



(+267) 74 744 533 / 77 562 301

info@mustardseed.ac.bw

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Pre school (East campus in ext 5 Plot 3568) | Primary school (West campus along A1 between lotsane junction mall and Riverview)

## *Primary School – West Campus*

### ADMISSION & REGISTRATION FORM

#### SECTION A: LEARNER INFORMATION

**Full Name of Learner:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_

**Gender:**  Male  Female

**Nationality:** \_\_\_\_\_

**Home Language(s):** \_\_\_\_\_

**Religious Affiliation (optional):** \_\_\_\_\_

**Applying for Standard:**  1  2  3  4  5  6  7

**Academic Year:** \_\_\_\_\_

**Previous School (if any):** \_\_\_\_\_

**Reason for Transfer:** \_\_\_\_\_

#### Medical & Health Information

- Medical Conditions / Diagnoses: \_\_\_\_\_
- Allergies (food / medication / environmental): \_\_\_\_\_
- Dietary Restrictions / Special Needs: \_\_\_\_\_
- Medical Aid Provider: \_\_\_\_\_ Medical Aid No.: \_\_\_\_\_
- Preferred Doctor: \_\_\_\_\_ Contact No.: \_\_\_\_\_
- Clinic / Hospital: \_\_\_\_\_ Location: \_\_\_\_\_

#### SECTION B: PARENT / GUARDIAN DETAILS

##### Parent / Guardian 1 (Primary Contact)

- Full Name: \_\_\_\_\_
- Relationship to Child: \_\_\_\_\_
- Nationality: \_\_\_\_\_ ID / Passport No.: \_\_\_\_\_
- Mobile No.: \_\_\_\_\_ Email: \_\_\_\_\_
- Residential Address: Plot No. \_\_\_\_\_ Ward: \_\_\_\_\_ Village/Town: \_\_\_\_\_
- Postal Address: P.O. Box \_\_\_\_\_
- Employer / Business Name: \_\_\_\_\_
- Department / Occupation: \_\_\_\_\_
- Work Telephone: \_\_\_\_\_



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## Parent / Guardian 2

- Full Name: \_\_\_\_\_
- Relationship to Child: \_\_\_\_\_
- Mobile No.: \_\_\_\_\_ Email: \_\_\_\_\_
- Address: Plot No. \_\_\_\_\_ Ward: \_\_\_\_\_ Village/Town: \_\_\_\_\_
- Employer / Occupation: \_\_\_\_\_

## Emergency Contact (if different from above)

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Contact Number: \_\_\_\_\_

## SECTION C: EMERGENCY MEDICAL CONSENT

In the event of an emergency where neither parent/guardian can be reached, I hereby authorize **Mustard Seed International School & Sports Academy** to obtain any necessary emergency medical treatment for my child. I understand that all related medical costs will be my responsibility. The school will make every reasonable effort to contact the listed guardians before taking such action.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## SECTION D: SCHOOL HOURS & COLLECTION POLICY

- **Operating Days:** Monday to Friday
- **School Hours:** 07:00 – 16:00
- **Late Collection Penalty:** P100 per 30 minutes after 16:00

Repeated late collection may result in suspension of after-school privileges or disciplinary review.

## SECTION E: UNIFORM POLICY

- All uniforms must be purchased directly from the school or authorized suppliers.
- The prescribed uniform includes:
  - **Summer Uniform**
  - **Winter Uniform**
  - **Sports Uniform**
- Uniform prices are subject to supplier adjustments.
- Learners must wear full school uniform daily unless otherwise authorized.

## SECTION F: PAYMENT POLICY & TERMS OF ENROLMENT

### 1. General Payment Conditions



All school fees must be **paid in full before the beginning of each term.**

Accepted payment methods include:

- **Full Term Payment** (prior to the start of term), or
- **Annual Payment** (for the full academic year ahead), or
- **Prepaid Monthly Installments** (over 10 months) via approved **debit order** or **EFT**.

## 2. Monthly Prepaid Installments

- Monthly installments are calculated as the annual total divided by 10 months.
- Installments are prepaid, meaning payment must reflect before the start of each respective term.
- Debit orders that bounce will attract a P250 penalty per occurrence.
- Proof of all EFT payments must be submitted to the Accounts Office promptly for processing and reconciliation.

## 3. Non-Payment and Suspension Policy

- Learners with outstanding fees at the start of a term will not be permitted to attend classes until fees are settled or an approved payment arrangement is in place.
- Continuous non-payment may result in termination of enrolment and legal recovery action (at the guardian's cost).

## 4. Payment Details

All payments must be made through the following approved bank account:

**Bank:** FNB Botswana (Palapye Branch)

**Account Name:** Mionzi (Pty) Ltd t/a Mustard Seed International School & Sports Academy

**Account Number:** 62936266247

**Branch Code:** 283167

**Reference:** *Learner's Full Name, Standard & Term*

## 5. Additional Provisions

- All fees are non-refundable once the term has commenced.
- A **10% monthly interest** applies to overdue accounts.
- The school reserves the right to withhold reports, transfer letters, or certificates for learners with outstanding balances.
- Parents are encouraged to maintain clear, written communication with the Accounts Office on all financial matters.

### **Parent/Guardian Acknowledgment:**

I have read and understood the payment terms and agree to abide by them.



**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## SECTION G: WITHDRAWAL & ABSENTEEISM POLICY

- Withdrawals must be made formally via a Withdrawal Form acknowledged in writing by the school administration.
- Fee obligations continue until written withdrawal is processed.
- Withdrawal notice is to be made at least a term in advance. Where not possible, fees will be pro-rated only if the learner has attended **21 school days or less** in the current term; thereafter, full term fees apply.
- Absenteeism, including illness, does not exempt payment unless supported by valid documentation and approved by the administration.
- All outstanding balances must be cleared before issuing transfer documents.

## SECTION H: REGISTRATION CHECKLIST

- Copy of Learner's Birth Certificate
- Copy of Parent/Guardian ID or Passport
- Proof of Payment of Registration Fee
- Latest School Report (if applicable)
- Completed Admission Form
- Signed Memorandum of Understanding (MOU)

## SECTION I: FEE STRUCTURE (2025 ACADEMIC YEAR)

Description	Amount (BWP)
<b>Registration Fee (Once-off, Non-refundable)</b>	P200
<b>Resource Levy &amp; Books (Once-off)</b>	P1,500
<b>Maintenance / Development Fee (Annual)</b>	P1,300
<b>Tuition Per Term</b>	
Standard 1 & 2	P6,200
Standard 3 & 4	P6,780
Standard 5 & 6	P7,350
Standard 7	P7,870
<b>Sports Fee (Per Term)</b>	P600
<b>Meals (Per Month)</b>	P900

## MEMORANDUM OF UNDERSTANDING (MOU)

**Between:** *Mionzi (Pty) Ltd, trading as Mustard Seed International School & Sports Academy ("the School")*

**And:** *The Parent/Guardian ("the Client")*



## 1. Payment & Financial Responsibility

- The Client is fully responsible for all fees, charges, and penalties applicable to the learner.
- All payments must comply with the school's fee policy (Section F).
- The School reserves the right to suspend, withhold reports, or discontinue service for unpaid accounts.

## 2. Code of Conduct & Discipline

- The learner and parent/guardian shall adhere to the School's Code of Conduct, Uniform Policy, and all academic and behavioral standards set by the administration.
- Repeated violation of school rules may result in disciplinary measures, including suspension or expulsion, without refund of fees.

## 3. Liability & Indemnity

- The School shall not be held liable for loss, injury, or damage to property or person while on school premises or during authorized activities, provided reasonable precautions were taken.
- Participation in sports, trips, and extra activities is at the parent's risk and consent.

## 4. Fee Adjustments

- The School reserves the right to review and adjust fees annually, not exceeding 22.2%, based on operational and inflationary factors.

## 5. Admission Confirmation

- Submission of this form does **not guarantee admission**.
- Successful applicants will receive a **formal Offer Letter** after evaluation, interview (if applicable), and confirmation of fee compliance.

## 6. Extracurricular Activities

- Participation in extracurricular activities (sports, trips, excursions, etc.) may attract additional costs and are billed separately where applicable.

## SOCIAL MEDIA CONSENT

I DO GRANT permission for the school to use my child's photographs, videos, or work for official publications, marketing, or social media.



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## INDEMNITY CLAUSE

While the school takes every precaution to ensure the safety and welfare of learners, the Parent/Guardian agrees that **Mustard Seed International School & Sports Academy**, its directors, staff, and affiliates shall not be held liable for any loss, injury, illness, or damage resulting from natural or unforeseen causes, including pandemics or accidents, provided reasonable care was exercised.

## DECLARATION

I, the undersigned, confirm that I have read, understood, and agree to all terms and conditions contained in this Admission & Registration Form and the Memorandum of Understanding.

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

**Parent/Guardian Full Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Contact Number:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Registered By (Staff Name):** \_\_\_\_\_

**Signature:** \_\_\_\_\_

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