

# COVENANT INTERNATIONAL SCHOOL

Cell: +260 961 595 597 / 0963 817 182 / 0773 551 608

Plot Number 20990/M, Chipembele Ward, Chibombo

Email: info@cis-zm.com

Website: www.cis-zm.com



## STUDENT'S ADMISSION FORM

NAME OF APPLICANT: .....

APPLICATION FOR ADMISSION TO FORM: .....

ALL APPLICANTS are required to sit for an entry test into Grade 8 – 10 and tests will be conducted as scheduled in school.

### INFORMATION—APPLICANT

SURNAME: .....

FIRST NAMES: .....

DATE OF BIRTH: ..... NATIONALITY: .....

GENDER: ..... RELIGION: .....

HOME LANGUAGE(S): .....

STREET ADDRESS: .....

POSTAL ADDRESS: .....

SCHOOLS ATTENDED	DATES	CONTACT

Academic	Achievements	Extra curriculum	Achievements

### INFORMATION – PARENTS OR GUARDIANS

(Please state if either is a step-parent, if either parent is deceased)

Father's Name	Mr. Dr. etc	Mobile No.
Business / Company		Position / Title
Business address		Business tel. no.
Postal Address		Email:
Home Address		Cell No.

I AM RESPONSIBLE FOR FINANCING THE SCHOOL FEES Yes  No

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Mother's Name	Mr. Dr. etc	Mobile No.
Business / Company		Position / Title
Business address		Business tel. no.
Postal Address		Email:
Home Address		Home tel.no.

**I AM RESPONSIBLE FOR FINANCING THE SCHOOL FEES** Yes  No

Guardian's Name	Mr. Dr. etc	Mobile No.
Business / Company		Position / Title
Business address		Business tel. no.
Postal Address		Email:
Home Address		Cell No.

**I AM RESPONSIBLE FOR FINANCING THE SCHOOL FEES** Yes  No

Does the applicant have a sibling presently attending covenant international school? Yes  no

Name of sibling (s): .....

If there are special circumstances, please indicate them here

.....  
 .....  
 .....  
 .....

## VACCINATION

1. I hereby certify that my child's vaccination record is up to date (yellow fever, typhoid)
2. **Authorization of medical emergency**
3. In case of an emergency, I authorize the Covenant International School to take any necessary action regarding my child (medical care, hospitalization, surgical intervention).
4. I confirm having informed the Covenant International School of my child's medical condition.
5. **Authorisation for school trips**
6. I authorise my child to participate in field trips, outings, curricular and extracurricular activities organised by Covenant International School.
7. **Parental authorisation for the use of digital pictures of students**

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8. I authorise Covenant International School to use photographs and digital images of my child in publications about the school or on its website and social media accounts. I am informed that they will only be used in educational material and that my child's identity will be protected.

Name: .....

Signature: .....

### PLEASE RETURN COMPLETED APPLICATION WITH THE FOLLOWING:

1. A Birth Certificate or comparable document (e.g. passport)
2. Two recent passport-size photographs (colour or black and white)
3. A registration fee of K.....
4. Copies of the latest available reports.

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

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#### OFFICE USE ONLY

Admission Number: .....

Inquiry date: .....

Date Application Received: .....

Late Application: .....

Deferred: .....

Admission status: .....

#### ACADEMICS OFFICE

Was the test passed?

Date of Entrance Test: ...../...../.....

Yes

No

#### ACCOUNTS OFFICE

Registration Fee Paid:

Receipt No.:

Date Signed: ...../...../.....

School Stamp here

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## DOCUMENTS RECEIVED CHECKLIST

Application Fee: ..... Receipt No.: .....  
Development Levy: ..... Receipt No.: .....  
Copy of latest report: .....  
Copy Birth Certificate: .....  
Admission Documents: .....  
Passport Size Photos: .....

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## 2025 - 2026 Fees Schedule Effective January 2025

Payable by All New Applicants	Amount in ZMW
Assessment Fee	K1,500
Registration Fee	K1,000
Maintenance Charge (One-Off)	K3,800

Termly Tuition Fee	Amount in ZMW	Boarding Fees
Nursery & Reception	K4,900	
Primary 1-4	K5,200	
Primary 5-7	K6,000	
Lower Secondary 8-9	K13,400	K12,600
Upper Secondary 10-12	K14,500	K14,000

Supplementary Fees Payable by All Students	Amount in ZMW
Development Fee (Annually)	K2,500

Penalties	Amount in ZMW
Overdue Amounts for Each Month	5%
Bounced Cheques	K600

### Please note:

1. All Tuition Fees are calculated on an annual basis.
2. Each academic year has three terms. Fees are payable by arrangement either annually or termly, before the due date, ideally, before the commencement of the term.
3. The fees include all notebooks and stationery.
4. Residential and International school trips will be charged separately and must be paid in full before the trip.
5. Examination entry fees are charged separately and will be communicated to you at appropriate times.
6. Pre-primary applicants are only exempted from the capital development fund upon enrolment. The amount remains in the student's account and is expected to be paid upon entry into primary school.
7. The total fee for the initial enrolment in the first year at CIS is worked out using the relevant figures from the above tables as follows: Assessment Fee + Registration Fee + Maintenance Fee + Relevant termly Tuition Fee (and Boarding Fees for students enrolled in boarding)
8. Returning CIS students re-enrolling are not required to repay the Maintenance Fee but must pay the Registration and Assessment Fees. For families enrolling more than one child, a 30% discount on the Development Fee will be given to the second and subsequent child(ren).

*the Home of Intellectual Giants*

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## BANK DETAILS

NAME: Covenant High School Limited

BANK NAME: Stanbic Bank Zambia Limited

BRANCH NAME: Mulungushi

ACCOUNT No.: 9130006506759 (ZMW)

BRANCH CODE: 040015

SWIFT CODE: SBICZMLX

You are guided to use your child's full name as the reference for all bank deposits and fees.

## CONDITIONS OF ADMISSION

1. Half the fees are payable by the end of the preceding term, and the balance is due at the start. All fees must be paid by the first day of each term.
2. Students will not be admitted to class unless school fees have been paid.
3. Development and school fees should be paid upon admission and, after that, annually.
4. The principal reserves the right to exclude from school students whose fees are unpaid at the beginning of the term.
5. Any examination fees should be paid before the examination to confirm entry into exams.
6. All cash or cheque payments must be made through the school's Accounts Office. Cheques should be payable to "Covenant International School".
7. Cheques returned by the bank will incur a handling charge of 10% at face value and must be replaced by a bank-certified cheque or cash.
8. If payment is made by bank transfer, please advise the Accounts Office of details to facilitate receipt issuance.
9. We are pleased to advise that a 5% discount is offered on a year's fees paid in advance (tuition fees only). This must be settled before the close of the term prior to entry.
10. Sibling discounts. The eldest pays in full, and the second child and subsequent children receive a 5% discount on tuition only.
11. Overdue balances will attract interest of 5% per month (compounded), which will be added to the outstanding due balance.
12. The students shall follow all school rules and regulations as laid down in the prospectus and occasionally communicate them to students and parents. See student **handbook**.
13. A term's written notice is required for your child to withdraw from Covenant International School or a term's school fees in full.
14. On leaving the school, the student must complete a clearance form, which the school authorities should sign.
15. Parents should come to school to discuss their children's progress when required.
16. Parents will support the school in cases of disciplinary action against their child.
17. I have read the student code of conduct/student handbook and agree that my child will follow it in full and any amendments made from time to time by the school authorities.
18. Parent(s)/ Guardian(s) have the responsibility of supervising their student(s) work during holidays. They are also expected to attend all parent- and teacher consultations.
19. The school reserves the right to decide to promote or retain a student/ Learner.

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## LEARNERS CODE OF CONDUCT

Please read carefully and tick each area to show your agreement.

1. I will do my best to conduct myself in a Christian manner at all times I will respect the Bible as God's Word and follow its concepts.
2. To the best of my ability, I will not be rebellious in any way.
3. I will not complain, gripe, criticise or otherwise find fault concerning those in authority.
4. I will respect those in authority over me at school, church and home.
5. I intend to participate in all school events, including fundraisers actively.
6. I will not smoke, use any other form of tobacco, drink alcoholic beverages or use non-prescription drugs of any kind.
7. I will not go to places of questionable moral environment, such as discos and clubs.
8. I will not engage in any type of sexual relationship or conduct whatsoever
9. I will not use profane, obscene or vulgar language at school, at home, or in public, nor will I draw, display, or promote anti-Christian symbols in any way.
10. I will not join or support any groups or clubs of questionable nature.
11. I will not discriminate against or ridicule anyone because of race, gender, nationality or physical handicaps, nor will I associate myself with others who do so.
12. I will use English as the means of communication at school and any school function unless I teach another language besides English in a class.
13. I will not wear jewellery of any kind nor don any metal item intended to give the appearance or function of jewellery at school or any school function
14. I agree to abide by all parts of the school uniform and dress code, whether for boys or girls. All articles of the uniform must be the appropriate size—not too large or small.
15. Boys: Trousers, not shorts, are required for school uniform
16. Girls: skirts must be in the middle of the knee length.
17. I will abide by the school rules for personal appearance, always being freshly bathed and wearing a clean, pressed uniform.
18. Girls: I will not wear makeup, nail polish or jewellery
19. Boys: I will be clean-shaven at all times.
20. I will not watch television programs, videos or movies that display illicit sex, crude language and or violence.
21. Because of the rebellion, illicit sex, crude language and violence promoted in hard rock music I will not listen to hard rock music or attend hard rock music concerts.

Signature: .....

Date: .....

Parent's signature:.....

Date:.....