



# BRIDGEMARK HIGH SCHOOLS - ZAMBIA

IGCSE / GCSE / A-Levels / SAT / IELTS / TOEFL & IB Diploma.  
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## FULL - TIME STUDENT ENROLLMENT FORM - 2025

### STUDENT DETAILS

First Name \_\_\_\_\_

Middle Name \_\_\_\_\_

Surname \_\_\_\_\_

Date of Birth (dd/mm/yy) \_\_\_\_\_

Sex Male  Female  Other   
(specify)

Nationality \_\_\_\_\_

Grade Applied For \_\_\_\_\_

Curriculum IGCSE CIE | EDEXCEL | ECZ | CBSE | AMERICAN | OTHER

(Tick where applicable)

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Preferred subjects

1. _____	5. _____
2. _____	6. _____
3. _____	7. _____
4. _____	8. _____

Mode of Learning (Tick where applicable)

PHYSICAL	ONLINE	BLENDED (Physical & Online)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



## PREVIOUS SCHOOL DETAILS

A. Name of the school \_\_\_\_\_

B. Grade \_\_\_\_\_

C. Country \_\_\_\_\_

*Please attach a copy of the latest school report of the pupil, a latest passport size photograph & transfer certification.*

D. Medical Conditions \_\_\_\_\_

E. Learning disabilities \_\_\_\_\_

## PARTICULARS OF PARENTS

PARTICULARS OF PARENTS / GUARDIANS	FATHER / MALE GUARDIAN	MOTHER / FEMALE GUARDIAN
First Name		
Surname		
Occupation		
Mobile No		
Tell No (Office)		
Tell No (Home)		
Residential Address		
Email Address		
Parents' status	Citizen <input type="checkbox"/> Employment Permit <input type="checkbox"/> Resident Permit <input type="checkbox"/> Diplomatic <input type="checkbox"/>	
Emergency Contact person's details other than parents / guardians	NAME	PHONE NUMBER
	1.	
	2.	

## OUR SCHOOL FEES POLICY

1. School fees not paid by the due date shall attract an administrative fee of K500.00 for a maximum of 10 days, or a part there of. Thereafter, management, without prejudice, shall have the right restrict/withhold its services including attendance, supply of educational material, reports and any other such measures.
2. Penalty of K250 to be charged in case of bounced cheques.
3. An accumulative administration fee of K500 will be charged after the initial 10 days of the first level penalty every fortnight from the day of default.

### FEES ARE PAID ON TERMLY BASIS FOR FULL TIME STUDENTS

**All School Fees Are Paid On a Termly Basis And at The Beginning Of a Term.**

Return of borrowed books by out-going students (external examinations) shall be two days after writing the final exam paper. A penalty fee of K50.00 per book shall be charged afterwards

**PLEASE NOTE: NO LESSONS ARE CONDUCTED ON CREDIT BASIS**

## OUR REFUND POLICY

- **Full refund (100 %)** when a student fails to attend any lesson within two weeks after payments of tuition fees due to the following reasons – sickness or death of the student or any other serious circumstances such as funeral of a loved one.
- **50 % refund** when a student fails to attend any lessons within a month (30 days) due to the following reasons – sickness or death of the student or any other serious circumstances such as funeral of a loved one.
- **No refund** shall be given when a student fails to attend class within a period of one month (30 days) without proof of sickness or any notice to to Bridgemark.
- No refund will be will be given to any student or parent who intentionally fails to attend class following their class time table or fail to notify Bridgemark of reasons why they cannot attend class.
- Refund will only be made when proof such as sick note or death certificate is provided.
- The refund shall be paid in full within a period of 60 days from the date of cancellation of the tutoring program.

## JOINING ONLINE / PHYSICAL CLASSES & SUBMITTING SCHOOL ASSIGNMENTS

This is the critical part of your school journey. You are expected to join your lessons on the scheduled time always. The assigned academic teacher will always give you the joining link on time to join class. You are further encouraged to submit all assigned work such as assignments, home works and exerxcises on time.

**I have read and accepted to abide by the above outlined Bridgemark High Schools Tuition Fees and Refund policies**

Parent / Guardian / Student names

.....

Signature

.....

Date

...../...../2024

# DECLARATION BY: PARENTS / GUARDIANS / STUDENT

If my child is enrolled as a pupil at Bridgemark High Schools I agree:

- A. To accept full responsibility without reservations, for the payment of the prescribed fees/dues
- B. To ensure that..... shall observe and be subject to the rules, dress code and discipline of the center. I have received a copy of rules and dress code.
- C. That should any information /details be found to be false or incorrect, the pupil will immediately forfeit his/her place at the school.
- D. Pursuant of my child,.....being accepted for admission for studies at Bridgemark High Schools, I hereby agree that the head or representative of the school will limit its attention to my child to First Aid only while within the school premises, incase of inherent risks or injuries arising from outdoor or indoor activities. I understand that the school will immediately endeavor to inform me or our doctor as per details below in case of emergency. In the event of my or the doctor's unavailability, I do give permission to head /representative of the school for my child to be treated at the nearest clinic.
- E. Upon my child's wish to discontinue his /her studies at the school, I agree to give prior written notice of thirty days (30) days to the head of the school before the end of the running term and clear his or her dues.
- F. I understand that in an event of my child's fee being unsettled within a maximum of 15 days of the commencement of the term, the school shall have the right to exclude him/her from all the classes and without his/her statement of entry, results etc. until such a time that the fee is settled.

I, thus, supply the following information for use in any emergency

Name of Doctor..... Tel No.....

Mobile No.....

Signature of parent/guardian..... Date..... /...../.....

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Comments by Bridgemark High Schools

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Signature.....Date..... /...../.....

