

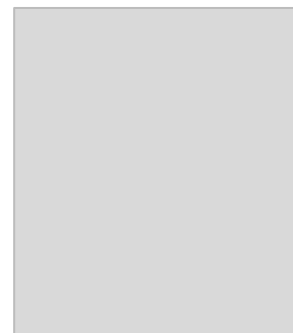


# Edu-Shine

## Private School

**Application Fee: N\$100**

# New Learner Application Form 2025



SURNAME			
FULL NAMES			
DATE OF BIRTH		GRADE IN 2025	

1. ALL THE PAGES OF THIS DOCUMENT MUST BE INITIALLED / FULLY SIGNED BY THE BOTH PARENTS OR LEGAL GUARDIANS, unless the parents are divorced, in which case the parents that has legal custody of the child must sign the documents.
2. If the parent who has legal custody differ from the parent who is responsible for the payment of the account, both PARENTS MUST SIGN ALL DOCUMENTS.
3. THE ORIGINAL APPLICATION FORM MUST BE HANDED IN.
4. PARENTS / GUARDIANS MUST PLEASE NOT THAT INCOMPLETED APPLICATION FORMS WILL NOT BE AC-CEPTED.

### THE FOLLOWING DOCUMENTS MUST ACCOMPANY THE DULY COMPLETED APPLICATION FORM:

- AN ID PHOTO OF THE LEARNER, GLUED TO THE FRONT PAGE;
- A COPY OF THE LEARNER'S FULL BIRTH CERTIFICATE;
- PROOF OF LEGAL GUARDIANSHIP IF NOT THE FATHER OR MOTHER; AND
- A COPY OF THE LEARNER'S LAST SCHOOL REPORT.

\_\_\_\_\_  
MOTHER / GUARDIAN

\_\_\_\_\_  
FATHER / GUARDIAN

## I. Application for enrolment at Edu-shine private school

### Details of learner

Name (known by):	
Sex:	
Home language:	
Name of previous school:	
Contact details of previous school:	
Grade applying for:	
Current grade:	
Church denomination:	

Please provide any other information you would like to bring to the attention of the school :

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With whom the learner is staying?

Both Parents / Father / Mother / Legal guardian / Other

Please specify if "other" selected:

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MOTHER / GUARDIAN

FATHER / GUARDIAN

## 2. Details of parent(s) / guardian(s) (compulsory)

Name of father / guardian:	
Postal address:	
Residential address:	
Occupation of father:	
Contact numbers:	
E-mail address:	
Church denomination:	

Name of father / guardian:	
Postal address:	
Residential address:	
Occupation of father:	
Contact numbers:	
E-mail address:	
Church denomination:	

### 3, School Fees

A registration fee of N\$200,00 per learner (grR) will be payable upon notice of acceptance by Edu-Shine private school and is non refundable.

School fees grade R: N\$2 000.00

A registration fee of N\$200.00 per learner (Gr 1- Gr 7) will be payable upon notice of acceptance by Edu-Shine private school and is NON REFUNDABLE.

SCHOOL FEES GR 1 TO GR 7:

1st Learner: N\$3 000.00

2nd Learner: N\$2 900.00

3rd Learner: N\$2 800.00

4th Learner: Free

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MOTHER / GUARDIAN

FATHER / GUARDIAN

#### 4. Payment of school fees.

WHO IS RESPONSIBLE FOR THE PAYMENT OF SCHOOL FEES?	PARENTS	OTHER
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PLEASE COMPLETE THE INFORMATION BELOW:

FATHER / GUARDIAN	INITIALS:		NAME:	
MOTHER / GUARDIAN	INITIALS:		NAME:	

POSTAL ADDRESS:	RESIDENTIAL ADDRESS:

TELEPHONE:		EMAIL:	

#### Banking Details

Edu-Shine Private School

Bank Windhoek

Account Number: 8029 999 674

Branch Code: 483-073

S.W.I.F.T. Code: BWLINANXXX

MOTHER / GUARDIAN

FATHER / GUARDIAN

## 5. Payment agreement with Edu-Shine Private School.

I, \_\_\_\_\_ (full name of Father / Guardian) with Identity number \_\_\_\_\_; and

I, \_\_\_\_\_ (full name of Father / Guardian) with Identity number \_\_\_\_\_ agree to pay the school fees of the following Learner:  
\_\_\_\_\_ (full name of Learner) with  
Date of Birth \_\_\_\_\_ that is enrolled at EDU-SHINE PRIVATE SCHOOL; and

5.1 I/WE JOINTLY OR SEVERALLY ACCEPT FULL LEGAL LIABILITY FOR PAYMENT OF ALL SCHOOL FEES.

5.2 I/WE CONFIRM THAT THE FEES ARE PAYABLE MONTHLY IN ADVANCE.

5.3 I/We agree to effect the full payment, as reflected by my/our current statement, before or on the 7th of each month.

5.4 I/We agree that I/we will be notified in writing should my/our account reflect any arrears and that I/we will contact EDU-SHINE PRIVATE SCHOOL immediately upon such notification to discuss terms of payment.

5.5 I/We agree that when school fees are not paid, the learner may be requested not to attend school until satisfactory arrangements can be made for the payment of the outstanding fees.

5.6 I/We agree that no school reports will be made available if there are any outstanding fees.

5.7 I/We agree that if EDU-SHINE PRIVATE SCHOOL and I/we cannot agree on terms of repayment of outstanding fees, I/we can be requested to remove the learner from the enrolment of EDU-SHINE PRIVATE SCHOOL And that I/we will comply with such a request.

5.8 I/We agree that compound interest of 1.2% will be calculated monthly on all outstanding fees.

5.9 I/We agree that compound interest of 1.2% will be calculated monthly on all outstanding fees.

5.10 I/We agree that outstanding fees of more than 90 days will be handed over for collection and all cost involved herein will be for the sole account of the parent/guardian.

5.11 I/We agree to the jurisdiction of the Magistrate's Court in terms of section 45 of Magistrates' Court Act 32 of 1944 for the recovery of any amount due in terms here-of.

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MOTHER / GUARDIAN

FATHER / GUARDIAN

5.12 I/We consent to judgement in terms of Section 58 of the Magistrate's Court Act 32 of 1944, being granted in favour of EDU-SHINE PRIVATE ACADEMY, after due notice is given to me/us by way of letter of demand and I/we fail to settle such demand;

The judgment that I/we consent to is for payment of: The full outstanding amount; Costs, calculated on a scale as between attorney and own client; Interest on the outstanding amount calculated at the rate of 20% per annum, less any payments made by the me/us. Collection commission of 10% per instalment, paid to EDU-SHINE PRIVATE

5.13 If the learner is disenrolled from EDU-SHINE PRIVATE SCHOOL during the year for any reason what so ever, fees already paid will be forfeited, or if outstanding, will become immediately payable.

5.14 I/We agree that I/we must give I (one) month's written notice should I/we wish to remove the learner from enrolment at EDU-SHINE PRIVATE SCHOOL.

5.15 I/We agree that should I/we not proceed as in 5.11 above, fees will be charged for the notice period.

5.16 I/We agree that should I/we proceed as in 5.11 above all fees already paid to EDU-SHINE PRIVATE SCHOOL will be forfeited.

5.17 I/We agree that I/we are responsible for any bank fees that are a result of deposits made by me/us and EDU-SHINE PRIVATE SCHOOL will allocate such bank fees to my/our account for payment by me/us.

5.18 I/We agree to pay any damage that is caused by my/our child and that it will be added to my/our account.

5.19 I agree to use the correct reference on all deposits as provided by the school.

5.20 This agreement will serve as an Acknowledgement of Debt should any legal proceeding be instituted to recover and collect outstanding fees that I owe to EDU-SHINE PRIVATE SCHOOL.

Signed at \_\_\_\_\_ (place) on this \_\_\_\_\_ day of \_\_\_\_\_ 2025 in the presence of the undersigned witness.

\_\_\_\_\_  
FATHER / GUARDIAN

\_\_\_\_\_  
MOTHER / GUARDIAN

\_\_\_\_\_  
SIGNATURE OF WITNESS

\_\_\_\_\_  
MOTHER / GUARDIAN

\_\_\_\_\_  
FATHER / GUARDIAN

## 6. Indemnity form.

I, \_\_\_\_\_ (full name of Father / Guardian) with Identity number  
\_\_\_\_\_;

AND

I \_\_\_\_\_ (full name of Mother / Guardian) with Identity number  
\_\_\_\_\_ the undersigned parent(s) of

\_\_\_\_\_ (full name of Learner) with

Date of Birth \_\_\_\_\_

(HEREINAFTER REFERRED TO AS "THE LEARNER")

6.1 Do hereby declare and confirm that I/we give my/our consent for the Learner to participate in all EDU-SHINE PRIVATE SCHOOL prescribed activities, sports, tours and events and includes the use of transportation to and from these activities, sport, tours and events during the time that he/she is enrolled at the school.

6.2 While every reasonable precaution and care in the protection of the Learner will be taken by EDU-SHINE PRIVATE SCHOOL and all of its teachers, all activities, sports, tours, events and transportation shall at all times be subject to the following conditions:

- I/WE acknowledge that the Learner takes part in these activities, sports, tours and events at the Learner's own risk;
- I/WE acknowledge that the Learner will make use of the prescribed transportation at the Learner's own risk;

6.3 I/WE have instructed the Learner to fully comply with all lawful instructions issued by EDU-SHINE PRIVATE SCHOOL and its teachers in the course of these activities, sports, tours, events and transportation and confirms that the Learner fully comprehends and appreciates the relevance hereof.

6.4 I/WE have instructed the Learner to strictly adhere to all safety rules provided by EDU-SHINE PRIVATE SCHOOL and its teachers as communicated to me/us and the Learner by the teacher in charge of the activities, sports, tours, events and transportation and confirm that the Learner fully comprehends and appreciates the relevance hereof.

6.5 I/WE herewith specifically indemnify Redimere Academy CC, its members, teachers and other learners against any claim which I/we, and/or any of my/our heirs, executors, administrators, legal representatives, assignees and successors could have resulting from serious physical and/or mental trauma or injury, including death, or any property damage, associated with the activities, sports, tours, events and transportation including but not limited to the legal costs incidental to defending and/or op-posing such claim.

\_\_\_\_\_  
MOTHER / GUARDIAN

\_\_\_\_\_  
FATHER / GUARDIAN



6.6 In the event of the Learner being injured, I/we agree that Redimere Academy CC or responsible teacher, at my/our sole and exclusive expense, arrange for the Learner to receive such treatment and emergency evacuation services as Redimere Academy CC or responsible teacher in attendance may in their sole discretion deem necessary and appropriate, and the aforesaid comprehensive indemnity specially and without reservation and/or limitation includes all claims derived from any medical assistance rendered to the Learner

Signed at \_\_\_\_\_ (place) on this \_\_\_\_\_ day of \_\_\_\_\_ 2025 in the presence of the undersigned witness.

\_\_\_\_\_  
FATHER / GUARDIAN

\_\_\_\_\_  
MOTHER / GUARDIAN

\_\_\_\_\_  
SIGNATURE OF WITNESS

\_\_\_\_\_  
MOTHER / GUARDIAN

\_\_\_\_\_  
FATHER / GUARDIAN