

Student Number (Only complete if you have been issued with a student number by SBS)

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GENERAL INFORMATION AND INSTRUCTIONS

1. Please complete this form in full, in block letters, to prevent unnecessary delays.
2. CERTIFIED COPIES OF THE FOLLOWING DOCUMENTS MUST BE ATTACHED TO THIS FORM:
 - 2.1 Your IDENTITY DOCUMENT (compulsory for Namibian students) or equivalent proof of identity.
 - 2.2 A transcript of your ACADEMIC RECORD, if you have studied at another higher education institution.
 - 2.3 Undergraduate applicants: A National Senior Certificate (Gr 12) or equivalent qualification. If you are currently in Gr 12, please submit a certified copy of the following results: Final Gr 11 Results + June Gr 12 Results + Sept Gr 12 Results (if available) + Final Gr 12 / A and O level results (if available).
 - 2.4 Postgraduate applicants: Proof that you have complied with all requirements for a qualification.
 - 2.5 Proof of payment or payment of a Registration Fee (Please refer to PAYMENTS on page 3).
3. Registration for all instructional programmes (qualifications) will be subject to academic selection.
4. Student Cards are available at N\$120.00 each. Attach a photo for the student card: In colour + Size: 40mm x 30mm.
5. This form can be faxed to fax number +264 (0) 61 308 782 to prevent unnecessary delays or it can be posted to:
THE REGISTRATION DEPARTMENT, PRIVATE BAG 13026, WINDHOEK, NAMIBIA.

PERSONAL INFORMATION

Nationality (e.g. Namibia, South Africa)	Citizen Resident Status (Mark the applicable option)
	<input type="radio"/> Namibian <input type="radio"/> Dual (Namibian & Other) <input type="radio"/> Permanent Resident <input type="radio"/> Other or N/A

Namibian ID Number	International ID Number (Applicants who are not Namibian citizens)

Date of Birth (YYYYMMDD)	Title

Last Name/Surname

Previous Last Name/Maiden Name

First Name

Middle Name/s

Disabilities Status (Select every option where applicable)

<input type="radio"/> None	<input type="radio"/> Sight (Even with glasses)	<input type="radio"/> Hearing (Even with hearing aid)	<input type="radio"/> Communication (Talk, Listen)	<input type="radio"/> Physical (Move, stand, etc)	<input type="radio"/> Intellectual (Learning, etc)	<input type="radio"/> Emotional (Behaviour, Physiological)	<input type="radio"/> Disabled, but unspecified
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Socio-Economic Situation (Select ONE option where applicable)

<input type="radio"/> Employed	<input type="radio"/> Unemployed, seeking work	<input type="radio"/> Pensioner/Retired	<input type="radio"/> Not working (Disabled)	<input type="radio"/> Not working, looking for work	<input type="radio"/> Not working, not wishing to work	<input type="radio"/> Home-maker (not working)	<input type="radio"/> Student/Scholar (not working)
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QUALIFICATION AND ENROLMENT SELECTION

Select a qualification for which you wish to enrol:

- Higher Certificate in Paralegal Studies or
- Higher Certificate in Management or
- Diploma in Management or
- Advanced Diploma in Management or
- Bachelor of Business Administration (BBA) or
- Bachelor of Business Administration Honours or
- Bachelor of Policing Practice (BPP) or
- Bachelor of Policing Practice Honours (BPP Hons)

Majoring in: (e.g. Human Resource Management)

Subject Selection

(No more than 3 subjects per semester/6 months)

Indicate how you prefer to receive your STUDY MATERIAL (e.g. Study Guides)

- By Post
 Electronically by e-mail

EXAMINATION VENUE

SELECT A VENUE WHERE YOU WOULD PREFER TO WRITE YOUR EXAMS

- Gobabis
- Katima Mulilo
- Keetmanshoop
- Luderitz
- Mariental
- Opuwo
- Otjiwarongo
- Ongwediva
- Oranjemund
- Outapi
- Rosh Pinah
- Rundu
- Tsumeb
- Walvis Bay
- Windhoek

PAYMENT - REGISTRATION FEES

REGISTRATION FEES or proof of payment thereof MUST ACCOMPANY THIS FORM.

BANKING DETAILS

Bank: BANK WINDHOEK
 Branch: WINDHOEK (481972)
 Name of Account Holder: SOUTHERN BUSINESS SCHOOL NAMIBIA
 Account No: 8002481319
 Cheque Account

REGISTRATION FEES

Higher Certificate	N\$800
Diploma	N\$800
Advanced Diploma	N\$1 000
BBA Degree	N\$1 000
BBA Honours	N\$1 190
BPP Degree	N\$950
BPP Honours	N\$1 190

PAYMENT - STUDY FEES

1. Payments of STUDY FEES can be made by Debit Order, Electronic Funds Transfers (EFTs), Direct Deposits or by means of a Bursary / Employer pays.
 2. Preferred Method of Payment that you will use to settle your account
- Debit Order
 Electronic Funds Transfer / Direct Deposit
 Bursary or Employer pays

STUDY FEES - DEBIT ORDER

1. We prefer you to pay by means of our INTEREST FREE DEBIT ORDER. Should you select this option, please complete the attached form: DEBIT ORDER 2015
2. Proof of INCOME MUST ACCOMPANY the DEBIT ORDER 2015 form as required by the Credit Act.
3. Please note REGISTRATION FEES must be paid in full and CANNOT be included in the debit order payment option.

STUDY FEES - ELECTRONIC FUNDS TRANSFER (EFT) / DIRECT DEPOSIT

1. EFT/Direct Deposit means down payments of the full amount due to Southern Business School, paid in no more than six (6) equal instalments, payable on or before the seventh (7th) day of each month, until the full amount has been paid.
2. Please note REGISTRATION FEES must be paid in full and CANNOT be included in the down payment option.

BURSARY / EMPLOYER PAYS

1. If your employer intends to pay your Study Fees, please attach proof thereof, such as a letter on an official letterhead.
2. Please note the Registration Fee or proof of payment thereof MUST accompany this form.

BANKING DETAILS

Bank: BANK WINDHOEK
 Branch: WINDHOEK (481972)
 Name of Account Holder: SOUTHERN BUSINESS SCHOOL NAMIBIA
 Account No: 8002481319 - CHEQUE Account

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TERMS AND CONDITIONS

1. The Applicant agrees that this form, by signature hereof, becomes a binding contract.
2. Southern Business School of Namibia cc (referred to as SBS hereinafter) reserves the right to refuse any application not meeting the criteria for registration as a student at Southern Business School.
3. The Applicant accepts the Terms and Conditions and any rules and regulations attached to any of the courses enrolled for, by signature hereof. The Applicant accepts that these may change without notice.
4. SBS will provide the Applicant with the necessary study material (excluding textbooks), assignments, student support and examination facilities, where applicable.
5. The Applicant confirms that he/she has access to a computer and the Internet for the purposes of his/her studies.
6. The Applicant accepts that he or she registers for a full qualification, e.g. Diploma in Management, which includes those subjects that are not listed on this form. **ANY CANCELLATION MUST BE IN WRITING.**
7. SBS will provide the Applicant with a qualification upon successful completion of the specific course enrolled for as per the Consumer Protection Act No 68 of 2008.
8. The Applicant guarantees that the information in this contract is correct (irrespective and notwithstanding the person who completed and supplied the information contained herein) and if proved otherwise SBS reserves the right to cancel the contract by written notification without redress **AND THAT** all additional documentation provided are true and correct copies of the originals **AND THAT** he/she availed himself/herself of the curriculum and the qualification of the course enrolled for.
9. Enrolment may only be cancelled within seven (7) days of registration, in which case the registration fee listed in PAYMENTS on page 3 will be levied. One third (1/3rd) of the total fee are payable in case of cancellation after seven (7) days until thirty (30) days. In a period of more than thirty (30) days after registration, cancellation will be accepted but the full course fee will be due and payable. Cancellation **MUST** be in writing.
10. If the Student fails to pay an amount payable in terms of this agreement on the due date for payment thereof or breaches any of the terms or conditions hereof, then in such event the total amount outstanding in terms of the agreement shall immediately become due and payable, whether or not such amount is then due and without prejudice to any other right which SBS may have as a result of such a breach.
11. If any amount payable to SBS in respect hereof is not paid on the due date thereof and is consequently in arrears, SBS has the right, without impairment or any other right that SBS has in terms hereof to retain the examination results of the student; and/or retain the qualification; and/or refuse to enrol such a student again.
12. The Applicant hereby consents to the jurisdiction of the Magistrate's Court of Windhoek and acknowledges that he/she is liable for all costs including costs on an attorney client scale, should the course fees not be paid according to the method of payment selected in the Application Form, within thirty (30) days of registration.
13. The parties agree that SBS may cede or assign the right contained herein at any time to any Institution without the prior consent of the Applicant.
14. The Applicant agrees that the address provided herein, is his/her domicilium citandi et executandi and undertakes to notify SBS of any change of address in writing by pre-paid registered post or fax. SBS does not take any responsibility for assignments dispatched by post or otherwise.

SIGNATURE OF APPLICANT

Signed at		Initials & Surname									
Date (YYYYMMDD)	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25px;"></td> <td style="width: 25px;"></td> <td style="width: 25px;"></td> <td style="width: 25px;"></td> <td style="width: 25px;"></td> <td style="width: 25px;"></td> <td style="width: 25px;"></td> <td style="width: 25px;"></td> </tr> </table>									Signature	

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or it can be posted to: **THE REGISTRATION DEPARTMENT, PRIVATE BAG 13026, WINDHOEK, NAMIBIA**
or it can be delivered to: 24 Wagner Street, Windhoek West, Windhoek