

ACCOMMODATION ADMISSION 2022

Please attach
Passport
Picture
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FOR OFFICE USE ONLY	
The applicant was:	
Admission #	Date: __/__/__
1. Successful	<input type="checkbox"/>
2. Not successful	<input type="checkbox"/>
3. Pending	<input type="checkbox"/>
Superintendent	

PLEASE NOTE: School and accommodation fees N\$1700 per month for the 12 months of the year.

1. LEARNER/BOARDER DETAILS

Surname:	
Full Name:	
Date of Birth:	
Gender:	
Mother tongue:	
Previous School:	
Other Siblings in this school:	

Learner with:	Lives	Both Parents:	Mother:	Father:	Grandparents:	Guardian:
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2. Parent(s)/Guardian's information

Father/Guardian's Surname:	Mother/Guardian's Surname:
First Name:	First Name:
Marital Status:	Marital Status:
ID/Passport:	ID/Passport:
Occupation and Employer:	Occupation and Employer:

Residential Address:	Residential Address:
Postal Address:	Postal Address:
Tel: (W)	Tel: (W)
Mobile number:	Mobile number:
Email:	Email:
Emergency contact:	Emergency contact:

2 Has the boarder any allergies/illness the boarding house should know about? If yes, details: _____

3 What steps should be taken in this case? _____

4 Family doctor's Name : _____ Tel No: _____

5 **WEEKENDS AND HOLIDAYS**

The child goes home during the GRN home-weekends. Also, the child goes home for end of term holidays.

The children will be picked up at the latest at 14:00pm on Fridays and hostel opens from 14:00pm Sunday during home-weekends.

IMPORTANT NOTICE: Boarding kitchen does not open on the day the children return, only the next morning for breakfast, so please make sure your child has food for that evening when you bring them back from out weekend or holidays.

KINDLY NOTE: The boarding house supplies a few snacks; if you want the child to have more of these, please pack for them. NO TINNED FOOD IS ALLOWED IN THE BOARDING HOUSE.

6 **Damage Liability** - Parents are liable for any deliberate damage caused by their child to boarding property and other boarders' property/belongings.

7 **Standards of behaviour and discipline** – Learners are expected to behave in a polite and responsible manner throughout the stay at the boarding house, showing respect to fellow learners and staff members. Strict disciplinary procedures will be enforced for serious misbehaviour such as bullying, racism, or general disrespect for facilities, staff and others.

8 **Valuables** – please do not send learners with valuables. The boarding house will not assume any responsibilities for damages and or loss.

Contractual agreement between the Parent(s)/Guardian(s) and Gems Field Private School.

By signing this application form:

Overdue accounts:

The Boarding house adheres to a very strict payment policy outlined as follows:

- **Up to 7 Days overdue:** a N\$100.00 late payment charge is applied as well as a Friendly reminder letter will be issued.
- **7 Days later: if no payment is received the child will be sent home and will only be accepted if the outstanding amount is paid in full.**

This action may appear harsh, however when a student's account is not paid and he/she is permitted to remain in the school, the other parents are in fact unfairly subsidizing that student's tuition.

- The school prefers electronic bank payments or direct bank deposits.

PLEASE NOTE:

Please deliver, fax or e-mail the proof of payment or deposit to the school personally to eliminate possible miscommunication.

I / We _____ Parent(s)/Guardian(s) wish to enrol the above named boarder at Gems Field Private Boarding house subject to the financial requirements and regulations of the boarding house/facilities. We agree to take full responsibility to pay the monthly school fee(s) on or before the 4th of each month. I/we understand failure to pay will result in the immediate eviction of the said boarder.

I/We am/are aware that misleading information will result in the immediate cancellation or disqualification of this application form. I declare that the information furnished above by myself/us has been answered truthfully and to the best of my/our knowledge.

Signature: _____ Date: _____

Father/Legal Guardian

Signature: _____ Date: _____

Mother/Legal Guardian

Gems Field Private School values its relationship with its students, their parents, and alumni, and is committed to the protection of their personal information. Accordingly, the school adheres to the privacy principles set out in the Personal Information Protection and Electronic Documents Act of Namibia.