



30<sup>th</sup> October 2024

## School Fees and payments 2025

Dear Parent/s

This letter is to notify you of the fee structure for 2025. Please note that all parents must complete the attached fee form indicating which method of payment you would prefer in 2025.

Parents are either billed monthly over 12 months or can choose to pay annually in advance and take advantage of a 5% discount, if the annual fees are paid by the 28<sup>th</sup> February 2025.

**Monthly fees are payable in advance at the beginning of each month by no later than the 7<sup>th</sup>**

**Kindly take note that a 2.5% late payment fee will be charged for fees paid later than the 7<sup>th</sup> of each month if arrangements has not been made with the office prior to the cut-off date.**

### Registration Fee:

There is a once off registration fee for new children. As from the 1<sup>st</sup> January 2025 Namibian taxpayers will pay N\$5,000.00. Non-Namibian taxpayers will pay N\$ 10,000.00. **The payment of this fee secures a place for your child upon payment and is not refundable.**

### Fees Tables:

As of January 2025, we will have two fee tables.

**Table 1: Namibian tax payers.** (Any parent who provides a Namra tax certificate will pay fees from this table)

Table 1	
Fees for Pre-Primary	N\$ 5,100.00
Fees for Primary-Grade 1-6	N\$ 5,800.00
Fees for Grade 7	N\$ 6,650.00
Annual Fees for Pre-Primary	N\$ 58,140.00 (after discount)
Annual Fees for Pre-Primary Grade 1-6	N\$ 66,120.00 (after discount)
Annual Fees Grade 7	N\$ 75,810.00 (after discount)

**Table 2: Non-Namibian tax payers.**

(Any parent who does not pay tax in Namibia will pay fees from this table. Regular Namibian fees also apply to SADC countries.)

Table 2	
Fees for Pre - Primary	N\$ 10,200.00
Fees for Primary-Grade 1-6	N\$ 11,600.00
Fees for Grade 7	N\$ 13,300.00
Annual Fees for Pre-Primary	N\$ 116,280.00 (after discount)
Annual Fees for Primary-Grade 1-6	N\$ 132,240.00 (after discount)
Annual Fees for Grade 7	N\$ 151,620.00 (after discount)

### Extra Items:

All items which are over and above school fees, such as meals will be billed to your account as they arise. You will be requested to complete a document acknowledging you have requested or agreed to the extra item. Payment for such extras is to be made within the following month.

### Method of Payments:

All payments are to be made by EFT and proof of payment should be emailed to [admin@fowlerhousenamibia.com.na](mailto:admin@fowlerhousenamibia.com.na), to enable speedy processing of your payment.

### Cash Payments:

**NO CASH PAYMENTS WILL BE ACCEPTED AT SCHOOL. Please do not give money to teachers to pass on.** Should you wish to pay with cash, please deposit the money into our bank account and send the proof of payment via email to [fowlerhousefinance@gmail.com](mailto:fowlerhousefinance@gmail.com).

### Banking details:

Fowler House Private School  
Bank Windhoek  
Maerua Mall branch  
Account number: 8011410474  
Branch number: 483872

### Non-Payment of Fees:

Fees are payable in advance. Any fees which are not up to date at the end of each term will result in the progress report being withheld and children not being able to attend school until such fees have been settled.

### Withdrawal of Pupils.

Fowler House school requires a minimum of two months written notice of any withdrawal of a pupil. Failure to do so will entitle the school to claim the fees for that period.

### Emailing of statements:

Please ensure that you have provided us with the correct email address.

### Forms:

Parents are required to complete the attached fee form and return them to the Finance and Office Administrator via email to [admin@fowlerhousenamibia.com](mailto:admin@fowlerhousenamibia.com) by **Monday the 4<sup>th</sup> of November 2025.**

If you have any queries regarding the school fees and/or payments, please do not hesitate to contact us.