



THE BELLS PRIVATE SCHOOL

(We ring the best results)

4474 Dodge Street Khomasdal, Windhoek, P.O. Box 16403 Windhoek

+264-61258702, +264-812046275, Email: thebellsp@gmail.com

Year of Enrolment	Grade	Application Number	Account Number
2025			

Student Details

Surname:		Gender:	
First names:		Preferred name:	
Date of Birth:		ID Number (if available):	
Place of Birth:		Citizenship:	
Study Permit Number (if foreign student):			
Home Language:		Other languages:	
Tel No (H):		Tel No (cell):	
Student lives with Father	Mother	Guardian	Other (specify)
Residential Address:			
Present School:		Present Grade:	

Parent / Guardian Details

Father / Guardian Surname:		
First names:		
Date of Birth:		ID / Passport Number:
Postal address:		
Residential Address:		
Tel No (H):	Tel No (W):	Tel No (cell):
e-mail Address:		
Profession of Father / Guardian:		
Place of Employment:		

Mother / Guardian Surname:		
First names:		
Date of Birth:	ID / Passport Number:	
Postal address:		
Residential Address:		
Tel No (H):	Tel No (W):	Tel No (cell):
e-mail Address:		
Profession of Mother / Guardian:		
Place of Employment:		

IMPORTANT If the parents/guardians do not reside at the same address, please indicate if you require that school related communication / reports be forwarded to both addresses YES NO

Person responsible for the payment of school fees

Surname:	First Name:
Telephone Number:	
e-mail Address:	
Namibian ID Number:	Tel No:
Residential Address: _____ _____	
Place of work _____ _____	

Medical Information

Person to Contact in event of Illness	Tel No:
Name of House Doctor:	Tel No:
Medical Aid	Number:
If available, please attach a copy of your Medical Aid Membership Card	

Allergies / Medical Condition / Confidential Information that you think the school should be aware of:

Your Subject Choices (Maximum of four)

1	
2	
3	
4	

2025 SCHOOL FEES STRUCTURE

Fees	1 Subject	2 Subjects	3 Subjects	4 Subjects
Registration	N\$ 500.00 (Once off)	N\$ 500.00 (Once off)	N\$ 500.00 (Once off)	N\$ 500.00 (Once off)
Books (Study guides), Stationery and past question papers.	N\$450 (Once off)	N\$670 (Once off)	N\$800 Once off)	N\$890 (Once off)
College T-shirt	N\$250 (Once off)	N\$250 (Once off)	N\$250 (Once off)	N\$250 (Once off)
Student ID Card	N\$60 (Once off)	N\$60 (Once off)	N\$60 (Once off)	N\$60 (Once off)
Exam Fees (DNEA)	N\$150 (Once off)	N\$150 *2=N\$300 (Once off)	N\$150 *3=N\$450 (Once off)	N\$150 *4=N\$600 (Once off)
Tuition Fees (Monthly)	N\$350 Per Subject/month (Feb-Oct)	N\$300 Per Subject/month (Feb-Oct)	N\$290 Per Subject/month (Feb-Oct)	N\$250 Per Subject/month (Feb-Oct)
NOTE	Practical fees: Agriculture: N\$250 (once off) Entrepreneurship.: N\$250 (once off)			

TERMS AND CONDITIONS FOR REGISTRATION

1. I will pay the monthly school fees for my child on or before the **7th of every month for 9 consecutive months (February to October 2025)**. If 7th is not suitable, I will give the school a specific payment date that is convenient.
2. The school **fees are payable** during the **absence** of the learner **due to illness**, i.e. no refunds or discount will be made for absence of the learner. The school should be communicated for a prolong circumstances or illness.
3. I understand that failure to pay school fees on time may lead to deregistration of the child from school without prior notice and that the responsible person's details will be handed over to the credit bureau and or legal proceedings will be initiated. My physical address will be provided for legal proceedings/tracing if my child's fees are not paid.
4. I understand that in an event where the school tuition amount is unpaid after the due date (5th of each month), an amount of **5% (five percent) interest** will be charged on all outstanding until such amount is settled in full.
5. I understand that my child will only be withdraw from school with **one month** written notice before the withdrawing. Should there be an emergency, the office will be contacted and one month payment notice will be made for the following month; learner's enrollment logistics, I will make one month notice payment in lieu.
6. I will give **one month** written notice before withdrawing my child from school. Should I fail to, one month payment will be made for the following month for learner's enrollment logistics, I will make one month payment in lieu. **In the event, the child is already registered for National Examination, He / She will be deregistered from the center without any refund.** If I/we do not comply with this agreement, I /we will be kept liable for additional charges for the final months (February to October 2025).
7. I will see to it that my child will attend classes daily and punctually in the correct school uniform (College T-shirt with blue or black jeans) with no unnecessary absenteeism.
8. That habitual misbehavior, indiscipline, vandalism and breaking the schools code of conduct of my child may result in suspension or charged with misconduct as stated in the general School Code of Conduct.
9. I will attend all the parents meetings, should I fail to attend such meeting, and I will be bound with the resolutions passed by other parents present at the meeting and school board.
10. I will come to school when asked in connection to matters pertaining to my child. My failure to attend such meetings may lead the school to refuse re-admission of my child.
11. Learners' images might be used for marketing purposes on print, electronic and social media.
12. The school shall act on my behalf in all matters affecting my child while at school or on official outings.
13. I will conduct myself professionally at all times and resolve matters amicably with the school when necessary.
14. Non-Namibians to apply for study permit with the Ministry of Home Affairs
15. The learner, Parent/ Guardian undertake/obliged to pay legal collection costs on an attorney and client scale, including collection commission and tracing fees, should Bells Private School institute action for recovery of any outstanding arrears not paid.
16. **Total tuition fees irrespective (regardless of) of date of application or /and registration must be paid:**

One Subject	Two Subjects	Three Subjects	Four Subjects
N\$3,150	N\$5,400	N\$7,830	N\$9000

NO REFUNDS

UNDERTAKING OF RESPONSIBLE PERSON FOR FEES (ACCOUNT) PAYMENT

For the purpose of any processes which may be instituted against me, for the service of any notice, domicilium citandi et executandi (physical home address) is hereby chosen at.....
.....

(Post Office Address is not Applicable) I undertake to advise the Institution of any change of address. Any proceedings at Law which the Institution may desire to institute against me for the recovery of any sums of money due, may at the option of the Institution be instituted in the Magistrate's Court having jurisdiction to which jurisdiction I hereby consent in terms of the law.

I the undersigned **certify** that the information provided herein are to the best of my knowledge true and correct.

I certify that I have **read** this document in full and I understand its content.

I agree to **abide** by the rules of the school and conditions of acceptance of my child as set out above.

I agree to **honor** my financial obligation in respect of all fees should I default on payments, I will be handed over to the school's attorney and ITC.

I agree to **pay** the school fees during the absence of my child or due to illness, and no refunds or discount will be given back to me for my child's absence from school. I **understand** that the only way to avoid interest and penalties levied on overdue fees, is to inform the school that the payment will be late before cutoff date.

Declaration by Parent / Guardian

I hereby declare that I have read and understood that the information provided herewith is correct and I/we agreed with the terms and conditions.

SIGNED AT _____ ON THIS
_____ DAY OF _____ 2025.

SIGNATURE OF PARENT / GUARDIAN(Father)

SIGNATURE OF PARENT / GUARDIAN (Mother)

For official use only

Admitted Yes / No

Principal's Signature and date _____