



APPLICATION FOR STUDENT ADMISSION TO THE INSTITUTE INTAKE / YEAR:

#THINKNURSING

APPLICATION FEES (NON-REFUNDABLE)

Normal application fee (N\$300.00)

Late application fee (N\$450.00)

Attach original deposit slip to the application form upon submission

**ATTACH RECENT
PASSPORT
PHOTO**

INSTRUCTIONS:

1. Complete the form in BLOCK LETTERS in Black or Blue INK.
2. Applicants with foreign Qualification must attach NQA Evaluation Letter.
3. If in need of a study permit arrange for it before commencing studies with us.
4. NTIT not be responsible for the loss of any original documents (no copies will be returned back to applicant).
5. All information supplied by the applicant will be treated as confidential.

SECTION 1: PROPOSED COURSE OF STUDY

Course of study which you wish to enrol	Please tick in the appropriate box		Select Mode of Study (Full Time, Part Time or Distance)
Enrolled Nursing & Midwifery Science Level 6	<input type="checkbox"/>	<input type="checkbox"/>	
Nursing Foundation Level 4	<input type="checkbox"/>	<input type="checkbox"/>	
Nursing Assistant Level 4	<input type="checkbox"/>	<input type="checkbox"/>	
Auxiliary Nursing Level 4	<input type="checkbox"/>	<input type="checkbox"/>	
Healthcare Giver Level 4	<input type="checkbox"/>	<input type="checkbox"/>	

Please tick in the appropriate box

Branch	Windhoek Branch	<input type="checkbox"/>	Ongwediva Branch	<input type="checkbox"/>	Okongo Branch	<input type="checkbox"/>
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SECTION 2: APPLICANT'S PARTICULAR

Title	Mr.	<input type="checkbox"/>	Ms.	<input type="checkbox"/>	Other (Specify)	<input type="text"/>
Surname:	<input type="text"/>					
First Name(s)	<input type="text"/>			Initials:	<input type="text"/>	



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SECTION 3: CONTACT PARTICULAR (COMPULSARY)

Postal Address										Residential Address									
Mobile Number:																			
Email Address:																			

SECTION 4: PERSONAL PARTICULARS

ID Number:															Date of Birth	D	D	M	M	Y	Y	Y	Y
Passport No:															Marital Status	Single				Married			
Maiden Name:											Gender:	Female				Male							
Home Language						Home Town						Region											
Citizenship:	Namibian										Other (specify)												

DO YOU HAVE ANY CHRONIC ILLNESS, IMPAIRMENT OR DISABILITY?	Yes		No	
If 'yes' please specify and attach documents specifying your condition.				
Based on your disability, do you have special needs?	Yes		No	
If 'yes' briefly state your additional needs arising from the above-mentioned impairment or disability.				



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SECTION 5: APPLICANT'S NEXT OF KIN/LEGAL GUARDIAN PARTICULARS

FAMILY RELATIONSHIP WITH THE PERSON WHOSE PARTICULARS ARE SUPPLIED							
Father		Mother		Spouse/Partner		Guardian	

Title:	Mr.		Mrs.		Other (Specify)		
Surname;							
First Name (s):							
ID Number:							
Home Address:							
Cell phone Number:							
Employer:							
Occupation:							
Employers Address:							

Section 6: SCHOOL LEAVING PARTICULARS

Name of the School:			
Highest grade passed:		Year:	
Subjects		Level	Symbol
Total Points:			



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SECTION 7: TERTIARY EDUCATION

Name of Institution	Year	Qualification Obtained

SECTION 8: PAYMENT DETAILS

Name of person / Institution responsible for payment:	
Relationship with Applicant:	
Residential Address:	
Employer:	
Occupation:	
Town:	
Email Address:	
Cell phone Number:	

SECTION 9: DOCUMENTS TO BE ATTACHED

Items	Tick
Certified copies of ID/Passport/ (Birth Certificate if the applicant has not yet received an ID)	
One recent passport photo	
Certified copies of all your academic certificate(s) /results.	
Proof of Application fee	
Original official translation of the foreign qualification – if in a foreign language other than English	
NQA Evaluation letter (for International Qualification	
Uniform	Size
Indicate your shoes size	
Indicate your shirt & t-shirt	
Indicate your pants or trouser	



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SECTION 10: DECLARATION TO BE SIGNED BY THE PROSPECTIVE STUDENT

Ihereby agree to abide by the refund policy of this Institution, and any amendments thereto, as spelt out clearly in the refund policy (Annexure A). I also understand that this enrolment contract is accepted on the clear understanding that it cannot be cancelled upon commencement of a course.

Signed.....on this.....day of.....month of the year
20.....

Office use only

Application Fee Received:		Student Number:	
Accepted:		Rejected:	

Application stamp

Registration stamp

Student registered stamp

Bank Account

Nursing Training Institute of Technology

Bank Name:	Standard Bank
Branch:	Maerua Mall
Branch Code:	086872
Account Number:	60005868571
Swift Code:	SBNMNANX

Reference: Your Full name



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SECTION: 11 ANNEXURE (REFUND POLICY)

- ❖ Any Course Withdrawals or Cancellations must be received by the Office Administrator in writing 10 working days or less after registration.
- ❖ The Chairman/Director does not in his own personal or official capacity directly deal with student's withdrawal or refund matters. Students must, therefore not direct their withdrawal or refund request to the Chairman/ Director.
- ❖ Upon submission of the withdrawal and/or refund request, student should take responsibility to obtain an official acknowledgement letter and copy of Board of Studies (BOS) Minutes from the Students Affairs Office or the Centre Head/Manager confirming that his/her cancellation or withdraw from his/her studies has been received and authorized by the Registrar or Management Committee.
- ❖ NO REFUND OF ANY FEES PAID TO NTIT AFTER REGISTRATION;
- ❖ No any refund is made if the student stops attending classes or is suspended from studies due to his/her failure to comply with the institution rules and regulations. In this case, student shall still remain liable for the full tuition fees for the whole year;
- ❖ A student who is not satisfied with College's resolution regarding refund request may appeal to the Students' Appeals Board in writing within 5 working days from the date of receiving the outcome.
- ❖ It shall be considered as a violation of the institutional policies if a student or their guardian/parent/sponsor opts to report any internal operations concerns/cases such as unsatisfactory teaching and learning, refund or staff misconduct to any external authorities or individuals e.g. NQA, NTA, Police,
- ❖ Legal Attorneys, etc. without exhausting internal channels and platforms of resolving such concerns. The Management Committee will also consider actions of such authorities to be interventions into the operations of the institution unless where such acts are against the laws of Namibia and/or the student has exhausted all the internal avenues of solving the problem.
- ❖ If the student or her sponsors/parents/guardians opt to violate point 7. NTIT will take that as deemed intentional for damaging the institution brand and image. NTIT is not obligated to accommodate any external queries due to violation of point 7. And the student will face disciplinary hearing.