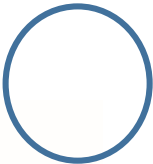


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JAKOB MARENGO SECONDARY SCHOOL
"EDUCATION FOR LIBERATION"

P. O. Box 1657, WINDHOEK
Email: nagirlch@iway.na

Tel: +264 61-262021
Fax: +264 61-263539

E-VERSION 141124

APPLICATION FOR REGISTRATION

STUDENT SURNAME:

STUDENT NAME(S):

GRADE:

OLD STUDENT (from 2024)

NEW STUDENT

For office use only

Accepted:	<input type="checkbox"/>
Not accepted:	<input type="checkbox"/>
Date Accepted:	
Outstanding document(s):	
General Comments:	

2025

.....

.....

Principal

Class Teacher

JAKOB MARENGO SECONDARY SCHOOL 2025 TUITION FEES

	GRADE 8	GRADE 9	GRADE 10	GRADE 11
January	950.00	950.00	950.00	1 100.00
February	950.00	950.00	950.00	1 100.00
March	950.00	950.00	950.00	1 500.00
April	950.00	950.00	950.00	1 500.00
May	1 425.00	1 425.00	1 425.00	1 500.00
June	950.00	950.00	950.00	1 100.00
July	950.00	950.00	950.00	1 200.00
August	950.00	950.00	950.00	1 200.00
September	1 425.00	1 425.00	1 425.00	1 200.00
October	950.00	950.00	950.00	0
November	950.00	950.00	950.00	0
December	0	0	0	0
OTHER FEES				
Registration Fee			N\$ 500.00 <i>once-off</i>	
School Development Fund			N\$ 300.00 <i>once-off</i>	
Digital Skills and Technology Fee			N\$ 450.00 <i>per term</i>	
Grade 11 NSSCO Examinations (DNEA)			N\$ 900.00	
TOTAL GRADE 8 – 10			N\$ 13 100.00	
TOTAL GRADE 11			N\$ 14 000.00	

All fees are calculated from January, irrespective of the month admitted.

- Payments must be made on or before the 5th of the month under review.
- NO CREDIT.
- Late payment will attract a surcharge (interest) of 10% of the amount.
- Arrears accumulated for more than one week after deadline may result in the suspension of the learner from classes.
- Legal action will be taken where arrears are outstanding for more than 60 days and no firm arrangement in writing has been made with Jakob Marengo Secondary School.

The following documents must be submitted with this application form:

- | | |
|---|---|
| 1. Recent passport photo of learner x 2 | 2. Copy of birth certificate/ID/passport of learner |
| 3. Progress report from previous school | 4. Transfer letter from previous school |
| 5. Copy of ID – parent/guardian 1 | 6. Copy of ID – parent/guardian 2 |
| 7. Copy of ID - account holder (if not a parent/guardian) | 8. Proof of address (municipal bill/rental agreement) |

SUBJECTS OFFERED

Grades 8 and 9

Note: The first six subjects (1-6) are compulsory and the last three (7-9) only one subject may be chosen, please TICK ONE where two subjects occur.

COMPULSORY SUBJECTS	1	English Language
	2	Mathematics
	3	Physical Science
	4	Life Science
	5	Geography
	6	History
Select ONE	7	Accounting <input type="checkbox"/> or Agriculture <input type="checkbox"/>
	8	Entrepreneurship <input type="checkbox"/> or Computer Studies <input type="checkbox"/>
	9	One Second Language Afrikaans <input type="checkbox"/> Portuguese <input type="checkbox"/>

Grades 10 and 11 (Ordinary Level)

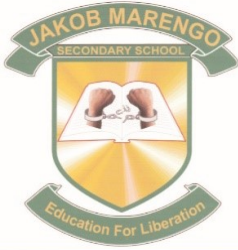
Note: The first four rows (1-4) are compulsory in each column (field of study), row five (5) TICK ONE subject and row six (6) TICK ONE language.

	Natural Sci (Ns2) <input type="checkbox"/>	Natural Sci (Ns3) <input type="checkbox"/>	Social Science (Ss1) <input type="checkbox"/>	Commerce <input type="checkbox"/>	
COMPULSORY	1	English Language	English Language	English Language	
	2	Mathematics	Mathematics	Mathematics	
	3	Physics	Biology	History	Accounting
	4	Chemistry	Agriculture	Geography	Business Studies
SELECT ONE	5	Biology	Development Studies <input type="checkbox"/> or Computer Studies <input type="checkbox"/>	Development Studies <input type="checkbox"/> or Computer Studies <input type="checkbox"/>	Development Studies <input type="checkbox"/> or Computer Studies <input type="checkbox"/>
	6	One 2 nd Language • Afrikaans <input type="checkbox"/> • Portuguese <input type="checkbox"/> • Oshindonga <input type="checkbox"/> • Oshikwanyama <input type="checkbox"/> • Otjiherero <input type="checkbox"/> • French <input type="checkbox"/>	One 2 nd Language • Afrikaans <input type="checkbox"/> • Portuguese <input type="checkbox"/> • Oshindonga <input type="checkbox"/> • Oshikwanyama <input type="checkbox"/> • Otjiherero <input type="checkbox"/> • French <input type="checkbox"/>	One 2 nd Language • Afrikaans <input type="checkbox"/> • Portuguese <input type="checkbox"/> • Oshindonga <input type="checkbox"/> • Oshikwanyama <input type="checkbox"/> • Otjiherero <input type="checkbox"/> • French <input type="checkbox"/>	One 2 nd Language • Afrikaans <input type="checkbox"/> • Portuguese <input type="checkbox"/> • Oshindonga <input type="checkbox"/> • Oshikwanyama <input type="checkbox"/> • Otjiherero <input type="checkbox"/> • French <input type="checkbox"/>

FOR OFFICE USE ONLY

PRINCIPAL: **CLASS TEACHER:**

DATE:/...../.....



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INDEMNITY AGREEMENT

Student Name: _____ Grade: _____

Parent/Guardian: _____

Home Address: _____

Postal Address: _____

Home Phone: _____ Work: _____ Cell: _____

In case of emergency contact: (name) _____

Relationship to student: _____ Contact No.: _____

I agree, in sound mind, to indemnify Jakob Marengo Secondary School, staff, or representatives and the Ministry of Education, Arts and Culture against any loss, damage, injury or death caused to any person or property for whatever reason or cause directly or indirectly whilst on Jakob Marengo Secondary School property and/or attending any event organised by the school. I also agree to indemnify Jakob Marengo Secondary School and the Ministry of Education, Arts and Culture from any claims or lawsuits brought against the school and staff by my child, others or myself that arise out of any behaviour/incident caused by my child at the school.

I have read the school rules and expect the learner to obey the school rules, respect all staff members and other learners.

Signature of
parent/guardian/applicant

Date

Declaration by Parent / Guardian / Applicant

I / We, the undersigned applicant/parent(s)/guardian(s) of the student referred to herein before (hereinafter referred to as "the Student"), do hereby apply for admission/re-admission of the Student as a scholar of Jakob Marengo Secondary School.

I / We have read and understood the content of this admission/re-admission form and all information supplied by me/us is correct.

I / We have omitted no relevant information.

I / We have read and understood the content of the Code of Conduct, Disciplinary Policy and Procedures of Jakob Marengo Secondary School.

I / We agree and confirm that this application for admission/re-admission of the Student to Jakob Marengo Secondary School shall be subject to:

1. Minimum admission/re-admission criteria, set by the school.
2. The payment of all relevant fees as set out in the School Fee Structure.
3. A Contract of Enrolment entered into by and between Jakob Marengo Secondary and the applicant/parent(s)/guardian(s) of the Student.
4. Written agreement by the applicant/parent(s)/guardian(s) of the student to abide by the Code of Conduct of Jakob Marengo Secondary School.
5. Written agreement by the Student to abide by the Code of Conduct of Jakob Marengo Secondary School.
6. The school receiving a signed copy of Jakob Marengo Secondary School Contract of Enrolment

SIGNED AT (PLACE) _____

ON (DATE) _____ / 202____ .

Applicant / Parent / Guardian 1 Signature

Parent / Guardian 2 Signature

UNDERTAKING OF RESPONSIBLE PERSON

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 contents.

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

I agree to honour 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 cut-off date.

I will provide my child with stationery and any other materials as it may be required by the school.

SIGNED AT (PLACE) _____

ON (DATE) _____ / _____ / 202_____

Name: _____

Signature: _____

JAKOB MARENGO SECONDARY SCHOOL 2025 TUITION FEES

	GRADE 8	GRADE 9	GRADE 10	GRADE 11
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March	950.00	950.00	950.00	1 500.00
April	950.00	950.00	950.00	1 500.00
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OTHER FEES				
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School Development Fund				N\$ 300.00 <i>once-off</i>
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TOTAL GRADE 8 – 10				N\$ 13 100.00
TOTAL GRADE 11				N\$ 14 000.00

All fees are calculated from January, irrespective of the month admitted.

- Payment must be done on or before the 5th of the month under review. NO CREDIT.
- Late payment will attract a surcharge (interest) of 10% of the amount.
- Arrears accumulated for more than one week after deadline may result in the suspension of the learner from classes.
- Legal action will be taken where arrears are outstanding for more than 60 days and no firm arrangement in writing has been made with Jakob Marengo Secondary School.

Cancellation policy

Any student has the right to cancel their contract with the school at any time, for any reason, provided that the student gives the school 3 months' notice, in writing, of this intention before the student is withdrawn from the school. If 3 months' notice is not given, then **1 term fees** is payable to the school in lieu of notice.

General

1. Acceptance of this application for admission/re-admission does not guarantee a place at Jakob Marengo Secondary School.
2. On recommendation of the school management, a student will not be considered for admission/re-admission to the school based on, but not limited to, the following:
 - The student's lack of commitment to their studies.
 - The student's unacceptable patterns of behaviour and poor disciplinary record.
 - Absenteeism (21 or more days)
 - A parent's failure to abide by the Code of Conduct to be signed by all parents of students enrolled at Jakob Marengo Secondary School.

**For any enquiries, please call the office on 061 262 021 / 081 380 8575
or e-mail office.jmss@gmail.com**

Code of Conduct: Learners

PREAMBLE

Jakob Marengo Secondary School (JMSS) Code of Conduct for Learners is linked to the following policies that form part of the Code of Conduct:

- Policies in Relation to the School Rules
- Uniform Policy

All members of the school are presumed to be aware of and are required to adhere to the Code of Conduct and the Rules, Regulations, Policies and Procedures.

JMSS Learner Code of Conduct aims to:

- Establish a disciplined, purposeful, and safe environment to facilitate effective teaching and learning at JMSS.
- Promote the values of respect, integrity, service and excellence through clear moral guidelines.
- Uphold the rights of all learners and inform them of their subsequent responsibilities.
- Inform learners of their rights to disciplinary measures that are fair and non-discriminatory.

The School's Mission Statement encapsulates the essence of the type of school environment we want for our school. This environment aims at providing students with skills to take a leadership role in civil society as worthy, self-disciplined, morally responsible members.

SCOPE

The Code of Conduct must be adhered to:

- on the School Property before, during and after school hours.
- at all official School events, both within and outside regular school hours; and
- in any situation, on or off School Property, where the student is recognisable as a JMSS student.

Areas addressed by the Code of Conduct but not limited to, include:

- Absenteeism
- Cheating
- Discrimination
- Disrespect – for property (theft, vandalism, etc.)
- Disrespect – for authority (insolence, defiance, etc.)
- General misbehaviour
- Intimidation
- Initiation
- Misrepresentation of the facts (lying, forgery, etc.)
- Physical / verbal abuse
- Punctuality
- Safety and security
- Substance abuse
- Transgression of School Rules
- Uniform and appearance (hair, jewellery, make-up, nails, etc.)

Level 1 Misconduct includes, but is not limited to:

- General misbehaviour on the school premises (assembly, classroom, playground, etc.)
- Out of bounds
- Lateness
- Uniform / ID transgressions
- Littering
- Discrimination – racial/gender/religious (minor)
- Crude language (swearing) / behaviour.
- Non-stipulated misdemeanours at this level

Level 2 (Serious Misconduct)

Consequences

Level 2 Misconduct will be dealt with formally by the person in authority. Corrective action could typically involve counselling (where appropriate) and/or appropriate disciplinary action such as detention, etc.

Misconduct

Level 2 Misconduct includes, but is not limited to:

- **Repeated Level 1 transgressions**
- Transgression of school rules
- Failure to submit absentee notes.
- Inappropriate physical contact between students
- Writing on school property, equipment, or books
- Defiance – failure to carry out an instruction.
- Serious grooming / uniform default
- Truancy - bunking periods or detention

- Discrimination – racial/gender/religious
- Refusal to identify oneself to appropriate authority.
- Non-stipulated misdemeanours at this level

Level 3 (More Serious Misconduct)

Consequences

Level 3 Misconduct will be escalated to and dealt with by the Grade Head/Deputy Head or could involve a Governing Body hearing. The misconduct will be recorded in writing in the Discipline Control Room. Corrective action could include parent(s)/guardian(s) involvement, counselling (where appropriate) and/or appropriate formal discipline such as extended detention, community service, etc.

Misconduct

Level 3 Misconduct includes, but is not limited to:

- **Repeated Level 1 or 2 or 1 and 2 transgressions**
- Fighting
- Smoking and/or possession of cigarettes/tobacco/matches/ drugs/ lighter/association with smoker(s) at school or in uniform or at a school function
- "Supporting smoking by association".
- Leaving school without permission
- Physical intimidation
- Disrespect for authority, adult, teachers or peer
- Initiation
- Defacing school property
- Accommodating unauthorised persons on the school grounds
- Petty theft
- Misrepresentation of the facts
- Serious discrimination – racial/gender/religious
- Non-stipulated misdemeanours at this level

Level 4 (Very Serious Misconduct)

Consequences

Level 4 Misconduct will be dealt with at the highest level within the school i.e. Deputy Head, Headmaster and/or Board of Governors. Corrective action could involve counselling (where appropriate) and discipline could involve a formal disciplinary hearing with consequent suspension or expulsion.

Misconduct

Level 4 Misconduct includes, but is not limited to:

- Repeated Level 3 transgressions
- Premeditated fighting, assault, and battery
- Vandalism resulting in serious damage.
- Cheating in an examination/test
- Forging signatures / writing own letter / impersonation.
- Possession of a dangerous weapon
- Swearing at an educator
- Sexual harassment of educators, adults, peers
- Serious discrimination – racial/gender/religious
- Substance abuse and/or possession of drugs, alcohol, etc.
- Non-stipulated misdemeanours at this level

Level 5 (Criminal Acts – Violates School Code + Law)

Level 5 Misconduct relates to criminal acts and repeated serious violations of the School Code. Misconduct will be escalated to the appropriate authorities in conjunction with the Department of Education. In addition, the school would reserve the right to implement Level 4 consequences.

Declaration by Parent/Guardian/Applicant

I / We, the undersigned applicant/parent(s)/guardian(s) of the student referred to herein before (hereinafter referred to as “the Student”), do hereby apply for admission/re-admission of the Student as a scholar of Jakob Marengo Secondary School.

I / We have read and understood the content of this admission/re-admission form and all information supplied by me/us is correct.

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I / We have read and understood the content of the Code of Conduct, Disciplinary Policy and Procedures of Jakob Marengo Secondary School.

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- A Contract of Enrolment entered into by and between Jakob Marengo Secondary and the applicant/parent(s)/guardian(s) of the Student.
- Written agreement by the applicant/parent/s/guardian/s of the student to abide by the Code of Conduct of Jakob Marengo Secondary School.
- Written agreement by the Student to abide by the Code of Conduct of Jakob Marengo Secondary School.
- The school receiving a signed copy of Jakob Marengo Secondary School Contract of Enrolment

SIGNED AT (PLACE) _____

ON (DATE) _____ / _____ /202____.

Parent / Guardian 1/ Applicant Signature

Parent / Guardian 2 Signature

ACKNOWLEDGEMENTS

1. **Monthly Fee Payment Schedule:**
 - a. Fees are to be paid by the 5th of each month for 11 months (January to November) for grades 8-10 and for 9 months (January to September) for grade 11.
 - b. If the 5th is unmanageable, a different payment date must be agreed upon with the school.
2. **No Refunds for Absence:**
 - a. School fees must be paid even if the learner is absent due to illness or other reasons, including school holidays.
 - b. The school should be informed of prolonged illness or special circumstances preventing a student from attending classes or other school activities.
3. **Consequences for Non-Payment:**
 - a. Non-payment of fees can lead to the student's expulsion without prior notice.
 - b. Unpaid accounts may be handed over to a credit bureau or legal proceedings initiated.
 - c. A 5% interest charge applies to overdue payments until settled.
4. **Withdrawal Notice:**
 - a. A one-month written notice is required before withdrawing a student from the school.
 - b. In emergencies, a payment for the following month is required to cover logistics.
5. **Provision of Learning Materials:**
 - a. The applicant/parent/guardian is responsible for providing necessary learning materials (e.g., math sets, stationery, textbooks, study guides).
 - b. Failure to provide these materials may result in charges for items required and provided by the school.
6. **Attendance and Uniform:**
 - a. The student is expected to attend classes regularly, punctually, and in the correct uniform.
 - b. Improper attire may be confiscated by the school.
7. **Disciplinary Actions:**
 - a. Habitual misbehaviour, indiscipline, or vandalism may result in suspension or charges of misconduct.
8. **Parent/Guardian Involvement:**
 - a. Parents/guardians are expected to attend all parent meetings and respond to school communications regarding their child.
 - b. Failure to participate may result in the school refusing re-admission for the student.
9. **School Authority:**
 - a. The school may act on behalf of the parent in matters affecting the child during school or official outings.
10. **Professional Conduct:**
 - a. Parents/guardians agree to conduct themselves professionally and resolve any issues amicably.

UNDERTAKING OF RESPONSIBLE PERSON

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 contents.

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

I agree to honour my financial obligations in respect of all fees. I understand that should I default on payments, I will be handed over to the school's attorney and ITC.

I agree to pay all school fees should my child be absent due to illness or any other reason, 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 cut-off date.

I will provide my child with stationery and any other materials as it may be required by the school.

SIGNED AT (PLACE) _____

ON (DATE) _____ / _____ / 202_____

Name: _____

Signature: _____