



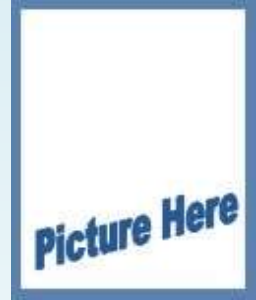
# Horizon College

*Grow in the Light.*

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Tel: 061 235 111

25 Jordaan Street,  
Pioneerspark,  
Windhoek



## Application for Admission

Please complete each section in **BLOCK LETTERS** using Black Ink

### Section 1: CHILD'S PERSONAL DETAILS

**Birth Certificate MUST be attached!**

|                     |  |                                   |        |
|---------------------|--|-----------------------------------|--------|
| Family Name         |  | Child's Name                      |        |
| Date of Birth       |  | Place of Birth                    |        |
| Nationality         |  | Male                              | Female |
| PO Box              |  |                                   |        |
| Residential Address |  | Child's Cell phone Number<br>+264 | Email: |

Name and classes of any brother(s)/sister(s) already attending the school \_\_\_\_\_

\_\_\_\_\_

Language(s) commonly spoken at home: (1): \_\_\_\_\_ (2): \_\_\_\_\_

### Section 2: ACADEMIC DETAILS

Class in which admission is sought: \_\_\_\_\_

|           |  |
|-----------|--|
| Full Time |  |
| Part Time |  |
| Satellite |  |

Name(s) of school(s) attended in the past and dates of attendance:

| Name of School (Any City/Country) | Class | from | To |
|-----------------------------------|-------|------|----|
|                                   |       |      |    |
|                                   |       |      |    |
|                                   |       |      |    |

### Section 3: PERSONALITY AND HEALTH

Please provide details of any special aspects of your child's personality:

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Please provide information if your child has any health problem requiring special attention:

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### Section 4: PARENT / GUARDIAN DATA

|                  |  |             |  |
|------------------|--|-------------|--|
| Father's Name    |  |             |  |
| Profession       |  | Designation |  |
| Organization     |  |             |  |
| Office Address   |  |             |  |
| Office Telephone |  | Cell phone: |  |
| Email:           |  |             |  |

|                  |  |             |  |
|------------------|--|-------------|--|
| Mother's Name    |  |             |  |
| Profession       |  | Designation |  |
| Organization     |  |             |  |
| Office Address   |  |             |  |
| Office Telephone |  | Cell phone: |  |
| Email:           |  |             |  |

## Section 5: DECLARATION

*I confirm that, to the best of my knowledge, the information provided in this form is correct. I have understood and agree to abide by all school rules including school discipline, inter-school/city transfers and tuition fee payment and refunds. (NO REFUNDS ON ANY PAYMENTS) I also acknowledge that while the school does its best to ensure the safety of each child's life, health and property, the tutor centre cannot be held responsible for any damage to these. Regarding payments – after the 7<sup>th</sup> of every month our financial administrator will review the payments. If in arrears a 7% interest will be added to your debt.*

*If you choose to unenroll your child from Horizon College a 3-month notice is mandatory and must be given in writing to both the office and the principal.*

\_\_\_\_\_  
Signature of Parent/ Guardian

\_\_\_\_\_  
Date

Signatory's Name: \_\_\_\_\_

Signatory's Relation with the Child: \_\_\_\_\_

## Section 6: ADMISSION PROCEDURE

**1. Compulsory documents:**

- Birth Certificate
- Health Certificate (If Applicable)
- Medical Aid Card (Only Full Time Students)
- 1 Passport Photo
- POP of Registration Fee (Non-refundable)

**2. The child's admission / enrolment must be confirmed, and all dues paid within 3 days of date of offer.**

### **Bank Details**

Bank Windhoek

Acc Name: Educational Consultancy Services

Acc Number: 8040425305

Branch Code: 483871

# HORIZON COLLEGE

## PRICE STRUCTURE: FULL TIME

**Including:** both **FACE TO FACE** and **ONLINE** classes by *Facilitators/Tutors*.

**Stages 1 – 6:** Sport PlayBox      Life Skills  
Chess                                      Arts and Crafts  
Code4Kids

## FOUNDATION PHASE: GRADE R TO 2: (PHONICS+STAGE 1-2)

School fees: N\$3 110.00      Payable for 12 months

Registration/Administration:      N\$3 110.00

## FOUNDATION PHASE: GRADE 3 TO 4: (STAGE 3-4)

School fees: N\$3 460.00      Payable for 12 months

Registration/Administration:      N\$3 460.00

## FOUNDATION PHASE: GRADE 5 TO 6: (STAGE 5-6)

School fees: N\$3 910.00      Payable for 12 months

Registration/Administration:      N\$3 910.00

## KEY STAGE 3 YEAR 7 & 8: (FOUNDATION 1 & 2)

School fees: N\$3 750.00      Payable for 12 months

Registration/Administration:      N\$3 750.00

## FET PHASE: GRADE 9 TO 13: (IGCSE/AS/A LEVELS)

School fees: N\$3 950.00      Payable for 12 months

Registration/Administration:      N\$3 950.00

## PRICE FOR GRADE R TO 12 EXCLUSIVE: (FULL TIME STUDENT))

- CAMBRIDGE INTERNATIONAL EXAMINATION fees
- Curriculum fees and Textbooks

## PRICE FOR PART TIME STUDENTS: (GRADE R – 12)

- N\$2000.00 per month administration + monitoring fees
- Additional fees for enrolment for external & internal exams/practical

## PRICE FOR SATELLITE STUDENTS: (GRADE R – 12)

- Registration fee dependable on the applied tuition fee
- Additional fee per class attended at the tutor centre
- Additional fees for enrolment for external & internal exams/practical

# FOR OFFICE USE ONLY

Form Check by

Birth Certificate Provided Yes:

Photograph Provided Yes:

School Leaving Certificate Yes:

Medical Aid copy Yes:

Tuition Fee: Yes:

Date: \_\_\_\_\_

Child Interviewed By:

Parent Interviewed By:

Acceptance / Rejection

**A**

**R**

Reason For rejection:

Registration Fee Paid On:

Cash

Or EFT:

Total Cash

\_\_\_\_\_  
*Signatures of Head of School*



CAMBRILEARN is our affiliates situated in South Africa.

Cambrilearn provides an online platform which follows the British curriculum.

Horizon College facilitators along with Cambrilearn guides our students through their courses.

Our aim is to provide Internationally recognized Education to our students.

## PRIMARY STAGES 0-6

### CAMBRILEARN FEES BRITISH CURRICULUM (fees are calculated according to the exchange rate)

| Learning to Read - USD   |          |                            |                            |
|--------------------------|----------|----------------------------|----------------------------|
|                          |          | Standard Package (Upfront) | Standard Package (Monthly) |
| Phonics                  | 1        | \$ 275.00                  | \$ 32.45                   |
| <b>Total</b>             | <b>1</b> | <b>\$ 275.00</b>           | <b>\$ 32.45</b>            |
| Primary Stages 1-3 - USD |          |                            |                            |
|                          |          | Standard Package (Upfront) | Standard Package (Monthly) |
| English                  | 1        | \$ 213.00                  | \$ 25.13                   |
| Maths                    | 1        | \$ 213.00                  | \$ 25.13                   |
| Science                  | 1        | \$ 213.00                  | \$ 25.13                   |
| <b>Total</b>             | <b>3</b> | <b>\$ 639.00</b>           | <b>\$ 75.39</b>            |
| Primary Stages 4-6 - USD |          |                            |                            |
|                          |          | Standard Package (Upfront) | Standard Package (Monthly) |
| English                  | 0        | \$ 283.00                  | \$ 33.39                   |
| Maths                    | 1        | \$ 283.00                  | \$ 33.39                   |
| Science                  | 1        | \$ 283.00                  | \$ 33.39                   |
| <b>Total</b>             | <b>2</b> | <b>\$ 566.00</b>           | <b>\$ 66.78</b>            |



### PRIMARY STAGES 0-6

### CAMBRILEARN FEES CAPS CURRICULUM (fees are calculated according to the exchange rate)

| CAPS Grade 1-3 USD |                                   |  |
|--------------------|-----------------------------------|--|
|                    | <b>Standard package (upfront)</b> |  |
| Afrikaans          | \$273.00                          |  |
|                    |                                   |  |
| CAPS Grade 4-6 USD |                                   |  |
|                    | <b>Standard package (upfront)</b> |  |
| Afrikaans          | \$401.00                          |  |
|                    |                                   |  |

Horizon College caters for students wishing to take additional subjects on Cambrilearn's CAPS curriculum e.g. Afrikaans.

Fees are subject to change throughout the year

Last updated: 23/08/2024



**Horizon College**

## SUBJECT CHOICES FORM

Parent/Guardian full name: \_\_\_\_\_

Email address: \_\_\_\_\_

Student full name: \_\_\_\_\_

Stage/Grade/Phase: \_\_\_\_\_

Platform (GENEX/CAMBRILEARN): \_\_\_\_\_

### Subject choices:

|  |
|--|
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |

- **YEAR 7 & 8**-N\$5500.00/subject
- **IGCSE 1 + 2(Year 9+10)**- N\$6500/subject
- **AS LEVEL** - N\$9600.00/subject

**PAYABLE IN 12 INSTALLMENTS**

**STAGE 0-6 -CAMBRILEARN PRICES DEPENDS ON THE EXCHANGE RATE (US TO NAD)**



GENEX is our affiliates situated in South Africa. GENEX is a Cambridge International Associate with various branches in South Africa. They provide us with a platform containing Internationally recognized educational material in order to, along with us, guide our students throughout their studies.

| <p><b>YEAR 7 &amp; 8</b></p> <p>N\$5500.00/subject</p>  | <p><b>WHAT SUBJECTS ARE AVAILABLE?</b></p> <p><b>IGCSE 1 + 2 (Year 9+10)</b></p> <p>N\$6500/subject<br/>PAYABLE IN 12 INSTALLMENTS</p>   |   |
|---|--|---|
| <p><b>Lower Secondary</b></p> <p>N\$5500.00/subject (payable over 12 months N\$458.33/month/subject)</p>  | <p><b>Upper Secondary</b></p> <p>N\$6500.00/subject (payable over 12 months-N\$541.67/month/subject)</p>   |   |
| <p><b>Year 7 &amp; 8:</b></p> <ul style="list-style-type: none"> <li>▪ English</li> <li>▪ Math</li> <li>▪ Science (comb. Biology, Chemistry, Physics)</li> <li>▪ Accounting</li> <li>▪ Afrikaans</li> <li>▪ Business Studies</li> <li>▪ Social Studies</li> </ul> | <p><b>IGCSE 1 (Year 9):</b></p> <ul style="list-style-type: none"> <li>▪ IGCSE English</li> <li>▪ IGCSE Mathematics</li> <li>▪ IGCSE Biology</li> <li>▪ IGCSE German Foreign Language</li> <li>▪ IGCSE Physics</li> <li>▪ IGCSE Chemistry</li> <li>▪ IGCSE Accounting</li> <li>▪ IGCSE Business Studies</li> <li>▪ IGCSE Geography</li> <li>▪ IGCSE Afrikaans</li> <li>▪ IGCSE History</li> <li>▪ IGCSE Economics</li> </ul> | <p><b>IGCSE 2 (Year 10 / 11):</b></p> <ul style="list-style-type: none"> <li>▪ IGCSE 2 English</li> <li>▪ IGCSE 2 Mathematics Core</li> <li>▪ IGCSE 2 Physics</li> <li>▪ IGCSE 2 Chemistry</li> <li>▪ IGCSE 2 Biology</li> <li>▪ IGCSE 2 Mathematics Extended</li> <li>▪ IGCSE 2 Accounting</li> <li>▪ IGCSE 2 Business Studies</li> <li>▪ IGCSE 2 Geography</li> <li>▪ IGCSE 2 Afrikaans</li> <li>▪ IGCSE 2 German Foreign Language</li> <li>▪ IGCSE 2 History</li> <li>▪ IGCSE 2 Economics</li> </ul> |
| <p><b>AS LEVEL:</b></p> <p>N\$9600.00/subject (payable over 12 months-N\$800.00/month/subject)</p>  |  |   |
| <ul style="list-style-type: none"> <li>▪ AS Biology</li> <li>▪ AS Chemistry</li> <li>▪ AS English</li> <li>▪ AS Business Studies</li> <li>▪ AS Accounting</li> <li>▪ AS Economics</li> </ul>  | <ul style="list-style-type: none"> <li>▪ AS Physics</li> <li>▪ AS Geography</li> <li>▪ AS History</li> <li>▪ AS Mathematics</li> <li>▪ AS Afrikaans</li> <li>▪ AS German</li> </ul>  |   |

Please note these fees exclude the Cambridge International Examination fees.

Last updated 20/09/2023



# CODE OF CONDUCT ACKNOWLEDGEMENT FORM

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## Parent/Guardian:

I hereby acknowledge that I have read and understand the adjusted Horizon College Code of Conduct and will be responsible for adhering to all student and parent/guardian rights and responsibilities.

## Student/s:

I hereby acknowledge that I understand that as a Horizon College student, I must adhere to the student rights and responsibilities of this institutions. I further acknowledge that I have read and understand all my obligations, duties, and responsibilities under each principle and provision of the Horizon College Code of Conduct and will read and understand all my obligations, duties, and responsibilities under all future amendments and modifications thereto. I understand that any violations of the Code of Conduct may result in disciplinary action including suspension, and/or expulsion.

I certify that I have received a copy of the Code of Conduct:

Student's Signature \_\_\_\_\_

Date \_\_\_\_\_

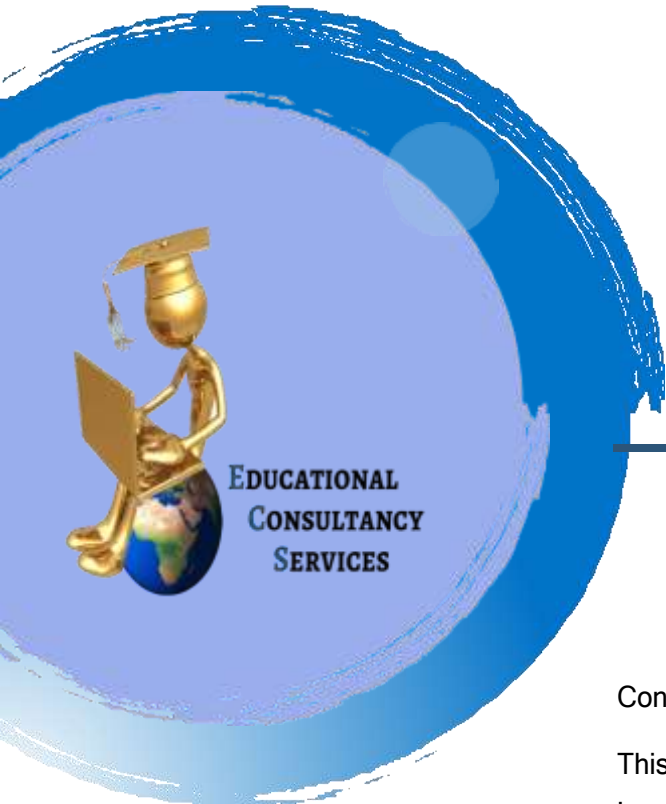
Student's Name \_\_\_\_\_

Parent/Guardian's Signature \_\_\_\_\_

Date \_\_\_\_\_

Parent/Guardian's Name \_\_\_\_\_

\*\*\* Please return this form signed\*\*\*



## HORIZON COLLEGE CONTRACT

Contract for Tuition and Platform Fees

This agreement ("Agreement") is entered into on \_\_\_\_\_  
between Parent's / Guardian's / Student's Name:  
\_\_\_\_\_ and Horizon College  
("Tutor Center").

### 1. Services:

- The Tutor Center agrees to provide educational services including but not limited to tutoring, mentoring, and educational materials for the Student.
- The services will commence on \_\_\_\_\_ and continue for a period of 12 months, ending on \_\_\_\_\_.

### 2. Fees:

- The Parent/Guardian/Student agrees to pay the Tutor Center the total fee as provided on the quotes and via email for the 12-month period.
- Payment shall be made in monthly installments of \_\_\_\_\_ on or before the 7th of each month.

### 3. Late Payments:

- In the event of late payments, the Tutor Center reserves the right to charge a late fee of 7 % or take appropriate action as permitted by law.

### 4. Cancellation/Refunds:

- The Student/Parent/Guardian understands that this contract is binding for the entire 12-month period.



No. 8 Simeon  
Shixungileni Street,  
Southern Industrial,  
Windhoek



0813061577/061 235  
111



mkatthage@ecsnamibia.  
com



www.ecsnamibia.com





- If the Student/Parent/Guardian wishes to terminate this agreement before the completion of the 12-month period, no refunds or credits for prepaid but unused services will be provided by the Tutor Center.
- a 3 month notice must be given to unenroll the student.

**5. Responsibilities:**

- The Tutor Center agrees to provide qualified instructors, suitable learning materials, and a conducive learning environment.
- The Student agrees to attend scheduled sessions, complete assigned work, and adhere to the rules and guidelines of the Tutor Center.

**6. Changes to Services:**

- Any changes or modifications to the services provided must be mutually agreed upon in writing by both parties.

**7. Entire Agreement:**

- This Agreement constitutes the entire understanding between the parties and supersedes all prior agreements, whether written or oral.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date first above written.

\_\_\_\_\_  
[Student's Name/Guardian's Signature]  
Date: \_\_\_\_\_

\_\_\_\_\_  
[Tutor Center's Representative Signature]  
Date: \_\_\_\_\_





## **RELEASE OF LIABILITY, WAIVER OF CLAIMS, ASSUMPTION OF RISKS AND INDEMNITY AGREEMENT**

### **DISCLAIMER CLAUSE**

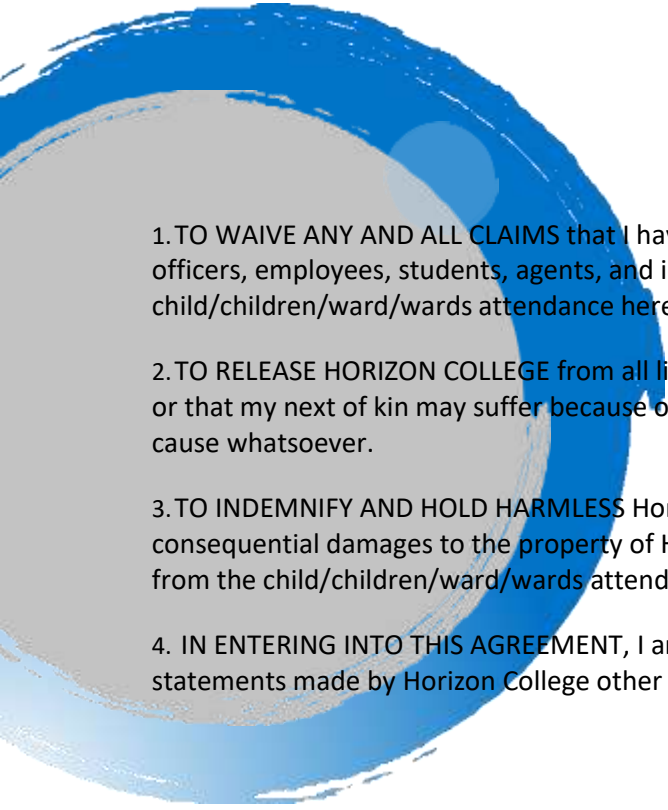
I agree that Horizon College their agents, officers, directors, employees, volunteers, and representatives are not responsible for any death, illness, injury, loss, or damage of any kind while my child/children/ward/wards are enrolled at Horizon College and participates in all related activities or trips, caused in any manner whatsoever.

### **DESCRIPTION OF RISKS**

1. **TRAVEL:** the risks associated with travel and all related activities including transport by public or private motor vehicle, buses, aircraft, etc.
2. **WEATHER:** any injury, illness, death, loss, or damage resulting from exposure to weather elements
3. **PHYSICAL (Playground and other associated activities):** physical injuries such as muscular injuries, bruises, scrapes, cuts, sprains, dislocations, broken bones, and head, facial or dental injuries which might result from an accidental injury; illness resulting from food poisoning or parasites: and the possibilities of physical confrontations whether caused by my child/children/ward/wards or some other person or persons resulting in injuries and/or death.

### **RELEASE OF LIABILITY, WAIVER OF CLAIMS AND INDEMNITY**

In consideration of Horizon College allowing my child/children/ward/wards to attend the centre and all related activities, I agree as follows:

- 
1. TO WAIVE ANY AND ALL CLAIMS that I have or may have against Horizon College, and their members, officers, employees, students, agents, and independent contractors because of my child/children/ward/wards attendance here at Horizon College and all related activities.
  2. TO RELEASE HORIZON COLLEGE from all liability for any loss, damage, injury, or expense that I may suffer, or that my next of kin may suffer because of attending Horizon College and all related activities due to any cause whatsoever.
  3. TO INDEMNIFY AND HOLD HARMLESS Horizon College from all liability for any damage including consequential damages to the property of Horizon College, or personal injury to, any third party, resulting from the child/children/ward/wards attendance at Horizon College and all related activities.
  4. IN ENTERING INTO THIS AGREEMENT, I am not relying upon any oral or written representations or statements made by Horizon College other than what is set forth in this agreement.

#### ACKNOWLEDGEMENT

I ACKNOWLEDGE THAT I HAVE READ AND UNDERSTOOD THIS AGREEMENT, that I have executed this agreement voluntarily, and that this agreement is to be binding upon my heirs, executors, administrators, representatives, and myself.

Full name & Surname \_\_\_\_\_

ID Number \_\_\_\_\_

Emergency contact \_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_

Signed this day of \_\_\_\_\_, 20\_\_\_\_\_, at \_\_\_\_\_.

.....

Signature of Parent/Guardian or Student





**Horizon College**

## STUDENT REFERENCE REPORT (CONFIDENTIAL)

To be completed by the current Head of School or any person with the knowledge to comment on the various areas concerning the student. One of your school's students has applied for admission to Horizon College. This confidential reference is part of our admissions process. The information provided in this report will enable us to more accurately place the student.

| STUDENT DETAILS         |  |
|-------------------------|--|
| Name of Current School  |  |
| Student's current grade |  |
| Full Name of student    |  |
| Student's Date of Birth |  |

| Student skills/personality  |  |
|---|--|
| Please rate the student on the following scale in the listed categories:<br>5 = excellent** 4 = good** 3 = average<br>2 = weak ** 1 = very Weak |  |
| Critical Thinking:  |  |
| Communication:  |  |
| Time Management:  |  |
| Adaptability:   |  |
| Collaboration:  |  |
| Self-Discipline:  |  |
| Creativity:   |  |
| Emotional Intelligence:   |  |
| Problem-Solving:  |  |
| Leadership:   |  |
| Cultural Awareness:   |  |
| Technology Proficiency:   |  |

| ACADEMIC ACHIEVEMENTS                     |         |               |
|---|---------|---------------|
| BELOW AVERAGE                             | AVERAGE | ABOVE AVERAGE |
|   |         |               |
| PARENT/GUARDIAN PARTICIPATION             |         |               |
| 1- Poor ** 2-Average ** 3-Good            |         |               |
| Parent participation in school activities |         |               |
| Payment of school fees                    |         |               |

| FINANCIAL CLEARANCE               |                           |                          |
|-----------------------------------|---------------------------|--------------------------|
| Annual fees previous year:<br>N\$ | Fees paid to date:<br>N\$ | Fees outstanding:<br>N\$ |
| Name of account holder:           | Identity number:          | Telephone number:        |

*\* Please attach a copy of applicant's statement with your school for at least one year.*

| Previous School Particulars                                 |  |
|---|--|
| Name of person completing this form                         |  |
| Position  |  |
| Contact number  |  |
| Email address   |  |
| Any additional comments regarding the student or financials |  |
|   |  |
|   |  |

| Signature | Date |
|-----------|------|
|           |      |

Horizon College

SCHOOL STAMP: