



Ministry of Education  
**Haey's Light Private School**  
Your Light to Success



P.O. Box 420240  
Mbala

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[www.haeylight.com](http://www.haeylight.com)

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## OFFICIAL ADMISSION ACCEPTANCE LETTER

Academic Year: 2026

Haey's light Private School, a registered private learning institution operating in accordance with the **Education Act of Zambia** and the **Ministry of Education policies**, hereby formally offers **provisional admission** to the learner named below, subject to full compliance with the school's academic, financial, and disciplinary requirements.

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### ADMISSION DETAILS

Learner's Full Name: \_\_\_\_\_

Admitted Grade/Class: \_\_\_\_\_

Term of Admission:  Term 3  Term 2  Term 1

Academic Year: 2026

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### SECTION A: LEARNER INFORMATION

- First Name(s): \_\_\_\_\_
- Surname: \_\_\_\_\_
- Gender:  Female  Male
- Date of Birth: \_\_\_\_\_
- Age: \_\_\_\_\_

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## SECTION B: PARENT / GUARDIAN INFORMATION

- **Title:**  Prof.  Dr.  Hon.  Mr.  Mrs.  Ms.
- **Full Name:** \_\_\_\_\_
- **National Registration Card (NRC) No.:** \_\_\_\_\_
- **Residential Address:**

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- **Mobile Phone Number:** \_\_\_\_\_
  - **Alternative Phone Number:** \_\_\_\_\_
  - **Email Address:** \_\_\_\_\_
  - **Occupation / Employer:** \_\_\_\_\_

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## SECTION C: LEARNER HEALTH, SAFETY & WELFARE INFORMATION

*(Mandatory – handled with strict confidentiality)*

In compliance with **learner safety and safeguarding regulations**, parents/guardians are required to provide accurate health information.

**1. Does the learner have any diagnosed medical condition?**

- No  Yes

If **Yes**, provide full details and attach medical documentation if available:

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2. **Known Allergies (food, medication, environmental):**

None

Yes (specify): \_\_\_\_\_

3. **Is the learner currently on medication?**

No    Yes

If **Yes**, state medication name, dosage, and instructions:

\_\_\_\_\_

4. **Emergency Contact (Other than Parent/Guardian):**

○ **Name:** \_\_\_\_\_

○ **Relationship:** \_\_\_\_\_

○ **Phone Number:** \_\_\_\_\_

5. **Special Dietary Requirements:**

None

Medical (attach details): \_\_\_\_\_

Religious / Cultural: \_\_\_\_\_

Other (specify): \_\_\_\_\_

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## **SECTION D: SCHOOL REQUIREMENTS**

All admitted learners are required to comply with the following:

1. **School Uniform**

○ One (1) complete set provided **free of charge** for newly admitted learners

○ Additional uniforms must be purchased from the school

2. **Official School Sports Attire**

3. **One Ream of Paper** (*Per Term*)

4. **One Roll of Tissue Paper** (*Per Term*)

5. **Detergent Paste or Washing Powder**

(*Applicable to Baby Class, Middle Class, and Reception only*)

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## SECTION E: SCHOOL FEES & PAYMENT POLICY

All fees are payable in **Zambian Kwacha (ZMW)** as outlined below:

1. **Tuition Fees:** K1,200.00 (*Per Term*)
  - Payable in **three (3) installments of K400.00**
  - All installments must be cleared **within the academic term**
2. **School Transport:** K500.00 (*Monthly – Optional*)
3. **School Lunch Programme:** K600.00 (*Per Term – Optional*)

### IMPORTANT NOTICE:

- Fees once paid are **non-refundable**
- Learners with outstanding balances may be **suspended from classes** until payment obligations are met
- Examination results may be withheld if fees are not fully settled

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## SECTION F: CODE OF CONDUCT ACKNOWLEDGEMENT

Haey's Light Private School upholds high standards of **discipline, academic excellence, respect, and moral conduct.**

Parents/Guardians acknowledge that:

- Learners must comply with all school rules and regulations
- Corporal punishment is **not permitted**, in line with Ministry of Education guidelines
- The school reserves the right to apply appropriate disciplinary measures where necessary

## SECTION G: PARENT / GUARDIAN DECLARATION

I, \_\_\_\_\_,  
being the parent/guardian of the above-named learner, hereby:

- Accept the offer of admission at Hae slight Private School
- Confirm that all information provided is true and correct
- Agree to abide by all school policies, rules, and financial obligations
- Commit to supporting the school in promoting discipline and academic excellence

**Signed at:** \_\_\_\_\_

**On this** \_\_\_\_\_ **day of** \_\_\_\_\_ **2026**

**Signature of Parent/Guardian:** \_\_\_\_\_

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### FOR OFFICIAL USE ONLY

**Approved By:** \_\_\_\_\_

**Designation:**  Principal  Vice Principal

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

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

**Official School Stamp:**

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