



## COURSE CHANGE STUDY INFORMATION

### CHANGE TO ANOTHER COURSE (Example: DPPE to ICDL / ACSE to MET / ICDL to EDUFEEES + cellphone etc)

CIF/STUDENT NUMBER: \_\_\_\_\_ SURNAME: \_\_\_\_\_ INITIALS: \_\_\_\_\_  
 CURRENT COURSE REGISTERED FOR: \_\_\_\_\_ REGISTRATION DATE (old course): \_\_\_\_\_  
 NEW COURSE APPLIED FOR: \_\_\_\_\_ APPLICATION DATE (new course): \_\_\_\_\_

*(The application for the change should be within three (3) months after the first registration date)  
 (Make sure that the student academically qualifies to be registered for the new course)  
 (The price for the new course must be in line of that of the "old" course)*

1. Attach a copy of the CONTRACT for the course originally (old course) registered for.
2. Attach QUALIFICATIONS for the new course (if applicable)
3. Attach the IOL APPLICATION FORM for the new course (subject choices important)

ADMIN FEE (COMPULSORY): N\$ 1 000-00 + STUDY MATERIALS:

DPPE: Year 1 (study materials were issued):	N\$ 2 594-00
DPPE: Year 2 (study materials were issued):	N\$ 2 682-00
DPPE: Year 3 (study materials were issued):	N\$ 2 662-00
BESP: (study materials were issued):	N\$ 2 900-00
JUNIOR BOOKKEEPER (study materials were issued):	N\$ 2 500-00
JUNIOR OFFICE ADMINISTRATOR (study materials issued):	N\$ 3 500-00
ICDL & MET (study materials were issued):	N\$ 1 445-00
PRE QUALIFICATION IN POLICING (study materials issued):	N\$ 250-00
CERTIFICATE IN POLICING (study materials were issued):	N\$ 1 500-00
ADVANCED CERTIFICATE IN PRIMARY EDUCATION:	N\$ 3 740-00
ADVANCED CERTIFICATE IN SECONDARY EDUCATION:	N\$ 3 500-00
DJPE: YEAR 1 (STUDY MATERIALS WERE ISSUED)	
DJPE: YEAR 2 (STUDY MATERIALS WERE ISSUED)	
DJPE: YEAR 3 (STUDY MATERIALS WERE ISSUED)	

SURNAME & NAME (PAYER): \_\_\_\_\_ TOTAL AMOUNT: N\$ \_\_\_\_\_  
 (additional fees)

SIGNATURE: (PAYER): \_\_\_\_\_ DATE: \_\_\_\_\_

### CHANGE OF PERSONAL INFORMATION ( FREE OF CHARGE)

NEW EXAMINATION VENUE: \_\_\_\_\_ NEW CELL NUMBER: \_\_\_\_\_

NEW ADDRESS: \_\_\_\_\_ NEW BANK ACCOUNT NUMBER: \_\_\_\_\_

CIF/STUDENT NUMBER: \_\_\_\_\_ SURNAME & INITIALS: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_



**CHANGE TO ANOTHER SUBJECT or PRODUCT: (Example: Mathematics to Geography etc)**

CIF/STUDENT NUMBER: \_\_\_\_\_ SURNAME: \_\_\_\_\_ INITIALS: \_\_\_\_\_

CURRENT SUBJECT REGISTERED FOR: \_\_\_\_\_ REGISTRATION DATE (old subject): \_\_\_\_\_

NEW SUBJECT APPLIED FOR: \_\_\_\_\_ APPLICATION DATE (new subject): \_\_\_\_\_

*(the application for the change should be within three (3) months after the first registration date)  
(make sure that the student qualifies to be registered for the new subject)*

1. Attach a copy of the CONTRACT for the course originally (old course) registered for.
2. Attach the IOL APPLICATION FORM for the new subject (subject choices important)

ADMIN FEE (COMPULSORY) N\$ 300-00 + STUDY MATERIAL FOR NEW SUBJECT:

ACSE:	MATHEMATICS:	N\$ 732-00	ACPE:	NAT. SCIENCE & HEALTH:	N\$ 688-00
	HISTORY:	N\$ 810-00		MATHEMATICS:	N\$ 834-00
	GEOGRAPHY:	N\$ 1 335-00		ENGLISH:	N\$ 493-00
	ENGLISH:	N\$ 950-00		SOCIAL SCIENCE:	N\$ 1 487-00
	ACCOUNTING:	N\$ 389-00			
	ECONOMICS:	N\$ 300-00	BESP:	NAT. SCIENCE & HEALTH:	N\$ 520-00
	BUS. STUDIES:	N\$ 277-00		MATHEMATICS:	N\$ 279-00
	BIOLOGY:	N\$ 486-00		ENGLISH:	N\$ 472-00
				SOCIAL SCIENCE:	N\$ 370-00
DPPE:	DDPE: YEAR 1:	N\$ 795-00			
	DDPE: YEAR 2:	N\$ 663-00		STUDY GUIDES / hard copies	
	DDPE: YEAR 3:	N\$ 714-00			
				N\$ 1 500-00	
DJPE:	DJPE: YEAR 1, 2 OR 3:	N\$ 892-00		TOTAL AMOUNT: N\$	_____
				SIGNATURE:	_____

**RE-ALLOCATE THE COURSE TO ANOTHER STUDENT (within three (3) months after registration date)**

SURNAME OF THE NEW STUDENT: \_\_\_\_\_ INITIALS: \_\_\_\_\_

CIF NUMBER OF THE NEW STUDENT:

1. Attach a copy of the CONTRACT for the course originally registered for (old student)
2. Attach a copy of the ID for the new student.
3. If it is an ACADEMIC COURSE, attach copies of the QUALIFICATIONS of the new student.

ADMIN FEE (COMPULSORY) = N\$ 500-00

NAME & SURNAME (PAYER): \_\_\_\_\_ CIF NUMBER OF THE PAYER: \_\_\_\_\_

SIGNATURE (PAYER): \_\_\_\_\_ DATE: \_\_\_\_\_