



Application

Complete this form and email it to luischen@iswb.na

1. Personal Details of the student:

Surname:							
First Names:				Preferred Name:			
Date of Birth:		y	m	d	ID (if available):		
Male:			Female:				
Place of Birth:				Citizenship:			
Student's Cell No:							
Student's e-mail:							
Present School:							
Previous school attended (where applicable):							
Name:				Tel:		Grade:	
Last grade passed:							
Course: (Year 6/Year 7/Year 8/ IGCSE 1/IGCSE 2/AS/A level)							
Subjects (Please ensure that the subjects are correct.)							

2. Personal Details of Parents/Guardian:

Father / Guardian				Mother/ Guardian			
Title:		Initials:		Title:		Initials:	
Surname:				Surname:			
First Names:				First Names:			
ID				ID			
Contact number				Contact number			
Cell				Cell			
E-mail:				E-mail:			

3. Person responsible for the account:

Name:		
Email address for invoicing:		
Tel:		
I hereby acknowledge that I am responsible for paying the account and can be held liable for any outstanding fees		
Signature: (Initials)	_____	Date:

Terms and Conditions

This is a condensed version. The full document can be viewed on the website at iswb.na. Please read these **Terms and Conditions** before registering as a student or making use of any of our services, including course material, Google classrooms, tutors or any other electronic services. These terms are legally binding agreements between us. By registering on our platform, you are agreeing to be bound by these terms.

We may change these terms from time to time, but will duly inform you should it happen.

Enrolling on ISWB Digital

Once you have registered on the platform, the student will be invited to join a Google Classroom set up by the tutor. All worksheets, videos, voice overs, assignments and projects will be published in Google Classroom. Students will submit their work via this platform. The course is divided into 10 months (36 weeks).

The tutor may give access to parents/guardians to join the Classroom. However, this will be restricted for observation purposes only, and only with consent of the tutor.

Monthly reports will be provided by the Head of Admin informing parents/guardians of the student's progress.

As a student

When you register on ISWB Digital, you will be required to provide the following information:

- Full names;
- Cell phone number;
- Email address

You will be invited by your tutor to join a Google Classroom for each subject you enrolled for. You will also be added to a WhatsApp group. Should the student not have access to a cell phone, the parent/guardian will be added to the group.

The information you provide must be accurate and complete. You may not impersonate anyone else, choose offensive names or violate anyone's rights.

By registering, and providing your email account, you confirm that you have the consent of your parent/guardian to do so. You will be invited to join your Classrooms once the registration fee and first instalment have been paid.

Fees and payment

You have four options of payment: once off; two instalments; three instalments or a monthly debit order – final date of payment 5 August.

Once you have paid registration, you have one month to cancel your course. However, you will be liable to pay the first four months in full. No cancellation will be accepted after four months. The client will be held accountable for the entire payment.

Our fees exclude textbooks, and the external exam cost. However, all internal exams, monthly reports, term reports, registration of exams are included in the price.

If payment is not received as agreed, you will be removed from the Classroom.

Courses

Students are assisted to help make the right choice. They are also advised on how to make subject choices that will allow them a valid school leaver's certificate, as well as guidance to which course to follow for exemption to university. However, the final decision is the responsibility of the student and parent/guardian.

In an attempt to provide high quality education, we may provide links to other websites or resources. You acknowledge and agree that ISWB Digital is not responsible for these sites, and we do not necessarily endorse these sites. Therefore, you agree that ISWB Digital cannot be held accountable for any of the privacy practices or the content of such websites.

Furthermore, you agree that all content on ISWB Digital is our exclusive property and it may not be distributed in any form whatsoever.

However, we are committed to protect your privacy. We have taken all reasonable steps to safeguard the information provided by you, but we do not make any warranty that it is absolutely safe and secure. The information you provided will not be used for anything other than what is stated in this policy.



ISWB DIGITAL

Tel: +264 81 239 2466

Email: luischen@iswb.na or digital@iswb.na

Co Ref: 21/99/271

CIE Centre NA030

Rules

1. Students have to adhere to due dates. No work submitted after the due date will be assessed and the student will receive no mark. If work cannot be handed in on time, this must be communicated to the tutor ahead of time. No exceptions will be made, and this will influence the continuous assessment mark of the student.
2. All work must be submitted in the right format. Your tutor will discuss the options with you, but it will mostly be a typed worksheet, or you will have to scan and submit your work. If the format is inaccessible and difficult to assess, no mark will be awarded. Consistency is important.
3. No student will be personally reminded or informed that work has been uploaded. Google Classroom informs students of new work and it is the students' responsibility to check if work has been uploaded.
4. Students are encouraged to communicate if they cannot keep up, if they are struggling or if they feel the pace might be too slow. Teaching and learning requires input from the tutor and the student. Please use the communication platforms to converse with your tutor.
5. Compulsory Zoom lessons have to be attended. If a student will be absent, the tutor must be informed.
6. It is the student's responsibility to catch up on any work that might have been missed. Once again, inform your tutor.
7. Tutors work normal hours, 08:00 – 17:00. That is when they are available to assist students. No tutor is available after hours unless they give permission.

Declaration by parent or guardian:

To be signed by both parents and guardians if applicable.

I have read and understood the content of this application form and all information supplied by me is correct. I have omitted no relevant information. I further undertake to submit myself and my child to the rules and regulations as set by the school code of conduct.

Father/Guardian

Name: _____

Signature:(Initials) _____

Date: _____

Mother/Guardian

Name: _____

Signature: (Initials) _____

Date: _____



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DEBIT ORDER BANK DETAILS

Office use

PLEASE USE BANK DETAILS BELOW:

Account number:

Name of account holder:

Bank:

Account No.:

Account Type: N\$

Cheque Savings Other

Branch Name:

Branch Code:

Date on which you want the school fees to be debited:

Debit Order Authority

- * I/We hereby request, instruct and authorize The International School of Walvis Bay or its assignees to draw against my/our account with the bank noted above (or any branch which I/we may transfer my/our account).
- * I/We understand that all such withdrawals from my/our bank account shall be treated as though they had been signed by us/me personally.
- * I/We agree to pay any bank charges and costs relating to the debit order authority, including debit order rejection fees.
- * I/We acknowledge that I/we may cancel this authority by giving the Administrator at least 10 working days prior to the date of the debit order.
- * I/We agree that receipt of this instruction by the Administrator (as defined in the Terms and Conditions) shall be regarded as receipt thereof by my/our bank.
- * In order to activate the debit order, the Administrator must receive the application form at least 10 days prior to the first debit order date.

- The debit order will only be *actioned* on the signing of this Authority.



UNIVERSITY of CAMBRIDGE
International Examinations

CAMBRIDGE INTERNATIONAL CENTRE

Signature: _____
(Initials)

Date: _____