



For Office Use Only						
Application Form Completed						
Received						
Admission Status						
Reference No						

ACADEMIC YEAR APPLIED FOR: 2015/2016

Important Instructions to read before completing the form:

- This application is not binding on the applicant or the National Software Engineering Academy.
- Complete the form in **BLOCK LETTERS in BLACK or BLUE INK.**
- The closing date for applications is two weeks before the course enrolled for commences.
- An application Fee of N\$100 (equivalent in 10.0 USD for international students) is compulsory and this form will not be processed if **NOT PAID.**
- This application must be accompanied by certified copies of birth certificate/identity document and relevant academic certificates / latest school results and two passport sized photos.
- Applicants with Foreign Qualifications must attach their school leaving certificate should be translated by a sworn translator in the country of origin or in Namibia and verified by NQA (Namibia Qualification Authority). Original transcripts and certified copies of certificates / diplomas in the original language must also be attached.
- No original documents should be attached to the application. Thus the National Software Engineering Academy (NSEA) will not be held responsible for the loss of any original document(s). No copies will be returned to applicants.
- Forms can be submitted by mail, to: The Office of the Registrar: The Admissions Department, P O Box 26042, Windhoek, Namibia, or by hand: The Student Administration Desk, National Software Engineering Academy, Capital Centre Building, 8th Floor, Independence Avenue, Windhoek, Namibia.
- All information will be treated confidentially.

Part 1 Course Applied For

Second Choice

Third Choice

Mode of Study

Full-time/Part-time/Distance/Online

Part 2 Personal Details

Surname

Date of Birth

Passport No (for foreigners)
/Identity Number

Gender (Tick Applicable)

Male

Female

Country of Origin

Part 3 Contact Details

Student Parent/Guardian/Next of Kin

Physical Address

Country

E-Mail Address Postal Address

Tel (Home) Tel (Work) Cell No.

Part 4 Education Particulars

Secondary Education Details:

Name of Last School Attended or Current School Grade Passed

Year of Examination Examination Authority Candidate Number

Furnish results of the latest examination if final results are not available. Current Grade 12 learners must indicate their August results. A certified copy must accompany this form.

Subject	Level & Grade					Grade/Symbol
	NSSC (H)	NSSC (O)	HIGCSE	IGCSE	Other (specify)	

Tertiary Education Details:

Name of School	Year		Qualification Obtained or Enrolled For
	From	To	
Name of Institution	Year		Qualification Obtained or Enrolled For
	From	To	

Part 5 Physical Challenges

NSEA attempts to create opportunities for people with disabilities. In many cases we have not yet removed all the barriers, it would therefore be useful for us to know in advance whether or not you have any special needs so that we can work together to achieve equal access to the courses on offer. Please provide us with the following information.

Indicate whether you are physically challenged: Yes

No

If your answer is "yes" tick (✓) the appropriate challenge you are experiencing.

Visually impaired: blind

Visually impaired: partially blind – find it difficult to read printed text.
CANNOT study through reading.

Deaf /Dumb

Muscular/skeletal/joint/limb deficiencies / diseases, such as polio or muscular dystrophy

Wheelchair bound

State any other challenge you might experience

Part 6 General Information

Name of Employer (If Employed)

Telephone Number

Postal Address

Do you have access to the following?

Computer

Internet

Cellphone

How did you hear about us?

Part 7 Payment Details

Name of Person/Institution responsible for payment

Postal Address

E-Mail Address

Telephone Number

Relationship to student

Part 8 Declaration & Agreement

I/we _____, the undersigned hereby declare:

To the best of my/our knowledge and belief that the information furnished in this application is true and correct and that if it be found to be false and misleading in any respect, this application may be invalidated and the applicant's registration terminated;

That I/we will accept liability for any damage to NSEA property caused by me and indemnify the NSEA against any loss or damage howsoever caused in respect of property left at the NSEA by the applicant. I/we also indemnify the NSEA against any claim whatsoever for damages howsoever caused or arising which the applicant may sustain whilst registered as a student at the NSEA. This indemnity shall be binding on the Applicant's Executors and Heirs;

That I/we acknowledge that a Specified Minimum Deposit is required before or on the date of registration for the course the learned is accepted to. The balance on the account is then payable monthly as stated in the prospectus.

That I/we _____ shall abide by all regulations of the NSEA – and further that the applicants shall, if accepted, be under the disciplinary control of the NSEA as from the day on which he/she commences studies or attends an orientation week or registers as a student, whichever is earliest.

That I/we accept that the NSEA keeps documents, including this Declaration and Agreement, electronically and distributes them as such.

That although the NSEA does not take any responsibility for informing parents or guardian or major fee contributor of disciplinary action against a student (whether pending or finalized), academic performance or any other matters relating to the student, the NSEA may in its discretion report to the parents or guardian or major fee contributor such breaches of the rules by the applicant as the NSEA deems necessary and further to report on any matter concerning progress, conduct, well-being or health of the applicant, and further that the NSEA may take all such steps as it considers reasonable in the event of the applicant becoming ill or requiring medical attention without the NSEA undertaking any legal obligation to do so.

Signature of Applicant:

Date

DECLARATION BY PARENT / LEGAL GUARDIAN/SPOSNOR (if applicant is under the age of 21 or is a legal minor)

I agree and consent to the above declaration, undertakings, waiver and indemnity by the applicant. I consent to the applicant signing the registration forms if admitted. I hold myself jointly and severally liable with the applicant as co-debtor for all amounts due by the applicant to the NSEA until I notify the NSEA in writing to the contrary in which event such notification shall take effect only from the beginning of the following academic year. I irrevocably undertake that I shall not, in any capacity, hold the NSEA liable for any damage or loss which the applicant or any person may suffer under any of the circumstances set out in the applicants' declaration.

Signature by Parent / Legal Guardian/Sponsor:

Date

Part 9 Rules & Regulations

These rules apply to all students enrolled at the NSEA.

- Placement on the NSEA is subject to review of the applicant by the Advisory Board and is not transferrable to another individual.
- Student at NSEA undertakes to attend the full course, with an 80% class attendance.
- If a student, having started the course, then withdraws from the course for any reason, it is not guaranteed that the student will be allowed to resume attendance.
- If a student misses any part of the course due to absenteeism, this may affect conferring graduate status upon such a student.
- NSEA retains the right to change the advertised agenda for NSEA course or event without notice to the student.
- NSEA will make every effort to give the student reasonable notice in advance if any class or event is changed.

Commencement of course

- Paying for NSEA course (s) or event venue, NSEA will be acting on the students' behalf. Students will be subjected to the terms and conditions growing the college
- It is the student's responsibility to ensure that while attending NSEA course or/courses and while on any third party premises, he or she does not behave in an improper or disorderly manner or in any way which risks or causes damage to property, or in any way breach the terms and conditions of the premises. Failure to adhere to these rules, the student will be subjected to a disciplinary hearing.
- In the event of such continuous Failure to adhere to this, NSEA will have the right to require the participant to withdraw from the course and be held liable for damage to property. NSEA will also be entitled to retain the course fee.
- The student will also be held liable to indemnify NSEA for any expenses or other liability it incurs or suffers as a result of any such improper behavior.
- A statement signed by the Registrar or his/her delegate shall represent the amount owing to the NSEA by me/us, and further that in the event of such amount being handed over for collection, I/we shall pay all legal charges incurred on the attorney and client scale;
- Students are all expected to pay all interest on all overdue fees, and disbursements at a rate of 15% per annum compounded monthly and calculated from the first day of each month following the date by which final payment of all fees and disbursements must have been made;

Re-registration Policy

- It is at NSEA's discretion to agree with the student the hours/days required to complete the course (e.g. attending the balance of events, or re-starting the course in its entirety) in order to be able to achieve graduate status.
- Students wishing to defer their place and reregister under this policy will be required to complete a short re-registration form outlining the circumstances and context of their request.
- The student's re-registration form will be considered by the Advisory Board, using the application criteria. NSEA cannot guarantee that an application to defer and re-register will be successful.
- In cases where a participant wishes to defer their place before the course they have been originally accepted to has even started, the re-registration fee policy only applies where the request is received fewer than 30 days prior to the first day of the course (hence the full fee for the original course is due in full).
- Students can only defer and re-register a course of the same type. Requests to defer and re-register onto a different course may incur a high fee.
- The 15% re-registration fee can be waived in exceptional circumstances at NSEA's discretion.

Cancellation and refunds

Notice of cancellation must be received in writing by post or by fax and is subject to the following terms:

- Where notice of cancellation is received fewer than 30 days prior to the first day of the course, the payer will be liable for 100% of the course fee.
- Where notice of cancellation is received between 30 and 50 days prior to the first day of the course, the payer will be liable for 50% of the course fee.
- Where notice of cancellation is received more than 50 days prior to the first day of the course, NSEA will make a full refund of the course fee paid.

No refund of fees will be made for absence due to illness or withdrawal during the course for any reason.