+264 -61 244794
+264 - 81 419 0718
info@globalinsti.com
www.globalinsti.com
P. O Box 55169, Windhoek
20 Wagner Street, Windhoek West, Namibia

GLOBAL EDGE TRAINING INSTITUTE

2027 APPLICATION FORM

*Please complete in **BLOCK LETTERS**. Fields marked with an asterisk (*) are compulsory.*

STUDENT NUMBER | | | | | | | | | | |

PROGRAMME YOU ARE APPLYING FOR

	Programme / Course	Mode of Study	Intake	Campus
1st Choice		☐ Full-time ☐ Part-time		Windhoek
2nd Choice		☐ Full-time ☐ Part-time		Windhoek

When do you wish to begin your studies?	MM / YYYY

PERSONAL DETAILS

Title (tick)	☐ Mr ☐ Mrs ☐ Ms ☐ Dr	*** Surname**	
*** Full Names**			
*** ID / Passport No.**		*** Date of Birth**	DD / MM / YYYY
*** Gender**	☐ Female ☐ Male	*** Nationality**	
*** Region**		*** Town / City**	
*** Cell Number**		**Alternative / Work No.**	
*** Email Address**			
*** Physical Address**			
Postal Address			
Do you require any learning support or special arrangements?	☐ Yes ☐ No	**If yes, please specify**	

NEXT OF KIN *(person to contact in case of an emergency)*

*** Surname**		*** Full Names**	
*** Relationship to Applicant**		**ID / Passport No.**	
*** Cell Number**		**Alternative / Work No.**	
Email Address			
*** Physical Address**			
Postal Address			

HIGHEST QUALIFICATION *(tick one)*

☐	No formal qualification	**Details**			
☐	Grade 10	**Points**		**Grade in English**	
☐	Grade 11 (NSSCO)	**Points**		**Grade in English**	
☐	Grade 12 (NSSCAS / NSSCH)	**Points**		**Grade in English**	
☐	Certificate / Diploma / Degree	**NQF Level**		**Field of study**	
☐	Mature Age Entry	**Details**			

PAYMENT INFORMATION

Funding source (tick)	☐ Self-funded ☐ Parent / Guardian ☐ Employer / Sponsor ☐ Bursary / Loan		
Payment option (tick)	☐ Once-off payment ☐ Monthly instalments		
Person / Organisation responsible for payment			
Relationship to applicant		**Cell No.**	
Address			
Email			
Full Name		**Signature**	
Date	DD / MM / YYYY		

HOW DID YOU HEAR ABOUT US?

☐ Radio	☐ Newspaper	☐ Flyer / Poster	☐ Social Media	☐ Website	☐ Agent	☐ Friend / Referral
Other (please specify)						

TERMS AND CONDITIONS *(Important registration rules – please read before applying)*

- Pay the **NON-REFUNDABLE ONLINE APPLICATION fee of N$ 200.00** or **PHYSICAL APPLICATION fee of N$ 250.00** when you apply.
- Pay the **NON-REFUNDABLE Registration fee of N$ 500.00** after application approval.
- Late **NON-REFUNDABLE Registration fee is N$ 1000.00**.
- Pay the **required installment** to secure your place in the programme.
- Give **written notice** if you wish to cancel or withdraw from a programme.
- **ALL Application fees and Registration fees are non-refundable.**
- **Cancellation Fee is 20%, which will be levied for cancellation no later than 3 days after registration.**
- **Tution Fee is only refundable after 3 working days and student will only receive 50%**

DECLARATION BY APPLICANT

I, Mr / Mrs / Ms _____, ID / Passport No. _____, do hereby declare that:

1. By signing this form, I agree to be bound by the terms and conditions in this application and by the rules, policies and regulations of Global Edge Training Institute for the programme(s) in which I enrol.
2. Once signed, this application becomes a binding contract between myself and the Institute.
3. All information provided in this application is true and correct. I understand that providing false information or fraudulent documents may lead to the withdrawal of my application, the cancellation of any offer or enrolment, and possible legal action.

4. I consent to Global Edge Training Institute keeping and using my personal information for admission, registration, academic administration and reporting to the relevant regulatory bodies (e.g. NTA and NQA).

		DD / MM / YYYY
Applicant's Signature	**Place Signed**	**Date**
		DD / MM / YYYY
Parent / Guardian Signature (if applicant is under 18)	**Parent / Guardian Full Name**	**Date**

APPLICATION CHECKLIST

Document	Tick or N/A
Completed and signed application form	
Certified copy of Namibian ID, birth certificate or passport	
Certified copies of Grade 10, 11 or 12 certificates or school results	
Certified copies of other qualifications (where applicable)	
NQA evaluation of foreign qualifications and sworn English translation (where applicable)	
Motivation letter (for mature age entry or sponsored / funded applicants)	
Proof of payment of the non-refundable application fee of N$ 300.00	
Signed declaration (above)	

BANKING DETAILS

Account Name	**Global Edge Training Institute**
Bank	First National Bank
Account Type	Cheque
Account Number	62258589228
Branch	Main Branch
Reference	Student Name

Use your **Name & Surname** as the payment reference.

Email your proof of payment (POP) to:

_____

or hand it in at the Administration Office.

** Keep a copy of your POP for your records.*

FOR OFFICE USE ONLY			
Received by		**Date received**	
Application fee paid	☐ Yes ☐ No	**Receipt No.**	
Documents verified by		**Student No.**	
Outcome	☐ Accepted ☐ Conditionally accepted ☐ Declined ☐ Waiting list		
Programme admitted to		**Intake**	
Authorised by (Name & Signature)			