



13th October 2023

School Fees and payments 2024

Dear Parent/s

This letter is to notify you of the fee structure for 2024. Please note that all parents must complete the attached fee form indicating which method of payment you would prefer in 2024.

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 28th February 2024.

Monthly fees are payable in advance at the beginning of each month.

Registration Fee:

There is a **once off** registration fee for new children. As from the 1st January 2024 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 2024 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 2: Non-Namibian tax payers.

(Any parent who does not pay tax in Namibia. Please note that this only applies for children older than 5 years of age. For any child younger than 5 years, regular Namibian fees apply. Regular Namibian fees also apply to SADC countries.)

Table 1	
Fees for Pre – Primary	N\$ 4,925-00
Fees for Primary	N\$ 5,650-00
Annual Fees for Pre-Primary	N\$ 56,145-00 (after discount)
Annual Fees for Primary	N\$ 64,410-00 (after discount)

Table 2	
Fees for Pre – Primary	N\$ 9,850-00
Fees for Primary	N\$ 11,300-00
Annual Fees for Pre-Primary	N\$ 112,290-00 (after discount)
Annual Fees for Primary	N\$ 128,820-00 (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.

Primary school textbooks and workbooks.

All children will be expected to have the relevant Cambrilearn textbooks and activity books as from January 2024. The list and preferred provider is attached, please contact the supplier directly to order and pay for your books. Please do so as soon as possible.

Method of Payments:

All payments are to be made by EFT and proof of payment should be emailed to fowlerhousefinance@gmail.com, 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.

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:

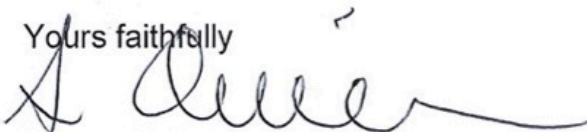
Please ensure that you have provided us with the correct email address.

Forms:

Parents are required to complete the attached form and return them to the financial manager via email to fowlerhousefinance@gmail.com by **Monday the 23rd October 2023**.

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

Yours faithfully



Linnea Quinn
Financial Manager