

WALVIS BAY PRIVATE SCHOOL

APPLICATION FOR ADMISSION 2025



Nangolo Mbumba Drive
P.O. Box 567, Walvis Bay, NAMIBIA
Tel: +264 64 279 250
Email: administrator@wbps.com.na
Website: www.wbps.com.na

PHOTO

APPLICATION FOR YEAR		APPLICATION FOR GRADE	
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Enrollment Number		Family Code/Account Number	
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FULL NAME/S			
SURNAME			
DATE OF BIRTH			
NATIONALITY <small>Attached study permit if non-Namibian</small>			
Any family/other siblings in WBPS			
Previous/Current School			
Learner contact number			
GENDER	MALE		FEMALE

For Office Use:

Date of Application Received:		Parents/Learner Interview/evaluation date:	
Finance Department:		Commencement date:	
Principal: Date, Notes, Recommendations & Signature		Accepted:	
Head of Guidance: Date, Notes, Recommendations & Signature		Declined:	
Learner CUM Card Requested		Waiting list:	

2025 APPLICATION CLOSING DATE: 30 August 2024

A: ENROLMENT CHECKLIST

Name of Learner: _____ Grade _____

This application will only be processed if all fields are legibly completed, are signed and all supporting documents are attached.

- Application for Admission:** All sections completed and signed
- Photograph:** 2 passport-size photos of the learner
- Full Birth Certificate:** A certified copy of the learner's birth certificate
- Medical Aid Card:** Copy of medical aid card (If applicable)
- Academic History:** A copy of learners most recent school report AND last grade passed (Grade 1-12)

- Development History:** Primary Phase (Grade R) Applicant
- School Readiness Test:** Copy of school readiness test if not tested by WBPS (Grade 1 applicant)
- Immunization/Clinic Card:** Copy of learner's vaccination records (Grade 1-3 applicant)

- ID Document:** Certified copies of **both** parent's identity documents.
- Proof of Residence:** Municipal bill / rental agreement
- School Fees commitment (Section F)**
- Debit Order Authorisation (Section G):**
- Divorce Agreement/Settlement:** (If applicable)
- General Guidelines & Financial Undertaking (Section H):** Signed by both parent's
- Confidential Report (Section I):** Completed by current school

- Non-Namibians, please also include:**
- Temporary / Permanent Residency Permit:** If learner is non-Namibian
- Study Visa / Evidence of Recent Application:** Certified copy attached

B: LEARNER INFORMATION

Surname of learner:				First Names:																							
Male:		Female:		Home Language:		Nationality:																					
Place of Birth:				Non-Citizen:																							
Date of Birth:				Visa type: (Attach copy)																							
ID Number: (older than 16) <table border="1" style="display: inline-table; vertical-align: middle;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table> A copy of birth certificate must accompany this application Older than 16: A copy of ID must accompany this application																								Visa expiry date			
Position in family:	Only or first child		Second child		Third child		Fourth child		Fifth child or more children																		

Brothers and sisters in WBPS:

Name:	Grade:
Name:	Grade:
Name:	Grade:

PREVIOUS SCHOLASTIC INFORMATION

Please list names of the schools the learner has attended:

	Name of school	Country/Province	Contact number	Reason for leaving
Pre-Primary Grade R				
Primary School (Grade 1 – 7)				
High School (Grade 8 – 12)				

Last grade passed Year Grade/s repeated

EXTRA-CURRICULAR ACTIVITIES & ACHIEVEMENT

Is the learner currently involved in an extra-mural activity? Have they received Provincial or National Colours?

Activity (Specify)	At School	Privately	Level of achievement
Sport:			
Cultural:			
Leadership:			

C: MEDICAL AID INFORMATION

(Please attach copy of medical aid card)

Family doctor:		Telephone number:	
Name of medical aid fund:		Medical aid number:	
Name of main member:			

MEDICAL HISTORY AND INFORMATION OF LEARNER

(Please attach supporting documents)

Are there any physical disabilities, illnesses or allergies the school should be aware of? Kindly elaborate:

Immunization history: Gr R & 1 attach a copy of immunization card.

	Condition	Medication
Allergies: (Peanuts, bee stings, etc. Indicate medicinal allergies also)		
Chronic Illnesses: (Diabetes, epilepsy, etc.)		
Medical Conditions: (Pulmonary stenosis, muscular dystrophy, cerebral palsy, etc.)		
Disabilities: (Hard of hearing, partially sighted, autistic spectrum disorder, ADHD, etc.)		

List ALL medications your child takes, prescription or over the counter – THE SCHOOL DOES NOT ADMINISTER ANY MEDICATION)

Does your child have any other medical illnesses or current treatments (in the past or present) that the school has to bear knowledge of?

Has your child ever required remedial, occupation or physiotherapy? If YES, please supply/attach details:

Are there any OTHER confidential information we should know about?

CONTACT PERSON IN CASE OF EMERGENCY

Full names and surname		
Relation to learner: (Grandparent, aunt, friend, etc.)		
Contact numbers:	Cell:	Work/Home

D: PARENT/LEGAL GUARDIAN INFORMATION

MARITAL STATUS

Married	Common Law Marriage	Separated	Divorced	Divorced, and Remarried	Single	Deceased: Father/Mother
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	Primary Guardian/Biological Father	Secondary Guardian/Biological Mother
Surname:		
Full Name:		
Relation to learner:		
ID No:		
Residential Address:		
Postal Address:		
Home/Cell:		
Employer Name:		
Profession:		
Work Tel:		
Email Address:		

FORMER WBPS ASSOCIATION

Are you (or your spouse) a former student of WBPS? If yes, state year:		
Would you like to register as a member of the Old Scholar Association (OSA)?		

E: DETAILS OF PERSON LEARNER RESIDES PERMANENTLY
(if not by both parents)

LIVING ARRANGEMENTS (attach legal supporting documents or consent)

Both Parents	Mother (Full Custody)	Father (Full Custody)	Guardian
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Name and Surname:	
Relation to learner:	
ID: (Please attach copy)	
Home/Cell:	
Postal address:	
Residential address:	
Email address:	
Employer:	
Profession:	
Tel. Work:	

F: PERSON RESPONSIBLE FOR SCHOOL FEES ACCOUNT

Parent – Mother	Parent – Father	Step-Parent	Company <small>Attach agreement</small>	Trust <small>Attach agreement</small>	Individual Sponsor <small>Attach agreement letter</small>
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Married	Single	Divorced <small>Attach divorce agreement</small>	Separated	Widowed
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Annual Payment of Fees <small>(by 31/01)</small>	Termly Payment of Fees <small>(first day of each term)</small>	Debit Card/EFT/ Cash at the finance office <small>(on the first day of the month)</small>	Debit Order <small>(Monthly)</small>
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PERSONAL DETAILS:

NAME OF COMPANY/TRUST <small>(if applicable)</small>	
NAME OF LEARNER	
Name and Surname:	
Relation to learner:	
ID: <small>(Please attach copy)</small>	
Cell:	
Postal address:	
Residential address:	
Email address:	
Employer:	
Profession:	
Tel. Work:	

We, as parents/legal guardians/caregivers know and understand that it is our responsibility to cover the school fees and any other cost regarding this learner's tuition.

We also understand that as the parents/legal guardians/caregivers, it is solely our responsibility to ensure that all fees are paid in full and on time, regardless of which parent or person or institution has taken responsibility for the fees, whether by divorce, separation, sponsorship or otherwise.

We understand that should any monies outstanding not be paid within a period of fourteen (14) days from the date of invoice, we acknowledge and accept that we are in breach of the terms of admission and our child/children will no longer be allowed to attend WBPS. Further we understand and agree that our account will be handed over to attorneys for collection within 120 days of non-payment

1st Parent/Guardian

2nd Parent/Guardian

Trust/Company/Sponsor

G: DEBIT ORDER AUTHORISATION

Family Code/Account Number

Name of Account Holder	
Bank - Name	
Bank - Account Number	
Bank - Branch Name	
Bank - Branch Code	
Account type	

I hereby grant permission to and instruct Walvis Bay Private School, account details above to transfer the full amount of

N\$ ()

for the purposes of paying **school fees, and all other fees** that may occur with reference to the following learners;

	Names of learners and grade	Amount	Months
1			
2			
3			
4			

The individual payment instructions so authorised to be issued must be issued and delivered as follows:

On the _____ day of every month beginning _____ / _____ / _____

This transfer instruction will be honoured as if I had personally signed each transfer.

**I undertake to pay any penalties arising from this debit order instruction
DISHONORED DEBIT-ORDERS WILL BE SUBJECT TO AN AUTOMATIC PENALTY OF N\$220.00 PER MONTH.**

This instruction may be **cancelled by me with one month's written notice** to Walvis Bay Private School, with the understanding that I am not entitled to receive any form of refunds withdrawn while this instruction has been in force and funds were legally due.

Signed at _____ on _____ day of _____ 20_____

Signature of authorised account holder

H: GENERAL GUIDELINES & FINANCIAL UNDERTAKING

MEMORANDUM OF AN ADMISSION AGREEMENT

Entered into between:

Walvis Bay Private School (Association incorporated not for gain in terms of Section 21 of the Companies Act, No. 28 of 2004)
hereinafter referred to as "the school"

AND

Biological Parents or Legal Guardians
Hereinafter referred to as "the parent"

Contract:

- The education of the child is conducted by the parents and teachers working together in partnership. The parents undertake to execute their responsibilities as education partners, through active involvement and loyalty and to co-operate in all respects to achieve acceptable scholastic progress by the learner.
- The parent accepts the board of directors as the only official mouthpiece of the school. The board of directors may at any time review the rules and admission and re-admission requirements.
- The parent accepts the rules and regulations as set by the school directors and management, and acknowledge that we understand the implications, which we undertake to abide by.
- The parent and learners undertake to uphold the school's disciplinary code, rules and policy, with acknowledgement of the meanings and implications.
- Parents and learners further undertake to abide by as well as honour and obey the school's ethos and character.
- The parent contract, the fee schedule, the school rules and these terms and conditions constitute the terms of a contract between the parent and Walvis Bay Private School (an incorporated association not for gain). The terms & conditions are subject to change from time to time.

Confirmation of application information:

- By completing the form below, the applicant offers to contract with the school on the terms herein contained.
- Upon the parent 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.
- Misleading or incorrect information will lead to the immediate cancellation/disqualification of the application.

Duration of agreement:

- 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.
- The application is only valid for the current year and no waiting list will be maintained for a following 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.
- If you wish to withdraw your child from the school, one calendar month written notice addressed to and received by the principal or financial administrator (by email or letter) is required. Written notice must be submitted on or before the first calendar day. If written notice is not received you shall pay to the school a month's school fee in lieu of notice. *It is expected that parents will consult with the principal before giving notice to withdraw the student.*

Registration, Acceptance and Book Fee:

- Written application for enrolment of a child is to be addressed to the principal, Walvis Bay Private School, P O Box 567, Walvis Bay.
- Applicant will be considered when the application form has been completed and received by the school.
- This application does not guarantee placement in the school, nor does the date of application indicate any specific order of priority.
- Collateral information will be obtained from previous schools in order to determine the learner's general behavior and academic achievements.
- The applicant and his/her parents may be interviewed.
- New applicants must undergo a language and mathematics evaluation/school readiness test.
- Payment of the book fees will be seen as a binding commitment that your child will take up his/her place as agreed.
- The book fee is not refundable if your child does not take up a place at the school. However, if, for whatever reason, the offer of a place is withdrawn by the school, the book fee will be refunded.

School Fees:

- School fees, as determined by the board of directors, are payable monthly in advance on or before the 7th day of each successive month.

- Learners, whose school fees are unpaid (30 days), will not be permitted to attend classes nor participate in any school sport/cultural and/or other activity, until the payment of school fees are up to date.
- Should outstanding fees not be paid within fourteen days of the date of default, a breach of the terms of admission will be declared and the learner/s will not be allowed to return to the school.
- Accounts older than 90 days (three months in arrears) will be handed to our attorneys for collection and that such parent(s) and or guardian(s) shall be responsible for all attorney- and other costs incurred in collecting the outstanding amount.
- Re-application forms will not be available and learners will not be admitted to school if and when: unpaid accounts from the preceding year in respect of any school fees, have not been settled in full by the end of the academic year, unpaid fees for the term are not paid by the start of the new term, or payment of the annual book fee is not received upon acceptance.
- Academic updates and results will only be available if and when school fees are paid in full.
- The school fees will increase yearly with effect from the 1st of January, as determined by the board of directors.

Supplementary subject fees:

- A yearly ICT fee is payable for all Grade 1 – 7 learners.

Parent Support Fee:

- We encourage parents to be actively involved at school events.
- An annual parent support fee of N\$1 000.00 per family, will be levied. The fee can be offset with 5 x 2hour by parent or any family member of the learner at any school fundraising event or function where support is needed.

Indemnity:

- This document serves and is accepted as such by us, the parents as an indemnity form indemnifying the school and board of directors from any repercussions, such as, but not restricted to, personal injuries suffered, personal injuries caused, property damages suffered or caused whether on or off the school premises, including if/when the learner goes on trips for sport and extramural activities and the school's bus or other transport is used.
- I/we give permission to the school/organisers of the sport event to assist my child with any medical assistance that might be necessary. I/we further declare that I/we shall be fully responsible for any costs which may be incurred in respect of such assistance/aid.

Consent:

- I the parent/guardian of the learner mentioned below, hereby confirm my voluntary consent given in terms of the admission application and enrolment contract, that the school may process all personal information of myself in the capacity of parent/guardian as well as of the said learner including the conducting of a credit check.
- I also consent to the following:

- | | |
|--|---|
| | To receive marketing information relevant to the marketing of WBPS only, in the form of SMS's, WhatsApp messages, emails, etc. from the school |
| | To make personal information (limited to photos/images of learners participating in events) available on broadcast platforms, including video recordings for a program related to the school, as well as any participation in any school sports or school cultural event on a television station or other form of transmission or broadcasting platform including the internet or applications, including the livestreaming of such events. |
| | To be added on WBPS WhatsApp groups for parents/guardians, solely related to WBPS school activities, including relevant class groups and sporting groups, administrated by WBPS staff. |

By affixing my signature hereto, I confirm that I am the legal guardian of the learner and duly authorised to act on behalf of the legal guardian of the learner, with his/her consent.

I have read and understood the content of this admission agreement and all information supplied by me is true and correct.

Full name(s) and surname of learner

Signature of learner

Full name(s) and surname of Father

Full name(s) and surname of Mother

Signature of Father/Guardian

Signature of Mother/Guardian

I: CONFIDENTIAL REPORT

ATTENTION:

The Principal
Walvis Bay Private School
P O Box 567
Walvis Bay
NAMIBIA

RE: APPLICATION FOR ADMISSION AT WALVIS BAY PRIVATE SCHOOL

RECOMMENDATION BY PRINCIPAL

Note: To be completed by the Principal of the previous or current school and sent to Walvis Bay Private School.
The application will only be considered after this form is received.

Learner's full names and surname: _____

Name of present school: _____

Present grade of learner: _____

I, as principal, confirm the following about the above-mentioned learner, currently enrolled at my school.
(Mark with an X)

	EXCELLENT	AVERAGE	BELOW AVERAGE
Attitude and commitment to school work			
Respect for and adherence to the school's Code of Conduct			
Respect for authority (management, teachers, coaches, LRC, etc.)			
Respect for values, norms and traditions of the school			
Handling of school books and school property			
Leadership involvement			
Sport involvement			
Cultural involvement			
Parents support and involvement			
Payment of school fees (Please attach latest school fees statement)			

Additional information or comments: _____

I hereby declare that the above-mentioned information is correct.

Principal's Name and Surname

Signature

Please email completed form to:

Primary phase (Grade R-7) primarysecretary@wbps.com.na
Secondary phase (Grade 8-12) administrator@wbps.com.na