



LINGUA PRIVATE SCHOOL APPLICATION FORM



HOSTEL ACCOMMODATION AVAILABLE

Year applied for:

Do you wish to apply for hostel accommodation? YES NO

15 Dr. Kuaima Riruako Str. Erf 468; 8058 Schweitzer Str.; 961 Hosea Kutako Drive (Opposite Pionierspark Cemetery) Windhoek-West,
P.O. BOX 50097, Bachbrecht; Windhoek, Namibia* Tel: +26461 – 301032/4/5
E-Mail: info@linguaprivateschool.com
Web: www.linguaprivateschool.com

LINGUA PRIVATE SCHOOL

Towards Educational Excellence

Reg No. NXE60



LINGUA PRIVATE SCHOOL APPLICATION FORM

FOR OFFICE USE

The signed application form must be accompanied by the following:	✓	Date received	Administrator
1) Certified copies of the last school report			
2) Id/Passport photo			
3) Certified copy of the ID/Passport of the student			
4) Certified copies of both parent's/guardian(s) identity documents/passports			
5) Proof of payment of all upfront payments			
• Registration fee			
• Sport & Culture Fee			
• Development Fee			
• 1 st Monthly Installment			
• Annual Full Tuition Fees			

GRADE APPLIED FOR (Please tick)

GRADE 11

Grade 11 Full-time:

Grade 11 part-time:

Grade 11 Distance / E-learning:

STUDENT PARTICULARS

Surname			
First name			
Middle names			
Date of birth	Age		
Identity number	Passport number		
Nationality	Home language		
Other languages	Telephone no. (h)		
Telephone no. (w)	Cellphone number		
Email address			
Street address			

PREVIOUS SCHOOL INFORMATION

Name of last school attended			
Last grade completed	Year completed		
Telephone number	Email address		
Town / City	Country		

MEDICAL INFORMATION

Allergies	
Physical disabilities	

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Medical condition	
Name of family doctor	
Contact number of family doctor	
Any other confidential information you would like to share with the school	

**SIBLINGS PREVIOUSLY OR CURRENTLY AT LINGUA PRIVATE SCHOOL OR LINGUA COLLEGE
(INTERNATIONAL TRAINING COLLEGE-LINGUA)**

(For more than one sibling, 10% Discount per sibling registered at any time)

Name of siblings previously/currently at Lingua Private School	
Grade/Qualification registered for	
Year(s) registered at the School/College	

PARENTS/GUARDIANS INFORMATION

FATHER / GUARDIAN

Surname		Identity Number	
First names		Passport number	

Street address	
Postal address	
E-mail address	

Telephone number (h)		Telephone number (w)	
1 st Cellphone number		2 nd Cellphone number	

Marital status	Married	Single	Divorced	Widowed	Separated
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MOTHER / GUARDIAN

Surname		Identity Number	
First names		Passport number	

Street address	
Postal address	
E-mail address	

Telephone number (h)		Telephone number (w)	
1 st Cellphone number		2 nd Cellphone number	

Marital status	Married	Single	Divorced	Widowed	Separated
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DETAILS OF PERSON RESPONSIBLE FOR FEES

Surname		First Names	
Identity number		Passport number	
Tel number (h)		Tel number (w)	Cellphone number
Street address			

CONTACT PERSON IN CASE OF EMERGENCY

(Name and contact number of a family member or friend to be contacted in emergencies when parents are not available)

Name & Surname		Relationship	
Tel number (h)		Tel number (w)	Cellphone number

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Street address	
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Sportswear is not included in the school fees. Students/Parents must buy these at additional cost.

EXTRA-CURRICULAR ACTIVITIES

(Students must participate in at least 1 (one) Sport or 1 (one) Cultural Activity)

Sport	✓	Culture	✓	Activities that will require additional fees (external coaches)	✓
Athletics		School Choir		Tennis	
Netball		Public Speaking & Debating Club		Golf	
Soccer		Drama		Cricket	
Rugby		Book club		Dancing	
Volleyball				Swimming	
Basketball				Piano classes	
Hockey				Guitar classes	
Chess				Saxophone classes	
Fitness club					
Walking/Running club					
Cycling					

Students must buy their own sport gear and equipment (e.g. hockey sticks, etc.)

I.T. Equipment

Lingua Private School is joining the revolution!

- All Lingua Private School students are required to have a Tablet/PC/Laptop/Smartphone which shall be used daily in the classrooms for lessons and lectures. Tablet/PC/Laptop/Smartphone are not included in the fees of Lingua Private School.
- As from January 2023 notes, homework, etc. will be available as e-learning material and used in the classrooms. Recommended Tablet/PC/Laptop/Smartphone must be purchased by parents from IT stores.
- Parents must ensure that their child's Tablet/PC/Laptop/Smartphone and all other belongings of value are INSURED at all times.
- Students will have to take responsibility of their own Tablet/PC/Laptop/Smartphone during and after school hours. Lingua Private School will not take responsibility for any loss or theft.

GRADE 11

- Grade 11 part time candidates are those students who repeat or register as a part-time candidate under the conditions of the Ministry of Education, Arts & Culture. These candidates are allowed to attend classes on a full-time, part-time or distance basis.
- Where there are less than 12 students registered for a subject, no full-time or part-time classes will be offered. Students will be registered as distance/e-learning students.
- Whether a Grade 11 student studies 1 or 6 subjects on a full-time basis, they are considered part of the High School and are thus encouraged to participate in sport and culture activities.
- School uniform is compulsory for students attending full-time classes and the school rules must be adhered to.
- All Lingua Private School students are required to have a Tablet/PC/Laptop/Smartphone which shall be used daily in the classrooms for lessons and lectures. Tablet/PC/Laptop/Smartphone are not included in the fees of Lingua Private School.

GRADE 11 - SUBJECT CHOICE

- Grade 11 (New Curriculum) offered part time and full time
- Part-time candidates refer to students who are only allowed to study under the **6 Point system – Please see below** - conditions of the Ministry of Education, Art & Culture.
- The following conditions apply for Students studying the Grade 11 (NSSCO) curriculum:

Science Field	Commerce Field 1	Commerce Field 2	Humanities Field
Afrikaans 1 st Language	Afrikaans 1 st Language	Afrikaans 1 st Language	Afrikaans 1 st Language
Afrikaans 2 nd Language	Afrikaans 2 nd Language	Afrikaans 2 nd Language	Afrikaans 2 nd Language
English 1 st Language	English 1 st Language	English 1 st Language	English 1 st Language
English 2 nd Language	English 2 nd Language	English 2 nd Language	English 2 nd Language
French	French	French	French
Mathematics	Mathematics	Mathematics	Mathematics
Chemistry	Accounting	Business Studies	History
Physics	Economics/Business Studies	Entrepreneurship	Geography
Biology	Business St/Entrepreneurship	Economics	Development Studies

6 POINT SYSTEM

- Maximum points for NSSCO/NSSCAS is 6 Points to be studied for Part-time candidates
- A subject repeated (re-sit) for the grade = 1 point
- A new subject (first time taker) studied for the grade = 2 points

- A part-time candidate is permitted to register for a maximum of six ordinary level repeat (re-sit) subjects.
- No new subjects are allowed. Thus, students registering for the first time for either grade 11 or 12, are not allowed to choose 6 subjects.

$$6 \times 1 = 6$$

Other permissible combinations are as follow:

- | | |
|---|---|
| • 5 repeat subjects, no new subject | $5 \times 1 = 5$ |
| • Maximum 4 repeat subjects + one new subject | $(4 \times 1 = 4) + (1 \times 2 = 2) = 6$ |
| • 2 repeat subjects + 2 new subjects | $(2 \times 1 = 2) + (2 \times 2 = 4) = 6$ |
| • 3 new subjects | $3 \times 2 = 6$ |

**Please tick in the space provided the chosen Field of Study
and select the 2nd language of your choice**

GRADE 11 SUBJECTS (NSSCO)

Afrikaans 1 st Language	
Afrikaans 2 nd Language	
English Language 1 st Language	
English Language 2 nd Language	
Mathematics	
History	
Physics	
Geography	

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Accounting	
Chemistry	
Economics	
Biology	
Business Studies	
Development Studies	

Declaration by Person responsible for Fees and parents / guardians / students understanding of rules and regulations of Lingua Private School

I _____ (Print name in full) of the parent/legal guardian of applicant/student responsible for his/her own payment) hereby declare that I fully understand and accept the conditions as set by Lingua Private School. Furthermore, I do understand and accept that no refunds will be done on registration and upfront payment of tuition fees.

I/We also declare that I/we understand that failure to pay by the end of every month will automatically result in being handed over to debt collectors/ lawyers and that I/we will be liable for all legal costs.

Monthly installments must be paid at the latest by the 3rd of each month. Failure to pay before the 3rd, will result in a 10% monthly interest and the student will not be allowed to attend classes unless the fees are paid.

Parents/Legal Guardians and students further understand the following:

- 1) That written notice of **one full term** is required should the parent/guardian/student wish to withdraw a student from the school.
- 2) Should notice be received in the middle of a term, the following term's fees will be due in lieu of notice.
- 3) Non-Namibians should apply for a study permit with the Ministry of Home Affairs. The school will assist where necessary, but the financial obligation with regard to study permits remain the responsibility of the parent/guardian/student.
- 4) A Minimum of 12 (full-time and part time) students is required for face to face classes to run. If numbers do not meet the minimum all students will be transferred to distance/online learning mode.

PHOTOGRAPHY AND VIDEOGRAPHY PERMISSION AND CONSENT

While a student at Lingua Private School, my child/ I as a student may participate in events, activities or other situations where School representatives take photographs or video recordings of my participation ("Events"). I understand that by signing this form, I am giving my permission to the school to take and use photographs, video and/or audio ("recordings") and use the recordings subject to the terms and conditions below:

- 1) I hereby give the school permission (a) to take photographs of me/my child and/or to record my/my child's name, title, voice, image, and likeness in connection with my/my child's participation in school events; and (b) to use my/my child's name, title, voice, image, and likeness in connection with the recordings for the purposes set forth in paragraph 2.
- 2) In connection with my grant of permission pursuant to paragraph 1 above, I understand that the Lingua Private School may use the recordings for the purpose of the school's education, marketing, alumni, and fundraising activities in any media to include: magazines, newspapers, trade journals, annual reports, booklets, pamphlets, newsletters, advertisements, and other promotional materials; classroom and online course materials; the school website and its related social media sites;
- 3) The school has no obligation to pay me/ my child a fee or royalty regarding the use of the recordings consistent with paragraph 2 above.
- 4) I understand the school shall own the recordings and may edit, duplicate, and distribute the recordings in perpetuity consistent with paragraph 2 above. I intend to be legally bound by this permission.

My parent/guardian is also signing because I am younger than 18 years of age.

Signed at (Place)..... on (Date).....

.....
Signature of student

.....
Signature: (Mother / Guardian)

.....
Signature: (Father / Guardian)

FOR OFFICE USE

Date received	
Admin name & surname	
Admin signature	
Recommendation	
Student number	