



Omeya Private School

Reg. No. 2014/0337

P.O. Box 11779

Klein Windhoek, Namibia

Tel: +264 85 223 2523

principal@omeya.com.na

www.omeya.com.na

APPLICATION FOR SCHOOL ENROLMENT

Year of Enrolment: _____

Male:

Grade: _____

Female:

1. Documents to accompany application form:

Kindly attach the following:

1. Certified copy of the birth certificate / passport of the pupil.
2. Recent ID photograph of the applicant.
3. Proof of residential/work address of person responsible for account.
4. Copy of the study permit if applicable.
5. A copy of most recent school report or pre-primary school assessment.

2. Bank Details:

Omeya Private School
 Bank Windhoek
 Account number: 8004 781 845
 Branch code: 481-972
 Reference: Child's name & surname

3. Personal Details of Child:

Surname:					
First Names:					
Preferred Name:					
Date of Birth:			ID (If available):		
Place of Birth:			Citizenship:		
Home Language:			Study Permit No:		
Other Languages:					
Church Relation:					
Present School:					
Name of Teacher:			Teacher's Tel No:		
Previous Schools attended (where applicable):					
School 1:		Tel No:		Grades:	
School 2:		Tel No:		Grades:	
School 3:		Tel No:		Grades:	
Grades repeated, if any:					

Directors: Andries Jacobus van der Walt; Sonja Cornelia van der Walt

4. Personal Details of the Parents:							
FATHER / GUARDIAN				MOTHER / GUARDIAN			
Title:		Initial:		Title:		Initial:	
Surname:				Surname:			
First Names:				First Names:			
Preferred Name:				Preferred Name:			
ID No:				ID No:			
Tel: (h)		(w)		Tel: (h)		(w)	
Cell No:				Cell No:			
Postal Address:				Postal Address:			
Residential Address:				Residential Address:			
Profession:				Profession:			
Employer:				Employer:			
Position:				Position:			
Email:				Email:			

5. Person Responsible for the Account:			
Surname:		Full Names:	
ID No:		Residential Address:	
Employer:		Postal Address:	
Profession:			
Tel (w):		Cell No:	
Email:			
Signature of Person responsible for the account:			
Signature: _____ Date: _____			

6. Undertaking to Pay School Fees:
I, the undersigned _____ parent/guardian of the following child/children (state full names)
1. _____
2. _____
3. _____
Hereby acknowledge that I am indebted to the school for 12 months' school fees in respect of the above child/children. Should I fail to adhere to this undertaking, I will be liable for any and all collection and/or legal fees that may arise.
Signed at _____ on this _____ day of _____ 20____.
Signature: _____

7. Medical Information:			
Family Doctor / Practice:		Tel No:	
Physical disabilities or illnesses the school should be aware of. Kindly elaborate:			
Who should be contacted if your child feels ill?			
Name:		Tel No:	
Other family/friends not from same household:			
Name:		Relation:	
Address:		Tel No:	
Confidential information we should know about:			

8. Administration of Medication if and when necessary:		
I, _____ parent/guardian of _____ (full names) hereby give permission for Omeya Private School personnel to administer the following medication (including any antiseptic ointment) if and when necessary. (Medication will still be administered, should we be unable to obtain your permission telephonically).		
	Yes	No
Calpol		
Antihistamine		
Valoid		
Buscopan / Generic thereof		
Panado		
OR		
Any other medication not mentioned above, including medication sent to school by the parents/guardians.		
Allergies – (Food / Medication): _____		
NB! A copy of your medical aid card MUST be handed in with this application, for use in case of emergencies.		
Please take note that we cannot administer medication to your child if this form has not been completed and returned to school.		
Signature: _____	Date: _____	

9. Sport / Cultural Achievements:
Kindly name achievements in sports/culture and/or preferences:

10. General Information:
1. This application does not guarantee placement in the school, nor does the date of application indicate any specific order of priority.
2. Acceptance for enrolment will be determined after successful completion of an admission test.
3. Collateral information will be obtained from previous schools in order to determine the learner's general behavior and academic achievements.
4. The applicant and his/her parents may be interviewed.
5. The applicant must be proficient in the language of instruction of his enrolment.
6. Please note that a one month written notice is required when a learner leaves school, otherwise parents will be held liable for school fees for the subsequent month.

11. School Fees Packages:			
<i>Please indicate the package you would like to make use of (page 6):</i>			
School Fees + Olympic Kids only			
Complete Monthly Package			
WHO MAY COLLECT THE CHILD:			
Name:		Relation:	
Name:		Relation:	
Name:		Relation:	
Name:		Relation:	

12. School Fees:	
1.	Registration fee: As per page 6.
2.	Monthly school fees: As per page 6. Invoices to be paid before or on the 7 th of each month.

13. Declaration by Parent or Guardian:	
<i>I, the undersigned, declare as follows:</i>	
<ul style="list-style-type: none"> • <i>That I have completed the application in full and that the information is true and correct;</i> • <i>That I have omitted no relevant information;</i> • <i>That I am responsible for the timeous payment of school fees due to Omeya Private School as a result of my child's/children's attendance;</i> • <i>That I have read and understood the contents of this application;</i> • <i>That I undertake to submit me and my child to the rules and regulations as set by the school directors and management; and</i> • <i>That I will give 1 (one) month written notice should my child/children leave the school and, furthermore, that November may not be counted as a notice month, i.e. the last day of given notice will be the last day of August of that particular year.</i> 	
FATHER / GUARDIAN	
Name:	_____
Signature:	_____
Date:	_____
MOTHER / GUARDIAN	
Name:	_____
Signature:	_____
Date:	_____

14. Permission and Indemnity:

Children at Omeya Private School (hereinafter referred to as the "School") make use of educational and play equipment and of transportation provided and although all children are constantly supervised and cared for at the best of our ability, circumstances might arise that is beyond our control and it would be appreciated if you could complete the indemnity form below:

I, _____ (Full Name of Parent), ID Number _____ the Parent/Guardian of the following child/children (state full names)

- 1. _____
- 2. _____
- 3. _____

hereby agree to the terms and conditions below and undertake to abide by them while my child is in the care of Omeya Private School:

- a) That despite the fact that the School will care for my child to the best of their ability and with attention, I accept that neither the School, its owner(s) or employees, will accept any liability for any claims arising from any accident, injury or illness or any other cause involving the above child whilst in the care of the School and hereby waive and abandon any and all claims I may have against the School, or which may at any time arise or be instituted.
- b) I hereby authorize the School to take all reasonable steps, which at its discretion it may deem necessary, after unsuccessful attempts to contact me, to have the above child admitted to a hospital, treated by a medical doctor or other medical attendant, provided that this will be executed on the advice and under the supervision of a medical doctor. I further agree to and accept responsibility for any medical costs and for the payment of any medical and/or hospital accounts arising from any treatment.
- c) I hereby further give permission for the transportation of the above child in any vehicle of the School or that of the owner(s) or employees, this for the above mentioned purposes, for transportation between any school and sport grounds and the School, for study and or educational trips and any other outings arranged during the course of the year and while under care of the School, and specifically indemnifies the School, the owner(s) and staff against any claim which may arise or be instituted should any accident occur.

Omeya Private School undertakes that all reasonable precautions will be taken to ensure the safety and welfare of my child.

Signed at _____ on this _____ day of _____ 20____.

Signature of Parent (Father)

Witness

Signature of Parent (Mother)

Witness



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SCHOOL FEES 2019

1. Registration Fees (non-refundable)

i)	Enrollment Fee	Per New Learner (Once-off)	N\$ 3 000.00
ii)	Diagnostic Test	Per New Learner (Not applicable to Preschool)	N\$ 400.00
iii)	Re-Enrollment Fee	Per Current Learner (Annually)	N\$ 2 000.00



EARLY BIRD REGISTRATION: (for current learners)
 N\$ 1 500.00 30 September 2018
 N\$ 1 800.00 31 October 2018
 N\$ 2 000.00 30 November 2018

2. School Fees

Grades	School Fees per month	Olympic Kids compulsory	TOTAL per month		Aftercare, Lunch & snack optional	Complete monthly package*
Playgroup	N\$ 1980.00	N\$ 270.00	N\$ 2250.00	OR	N\$ 1000.00	N\$ 3250.00
Preschool	N\$ 2805.00	N\$ 270.00	N\$ 3075.00		N\$ 1000.00	N\$ 4075.00
1 st Child	N\$ 3950.00	N\$ 270.00	N\$ 4220.00		N\$ 1000.00	N\$ 5220.00
2 nd Child	N\$ 3630.00	N\$ 270.00	N\$ 3900.00		N\$ 1000.00	N\$ 4900.00
3 rd Child	N\$ 3340.00	N\$ 270.00	N\$ 3610.00		N\$ 1000.00	N\$ 4610.00

* Complete package includes: School Fees + Lunch & snack + Homework assistance + After care (07:00 – 17:00) + Olympic Kids

3. How to settle your account:

- i) **Monthly** payment from January to December – on/before the 3rd of each month
- ii) **Half-year** payment (before 31 January 2019 & 31 July 2019): Discount of 3.5%
- iii) **Annual** payment (before 31 January 2019): Discount of 5.0%

4. Inclusive to School Fees:

- i) Academic Paces (text books)
- ii) Extra mural activities:
 - a. Cultural activities: choir, chess, ReadMaster
 - b. Art
 - c. Hockey
 - d. Golf (introductory)
 - e. Athletics

5. Exclusive:

- i) Stationery packs available at school (all children receive exactly the same stationery)
- ii) Extra mural activities:
 - a. Archery – Optional (only from Grade 4)
 - b. Golf Team Lessons (advanced) – Optional

6. Additional Cost:

- i) Repeat Pace – N\$ 150.00 per pace (text book)