

# IOL ACADEMIC APPLICATION FORM



FEB 2024

Please complete this form in full.

Education is the greatest equaliser

## INSTRUCTIONS

1. Please ensure that all sections of this form are completed in full to avoid any delays in processing your application.
2. It is essential to initial each page of the application form and provide a full signature on both page 2 and the acknowledgment page.
3. Certified copies of the following documents must be submitted along with this application form:
  - Valid identity document or passport with a stamp date not older than 6 months.
  - Marriage certificate (if applicable) in cases where the surname on qualifications differs from the ID/passport.
  - School leaving certificate.
  - Tertiary academic qualification certificate and transcript, if you have studied at another higher education institution.
4. In addition to the completed form and certified documents, your application must be accompanied by proof of payment for either:
  - Full-year tuition payment for Year 1.
  - Semester payment as per the issued quote.
5. If you are applying for a Trustco Finance loan, please include the Trustco Finance Loan Agreement along with your application.

### Banking Details:

- Bank: FNB
- Branch code: 281872
- Account Holder: Trustco Finance
- Account Number: 62122858452
- Reference: Student Number or Name/ID Number

CIF NUMBER FOR STUDENT:	CIF NUMBER FOR PAYER:
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IOL STUDENT/PERSONAL DETAILS:		
SURNAME:	FIRST NAME:	INITIALS:
ID NUMBER	POSTAL ADDRESS:	TOWN:
CELL NUMBER:	HOME NUMBER:	OFFICE NUMBER
E-MAIL ADDRESS:	RESIDENTIAL ADDRESS:	

ARE YOU DISABLED?	DESCRIBE:.....
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### STUDY BUDDY GROUP:

- YES  NO MY CONTACT DETAILS CAN BE MADE AVAILABLE TO OTHER STUDENTS
- YES  NO CONTACT DETAILS OF OTHER CAN BE MADE AVAILABLE TO ME

NO CASH SHOULD BE PAID TO ANY IOL or TRUSTCO FINANCE PERSONNEL  
(THE RESPONSIBILITY FOR LOST CASH REMAINS THAT OF THE STUDENT)

METHOD OF PAYMENT: (SELECT ONE ONLY)

1. CASH PAYMENT:

N\$

(Declare the source of the cash)

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2. TRUSTCO FINANCE LOAN:	N\$
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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...**

**CANCELLATIONS AND REFUNDS**

**TERMS AND CONDITIONS FOR THE CANCELLATION OF COURSES AND THE SUBSEQUENT REFUNDING OF COURSE COST TO STUDENTS**

SUBJECT TO THE TERMS AND CONDITIONS, STUDENTS SHALL BE ENTITLED TO A REFUND OF FEES PAID AFTER CANCELLATION OF A COURSE.

- CASH STUDENTS WHO CANCEL THEIR COURSE(S) WITHIN 30 (THIRTY) DAYS AFTER SIGNATURE OF THE APPLICATION FORM BY THE STUDENT WILL BE ENTITLED TO A 90% (NINETY PERCENT) REFUND OF THE COURSE COST FROM IOL.
- CASH STUDENTS WHO CANCEL THEIR COURSE(S) WITHIN 60 (SIXTY) DAYS AFTER SIGNING OF THE APPLICATION FORM BY THE STUDENT WILL BE ENTITLED TO A 50% (FIFTY PERCENT) REFUND OF THE COURSE COST BY IOL.
- NO REFUNDS WILL BE PAID AFTER IN RESPECT OF CANCELLATIONS MADE AFTER THIS 60 (SIXTY) DAY PERIOD.
- CANCELLATIONS SHOULD BE DONE IN WRITING, AND THE CANCELLATION LETTER SHOULD BE STAMPED AND DATED BY IOL AS PROOF OF RECEIPT THEREOF BY IOL.
- CANCELLATIONS WILL NOT BE CONSIDERED IN THE EVENT THAT STUDY MATERIAL OR STUDY TOOLS HAD BEEN DISPATCHED OR THAT A SERVICE HAD BEEN RENDERED TO THE STUDENT BY IOL.
- CANCELLATIONS SHOULD BE MOTIVATED AND IOL RESERVES THE RIGHT TO APPROVE OR REJECT ANY CANCELLATION.

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;

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: .....

**NAMIBIA POLICING COURSES**

**PRE-QUALIFICATION IN POLICING (POLP)**

**CERTIFICATE IN POLICING (POLC)**

**SEMESTER 1**  **SEMESTER 2**

**DIPLOMA IN POLICING (POLD)**

**YEAR 1:**

**SEMESTER 1**  **SEMESTER 2**

**YEAR 2:**

**SEMESTER 1**  **SEMESTER 2**

## ACKNOWLEDGEMENT FOR STUDENTS ENROLLING FOR STUDIES AT IOL

DEAR IOL STUDENT,

IF YOU ARE PLANNING TO REGISTER FOR YOUR FIRST YEAR OF STUDIES OR THE FIRST SEMESTER OF YOUR ACADEMIC JOURNEY, PLEASE TAKE NOTE OF THE FOLLOWING IMPORTANT INFORMATION:

- THE COURSE YOU WISH TO REGISTER FOR HAS RECENTLY UNDERGONE A REVIEW AS PER NQF REGULATIONS, RESULTING IN CHANGES.
- SOME SUBJECTS HAVE BEEN REMOVED, AND NEW SUBJECTS HAVE BEEN ADDED TO THE CURRICULUM.
- YOU WILL BE AUTOMATICALLY TRANSITIONED TO THE UPDATED COURSE.
- THE EFFECTIVE DATE OF THIS TRANSITION IS 1ST MAY 2024. PLEASE BE AWARE THAT IF YOU DECIDE NOT TO PURSUE THE REVISED COURSE AND WISH TO CANCEL YOUR CONTRACT, YOU MUST DO SO WITHIN THREE (3) DAYS OF SIGNING THE AGREEMENT.

### EXAMINATION INTEGRITY ACKNOWLEDGEMENT FROM THE 2024 ACADEMIC YEAR

EFFECTIVE MAY/JUNE 2024 EXAMINATION, IOL EXAMINATIONS WILL BE CONDUCTED ONLINE.

FOR YOU TO FULLY PARTICIPATE IN THESE EXAMS, IOL WILL BE IMPLEMENTING NEW SECURITY FEATURES TO ENSURE THE INTEGRITY OF THE ASSESSMENTS:

- **EXAMMONITOR:** CHEATING AND ACADEMIC DISHONESTY REMAIN SIGNIFICANT CHALLENGES IN REMOTE EXAMS. EXAMMONITOR IS A TECHNOLOGY-DRIVEN REMOTE PROCTORING SOLUTION THAT DIGITALLY MONITORS EXAM-TAKERS THROUGH VIDEO AND AUDIO SURVEILLANCE THROUGHOUT THE ENTIRE EXAMINATION.
- **EXAMID:** PREVENTING EXAM-TAKER IMPERSONATION IS ESSENTIAL TO MAINTAINING ASSESSMENT INTEGRITY.

PLEASE TAKE THESE REQUIREMENTS AND SECURITY MEASURES INTO ACCOUNT AS YOU PREPARE FOR YOUR REGISTRATION. THE SYSTEM REQUIREMENTS WILL BE ACCESSIBLE ON OUR WEBSITE, AND WE WILL ENSURE THAT THEY ARE SHARED WITH STUDENTS THROUGH THEIR OFFICIAL IOL EMAIL ADDRESSES WELL IN ADVANCE OF THE EXAMINATIONS. THE FUNDAMENTAL PREREQUISITES WILL INCLUDE A PERSONAL COMPUTER OR LAPTOP, A WEBCAM, AND A STABLE INTERNET CONNECTION.

PLEASE FILL IN THE REQUESTED INFORMATION AS A CONFIRMATION THAT YOU HAVE COMPREHENDED THE INFORMATION PROVIDED ABOVE:

### DECLARATION BY APPLICANT

I, THE UNDERSIGNED APPLICANT, DO HEREBY ACKNOWLEDGE THAT I UNDERSTAND THE DECLARATION OF THIS ENROLMENT CONTRACT AND HOLD MYSELF BOUND THEREBY, AS WELL AS ALL OTHER PROVISIONS OF THIS REGISTRATION, AND BY THE RULES AND PROCEDURES OF THE IOL CURRENTLY IN FORCE. I ACKNOWLEDGE ALSO THAT THEY MAY BE ALTERED DURING THE PERIOD I AM A REGISTERED STUDENT.

FURTHERMORE, I ACKNOWLEDGE THAT I HAVE FAMILIARIZED MYSELF WITH THE IOL PROCESS, OFFICE 365, AND THE REQUIREMENTS OF THE PROGRAM I INTEND TO PURSUE. I CERTIFY THAT THE INFORMATION I HAVE PROVIDED IN THIS FORM IS ACCURATE IN ALL RESPECTS.

**NAME AND SURNAME (STUDENT):** \_\_\_\_\_

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

THANK YOU FOR YOUR ATTENTION TO THIS MATTER, AND WE LOOK FORWARD TO ASSISTING YOU WITH YOUR ACADEMIC JOURNEY.

Semester (Registration)	Electronic Assignment due date	Examination
<b>First semester:</b> Register before 15 November	15 January of the year	April/May
<b>Second semester:</b> Register before 15 April	15 June of the year	August/September
		<b>Supplementary:</b> November/December