



## Admission policy

### A. Learner admission policies:

1. There is no binding contract between Gems Field Private School (the School) and the Learner; a Learner may terminate his or her School admission at any time, with paid School expenses refunded according to its refund policy.
2. A Learner who passed a previous grade, even if moving from a school other than that of Gems Field, will be considered as ready for the next higher grade. Gems Field, however, will assess the said Learner's previous grade subject comprehension via assessment tools, and incorporate extra curricular learning opportunities as necessary. The Namibian MOE Junior Primary 2015 syllabi posted on the MOE website is used as a guide for teaching as well as setting minimum learning outcome standards.
3. The School will make every possible provision within its ability to accommodate Learners with special needs. As the School budget is limited, as well as there being a vast variety of special needs examples, when a particular need is not able to be accommodated due to budget constraints, the Learner in this case may have to be accompanied by their own sourced personal assistant to tend to the Learner's needs. The school provides all possible teaching methodology to ensure the said Learner benefits from a learning experience identical to that of the mainstream learners. The School works closely with National disability support organizations for advice and resources should the need arise. The School promotes a safe and inclusive learning environment for all.
4. Admission as a Learner is determined by the last grade passed, not by age.
5. School days adhere to the government school calendar, awarding all public holidays. Classes commence at 7:30am and end at 1:30pm for grades 1 & 2, 2:00 pm for grade 3. Learners may be dropped off at the school compound 30 minutes before commencement of classes, and are to be picked up no later than 30 minutes after the end of classes unless extra curricular activities are planned, in which case such an event will be first discussed with the learner's guardian or parent.
6. Any deliberate property damage or vandalism invoked by a learner on the school will be expected to be compensated for by the parents or guardians of the learner.
7. End of term, as well as final school year assessments are submitted by the learner's teacher as mandated by the MOE JP syllabus. Interim learner progress reports are issued where deemed appropriate, as the school encourages parent-teacher ongoing dialogue to ensure that all learner needs and parent concerns are addressed.

Parent/Guardian initial: \_\_\_\_\_

## PAYMENT POLICY

The total annual tuition fee is N\$7,200. This is divided into 12 payments including the month of **MAY and DECEMBER**, with the first payment having to be fully paid by 25<sup>th</sup> Sept 2017 or as broken down in the table below. Parents have two (2) payment options term, and monthly payments respectively. These options both translate to N\$7,200 excluding the following one time payment items; Registration, School Development and Book fees.

### Option 1, Term payments:

Due date	Item description	T.1 K	T.1 Pre	T.1 Gr.1	T.1 Gr.2	T.1 Gr.3
25 <sup>th</sup> Sept 2017	Registration	N\$ 250	N\$ 250	N\$ 250	N\$ 250	N\$ 250
25 <sup>th</sup> Sept 2017	Book fee	N\$1,040	N\$ 650	N\$ 780	N\$1176	N\$1176
1 <sup>st</sup> Nov 2017	School Dev	N\$ 300	N\$ 300	N\$ 300	N\$ 300	N\$ 300
1 <sup>st</sup> Sept 2018	Re-enrolment	-	-	-	-	-
1 <sup>st</sup> Jan 2018	Tuition	N\$2,400	N\$2,400	N\$2,400	N\$2,400	N\$2,400
<b>Term total</b>		<b>N\$3,990</b>	<b>N\$3,600</b>	<b>N\$3,730</b>	<b>N\$4,126</b>	<b>N\$4,126</b>

Due date	Item description	Term 2	Term 3
	Registration	-	-
	Book fee	-	-
	School Dev	-	-
1 <sup>st</sup> Sept 2018	Re-enrolment 2019	N\$ 50	
	Tuition	N\$2,400	N\$2,400
<b>Term total</b>	<b>Total</b>	<b>N\$2,450</b>	<b>N\$2,400</b>

### **IMPORTANT NOTICE!**

- Term 2 fees are due 1<sup>st</sup> June 2018.
- Term 3 fees are due 1<sup>st</sup> Sept 2018 respectively.

### Option 2, Monthly payments:

This option is divided into 11 payments, with the first payment being two (2) months of tuition followed by the regular payment of every month (except in Sept for those that wish to Re-enrol for 2019). December will not have any payment. *Please refer to the table below:*

Due date	Registration fee	School Dev	Text fee	Re-enrol '19	Tuition	Total
25 <sup>th</sup> Sept 2017	N\$ 250	-	Depends on grade		-	N\$900 to \$1,426
1 <sup>st</sup> Jan 2018		N\$ 300			N\$1,200	N\$1,500
1 <sup>st</sup> Feb 2018					N\$ 600	N\$ 600
1 <sup>st</sup> Mar 2018					N\$ 600	N\$ 600
1 <sup>st</sup> Apr 2018					N\$ 600	N\$ 600
1 <sup>st</sup> May 2018					N\$ 600	N\$ 600
1 <sup>st</sup> Jun 2018					N\$ 600	N\$ 600
1 <sup>st</sup> Jul 2018					N\$ 600	N\$ 600
1 <sup>st</sup> Aug 2018					N\$ 600	N\$ 600
1 <sup>st</sup> Sept 2018				N\$ 50	N\$ 600	N\$ 650
1 <sup>st</sup> Oct 2018					N\$ 600	N\$ 600
1 <sup>st</sup> Nov 2018					N\$ 600	N\$ 600
Dec 2018					-	-

Please refer to the fee schedule for detailed information on the fee items that will be billed to your account when applicable; as well as the list of required stationery supplies accompanying the Learner at the beginning of each school term.

### **Fee Payment:**

- SCHOOL FEES ARE PAYABLE ON OR BEFORE THE FIRST DAY OF EACH MONTH.**
- Fees are payable for **11 MONTHS** including holidays, May and December.
- Monthly tuition invoices are not issued; it is the parent's responsibility to ensure that the said tuition arrives on time on or before the deadline of the first day of each consecutive month. Invoices are only issued in the case of extra curricular services and other functions set up and agreed upon between the school and the parent where applicable.
- A penalty fee of N\$100.00 will be imposed on the total bill for late payments, for administrative and reminder calls incurred.**

Parent/Guardian initial: \_\_\_\_\_

**Refund policy:**

- If a learner pays more than the required monthly tuition charge in advance, such as a term or the school year, he/she is entitled to a refund of any tuition paid beyond the current month's tuition. Textbook, school development, and registration fees cannot be refunded as they are applied immediately for learner services upon enrolment.

**Overdue accounts:**

The school adheres to a 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 account 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.*

Banking details

Account name: **Gems Field Private school**  
 Banking institution: **Bank Windhoek**  
 Account number: **8004933171**  
 Branch: **Ongwediva**  
 Branch code: **485673**

E-mail address: [gemsfpschool@gmail.com](mailto:gemsfpschool@gmail.com)

- The school prefers electronic bank payments or direct bank deposits.
- **Bank guaranteed cheques** made out to the school can be left with the school secretary.

**PLEASE NOTE:**

**CASH PAYMENTS ARE NOT RECEIVED AT THE SCHOOL DUE TO THE HIGH RISK OF HANDLING THESE FUNDS.**

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

I/we \_\_\_\_\_ parent/guardian of \_\_\_\_\_ grade \_\_\_\_\_  
 Parent(s)/Guardian's Name Student's name  
**(Person in charge of the bill)**

Duly acknowledge that I have read, understood and agree to fully adhere to the content of this document.

\_\_\_\_\_  
Parent(s)/Guardian's Signature

\_\_\_\_\_  
Witness' Name

\_\_\_\_\_  
Witness' signature

\_\_\_\_\_  
Principal

Signed on this date \_\_\_\_\_ at \_\_\_\_\_  
 DD/M/YY Place (i.e. Ongwediva)

Parent/Guardian initial: \_\_\_\_\_