

NAMIBIA ACCOUNTANCY COLLEGE

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Attach your
passport size
photo

Student Registration Form -RF07

1. Do you have the correct form?							
<p>Fill in your answers in black ink, using crosses or BLOCK CAPITALS in the boxes provided.</p> <ul style="list-style-type: none"> Indicate the programme you intend registering for: <ul style="list-style-type: none"> <input type="checkbox"/> Accountancy <input type="checkbox"/> Business Administration <input type="checkbox"/> Information Technology <input type="checkbox"/> Community Development Studies <input type="checkbox"/> Marketing <p>Other Courses.....</p> <p>Attach certified copies of your qualifications & id/passport.</p>	<p>You should complete this form if you are registering for NAC Courses, please enter the following details and contact Customers Services for clarification of your status and any fees due:</p> <table border="1" style="width: 100%;"> <tr> <td>Registration Number:</td> <td><input type="text"/></td> </tr> <tr> <td>Registration Date:</td> <td><input type="text"/></td> </tr> <tr> <td>Suspension Date:</td> <td><input type="text"/></td> </tr> </table> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Preferred class times</p> <p><input type="checkbox"/> Day Classes (08h00-16h00)</p> <p><input type="checkbox"/> After hours Classes: (17h30-20hrs00)</p> </div>	Registration Number:	<input type="text"/>	Registration Date:	<input type="text"/>	Suspension Date:	<input type="text"/>
Registration Number:	<input type="text"/>						
Registration Date:	<input type="text"/>						
Suspension Date:	<input type="text"/>						

2. TERMS AND CONDITIONS:

1. The minimum criteria for entry into each course are set out in the individual course details from the relevant association or Institute.
2. All deposit fees and registration fees must be paid in full, prior to commencement of the course. If students are unable to pay the deposit and registration fees in advance, they must contact the Course Director/Principal to make arrangements for extended payment terms. Payment by instalments is at the sole discretion of the college.
3. Payment of installment fees must be done on or before the 7th of each month
4. Enrolment for a course, together with the payment of the required deposit or full fee, creates a binding agreement.
5. In the event of cancellation for whatever reason, the following conditions apply:
 - a. Cancellation must be made in writing at least thirty (30) days before the course commencement.
 - b. Where a cancellation is received after the commencement of the course, there will be no refund whatsoever.
 - c. Transfer of fees to another student will be solely at the discretion of the college. A minimum of N\$500.00 transfer fee will apply.
 - d. If a foreign student has been refused a VISA then the fees paid will be refunded less administration fees of N\$300 (plus any courier or transfer fees) on production of the following documents:
 - i. Original of VISA refusal letter
 - ii. Copy of the Student's Passport showing both a photograph and signature: and
 - iii. Where the payee was not the student, an authority letter from the student authorizing the payment to the payee. Refunds under this section must be in writing 30 days after the commencement of the course (published date)- **(Fax copies will not be accepted)**
 - e. Where a student has obtained a student visa using our college documentation and then decides not to follow his/her course at this college there will be no refund whatsoever.
6. Once documentations have been issued confirming full time status no refunds or course transfer are permissible other than in the instance of VISA refusal.
7. If for any reason a course is cancelled by the college, students will be offered an alternative course a refund of fees
8. If students change their course of study during the term, no refunds will be given where the revised course involves fewer subjects
9. Students are required to maintain an attendance of 80% throughout the duration of their course.
10. Foreign students must comply with immigration rules
11. It is the students' own responsibility to ensure that external examination entries are in order and are sent off to your professional Body by the appropriate closing dates, I consent to the college providing my details to my Professional Body to ascertain exams pass rates.
12. NAC reserves the right to refuse admission to any student. We also reserve the right to suspend or dismiss any student, without refund of fees, in the event of serious misconduct.
13. NAC reserves the right to change times of courses/lectures
14. NAC reserves the right to change fees without notice.

SPONSOR AUTHORISATION FOR STUDENTS

I confirm that we are responsible for the above students and will meet the above course fees within 7 days of receipt of an invoice.

I understand that this liability is not waived by termination of employment or course cancellation by the student and that the college's terms and condition apply.

Organization.....Manager's Name

Address:.....

Manager's signature.....Date:.....

We Simply Develop Human Capital

Once your registration form has been processed successfully, you will receive an NAC registration card. This will be required for identification purposes at examinations and other places.

3. Your Details

Surname: (or family name)			
Other names:			
Title:(e.g. Mr., Mrs., Miss, Ms, Dr Prof.)		Date of Birth:	
Gender: (Mark X in appropriate box)	<input type="checkbox"/> Male	<input type="checkbox"/> Female	
Nationality:			
Postal Address:			
Company Name: (if using business address)			
Street: (&building name/No.)			
Town or City:			
Postcode:			
Country			
Telephone			
Fax			

4. About your Sponsor

Sponsor's details:	
Street: (& building name/No.)	
Town or City	
County	
Postcode:	
Phone Number	
Fax Number	

About your employer (if you have any)						
Name:						
Postal Address:						
Telephone;						
Fax:						
Email:						
In Sector are you employed?						
Industry		Commerce		Public Sector		Chartered Certified Accountants
						Chartered Accountants
						Others:

5. Fees and payment
Your method of payment: 1. Personal at the counter 2. Direct into Bank Account (Fax deposit slip to the college)
Namibia Accountancy College Bank Details: First National Bank, Account Number: 620 933 53094 Branch Name and Number: Windhoek Main Branch 280 174

6. Declaration
<p>Please read this section carefully before signing the form</p> <p>I understand that once I have registered, I could be liable to disciplinary action for events set out in 2 above</p> <p>I declare that:</p> <ul style="list-style-type: none"> - I have read and fully understood the Declaration section of this application form, - The information I have given on this form is correct and honest. <p>Signature:</p> <p>Date:</p>

7. For Official Use:
<p>Checked By:-----</p> <p>Approved/Disapproved By:-----</p> <p>Date:-----</p> <p>Date:-----</p>