

SECTION 3: APPLICANTS NEXT OF KIN/LEGAL GUARDIAN PARTICULARS

- Please supply the details of your legal next kin (closest relative)

What is your relationship to the person?				Mother		Father		Spouse		Guardian	
Title:	Mr		Ms		Other	Name & Surname:					
ID Number							Cell number				
Postal Address											
Home Address											
Occupation						Name of Employer					
Employers Address											

SECTION 4: COURSE/PROGRAMME WHICH YOU ARE APPLYING FOR:

- Name of Course: Enter 1st and 2nd Choice Below

First Choice				Second Choice							
Honours Degree			Postgraduate Studies			Non-Degree			Short Courses		
Preferred Campus: Select with an X next to the preferred campus.											
Windhoek		Ongwediva		Nkurenkuru		Swakopmund		Walvis Bay			
Mode of Study		Full Time			Part Time			Block Release			
What is your application to the University based on? (Applicants applying with non-IUM academic qualifications or foreign qualifications should provide NQA evaluation letters. Syllabus for non-IUM qualifications should also be attached.)											
Grade 12 Results		Mature Entry			Other Qualifications						

SECTION 5: SCHOOL LEAVING QUALIFICATIONS: Postgraduate please go to section 6

- Postgraduate applicants please go to Section 6.

Name of last school attended or current school								
Highest Grade Passed			Year of Examination					
Examination Authority				Candidate Number				
Furnish results of latest examination available. Current Grade 12 learners must indicate their August results. A certified copy of results must accompany this form								
Subject				Level: NSSC (H), NSSC (O), HIGCSE, IGCSE, HG, SG			Symbol	Points

Initials here:

SECTION 6: OTHER EDUCATIONAL QUALIFICATIONS ALREADY OBTAINED:

- Attach certified copies of qualifications obtained and transcripts.
- Note an additional application form is required for recognition of prior learning.

Where appropriate, include professional qualifications					
Name of College/University	City, Country	Start Date	End Date	Qualification	Overall Class/Grade/GPA

SECTION 8: OUTSTANDING RESULTS (if applicable):

Any examination(s) taken for which you are awaiting results:	Date
Any examination(s) you intend to take before registering for a programme at IUM:	Date

SECTION 7: ENGLISH LANGUAGE PROFICIENCY

A. What was your medium of instruction at secondary school?	
B. What is your home language?	
If the answer to either A or B is not English, provide details of any course completed/exams passed in the use of English.	
Are you applying for the University's English Usage Programme (Short Course)	Yes No

SECTION 9: EMPLOYMENT (up to past 5 years if available):

- If entering via Mature Entry please ensure that this is completed and attach employer's letter(s) to confirm details.

Name, Nature and Address of Employer (State Country if outside Namibia)			
Start Date		End Date	
Position held			
Main Duties Involved			
Name, Nature and Address of Employer (State Country if outside Namibia)			
Start Date		End Date	
Position held			
Main Duties Involved			

Initials here:

SECTION 11: POSTGRADUATE APPLICANTS - REFEREES

Give details of three referees. At least one of your referees should, if possible, be a lecturer/teacher/Professor acquainted with your academic ability.

Name		Name	
Position		Position	
Address		Address	
Tel		Tel	
Fax		Fax	
Email		Email	

Name	
Position	
Address	
Tel	
Fax	
Email	

SECTION 12: HEALTH AND EXAMINATION ARRANGEMENTS

Do you suffer from any disabilities? If yes, please specify below.	Yes	No
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Do you, for any reason, need special examination arrangements? (e.g. partial sight, confinement to wheel chair; certified dyslexia) You may be asked to provide evidence in support of this request in due course.

SECTION 13: FUNDING

Provide full name and address of person/sponsor/guardian/company etc. who will be responsible for your tuition fees and other incidentals.

Full Name or Name of Organisation	
Postal Address	
Email Address	
Cell Number	
Telephone Number	

Initials here:

SECTION 14: CHECK LIST

Please read the following carefully before sending your application to us.

This duly completed form must be submitted to the Cashier's Office after verification by the Admissions Office, at any of our campuses. To ensure your application is complete please tick the checklist below of items you must attach to this form:

Tick	Item
	1. Certified copies of your ID/Passport/(Birth Certificate if the applicant has not received an ID yet.)
	2. One recent passport photo
	3. Certified copies of all your academic certificate(s)/results.
	4. Evidence of payment of <ul style="list-style-type: none">• For short course students an application fee of N100.00 <p><u>Or</u></p> <ul style="list-style-type: none">• For undergraduates (Certificate and Honours Degrees) the normal academic application fee of N\$ 120.00, or late application fee of N\$150.00. <p><u>Or</u></p> <ul style="list-style-type: none">• For postgraduates (e.g. Masters and PhD) the normal academic application fee of N\$ 400.00, or late application fee of N\$450.00.
	5. Applicable to successful applicants <ul style="list-style-type: none">• For short courses a normal registration fee of N\$ 600.00• For all others a normal registration fee of N\$ 900.00, or late registration fee of N\$ 1000.00.• For all a student fund fee of N\$100.00, student card fee of N\$ 150.00 and facility fee of N\$450.00.

Please note that none of these fees are refundable under any circumstances.

SECTION 15: SPONSOR'S AGREEMENT

In case a student is under sponsorship his/her sponsor and/or employer etc. is requested to complete the following:

This is to certify that the above mentioned person shall be sponsored by:

Name _____ and I/we hereby agree to pay the fees as agreed upon with University authorities.

I.D. Number: _____
(Please attached copy)

I/WE ALSO AGREED THAT FEES ONCE PAID ARE SUBJECT TO THE ATTACHED REFUND POLICY.

Tuition fees per course N\$ _____

Registration fees per course N\$ _____

Student fund: N\$ _____

TOTAL: N\$ _____

Signature: _____

OFFICIAL STAMP:

Student's/Sponsor Signature: _____

Initials here:

SECTION 16: DECLARATION TO BE SIGNED BY THE PROSPECTIVE STUDENT

DECLARATION BY THE STUDENT

I _____ hereby agree to abide by all the rules and regulations of this University, and any amendments thereto, as spelt out clearly in the IUM rules and regulations annexure “A” and accept any liability that may arise from contravening or breaking any of these rules. I/we also understand that this enrolment contract is accepted on the clear understanding that it cannot be cancelled upon commencement of a course.

Signed _____ on this _____ day of _____ month of the year 20_____

Our Bank details are as follows:

Bank Name: Bank Windhoek
Beneficiary Name: IUM-Book Fund
Branch Name: Kudu Branch, Windhoek
Branch Code: 482172
Account Number: 3000338051

Initials here: _____

THE RULES AND REGULATIONS ANNEXURE “A”

STUDENT AND SPONSOR’S COPY

For the kind attention of students, parents, guardian, sponsors or employers:

1. Refer to Annexure B on Refund Policy.
2. Examination fees, shall where applicable be paid separate from tuition fees.
3. a) In case you are remitting the tuition fees by instalments, the same must be paid on or before the 3rd of every month irrespective of the date of your Nominee's enrolment/commencement of classes. A semester's fee must be paid in eight (8) equal instalments commencing from each month your nominee enrolls with this University.
b) Students should obtain student cards from the Admissions Office and Clearance cards from the Finance Department.
c) **Fees payable are per course and NOT per duration i.e. students pay the full tuition fees per course irrespective of the date they start classes.**
d) A penalty of 12.5% will be charged on late payments.
4. There are two semesters in a year.
5. Nominees are expected to attend classes (compulsory) up to the day of his/her exams and his/her absence from classes shall in no way affect your obligation to remit the full semester's fees including for the month your nominees shall take his/her exams.
6. You are hereby also required to submit a written letter to the University in case your nominee was absent from his/her classes. A doctor's confirmation letter must also be enclosed if the absence was caused by illness.
7. You will also remit the necessary registration, examination, annual subscriptions, exemption, invigilation and any other fees payable to the examination body of your nominee's course. The University may charge small fees to cover the postage/telephone/fax/telefax/official charges for processing your nominee(s) application.
8. All students are required to attend the pre-examination or intensive revision course, which is known as “Block Release”, this is aiming at special revision on exam topics, solving of past examination papers as well as clarity on student's personal difficulties. A nominal fee shall be charged for the said courses.
9. **Students found to be missing classes frequently are liable to be dismissed from the University.**
10. Students reporting for classes fifteen minutes after commencement of the lecture session shall not be allowed into the class save emergencies or other related circumstances.
11. Students must dress decently.
12. Noisy appliances are strictly not allowed into the University, especially in the lecture halls and reception area.
13. All students must possess study materials for their courses. The lists shall be provided to them.
14. All students must complete their assignments regularly. Tests and mock exams must be attempted at all times. Block Release is compulsory to all students.
15. Students shall be required from time to time to complete the hourly assessment questionnaire of each lecture session that they attend.
16. Foreign students should carry out the Republic of Namibia immigration formalities before commencing studies. All foreign students must submit sponsorship letter to the University.
17. Students must keep the premises clean at all times. Littering and smearing of walls will not be tolerated. Smoking, eating, drinking of any sort or other drinks is strictly prohibited on any part of the premises.
18. Insubordination of any nature towards the staff (lecturers and administrative staff) shall not be tolerated. Respect and professional spirit should be maintained by all students.
19. Students are encouraged to make use of the University's suggestion box placed in the corridor.
20. Students should not have their belongings and books unattended in lecture halls.

Initials here:

21. Visitors are not allowed during lecture hours.
22. Sponsored students should submit a confirmation letter from their sponsor's prior to commencement of classes except special cases.
23. Any discrepancies covering the academic, administrative or functional aspects of the University, guardians and students are welcome to report these immediately to the management.
24. Transfer of amounts from one student to another is strictly prohibited
25. Parents/sponsors/guardians are most welcome to discuss their nominee's progress with University management. Management assures you best service at all time.
26. Students in arrears of up to one (1) installment will be suspended from classes until such fees owed have been paid in full, University reserves the right to hand outstanding fees to Debtor Collectors.

The student accepts to abide by all these rules and regulations and accept any liability that may arise from their violation.

27. University does not accept liability or injuries inflicted on students or visitors while at campus.

I have read this agreement and the prospectus of International University of Management (IUM) and I understand all aspects of the agreement. All of the information supplied on my application, transcripts, and written work is true and accurate. All work submitted to the IUM is my own, except where clearly stated to the contrary. I also understand and accept that, if at any time it is demonstrated that I have misrepresented myself or my work, I may be dismissed from IUM, with no refund of fees paid, and any degree(s) awarded may be rescinded. I am equally in agreement with the rules and regulations of IUM.

Student's Signature: _____ Date: _____

Parent's/Guardian/Sponsor(s)/Employer's Signature: _____ Date: _____

Business Address _____

Tel No(s): _____ (w) _____ (h)

Initials here:

Annexure B

REFUND POLICY

The application/evaluation fee is not refundable. A student may cancel enrolment within three working days following enrolment, and receive a refund of all transfer credit fees and all tuition for independent studies courses. Thereafter, the student may receive a 50% refund within 30 days, 30% within 60 days, and 10% within 90 days provided the degree program has not been completed. If the degree program has been completed and the diploma has been ordered by the student, there will be no refund. Cancellation is made by registered mail and the date of the postmark will determine the effective date of cancellation. It should be noted that after the expiry of a period of 90 days the University 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 within 30 days with the Chairman of the university council, who will respond within 30 days of receipt of the grievance.

Initials here:

For official use only

Grade 12 Points confirmed		English Grade		Maths Grade	
Additional English Proficiency Requirements– Tick one only where required					
Short Course in English Required			Further Assessment Required		
Course(s) Admitted To					
Admission (circle as appropriate) FULL or PROVISIONAL (Non-Namibian or awaiting exemptions)					
Admission Confirmed By		Name (print Clearly)		Signature	
Biographical Data Captured by		Name (print Clearly)		Signature	
Academic Registration by		Name (print Clearly)		Signature	
Registration Fees Confirmed		Deposit Slip Attached YES / NO		Receipt Number.....	
Name (print Clearly)		Signature Stamp			
Proof Printed - circle FULL or PROVISIONAL Name (print Clearly) Signature					
Student Card Printed (Full reg. only)		Name (print Clearly)		Signature	
Language Evaluation					
COMMENTS: _____ _____ _____ _____					
REGISTRAR'S SIGNATURE: _____ DATE: _____ / _____ / 20 _____					
OFFICIAL STAMP AFFIX HERE:					

Initials here: