



HGTC: School of Nursing

Complete all the parts of this form in order to be considered for admission.

FOR OFFICIAL USE ONLY

Client No.

Date Received

Approval Date

Year of study		School	
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PART 1 PERSONAL DETAILS

Title (Mr/Ms./Mrs./Dr./Hon)		Surnames:	
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First Names	Previous Names
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ID/Passport No	Male	Female	DOB	DD	MM	YY
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Nationality	Country	Town
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If not Namibian, state: (a) Type of Permit (b) Expiry Date

PART 2 APPLICANT/STUDENT'S CONTACT DETAILS

Cell No.	Home Tel No.	Work Tel No.	E-mail Address
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Residential Address	Postal Address	Work Address

PART 3 APPLICANT/STUDENT'S QUALIFICATIONS AND PRACTICAL EXPERIENCE

Highest Qualification:	Completion Year
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Practical experience Field	No. of Year
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PART 4 APPLICANT/STUDENT'S PARENTS/GUARDIANS/SPONSORS DETAILS

(a) Parents/Guardian/Sponsor's Full Names:

ID Nos. (For Parents)	Cell No.	Work Tel No.	E-mail Address
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Home Address	Postal Address	Work Address

(b) Employer's Name	Home Tel No.	Work Tel No.	E-mail Address
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Cell No.	Postal Address	Work Address

PART 5 QUALIFICATION PROGRAM FOR WHICH YOU HAVE CHOSEN TO STUDY AND STUDY METHOD (S)

First Choice

Second Choice

Third Choice

✓ Tick appropriate Method of	(A)	(B)	(C)	(D)	(E)	
Study	Full -Time	Part -Time	Distance	Blended Learning	Online Learning	NB: NURSING PROGRAMMS ARE ONLY ON FULL-TIME BASIS!

PART 6 ADDITIONAL COURSE PROGRAMS OF YOUR INTEREST

STATE ANY OTHER

Courses of your (A)

Interests (B)

(C)

PART 7 APPLICABLE FEES

(a) Tuition Fees	<input type="text"/>	(d) Lab Fees	<input type="text"/>	(g) General Levy	<input type="text"/>
(b) Application/Registration	<input type="text"/>	(e) E-Library Fees	<input type="text"/>	(h) Other Fees	<input type="text"/>
(c) Health Plan	<input type="text"/>	(f) Practical Books	<input type="text"/>		<input type="text"/>

**Application/Registration fee is NOT refundable * kindly refer to HGTC Fees Guide.*

PART 8 METHODS OF FEES PAYMENTS AND BANKING DETAILS

- (A) Please note that all the tuition fees must be made on time to avoid interest charges and restriction from sitting for exams. No student will be allowed to sit for exams if all tuitions are not paid even if exam and all other fees may have been paid.
- (B) The HGTC does not accept or receive CASH payments. All payments must be deposited into the below bank account
- (C) Please use your student number for all payments references
- (D) Provide proof of payments to Accounts Department and demand for a receipt bearing an Official Company Stamp.

ACC Name	Name of Bank	Bank Account No.:	Branch
Higher Ground Training College	Bank Windhoek	8005184426	Ondangwa

PART 9 DETAILS OF SOURCE OF FUNDS TO FINANCE YOUR STUDIES

Name of person/organization responsible for paying your fees

Contact Person (if it is an organization or Trust)

Postal address

Physical Address

E-mail Address

Telephone

PART 9 PHYSICAL CHALLENGES

HGTC endeavors to establish opportunities to accommodate people with disabilities. Being an emerging institution of Higher Learning, we have not yet removed all the challenges that our students and other stakeholders with disabilities may be experiencing at all our campuses. To make such improvements, we would be pleased to know in advance if you have any special needs to provide for your access to our programs.

Do you have any Physical Disabilities or other impairments? YES NO If yes:

(A) Give details

(B) Assist us with main needs to make your studies equally accessible and helpful to you as our important stakeholder

I, the undersigned hereby agree to the terms and conditions and declare:

- 1) I acknowledge that I have familiarized myself with the prospectus, courses, study methods and procedures, assessments and rules of the relevant programs and that I'm fully satisfied with the information provided to me;
- 2) I/we shall abide by all regulations of HGTC and further that the applicant/s shall, if accepted, hold myself/ourselves bound thereby and to all such rules, regulations and procedures of HGTC and be under the disciplinary control of HGTC as from the date on which he/she is admitted as HGTC student, until I fully complete my studies at HGTC or until HGTC accepts my withdraw from my studies where this may be the case;
- 3) I understand that the official confirmation of my studentship with the HGTC shall be through the Official Admission/ Registration Letter or by virtue of my being allowed to commence with classes by the HGTC's Management as per published institutional Calendar and Time Tables.
- 4) I undertake to be responsible for checking and fully complying with the institutional notices and publications including the Time Tables, Institutional Calendar, Events etc. through the E -Learning Portal, Notice Boards, Announcement, and Press Media etc. at all time.
- 5) I hold myself responsible for the total payment of tuition fees, notwithstanding the fact that my sponsor has undertaken to pay the full tuition fees relating to my studies;
- 6) I agree that HGTC reserves the right to withhold my results and charge interest on any outstanding amount or monthly tuition fees instalments;
- 7) I accept to be held liable for any damage to the HGTC's property caused by me and indemnify the HGTC against any loss. I will also indemnify the HGTC against any claims whatsoever for damages howsoever caused in respect of property left at the HGTC by me (applicant) and against any claim whatsoever for damages howsoever caused or arising which me (applicant) may sustain while registered as a student at the HGTC, acknowledging my (applicant's) participation in any sporting events or other activities at the HGTC or conveyance of applicant in any HGTC's vehicle, shall be at my (applicant's) sole and absolute risk;
- 8) That a statement signed and officially stamped by the HGTC Accountant or his/her delegate shall represent the amount owing to HGTC by me/us, and further that in the event of such amount being handed over for collection, I/we shall pay all legal charges incurred on the attorney and client scale;
- 9) That I shall pay all interest on all overdue fees, and disbursements at a rate of 20% per annum compounded monthly and calculated from the first day of each month following the date by which final payment of all fees and disbursements must have been made;
- 10) All the Fees are subject to change without notification. However, where such changes take place, registered students will not be subjected to the changed fees unless this is in their favor;
- 11) That I/we accept that HGTC keeps documents, including this Enrolment Agreement, electronically and distributes them as such. HGTC shall at all times be entitled to utilize such documentation in electronic format for whatever purpose required and I agree that the electronically generated documents shall replace the originals signed by me;
- 12) I am required to attend all the teaching and learning sessions and periods throughout the academic period as per timetables and other schedules. In case of absence without leave of absence, I will provide an acceptable registered medical doctor's certificate or face disciplinary actions and/or deregistration as per institutional policies. I also understand that I shall remain responsible for payment of fees even if I don't attend classes
- 13) The HGTC, may deem necessary to report my class attendance, behavior or study performance, health problems etc. to my parents, guardians, sponsors, employers and/or examination body;
- 14) The HGTC reserves the right to (through procedural disciplinary process) dismiss and de-register any student at any time for behavior which is deemed to be unprofessional, inappropriate or disruptive to other students. In such a case, No fees will be refundable for any student dismissed under this section and student shall remain liable for any outstanding account;
- 15) The HGTC will issue supporting documentation for study visa applications (where requested) covering the course duration. To qualify for such service, student must show proof of a minimum tuition deposit payment of 80%.
- 16) Students sponsored by employers must provide employer's sponsorship letter to support their studies prior to course commencement;
- 17) HGTC believes in non-discriminative society where no one is discriminated on whatever grounds;
- 18) I acknowledge that full registration and monthly fee payments for annual course programs are required before the start of classes and the balance payments of the total fees must be made to HGTC in at least monthly equal installments.

PART 11 DECLARATION AND UNDER TAKING OATH BY APPLICANT

I, the undersigned hereby declare:

- a) That I Acknowledge and understand the provisions of the declaration of this enrolment agreement, and hold myself bound thereby; and all other provisions of this enrolment: and by the rules and procedures of Higher Ground Training College for my study period with HGTC inclusive of any amendments or alterations thereof during the period that I am a registered student.
- b) That I hold myself responsible for the full payment of tuition fees, notwithstanding the fact that my employer/sponsor has undertaken to pay the full tuition fees relating there to.
- c) Acknowledge that the Institution reserves the right to change my course of study from first choice to second choice course and conditions for the second choice will apply.
- d) That I shall abide by all regulations of HGTC and if accepted, be under the disciplinary control of the HGTC as from the date on which I commence my studies at the HGTC, until the institution accepts a notice of my withdrawal of my registration

Signature of Applicant	Date	Day	Month	Year
.....

12 DECLARATION AND UNDER TAKING OATH BY APPLICANT

I, the undersigned hereby declare that:

- (a) I agree and consent to the above declaration, undertakings, waiver and indemnity by the applicant. I consent to the applicant signing the registration forms if admitted.
- (b) I hold myself jointly and severally liable with the applicant as co-debtor for all amounts due by the applicant to HGTC until I notify the HGTC in writing to the contrary in which event such notification shall take effect only from the beginning of the following academic year.
- (c) I irrevocably undertake that I shall not, in any capacity, hold the HGTC liable for any damage or loss which the applicant or any person may suffer under any of the circumstances set out in the applicants' declaration.

Parent/Legal Guardian's	Date	Day	Month	Year
.....
Signature				

PART 12: CHECK LIST OF ITEMS TO BE SUBMITTED WITH THIS AGREEMENT

- | | |
|--|---|
| 1) Fully Completed, Signed and Initialed Enrolment Agreement | 2) Certified copies of Qualifications |
| 3) Passport size photos/pictures | 4) Certified Copy of ID/Pass port |
| 5) Sponsor's Letter | 6) Certified copy of Permit (for non-Namibian applicants) |
| 7) Proof of Application Payment | 8) Proof of Deposit Payment (when accepted to study) |

PART 13: MINIMUM ENTRY REQUIREMENTS

Applicants must meet any of the following entry requirements:

- 1) Degree (BNMS): Twenty-five (25) points in six subjects NSSC or NSSCAS level with a D or better symbol in English and a pass in Biology is compulsory or Thirty (30) points in six subjects at Grade 11 with a C or better symbol in English and a pass in Biology is compulsory.
- 2) Certificate (CEN): Twenty-two (22) points in six subjects NSSC or NSSCAS level with an E or better symbol in English and a pass in Biology is compulsory or Twenty-seven (27) points in six subjects at Grade 11 with a D or better symbol in English and a pass in Biology is compulsory.
OR
- 3) Recommendations from the Office of the Prime Minister through its regional arms for vulnerable groups as per Affirmative Act.

(CHECK LIST)

(Please tick)

- | | |
|--|--------------------------|
| 1. Certified Copies of National Identity Card or Passport | <input type="checkbox"/> |
| 2. Certified Copies of Full Birth Certificate | <input type="checkbox"/> |
| 3. Certified Copies of Parents' National Identity Cards or Death Certificate (if parents are deceased) | <input type="checkbox"/> |
| 4. Certified Copies of Grade 11 or 12 Certificates and any other Qualifications | <input type="checkbox"/> |
| 5. Certified Copies of Sponsorship letter if applicant is being sponsored by any organization | <input type="checkbox"/> |
| 6. Two (2) Pass Port Photos | <input type="checkbox"/> |

LIABILITY / INDEMNITY TO DEBT FORM

In the matter between

**Guardian's / Parent's Full Name:..... Judgment Creditor
AND HIGHER GROUND TRAINING COLLEGE as Judgment Debtor**

Admission of liability and undertaking to pay in installments (in terms of section 57 of act 32 of 1944)

I the undersigned, (first names and surname):.....

Date of birth:..... ID number:.....

Residenti l address..... Contact number:.....

Employed by:..... as a:.....

P.O. BOX:..... Work Address:.....

Tel (work):..... Employee/Salary no:.....

When the Applicant or student accepts the admission offer within the valid period, I agree that:

1. I offer to pay total registration related fees of N\$.....
2. I am indebted/liable to pay to the plaintiff of a yearly fees sum of N\$....., which is broken down to deposit fees of N\$.....and monthly fees of N\$..... Being the amount claimed in the leter of demand / summons which I received less payments totalling N\$.....
3. In case of defaulting in payment, I take full responsibility to the debt and authorise the school to take necessary legal means to get the amount owed.
4. I offer to pay the owed amount plus interest thereon calculated at the rate of 20 % per annum reckoned from the amount owed as well as cost collection commission tracing fees payable to the plaintiff.
5. Agree that should I fail to make payments in terms of this offer, the plaintiff may without any notice to me apply for:
(a) An order of payment thereof in accordance with this order
(b) Judgment for the amount of the outstanding balance of the debt in terms of the acknowledgement together with cost.
6. Consent to the jurisdiction of the Magistrates court Windhoek or any other court which may have jurisdiction in terms of the Magistrate Court Act, act 32 of 1944.

Dated at (place):..... on (day).....month..... year.....

Signature of undersigned.....

Witnesses:

First name/s & Surname:..... Signature:.....

First name/s & Surname:.....Signature:.....

Judgement Debtor: HIGHER GROUND TRAINING COLLEGE

Signature:.....