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 17 Hahnemann St, Windhoek West, Namibia

**YEAR 2022 REGISTRATION FORM**

**Applicant must read this information before SIGNING this REGISTRATION form:**

Global Edge Training Institute (GETI) offers work-based training and gives equal opportunities to all prospective students regardless of race, sex, religion, national origin or disability. This REGISTRATION form must be completed and submitted to GETI Admission Office by the specified due date. On submission of the completed form, the applicant must attach proof of payment of the REGISTRATION fees, copy of ID and copy of qualifications. Tuition fees and deposit payable depends on the course registered for and should be obtained at the office. Deposits are payable before commencing classes. Any REGISTRATION form submitted without the required documentation as above will not be considered. No original documents should be attached to the REGISTRATION form. GETI will not be held liable for loss of any original document(s). COMPLETED REGISTRATION Forms can be submitted online or via e-mail: [info@globalinsti.com](mailto:info@globalinsti.com) or delivered by hand: Admission Office, Global Edge Training Institute (GETI), 64 Jenner Street, Windhoek West, Windhoek, Namibia.

| PERSONAL DETAILS     |            |         |          |            |           |   |  |
|----------------------|------------|---------|----------|------------|-----------|---|--|
| Last Name (Surname): |            |         |          |            |           |   |  |
| First Names:         |            |         |          |            |           |   |  |
| Marital status       | Single     | Married | Divorced | Window(er) | Separated |   |  |
| Date of birth:       | ID Number: |         | Sex      |            | M         | F |  |
| Nationality:         | Country:   |         |          |            |           |   |  |

| CONTACT DETAILS                         |  |
|---|--|
| Residential Address: Street and Number: |  |
| Mobile Number:                          |  |
| E-mail Address:                         |  |

**COURSE REGISTERED:**

| MODE OF STUDIES         | Full-time            | Part-time | Distance         |
|-------------------------|----------------------|-----------|------------------|
| Current school attended | Highest Grade Passed |           | Examination Year |

**STATEMENT OF UNDERSTANDING**

I.....hereby certify that to the best of my knowledge the foregoing information is true and complete without evasion or misrepresentation. If I enroll at GETI, I agree to pay all tuition fees, fines, and debts to the institute that may be incurred by me. I understand that GETI will take action against me to collect any unpaid debts, including withholding of certificates. I/we also understand that this enrolment contract is accepted on the clear understanding that it cannot be cancelled upon commencement of a course. I/we agree that my personal data will be available to the programme partners for internal use. I understand that GETI only offer short courses that are relevant to the Namibian industry (work based training) and are not accredited, as NQA do not accredit short courses. GETI will assist students with job attachment whenever places are available, otherwise students are requested to look for job attachment themselves.

**REFUND POLICY**

The REGISTRATION fees is not refundable. A student may cancel enrolment in writing within two working days following Registration and receive a 100% refund of all tuition fees. Thereafter, the student may receive a 50% refund within 7 days, provided the course program has not been completed. If the course program has been completed there will be no refund. It should be noted that after the expiry of a period of 7 working days from the date of REGISTRATION, GETI shall not refund any student under any circumstances. Refunds will be provided within 30 days of receipt of the written request for cancellation. In the event of any disagreement, a student may file a grievance with GETI Programme Coordinator, who will respond within 7 days of receipt of the grievance. No refund of fees will be made for absence due to illness or withdrawal during the course for any reason

Signed at ..... On this.....day of.....2022 Signature.....

**BANK DETAILS: Global Institute for Capacity Building**

*First National Bank*  
*Main Branch*  
*Account No: 62258589228*  
*Type of Account: Cheque*  
*Branch code: 281872*  
*SWIFT: FIRNNANX*