

Application for Admission Teacher Training Courses

Application for Admission Contract

Complete every part of the form

Sign and initial where indicated

Attach all relevant supporting documentation

Application fee N\$ 150.00

For Office use Only

Accept Refuse

By way of _____

Application fee paid Y / N

Student Number:

Banking details:

First National Bank

Walvis Bay – 282172

Headstart Montessori Teacher Training College

62083639842

Cell Phone:

Email:

Year of entry:	2027	Course & year of study:	
SECTION A: DETAILS OF STUDENT			
Surname:			
First & any additional names:			
Any previous names:			
Date of birth:			
Gender:			
Identity number:			
For foreign students:			
Passport number & work permit:			
Home language:			
Albinism Status (Yes or No)			
Do you have an impairment or disability? (Yes or No)			
Based on your disability do you have any special needs?			
Explain:			
Do you receive a disability Allowance (Yes or No)			
Do you suffer from any nervous affliction or mental abnormality? (for college planning)			
Are you from a marginalized group (tick appropriate option)	☐ San ☐ Ovazjimba	☐ Ovatie ☐ Ovazemba	
Marital Status:	☐ Single ☐ Married		
English ability (1-5): 5 being highly proficient & 1 not proficient			
Religious Affiliation (if any):			
Ethnicity/culture:			
Postal address:	P O Box:	Town:	Region:
Residential address:	No.	Street:	
	Suburb:	Town:	Region:

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Mature Age Entry: attach an employer's letter to confirm details below	
Current occupation:	
Main duties:	
Length of current employment:	
Employer:	
Employer's contact details:	
SECTION B: NEXT OF KIN DETAILS	
Full names:	
Contact Details:	
Postal address/es	
Residential address/es	
SECTION C: SCHOOL/EDUCATION HISTORY	
Name of last school attended:	
Town & Region of School	
Language of instruction:	
Highest grade passed:	
Last School Year (2020,2021 etc.)	
Grades repeated:	
SECTION D: FINANCIAL INFORMATION	
Person responsible for fees:	
Relationship to student:	
Occupation:	
Employer:	
ID Number:	
SECTION E: SPONSOR'S AGREEMENT	
I/We hereby agree to pay the fees as agreed upon for [Name of Student _____], and I/we are aware of the financial requirements and agree to all appropriate dates and amounts of payment as stipulated in the Student Handbook. The ultimate responsibility for all fees remains with the registered student. In the event of sponsorship by any individual, corporate entity, or funding organization, the student remains personally liable to keep all fee payments up to date according to the payment schedule until such time as the sponsor's funds are fully released and received by the College. Signature of Sponsor: Signature of Student:	

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SECTION F: FORMAL STATISTICAL INFORMATION

Region of Origin – where you were born and grew up, circle.

Karas	Hardap	Khomas	Erongo	Omaheke
Otjzondjupa	Kunene	Omusati	Oshana	Ohangwenga
Oshikoto	Kavango West	Kavango East	Zambezi	

Specify if other:

SECTION G: CHECKLIST

Please read the following carefully before sending your application to the college.
To ensure your application is complete, please tick the checklist below.

Tick	Item
	Proof of Payment (N\$ 150.00) (non-refundable)
	Certified copies of ID/passport (birth certificate if no ID)
	Certified copy of marriage certificate if the ID AND the name changed
	Recent photograph attached to front page of the application
	Certified copies of your academic certificates/results (Gr.10- old curriculum, Gr.11/Gr.12)
	Copy of Study permit if not a Namibian citizen or permanent residence
	Mature Age Applicants: Letter from employer confirming job description and length of service

SECTION H: STUDENT DECLARATION

I confirm that all the details and information provided are complete, accurate and correct.	Student initials
I confirm that I have read and understood the Student Handbook.	Student initials
I confirm that I understand & agree to the financial contract.	Student initials
I confirm and I understand & agree to the attendance policy.	Student initial
I confirm that I have access to a Laptop, computer, tablet or smart phone and access to data connectivity off campus to access online learning material.	Student initial

I hereby agree to abide by all the rules and regulations of this College, and any amendments thereto, as spelt out clearly in the Headstart Student Handbook and accept any liability that may arise from contravening or breaking any of these rules. I also understand that this Admission Contract is accepted on the clear understanding that it cannot be cancelled upon commencement of a course.

Student Signature:

Date:

Admissions Signature:

Date:

How did you hear about the college?

- ☐ Recommendation from a friend/ family
- ☐ Social media (Facebook, Twitter etc.)
- ☐ Print Media
- ☐ Search engine
- ☐ Other (please specify)

Official date stamp by college on receipt

Tel: +264.64.220959
Fax: +264.64.200439

No 4 Seventh Street South
P O Box 1379
Walvis Bay, Namibia

admissions@headstartcollege.org

Student initials