



☎ 065-245-823 / 085 780 3215 / 081 263 1558  
 ✉ Info@wendyprivateschool.com  
 admin@wendyprivateschool.com  
 📍 P.O BOX 2958 Ondangwa

**WELCOME TO WENDY PRIVATE SCHOOL**

Congratulations that you have interest to join the *Wendy Private School Community*. It is a Privilege to have you in this school. As a Private institution we sustain the learning and teaching process through your support, both financially and socially. Be kindly informed that by registering your child in this school you agree by default that you are obliged to meet financial obligation of school fees - to be paid from **January to December** including Holidays. By signing this contract you are entering a 12 –month contract that needs diligent performance from your side and no defaulting. This is a pre-condition to be made clear to all parents and guardians of the learners enrolled at Wendy. **Kindly note that the registration fee of N\$ 200.00 is non Refundable.**

**APPLICATION FORM FOR ADMISSION – 2025**

Name .....Surname .....

Date of birth ..... Gender .....

Previous School.....

NATIONALITY: .....REGION: .....

**RELIGION (Tick Applicable)**

Christianity	<input type="checkbox"/>
Muslim	<input type="checkbox"/>
Other	<input type="checkbox"/>

DENOMINATION/CHURCH.....

PRESENT GRADE..... GRADE APPLIED FOR .....

PARENTS/GUARDIAN:.....

POSTAL ADDRESS: .....

RESIDENTIAL ADDRESS: .....



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FATHER'S NAME: .....

WORKPLACE:.....OCCUPATION:.....

CONTACT NUMBER (W)..... (CELL) .....

MOTHER NAME: .....

WORKPLACE:.....OCCUPATION:.....

CONTACT NUMBER (W)..... (CELL) .....

**Important terms and conditions**

1. **NB:** By registering a learner in the secondary phase and signing this form implies that you have duly accepted that in case of extra tuition such as, holiday lessons or examination camping; it is compulsory for your child to participate without fail, and costs involved shall be determined by the school management.
2. Re-registration is a must for all continuing learners every year to secure their place for the following academic year.
3. Learners' school fees must be fully paid up to that month of closing/issuing of the report in order for the learner to receive the school report each term/ semester.
4. In case of school trip, excursions tours or any school related travel, as a parent.  
I .....(parent name) grant my permission and indemnity declaration for any loss, injury or damage to the child/child's property during travel.



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**SCHOOL FEES SURETY DECLARATION**

This section should be completed **ONLY** by the person responsible for paying the learners' school fees. This is the person, whom the school will contact if there is fees arrears.

Full Name:.....

Occupation:.....

Contact details: .....

Workplace (Physical Address) (Attach proof of residence).....

Postal Address.....

**CONFIRMATION PROMPTS**

Are you person responsible for the school fees?

Will you pay school fees on time?

Did you give your correct details?

I ..... hereby declare that I will be solely responsible for the school fees for ..... (*learner's Name*) and ensure payment is done before the 3<sup>rd</sup> of every month. Failing to do so, I authorize the school not to allow the child in class or alternatively take a legal action.

Signature:..... Date:.....

Witness (Finance):.....Date:.....