

# BUSINESS SCHOOL APPLICATION FORM



SEP 2019

*Education is the greatest equaliser*

Please complete this form in full.

IOL STUDENT DETAILS:	
SURNAME:	FIRST NAME:
INITIALS:	MARITAL STATUS:
TITLE:	I.D. NUMBER:
DATE OF BIRTH: yy                      mm                      dd	POSTAL ADDRESS:
DELIVERY ADDRESS:	TOWN:
STREET ADDRESS:	CELL NO:                                      HOME NO:
YES, I WILL COLLECT THE STUDY MATERIAL <input type="checkbox"/>	OFFICE NO:                                      FAX:
PLEASE DELIVER THE STUDY MATERIAL <input type="checkbox"/>	EMAIL ADDRESS:

EMPLOYER:..... ADDRESS:.....  
PAY POINT:..... TOWN:.....

REFER A FRIEND (SURNAME & INITIALS):..... (CELL NO):.....

**IOL OFFICE:**

WINDHOEK                       KATIMA MULILO                       KEETMANSHOOP                       MARIENTAL   
ONGWEDIVA                       WALVIS BAY                       RUNDU                       GOBABIS

METHOD OF PAYMENT: (SELECT ONE ONLY)                      (PAYMENT OF STUDENT SUPPORT FEE + LOAN COMPULSORY)

**1. CASH PAYMENT:                      (PAYMENT OF STUDENT SUPPORT FEE + LOAN COMPULSORY)**

LOAN AMOUNT: N\$	<b>BANK DETAILS: INSTITUTE FOR OPEN LEARNING FIRST NATIONAL BANK ACCOUNT NUMBER: 62122858452 BRANCH CODE: 281872</b>
	<b>COMPULSORY:</b> FAX or E-MAIL or ATTACH – DEPOSIT SLIP + ID NUMBER + STUDENT / CIF NUMBER

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:

<b>2. TRUSTCO FINANCE LOAN:</b>	<b>ESSENTIAL DOCUMENTS:</b>
SEE / VERIFY THE LOAN APPLICATION FORM FOR: LOAN AMOUNT + STUDENT SUPPORT FEE + ADDITIONAL STUDY MATERIALS + APPLICABLE OTHER FEES PAYABLE	CERTIFIED COPY OF ID COPY OF LATEST PAY SLIP LETTER OF APPOINTMENT
= GRAND TOTAL: N\$.....	

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

2. TRUSTCO FINANCE LOAN: N\$

KYC FORMS FOR EITHER CASH PAYMENTS OR TRUSTCO LOANS **MUST** BE ATTACHED TO APPLICATION

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

**FOR CASH PAYMENTS...**

CANCELLATION OF STUDIES WITHIN ONE MONTH AFTER THE REGISTRATION DATE WILL ALLOW A 100% REFUND  
CANCELLATION OF STUDIES WITHIN THREE MONTHS AFTER THE REGISTRATION DATE WILL ALLOW A 50% REFUND

I DECLARE THAT,

- (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) 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;
- (3.1) In case of the goods being delivered by the Seller to the Purchaser, the address submitted by the Purchaser in this agreement shall be Purchaser;
- (3.2) 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;
- (3.4) 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;
- (3.5) 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;

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

STUDENT (Signature): ..... DATE: .....

GUARDIAN (Name & Surname): ..... SIGNATURE: ..... DATE: .....

MARKETER (Name & Surname): ..... SIGNATURE: ..... DATE: .....

**INTERNATIONAL COMPUTER DRIVING LICENCE: BASE - ICDL BASE**

- COMPUTER ESSENTIALS
- ONLINE ESSENTIALS
- WORD PROCESSING
- SPREADSHEETS

DURATION = 1 YEAR / CASH PRICE: **N\$ 5 670-00**

**INTERNATIONAL COMPUTER DRIVING LICENCE: BASE PLUS - ICDL BASE PLUS**

- COMPUTER ESSENTIALS
- ONLINE ESSENTIALS
- WORD PROCESSING
- SPREADSHEETS
- PRESENTATIONS
- USING DATABASE

DURATION = 1 YEAR / CASH PRICE: **N\$ 6 301-00**

**INTERNATIONAL COMPUTER DRIVING LICENCE: ICDL BASE AND NOTEBOOK (PROLINE V146) WITH 1TB HARDRIVE**

- COMPUTER ESSENTIALS
- ONLINE ESSENTIALS
- WORD PROCESSING
- SPREADSHEETS

DURATION = 1 YEAR / CASH PRICE: **N\$ 12 990-00**

**COMPTIA A+ COURSE: A+ SOFTWARE AND HARDWARE/NETWORK AND NETWORKING**

**GRAPHIC AND WEB DESIGN COURSE: Dreamwaver CS6/InDesign CS6/Illustrator CS6/Photoshop CS6 with Adobe Software**

iMAC BOOK OPTIONAL    YES     NO

**EXAMINATION VENUES FOR: ICDL BASE / ICDL PLUS / ICDL BASE WITH NOTEBOOK / COMPTIA A+ / GRAPHIC AND WEB DESIGN**

WINDHOEK

KATIMA MULILO

ONGWEDIVA

WALVIS BAY

RUNDU



**I.O.L.**  
INSTITUTE  
FOR  
OPEN LEARNING