………………………………………………………………………………………………………………………………………….

the parent/guardian of ………………………………………………………………………………………………………………………………..

hereby agrees that I will commit myself to make payments in respect of school fees towards Chris Juniors Private School on time before the service is rendered. In the event of my failure to pay on time, I will approach the school to make necessary payment arrangement and abide by such arrangement. I further agree that failure to commit to this agreement, I authorize the school to institute legal action against me in my capacity as a parent/guardian.

Signed……………………………………………………………………………………..Date……………………………………………………………..

School representative………………………………………………………………………Signature……………………………………………..

**Official Stamp**

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|  |

**CHRIS JUNIORS PRIVATE SCHOOL FEE STRUCTURE**

**Table 1**

|  |  |  |  |
| --- | --- | --- | --- |
| **GRADE** | **Term 1 FEES** | **TERM 2 FEE** | **MONTHLY** |
| Kindergarten | N$3 900 | N$3 900 | N$650 |
| Grade 0 | N$4 560 | N$4 540 | N$760 |
| Grade 1-7 | N$7 620 | N$7 520 | N$1270 |
| Grade 8-11 | N$7 980 | N$7 900 | N$1330 |
| **ANNUAL FEES** |
| Registration fees – Kindergarten + Grade 0 | N$150 |
| Registration fees – Grade 1-11 | N$300 |
| Levies Grade 1-11 | N$900  |
| **BANKING DETAILS** |
| First National BankChris Juniors Tutorial CollegeOld Power Station BranchAccount number: 62270804670**Use learner’s name for Reference** Email proof to chrisjuniors.privateschool@gmail.com  |

**Bus fare N$600 per month**

**Hostel fee N$2 000 per month**

**School Contact Details**

B168 Onethindi

Oniipa Town

Ondangwa

Email chrisjuniors.privateschool@gmail.com

Cell phone: +264813591598

* + - 1. **For new registrations bring along:**
1. Birth certificate of Learner
2. Recent progress report from previous school
3. National ID/Passport of parent/guardian
4. Passport size photo of learner