

Dear parent(s) / legal guardian(s)

APPLICATION FOR ENROLMENT / RE-REGISTRATION

1. All documentation should be completed in full and signed by BOTH parents.
 - 1.1. Application form
 - 1.2. Memorandum of Agreement
 - 1.3. Indemnity form
 - 1.4. Debit order form (with official confirmation of bank details)

2. The following documents should accompany the application:
 - 2.1. Copies of both parents' ID documents and/or passports
 - 2.2. Copy of learner(s)' full birth certificate and/or passport
 - 2.3. Last report card (or School Readiness results for Grade 1 applications)
 - 2.4. Where applicable, legal documents e.g. residence- or study permit, sole custody, legal guardianship, etc.
 - 2.5. If in any instance a 3rd party has an agreement with parents to make payment on school fees, written documents with cover letter to confirm.

Application for enrolment / re-registration should comply to the above. If not, application will not be accepted/considered.

Original application form with said documentation should be submitted to the secretaries' office:

Primary school
Highschool

Marna Bruwer
Anne-Marie Schoeman

pro-edkantoor@iway.na
pro-edkantoor2@iway.na

It is of utmost importance to inform the school secretary of any changes to information submitted, e.g. contact numbers, residential-, work and or e-mail addresses, in order to ensure administration records are accurate.

Thank you for your co-operation in this regard.



Pro-Ed Akademie

Registration

PLEASE COMPLETE IN BLACK PEN

DO YOU HAVE ANY LEARNERS CURRENTLY/PREVIOUSLY IN THIS SCHOOL? Yes No

Name of **OTHER** learner(s): _____

PRO-ED AKADEMIE



LEARNER INFORMATION

LEARNER

Full Names: _____

Surname: _____

Preferred Name: _____

Date of Birth: _____

ID number: _____

Nationality: Namibian Other _____

Religious denomination: _____

Gender: Male Female

Home Language: Afrikaans English Other _____

Learners language preference: Afrikaans English

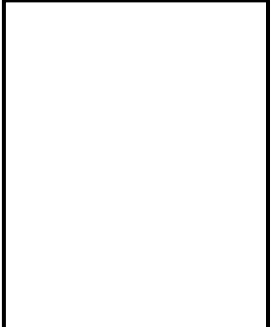
Other _____

Learner Cellphone no: _____

Learner email address: _____

Admission Date: _____

Current Grade: _____

Learner Photo: 

Any Other important information: _____

Method of transport: Private Taxi Bus

Taxi/Bus Registration number: _____

Name of driver: _____

Contact number: _____

NEXT OF KIN INFORMATION

Name: _____

Contact number: _____

Alternative Contact number: _____

Relation: _____

OFFICE USE ONLY

Family Code: _____ Waiting List A B

Rank on Waiting list: _____ Debit Order:

Register Class: _____ ID Copy:

Admission number: _____ Application Fee:

Proof of Residence:

Birth certificate:

FAMILY INFORMATION

Family Status: Both Parents Single Parent - Unmarried

Foster Care Childrens Home Single Parent - Divorced

Other Re-composed Widow / Widower

Parents deceased: Mother Father None

LEARNER HEALTH INFORMATION

Chronic diseases: _____

Allergies: _____

Medication: _____

MEDICAL AID INFORMATION

Name: _____

Telephone number: _____

Member number: _____

Primary Member: _____

FAMILY DOCTOR INFORMATION

Name: _____

Telephone number: _____

Business Address: _____

INFO OF PREVIOUS SCHOOL/PLAY GROUP/NURSERY

First Registration of learner in Namibia? Yes No

Did learner attend school last year? Yes No

If yes, in which Province/Country? _____

Previous School: _____

Telephone Number: _____

Address: _____

Province: _____

Highest grade in previous school: _____

Reason for leaving previous school: _____

PARENT / LEGAL GUARDIAN 1 INFORMATION	
Title:	_____
Full Name:	_____
Surname:	_____
Initials:	_____
Preferred Name:	_____
ID Number:	_____
Home language:	<input type="checkbox"/> Afrikaans <input type="checkbox"/> English <input type="checkbox"/> Other _____
Communication Preference:	<input type="checkbox"/> Telephone <input type="checkbox"/> email
Nationality	<input type="checkbox"/> Namibian <input type="checkbox"/> Other _____
Language Preference:	_____
Cellphone number:	_____
Home Telephone:	_____
Fax:	_____
email:	_____
Home Address:	_____ _____ _____
Postal Address:	_____ _____ _____
Occupation Status:	<input type="checkbox"/> Own Employer Non-Professional <input type="checkbox"/> Own Employer Professional <input type="checkbox"/> House Wife <input type="checkbox"/> Part Time <input type="checkbox"/> Contract Worker <input type="checkbox"/> Pensioner <input type="checkbox"/> Student <input type="checkbox"/> Temporary <input type="checkbox"/> Full Time <input type="checkbox"/> Unemployed
Occupation:	_____
Employer:	_____
Employer Telephone number:	_____
Employer Physical Address:	_____ _____ _____
Is the learner living with this parent?	<input type="checkbox"/> Yes <input type="checkbox"/> No

PARENT / LEGAL GUARDIAN 2 INFORMATION	
Title:	_____
Full Name:	_____
Surname:	_____
Initials:	_____
Preferred Name:	_____
ID Number:	_____
Home language:	<input type="checkbox"/> Afrikaans <input type="checkbox"/> English <input type="checkbox"/> Other _____
Communication Preference:	<input type="checkbox"/> Telephone <input type="checkbox"/> email
Nationality	<input type="checkbox"/> Namibian <input type="checkbox"/> Other _____
Language Preference:	_____
Cellphone number:	_____
Home Telephone:	_____
Fax:	_____
email:	_____
Home Address:	_____ _____ _____
Postal Address:	_____ _____ _____
Occupation Status:	<input type="checkbox"/> Own Employer Non-Professional <input type="checkbox"/> Own Employer Professional <input type="checkbox"/> House Wife <input type="checkbox"/> Part Time <input type="checkbox"/> Contract Worker <input type="checkbox"/> Pensioner <input type="checkbox"/> Student <input type="checkbox"/> Temporary <input type="checkbox"/> Full Time <input type="checkbox"/> Unemployed
Occupation:	_____
Employer:	_____
Employer Telephone number:	_____
Employer Physical Address:	_____ _____ _____
Is the learner living with this parent?	<input type="checkbox"/> Yes <input type="checkbox"/> No

DECLARATION BY PARENT(S) / GUARDIAN(S)

I/We, _____ (Name(s) of Parent(s)/Guardian(s))

Hereby declare that the information supplied in this form is true and just and that by way of signature hereunder, authorize the Chairperson of the School Governing Body or his/her representative to control and confirm any of the details supplied. I am / We are aware that should any information supplied be found not to be true, I/We may be liable to a criminal offence.

Signed at _____ on _____ day of _____

Signature(s) of Parent(s) / Guardian(s): _____

PERMISSION / CONSENT TO TAKE PART IN ALL ORGANISED ACADEMIC, SPORT AND CULTURE ACTIVITIES

1. I/We, parent(s) / guardian(s) of hereby give permission that he / se may participate in all academic, sport and culture activities presented by the school in an organized manner. To participate in tests conducted by the school support team with the object of improvement in school work and to identify other problems.
2. I/We grant permission that my/our child may be transported by a public bus company approved by the school management. If there is only a small group of learners that need to be transported, parents or teachers with valid drivers licenses may be asked to transport them
3. I/We accept that all reasonable precautions will be taken for the safety and wellbeing of my/our child and that I/we will be held responsible for the payment of the medical and/or hospital fees if enforced upon, in case of an injury which cannot be ascribed to the responsible personnel's coarse negligence.
4. I/We hereby delegate my/our powers as parent(s)/guardian(s) to the Principal of the school or representative if medical or surgical treatment may be needed for my child. As far as I/we know, he/she is physically able to participate in any organized activities and he/she resides in good health.
5. I/We confirm that all medical information supplied in the Learner Information section of this form is accurate and complete. This information may be used in case of an emergency.
6. I/We undertake to inform the school if any of the above information may change.
7. I/We undertake to support my/our child to obey the Code of Conduct and the disciplinary system of Pro-Ed Akademie as included in the Policy of the school.
8. I/We hereby confirm that the school is allowed to use imagery of my child in any publication, in any format.

Signed at on day of

Signature(s) of
Parent(s) /
Guardian(s):

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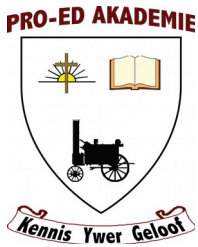
INDEMNITY

I/We the parent(s)/guardian(s) of (name of learner) indemnify unconditionally and without restriction Pro-Ed Akademie and/or the shareholders of Pro-Ed Akademie or any person employed by Pro-Ed Akademie or any person acting on behalf of Pro-Ed Akademie against any losses, claims, injury or death that may be caused to the above learner by virtue of his or her use of any of the facilities provided by Pro-Ed Akademie.

Signed at on day of

Signature(s) of
Parent(s) /
Guardian(s):

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MEMORANDUM OF AGREEMENT

entered into between

PRO-ED AKADEMIE PARENTS ASSOCIATION hereafter PEAPA

and

(names of both Parents / guardians) hereafter **PARENT**

To both PEAPA and PARENT are hereafter referred to as “Parties”

DEFINITION

PRO-ED AKADEMIE (PEA): is a duly registered educational institution with the Namibian Ministry of Education;

PRO-ED AKADEMIE PARENTS ASSOCIATION (PEAPA): is the legal entity through which PEA operates as an educational institution;

PARENT: the person(s) (either parent(s) or legal guardian(s)) whom, by signing this document, accepts responsibility for the timely payment of all monies due to PEAPA;

MONIES : are school fees, other fees and any other amounts due to PEAPA which may arise, either directly or indirectly, from a child being educated by the PEA;

CHILD : is a learner or learners enrolled at PEA.

After the parent had decided to enrol the child/children indicated below at the PEA in agreement with stipulated conditions, and the PEA Board decided to accept such child(ren), the parties involved agree as follows:

1. The parent undertakes to honor duties and responsibilities due to the PEA promptly;
2. School fees will be paid monthly in advance, before or on the 7th day of every month;
3. Any other amounts will be paid on receipt of invoice; is a learner or learners enrolled at PEA.
4. 20% Interest will be charged on accounts in arrears;
5. The PEAPA will issue monthly statements with regards to outstanding fees and invoices will be available on request;
6. Not debt shall be set off between the parties;
7. Should fees be in arrears exceeding 60 days, the PEAPA has the right to terminate education of the child(ren) involved;

- 8. I will acquaint myself with the rules and disciplinary code of the school and undertake to abide by them and to make sure my child(ren) does/do the same. We shall support, protect and promote the norms, spirit and character of the school;
- 9. Both parties agree to the jurisdiction of the Magistrate’s Court, even in the event that the amount claimed exceeds the jurisdiction of the mentioned court.

The following learners will be regarded as “CHILD” in terms of this agreement:

NAME & SURNAME

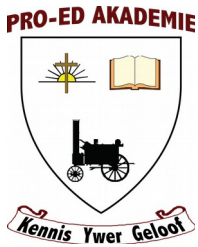
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2.	<input type="text"/>	Grade	<input type="text"/>
3.	<input type="text"/>	Grade	<input type="text"/>
4.	<input type="text"/>	Grade	<input type="text"/>

Agreed to and signed at on day of

PARENT / LEGAL GUARDIAN 1

PARENT / LEGAL GUARDIAN 2

For/PEAPA



INDEMNITY FORM (MINORS)

I/We, , the parent(s) / guardian(s) of

1. give permission for my child to go on school or any other excursions, as approved by the School Board, as well as for my child to be transported during such excursion(s);
2. give permission to the teacher or supervisory person in charge at the time, to administer medical treatment or allow my child to receive medical treatment;
3. expect my child to adhere to the rules and to submit to the teacher or supervisory person appointed to be in charge at the time;
4. declare that this document will be valid for the duration of my child's involvement with PEA.
5. I/We indemnify the teacher(s) or supervisory person appointed, from any legal claim should anything happen to the above-mentioned child(ren) during any excursion or as a result of any circumstances beyond the control of such teacher(s) and/or person appointed in a supervisory capacity at the time.

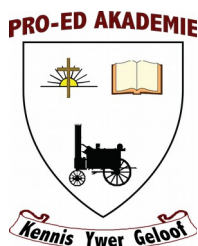
Signed at on day of

PARENT / LEGAL GUARDIAN 1

Witness: _____ (1)

PARENT / LEGAL GUARDIAN 2

Witness: _____ (2)



Pro-Ed Akademie

'n Skool met 'n verskil...

Posbus 2085, Swakopmund
Tel: 064-405689 | Fax: 064-405896



DEBIT ORDER APPLICATION – please attach copy of ID

PARENT / LEGAL GUARDIAN DETAILS:

Name of Account Holder :

Bank Name :

Branch Name: Branch Code:

Account Number : Cheque or Savings

Effective (first payment date) :

Preferred Payment Date : 25th or Month End or 1 st or Other

Frequency Period : Monthly or Annually

Amount Payable: - (Words)

I herewith give permission that the debit order amount be adjusted annually, in accordance with annual adjustment on school fees, as approved by the Pro-Ed Akademie Board.

In case of any changes on the above, or where the learner(s) listed below will no longer be enrolled with Pro-Ed Akademie, I undertake to give one month's written notice.

Name & Signature of account holder

Signature verified (Witness)

Date

Student(s) Enrolled :

BENEFICIARY DETAILS:

Account Number : 8001014576

Bank Details : Bank Windhoek - Swakopmund (481-772)

Beneficiary Name : Pro-Ed Akademie

Debit Order Ref. No. : _____ (for office use only)