



Personal Information

Last Name	First Name	ID no	Email				
Mailing Address		Town	Region	Citizenship	Home Phone	Mobile Phone	
Note: Your correct E-mail address and mobile number are crucial for further communication.							
If not Namibian, are you entitled to study in Namibia?		Yes <input type="checkbox"/>	No <input type="checkbox"/>	Study Permit Number		Passport Number	
For which programme are you applying?	Office Admin Lvl1 <input type="checkbox"/>	Office Admin Lvl2 <input type="checkbox"/>	Office Admin Lvl3 <input type="checkbox"/>	Gender	F <input type="checkbox"/>	M <input type="checkbox"/>	Date of Birth
English		<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Speak			

Parent / Guardian contact information

Name & Surname	
Address	
	Town
Telephone Number	Relationship

Education and Training

	Name of School / Institution	Contact Details	Highest Level	Year Completed
Secondary School				
Subjects Studied				
Subjects Passed				
Additional Courses if any				

Personal References

	Reference 1	Reference 2	Reference 3
Name & Surname			
Address			
E-mail address			
Telephone			

Conditions

<p>LEVEL 1 OFFICE ADMINISTRATION BREAKDOWN</p> <p><input type="checkbox"/> OPTION 1 TRAINING FEES ARE N\$12 700-00 (TRAINING COST)</p> <p><input type="checkbox"/> OPTION 2 TRAINING FEES ARE N\$13 800-00 (+ TRANSPORT)</p> <p><input type="checkbox"/> OPTION 3 TRAINING FEES ARE N\$14 800-00 (+ JOB ATTACHMENT)</p>	<p>OFFICE ADMINISTRATION LEVEL 1-3</p> <p><input type="checkbox"/> LEVEL 1 TRAINING FEES ARE N\$12 700-00 (TRAINING COST ONLY)</p> <p><input type="checkbox"/> LEVEL 2 TRAINING FEES ARE N\$13 100-00 (TRAINING COST ONLY)</p> <p><input type="checkbox"/> LEVEL 3 TRAINING FEES ARE N\$13 800-00 (TRAINING COST ONLY)</p>	
Attached certified copy of latest school results <input type="checkbox"/> Yes <input type="checkbox"/> No		
<p>Disclaimer - By signing, I hereby certify that the above information, to the best of my knowledge, is correct. I understand that falsification of this information may prevent me from being enrolled or lead to my expulsion if enrolled. I also provide consent for my personal references to be contacted. I understand that completion of this form does not necessarily mean automatic acceptance into the training programme requested. I agree to make myself available for the aptitude testing and interview. I further acknowledge that if accepted into a training programme, I will be required to pay N\$250 and sign the Trainee's Code of Conduct agreeing to abide by the Centre's Rules and Regulations.</p>	Signature: _____	Date: _____

For official use:				
Result	Results	Date of Interview	Interview Result	Final
Reject / Accept for Entry Assessment	of Entry Assessment			Decision
Initials of Evaluator: _____	_____	_____	_____	_____



NO CASH SHOULD BE PAID to either IOL or TRUSTCO FINANCE PERSONNEL. The responsibility for lost cash remains that of the student.

DECLARE THE SOURCE OF THE CASH:

2. TRUSTCO FINANCE LOAN:

SEE / VERIFY THE LOAN APPLICATION FORM FOR: LOAN AMOUNT + STUDENT
SUPPORT FEE + ADDITIONAL STUDY MATERIALS + APPLICABLE OTHER FEES PAYABLE

GRAND TOTAL: N\$.....

ESSENTIAL DOCUMENTS: CERTIFIED COPY OF ID
COPY OF LATEST PAY SLIP
LETTER OF APPOINTMENT

IOL WILL NEED A DECLARATION UNDER OATH IF THERE IS A VARIATION OF YOUR ID PARTICULARS REFERRING TO THE ID, SALARY SLIP AND RELEVANT DOCUMENTS

THIS IS A LEGAL AND BINDING CONTRACT BETWEEN THE INSTITUTE FOR OPEN LEARNING AND THE UNDERSIGNED

I DECLARE THAT,

NO CANCELLATIONS WILL BE ACCEPTED AFTER REGISTRATION

- (1) All the particulars furnished by me on this form are true and correct, and I undertake to comply with rules, regulations and decisions of IOL, and any amendments thereto, and have taken note of advice which may be applicable to students in general and/or to the field of study for which I am registered;
- (2) The duty is upon myself to establish the level of benefits, if any, offered by my employer in case of successful completion of the course;
- (3) IOL shall be entitled upon notice to the student to provide such equipment or material as it deems necessary in the interest of the student;
- (4) Any cost incidental thereto shall be added to the fees payable. The student mandates IOL to instruct TRUSTCO FINANCE to adjust the loan accordingly;
- (5.1) In case of the goods being delivered by the Seller to the Purchaser, the address submitted by the Purchaser in this agreement shall be deemed to be the official delivery address of the Purchaser and all good purchased shall be deemed to have been delivered to the Purchaser;
- (5.2) The Purchaser shall be liable to provide the Seller with written notice to the Seller on changing his/her address for the purposes of delivery;
- (5.3) All goods will become the risk and responsibility of the Purchaser once goods have been offload at the Purchaser's address set forth in the heading of this Contract. Delivery of the goods shall discharge the Seller of its obligations in terms of this agreement;
- (5.4) The Seller shall not be liable for the loss of goods or profit or any damages to the delivered goods if delivered to Purchaser's address;
- (5.5) In the case of delivery by any other means including that of the Purchaser collecting the goods from the Seller's premises, delivery is deemed to have taken place upon the delivery receipt being signed by the Purchaser and the risk of damage to or the loss of the goods shall pass to the Purchaser at the time of delivery;
- (5.6) It is precedent that the Seller shall not be liable for the loss of profits or any damage direct or indirect, consequential or otherwise, sustained by the Purchaser in consequence of deliveries, which may be in any respect incurred, or in consequence of non-delivery or late deliveries due to breakdowns of machines, strikes, labour disputes, wars, riots, civil commotion, delays by manufactures, or in transport accidents, legislation or regulations of any government or other authority, or other causes beyond our control;
- (5.7) Any times or dates for delivery or performance quoted by Seller are business estimates only and do not contribute contractual obligations;

PLEASE NOTE!!....IT WILL TAKE 10 WORKING DAYS TO FINALISE YOUR REGISTRATION

STUDENT (Signature):

DATE:

MARKETER (Name & Surname):

SIGNATURE:

DATE:

APPROVAL OF YOUR APPLICATION MAY BE DELAYED IF ANY OF THE ABOVE INFORMATION IS NOT INCLUDED