

HOSTEL/BOARDING ADMISSION 2018

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

Hostel/Boarding fees N\$1200 per month **x 11 Months**, due the (first) 1st of each month (These includes May and December). (They are paid in 11 instalments).

For our parent's convenience, we offer two (2) payment options, to either pay per term or per month.

There is a non-refundable registration fee for new borders of \$600; for formerly enrolled borders this is \$250; payable in September in order to save your spot.

OPTION 1

Due date	Descr	Amount
25 th Sept '17	Registration	N\$ 600
1 st Jan '18	Term 1	N\$4,200
1 st Jun '18	Term 2	N\$4,800
1 st Sept '18	Term 3	N\$5,050

Important: 1st Sept a NON REFUNDABLE boarding commitment fee of N\$250 for 2018 will be charged for existing borders who want to keep their spot for 2019. This fee will however be calculated to your January fee should you comeback.

Example: Re-enrolment January 2018 is \$1200 but you paid \$250 in Sept 2017, you will only pay N\$1200-250=N\$950

OPTION 2; Monthly

Due date	Descr	Amount
25 th Sept '17	Registration	N\$ 600
1 st Jan '18	Jan/Dec serv, Utilites, rent, sal	N\$1,800
1 st Feb '18	serv, Utilites, rent, sal	N\$1,200
1 st Mar '18	serv, Utilites, rent, sal	N\$1,200
1 st Apr '18	serv, Utilites, rent, sal	N\$1,200
1 st May '18	serv, Utilites, rent, sal	N\$1,200
1 st Jun '18	serv, Utilites, rent, sal	N\$1,200
1 st Jul '18	serv, Utilites, rent, sal	N\$1,200
1 st Aug '18	serv, Utilites, rent, sal	N\$1,200
1 st Sept '18	serv, Utilites, rent, sal +2019 registration	N\$1,450
1 st Oct '18	serv, Utilites, rent, sal	N\$1,200
1 st Nov '18	serv, Utilites, rent, sal	N\$1,200

Parent Fee Allocation: Prices based on 2017 should they not have increased.

Item description	Cost/Mth	Parent contribution	Item description	Cost/Mth	Parent contribution
Rent	N\$5,000	\$333.40 x 15 children	Propane (cooking gas)	N\$ 1,200	\$80 x 15 children
Staff Salaries /2	N\$4,000	\$266.67 x 15 children	Sewer	N\$ 525	\$35 x 15 children
Water	N\$1,000	\$ 70.00 x 15 children	Total expenses	N\$12,525	
Electricity	N\$ 800	\$ 54.00x 15 children	Total excluding food		\$ 812.40/child
			Totals	N\$12,525	\$ 812.40/child

Worth noting: please note that this leaves the boarding house with **N\$385.60** per child/Mth to buy food.

1. LEARNER/BOARDER DETAILS

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

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:
Date of birth:	Date of birth:
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?

3 What steps should be taken in this case? _____

4 Family doctor's Name : _____

Tel No: _____

Parent initial _____

5 Family arrangement:

- a) Mother Has Custody / Father Has Custody / Joint Custody / Parents Separated /Parents Divorced /Father Deceased / Mother Deceased
- b) Are there any special arrangements relative to access / visitation that the school should know?
Yes/ No: _____

Please be advised that upon enrolment, Gems Field Private School will, unless provided with appropriate documentation, send school correspondence to both parents.

Both Parents:	Father:	Mother:	Guardian:
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6 Send Monthly statement to:

Both Parents:	Father:	Mother:	Guardian:
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7 WEEKENDS AND HOLIDAYS

Every third weekend, just like the GRN, the child goes home for weekend. 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 15:00pm Sunday.

The following list is to be accompanied with each child admitted to the school hostel, which is in addition to the regular school supply list and school uniform. **The hostel is arranged for a 3 week duration after which your child’s hostel supplies must be replenished.**

- ✚ 2 towels
- ✚ 1 face towel
- ✚ 4 bars of body soap (and soap container) **per month**
- ✚ 1 box (2 KG) of laundry soap (**Ariel soap**) **per month**
- ✚ 1 blanket
- ✚ 2 sets of beddings (for single-size bed)
- ✚ 1 pillow
- ✚ **1 mattress protector (for single-size mattress)**
- ✚ 1 toothbrush with 1 tube tooth paste
- ✚ 10 pair of underwear (panties)
- ✚ 2 sets pyjamas
- ✚ Hair brush (Please make sure the child’s hair is refreshed (girls)/Cut (boys) after each out weekend).
- ✚ 5 pair of school socks
- ✚ 2 school pants
- ✚ 3 school shirts (dark blue)
- ✚ 1 school track suit
- ✚ 7 sets of home clothes (pants, shirt, dresses, socks)
- ✚ Body lotion
- ✚ 10 rolls of toilet paper **per month**
- ✚ 1 water/juice bottle
- ✚ **Mosquito net and mosquito repellent**
- ✚ Savlon/dettol **per month**

8 SUPPLY LIST (Please mark all your child’s belongings)

Kindly Note: we do not supply the children with candy, cookies, Juice and chips, if you want them to have these, please supply them.

- 9 **Damage Liability** - Parents are liable for any deliberate damage caused by their child to boarding property and other boarder’s property/belongings.
- 10 **Standards of behaviour and discipline** – Learners are expect 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.
- 11 **Valuables** – please do not send learners with valuables the boarding house will not assume any responsibilities for damages and or loss.

Parent initial _____

Application procedures and guidelines. (ONLY APPLICANTS WITH THE FOLLOWING WILL BE PROCESSED)

1. Certified copies of: birth certificate/passport, medical aid card and/health passport and previous term's report where applicable.
2. Copy of certified study permit for foreign learner.
3. Certified copy of both parents Ids/valid Passports.
4. Original passport picture of learner.
5. X3 months certified proof of income.
- 6. NON REFUNDABLE N\$ 600.00 registration fees.**

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 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

- 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 BOARDING HOUSE 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(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 1st 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.

First & last: _____
Father/Legal Guardian

Signature: _____ **Date:** _____

First & last: _____
Mother/Legal Guardian

Signature: _____ **Date:** _____

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.

For purposes of planning and effective running of the boarding, please help us with filling out the following questionnaire.

Learner's Name: _____

Date: _____

1. How old is your child?

2. On a scale of 1-10 how will you scale your child's independence? (1 being not trained to be independent needs lots of help, 5 getting there (needs very little help), 9/10 being they are well prepared for boarding. 1 – 2- 3 – 4 – 5 – 6 – 7 – 8 – 9 – 10 (please circle)
3. In which area do they need help?

4. Who would usually take care of your child?

5. How much do you usually pay for child care per month?

6. How many meals does your child usually have per day?

1	2	3	4	5
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7. What does breakfast comprise off?

8. What do you normally pack for school lunch?

9. What does Lunch include?

10. What would you normally give them for a snack?

11. What would they normally have for dinner?

12. What is your typical grocery list? Per week/ per month /Bi weekly?

13. Where do you normally do your grocery shopping?

14. What would you say you normally spend on food for your child per month?
