



*If children are educated and feel valued, the results will be tremendous*

HSAN HOME SCHOOL ASSOCIATION OF NAMIBIA (INCORPORATED ASSOCIATION NOT FOR GAIN)

REG NR: 21/2021/0423

TUTOR CENTER REGISTRATION FORM

General Center Information	
Please provide the full details of the owner/responsible person of the Tutor Center	Name of Center:
	Location of Center:
	Region:
	Center email:
	Center Tel:
	Postal Address:
Type of Center	Type of Center (tick appropriate):
	Pre-Primary <input type="checkbox"/> Technical / Pre-vocational <input type="checkbox"/>
	Primary <input type="checkbox"/> Agricultural <input type="checkbox"/>
	Combined <input type="checkbox"/> Special / Resource <input type="checkbox"/>
	Secondary <input type="checkbox"/> Other (specify below) <input type="checkbox"/>
If other, please specify:	

Center Owner/Principal	
Please provide the full details of the owner/responsible person of the Tutor Center	Full Names (as on ID):
	Title:
	Contact Number:
	Center Email:
	Surname:
	ID/Passport Number:
Qualifications	

Address of Center					
Please complete all fields and provide correct and eligible information	Is the center situated at the owner's house	YES		NO	
	Street Address:				
	Town:				
	Postal Address:				

Contact Details	
Our primary way of communication is email. PLEASE CHECK THE SPELLING when adding your email!	Email:
	Cell Number:
	Home Number:
	Work Number:

Monja Gouws (Founding Member) +264 81 577 6089

Marié Kuhlmann (Founding Member) + 264 81 838 2171

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General Information	
Date Center established	(dd/mm/yyyy):
Center Registration number	(BIPA)
Center Tax number	
Where did you hear about HSAN?	E.g., Facebook, Friends, Online, Radio/TV, Therapy, Other
What is the vision of the center?	
Attach documents (please tick)	Provisional Tax Certificate
	List of Educators
	Work permit (if not Namibian Citizens)
	Fitness Certificate (City of Windhoek)
	Police Clearance for each tutor/educator

Ages of enrolled students				
Please indicate the total (in numbers) students per age group	UNDER 6		10-11	
	6-7		12-13	
	8-9		14-15	
	16-17		18+	

Curriculum/Approach			
A brief description of the curriculum/approach/program			
All learners of school-going age* should be listed.			
Other children in the family can be added if the family prefers.			
**School-going age** is defined in the Basic Education Act 3 of 2022 as being from the first day of school year in which the child turns six (6) until the last day of the school year in which a child turns sixteen (18) or completes their secondary education.			
NAME & SURNAME	ID/PASSPORT NR	CURRICULUM	HSAN FAMILY REG NR / MOE
1.			
2.			
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5.			
6.			
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9.			
10.			

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NAME & SURNAME	ID/PASSPORT NR	CURRICULUM	HSAN FAMILY REG NR / MOE
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According to the HSAN Code of Conduct, Section 13, a center should not have more than forty five (45) students. It is the responsibility of the Center to inform the parents of the importance to register at HSAN or the Ministry of Education

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Login Details			
EVERY student must be restarted on a legit homeschool curriculum (with log-in details or student numbers).			
STUDENT NAME & SURNAME	CURRICULUM LINK	USERNAME	PASSWORD
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2.			
3.			
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<b>Important</b>
Incomplete or inaccurate information on this page are the most common reasons why membership applications are delayed. We need a complete and accurate understanding of your situation to know whether we will be able to defend your situation, should it be necessary, in court.

<b>Educators</b>			
<b>Please list every person who educates/trains the learner/s for more than two hours per week</b>			
NAME & SURNAME	CONTACT NUMBER	HIGHEST QUALIFICATION	SUBJECT / ACTIVITY
1.			
2.			
3.			
4.			
5.			
6.			
7.			
10.			

<b>History</b>	
<b>Please answer every question as accurate as possible</b>	
Have you had any contact with the Ministry of Education?	(YES/NO)
<b>Legal Action</b>	
Has any legal action been threatened or brought against your tutor center, or anyone associated with it, or have you contacted or been contacted by any school or education official, social worker or other government official concerning the students at the Tutor Center?	(YES/NO)
If yes, please describe the threat, legal action, or contact (by whom & when). Be prepared to provide copies of correspondence, legal proceedings, etc. on the next page	

<b>Fees &amp; Payment Details</b>		
<b>Note: Tutor Centers with more than 45 students should register with the Ministry of Education as a private school.</b>	NUMBER OF STUDENTS	YEARLY FEE
	1-5	N\$1 000
	6-10	N\$1 500
	11-20	N\$2 500
	21-30	N\$3 000
	31-45	N\$4 000
Banking Details shall be provided upon approval of your application via email		

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<b>Tutor Center Commitment</b>
<b>As the Owner of the Tutor Center of the children listed in this form, you undertake to:</b>
<ul style="list-style-type: none"> <li>· Provide accurate and honest information above (failure which will result in termination of membership)</li> <li>· Exercise diligence to educate the child/ren in a responsible way.</li> <li>· Direct the education of the child/ren to the full development of all aspects of the personality of the individual child, including but not limited to:               <ul style="list-style-type: none"> <li>a) Religious and cultural education and upbringing;</li> <li>b) Respect for the rights and fundamental freedoms of others;</li> <li>c) Respect for the law and legitimate authority; and</li> <li>d) Responsible stewardship of the natural environment.</li> </ul> </li> <li>· Guide, direct and secure the education of the child/ren in a manner appropriate to the child's individual personality, age, maturity, and stage of development.</li> <li>· Refrain from leaving the child/ren unattended (i.e., without adult supervision) at the premises.</li> <li>· Contribute to the Association the amount appropriate to the Member's category of membership.</li> <li>· Keep all information as reflected on the Membership form up to date.</li> <li>· Consent to the use by the Association of personal information, including special personal information about the students at the Tutor Center for the purpose set out on the next page.</li> <li>· Familiarize yourself with the HSAN Code of Conduct attached hereto</li> </ul>

IF FOR WHATSOEVER REASON THE ABOVE-MENTIONED CRITERIA IS NOT MET, your membership will be terminated immediately.

I hereby sign this document in agreement and by signing it, I acknowledge that I've read it, agree with, and will submit to it.

.....  
Signature (Owner)

.....  
Name of Tutor Center

.....  
Name & Surname (Owner)

.....  
Date



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HSAN Commitment
<b>During the time that the Member is a paid-up member of the Homeschool Association of Namibia, the Association undertakes to:</b>
<ul style="list-style-type: none"> <li>· Treat all information furnished by the Member as strictly confidential and use it solely:             <ul style="list-style-type: none"> <li>a) to prepare for any potential legal defense in relation to the Tutor Center regarding education; and</li> <li>b) to communicate with the Tutor Center regarding any information that will affect the Tutor Center's membership with the Association.</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>· Exercise due diligence in administering all contributions by Members as an indivisible part of the Association to defend, by the most appropriate means as determined by the Founding Members and directors, the right of Members to home educate against unlawful encroachment by the legislative, executive, or judicial branches of government.</li> </ul>
<ul style="list-style-type: none"> <li>· Communicate with the Member regarding any information that will affect their home education and/or their membership with the Trust.</li> </ul>
<b>The Association represents its members ONLY in conflicts with organs of the state. This means that it CANNOT represent its members in conflicts which doesn't involve organs of the state.</b>
<ul style="list-style-type: none"> <li>· Membership will commence on the first day of the month following the date on which the Association receives proof of payment / first stop order unless a later date is requested by the Tutor Center in writing.</li> </ul>
<ul style="list-style-type: none"> <li>· Membership is valid for a period of 12 months from the date of commencement unless:             <ul style="list-style-type: none"> <li>a) the Tutor Center discontinues the stop order or payment of fees, in which case it ceases with the last payment; or</li> <li>b) there is any other breach in the terms of this agreement or Code of Conduct</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>· This agreement will be considered invalid if the application is not completed and / or proof of first payment is not submitted within two (2) months after this agreement was signed. Special arrangements can be made by contacting the office directly at <a href="mailto:hsaninfo@gmail.com">hsaninfo@gmail.com</a></li> </ul>
<ul style="list-style-type: none"> <li>· Tutor Centers are allowed to advertise freely on the WhatsApp Groups and social media, provided the advertisement is within the guidelines of the Code of Conduct.</li> </ul>
<ul style="list-style-type: none"> <li>· Tutor Centers shall receive exclusive invitation to functions, expo's etc.</li> </ul>
<ul style="list-style-type: none"> <li>· HSAN shall refer new students to Tutor Centers who are members of HSAN.</li> </ul>
<ul style="list-style-type: none"> <li>· The Association reserves the right to refuse any application without prejudice.</li> </ul>
<p>HSAN reserves the right to decline to assist in the defense of a member or in an appeal against a decision and decline to continue to render assistance in a matter if, in the exclusive discretion of the Associations Founding Members and directors, the likely result regarding legal precedent or the cost will be detrimental to the interests of the child, the Tutor Center or of other HSAN members.</p>



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### CODE OF CONDUCT

As an Association, we submit to the Basic Education Act 3 of 2020 and therefore we urge parents, tutor center owners and tutors to familiarize themselves with the following guiding principles in education matters:

Basic Education Act 3 of 2020 Article 3 (a)-(l):

“In determining any policy or making any decision relating to basic education or implementing any provision of this Act, a person must observe the right of a child to education and give due regard to the following principles -

- (a) the best interests of a child;
- (b) the protection and promotion of the well-being of all children;
- (c) the rights of children as contained in the Namibian Constitution;
- (d) the obligations of Namibia concerning the well-being, development, and protection of children in terms of the United Nations Convention on the Rights of the Child, the African Charter on the Rights and Welfare of the Child and other international agreements binding on Namibia;
- (e) the education that is inclusive, learner-centered, focusing on the needs of the learner who is encouraged to express his or her own view or opinion on a matter which concerns or affects him or her;
- (f) the school environment that is safe and conducive to teaching and learning;
- (g) the preference that is given to the mother tongue of the learner as medium of learning and instruction at school in accordance with section 15;
- (h) the prevention of any form of discrimination or any form of child abuse;
- (i) the decentralization of management and administration of education to regions, local communities, and schools;
- (j) the recognition of the needs of a child for development, and to engage in play and other recreational activities appropriate to the age of a child;
- (k) the provision of reasonable access to universal quality education to all children in Namibia; and
- (l) the prioritization of continuous teachers’ professional development. The success of a center is not in its name, location, or type. Success is what happens inside a specific community in support of every individual learner. “

#### 1. Performance Standards

The Performance Standards define a good center and what it can become. There are three key characteristics that are evident when centers effectively and productively tend to the Performance Standards.

Key Characteristics we are looking for in a center of learning are:

- Clear and informative communication — with consistency and purpose;
- Clear learning expectations for all parents, learners, and tutors;
- A positive and optimistic approach to learning from tutors, center leadership and students alike.

#### 2. Engagement of Learning

We would like to see that students are happy and safe in their environment. They need to participate with confidence and display eagerness over their own learning. The center should have policies in place which engages in practices that support all learners being included in the learning process.

#### 3. Growth in Learning

The center positively impacts learners throughout their journey of learning which is reflected in the learner’s ability to meet expectations in knowledge and skill acquisition.

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#### 4. Healthy Culture for Learning

The center creates and maintains a healthy culture and community where learners, parents, and educators feel connected to the purpose and work of the center and behave in alignment with the stated values and norms. Centers define the needs of each learner and what it will take for the learner to succeed in their educational journey. Centers ensures that each learner has access to effective teaching and additional support services. No learner should be excluded based on their background or demographic footprint or any form of direct or indirect discrimination on grounds of race, ethnic origin, colour, sex, religion, creed, social or economic status. No Center shall conduct any form of initiation or allow their learners to participate in it. The center demonstrates, through actions, its belief that every learner can succeed in their educational goals.

#### 5. Required Subjects

- English Reading & Grammar & Writing
- Mathematics
- Social Studies
- Science

#### 6. Compulsory Attendance

Compulsory attendance according to the Basic Education Act 3 of 2020 Section 9(1) & (1)(a), is age six (6) and should last until the age of sixteen (16) years. All children of school-going age should be registered with a governing body. Furthermore, the Basic Education Act 3 of 2020 stipulates:

- a) That children must be admitted in a grade appropriate to their ability and age in accordance (Section 9(3));
- b) when a child is not on par with others, the child has a right to receive appropriate support as may be prescribed (Section 9(4)), and
- c) learners of twenty-one (21) years or younger who left school for whatever reason may be re-admitted to the formal education system under prescribed conditions (Section 9(5)).

The minimum attendance of academic education should be not less than One Hundred and Eighty-Five (185) days per year and not less than two (2) hours per day.

#### 7. Testing Requirements

A homeschooled learner is required to participate in either state testing, provided he/she has the necessary enrolment at a state- or private school in place, or curriculum approved alternative testing procedures (equivalent to that given in the public schools). The results of tests in grades 3, 5, 7, 9 and 11 or evaluation by a qualified person and results must be submitted to the HOMESCHOOL ASSOCIATION OF NAMIBIA. If the annual academic assessment indicates that the child is not demonstrating reasonable proficiency, the parent will be required to develop a plan of remediation and submit a quarterly report of the child's progress to the HOMESCHOOL ASSOCIATION OF NAMIBIA as and when requested.



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## 8. Curriculums

A curriculum must be designed to meet a minimum of basic education goals, including reading; spelling; grammar; mathematics; and a study of good citizenship.

The STATE NATIONAL CURRICULUM is not allowed as a homeschool curriculum. Should a center tutor this student, a letter from a registered school should be handed in as proof that this student is attending private/state school. Curriculums chosen should follow the child's needs and must meet the minimum requirements of the state curriculum. EVERY student must be restarted on a legit homeschool curriculum (with log-in details or student numbers). These details (login details, usernames, and passwords for each student) should be supplied to the HOMESCHOOL ASSOCIATION OF NAMIBIA on request. It is important that the center does the due diligence regarding the curriculum and ensure they could provide support. Should a curriculum become redundant or unsuited in any way, it is the center's responsibility to ensure a reasonable replacement and inform the parents accordingly.

Should a center use an unknown/new curriculum, the HOMESCHOOL ASSOCIATION OF NAMIBIA would need to approve the curriculum to ensure that it is on standard with the minimum requirements of the state curriculum.

There must be a record of planned curriculum with semester dates, hours per week and subjects of instruction, kept updated by the relevant party (parent/tutor/center).

**Please note: All students must be registered at a legal governing body: HOMESCHOOL ASSOCIATION OF NAMIBIA or MINISTRY OF EDUCATION. Registration with a curriculum/curriculum provider does not constitute registration with a governing body.**

## 9. Satellite schools

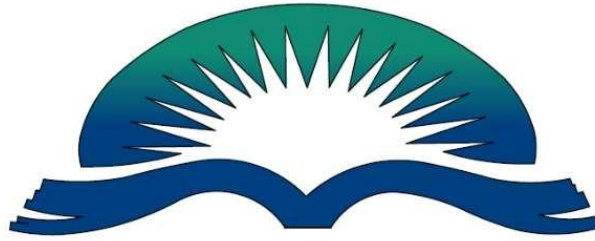
According to the Basic Education Act 3 of 2020 Article 75 (4) & (5), satellite schools linked to a registered private school is illegal in Namibia and punishable with imprisonment of up to two (2) years and/or a fine not exceeding N\$50 000 (Fifty Thousand Namibian Dollars). **Please note that multiple centers under the same company/owner in another town/region, would be classified as an umbrella center/school and is not allowed.**

## 10. Affiliation

Members of the HOMESCHOOL ASSOCIATION OF NAMIBIA are only allowed to affiliate with registered curriculum designers such as CambriLearn, Brainline, GED, Nucleus (to name a few). Affiliation with franchises or satellite schools (also known as umbrella schools) are not allowed. Tutor Centers, registered at the HOMESCHOOL ASSOCIATION OF NAMIBIA, are not allowed to affiliate with another education institution/organization without prior consent.

## 11. Required Documents

- a) In accordance with the Child Care and Protection Act 3 of 2015 a police clearance certificate is required from any person involved in managing or operating an institution that provides welfare services to children and any person who works with or has direct access to children at an institution that provides welfare services to children. The following are included:
- a child protection organisation
  - a residential childcare facility (a place of safety, a children's home, or a child detention center)
  - a place of care (creches, day care centers, etc.)
  - an early childhood development center
  - a shelter
  - a school
  - any other "association providing welfare services to children".



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The Homeschool Association of Namibia confirm that we hold tutors and tutor centers accountable by requesting these documents and it is seen in a very serious light. Parents are encouraged to ensure that the tutors (online and/or in person), coaches, trainers, caregivers comply by requesting a copy of the police clearance certificate.

- b) Center owners are required to meet all requirements in accordance with Business and Intellectual Property Authority (BIPA), which includes compliance with the requirements of relevant institutions, namely:
- i. the Ministry of Finance (registration for VAT and Company Tax)
  - ii. the Ministry of Labour
  - iii. the Ministry of Home Affairs (work permits, visas, etc.)
  - iv. the Social Security Commission
  - v. NAMFISA
  - vi. Local Authority by-laws such as those specified by the City of Windhoek, or local authorities in Swakopmund, Walvis Bay, Keetmanshoop, Oshakati etc.

## 12. Record-keeping

Each student must have their own updated file, which must be kept for five (5) years of compulsory school-going age.

An annual progress report, showing satisfactory progress in all content areas, shall be submitted at the end of each school year to the HOMESCHOOL ASSOCIATION OF NAMIBIA.

## 13. Other Requirements

Families who choose to homeschool should register at the HOMESCHOOL ASSOCIATION OF NAMIBIA (annually), regardless of whether they attend a center or study at home. An attendance record, time/duration of instruction, identification, and annual enrolment in a homeschool system should be kept updated and relevant by the relevant parties (center or parent).

Parents and/or tutors must have at least a grade 12 high school diploma or equivalent or (if not) be monitored by a certified teacher for two (2) years.

The maximum learners per tutor/educator is ten (10) students. The maximum students per center should not exceed forty-five (45), provided that there is sufficient staff to accommodate this number (ie a minimum of four (4) tutors for a center of forty (40) learners). When it does, we strongly advise that you register as a private school at the Department of Education.

## 14. Regional Directors

The HOMESCHOOL ASSOCIATION OF NAMIBIA has local/regional directors who are responsible to ensure that a suitable education to the child is provided by the responsible party (parent/tutor/tutor center owner). Such an enquiry might be a general enquiry or could request evidence of suitable education in the form of any or all the following:

- ✓ A written report/assessment by an independent body/professional;
- ✓ Samples of the child's work;
- ✓ Random testing
- ✓ A home visit, with or without your child present

Members are not legally required to answer this enquiry or agree to any meetings. However, failing to contact respond to such an enquiry, could lead to the conclusion that the child/ren is not receiving a suitable education. This could result in the issuing of a School Attendance Order (SAO), requiring registration of the child/ren at a particular school. Failure to comply to an SAO, is deemed a criminal offence.

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An Education Supervision Order (ESO) could also be issued with prescribed conditions on the way that the child/ren are educated. Not complying with an ESO could lead to prosecution, and a care order, where the local authority has the overarching power to make decisions about the child's education. Further lack of cooperation could lead to the child/ren being put into care. As a result, the best interest of the child/ren should always be considered.

IF FOR WHATSOEVER REASON THE ABOVE-MENTIONED CRITERIA IS NOT MET, your membership will be terminated immediately and will be announced on homeschooling groups on social media.

I hereby sign this document in agreement and by signing it, I acknowledge that I've read it, agree with, and will submit to it.

.....  
Signature (Owner)

.....  
NAME OF TUTOR CENTER

.....  
Name & Surname (Owner)

.....  
Date