



# CDeL

Centre for Distance and e-Learning

Please attach a recent PASSPORT PHOTO of yourself here.

ACADEMIC YEAR

20.....

**(A) APPLICATION FEES (NON-REFUNDABLE)**

NOTE: FEES APPLY TO MANUAL AND ONLINE APPLICATIONS.

- Normal application fee (N\$450.00)
- Late application fee (N\$500.00)
- Duly completed application forms should be hand delivered or couriered to the IUM Dorado main Campus (Windhoek)
- Attach original deposit slip to the application form upon submission

**(B) REGISTRATION FEES (NON-REFUNDABLE)**

- Registration Fee (N\$2100.00); Late Registration Fee (N\$2200.00)

**Bank Details:**

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

**STUDENT NUMBER:** \_\_\_\_\_ (for official use)

**APPLICATION FORM/ADMISSION CONTRACT**

- Complete in clear **BLOCK LETTERS** (or with an X where applicable) and in **BLACK ink**
- Applicant must write initials and sign where indicated, to confirm that all pages are accurate, read and understood
- Incomplete applications cannot be accepted and copies cannot be returned to applicants
- Required documents must be securely attached and handed in with the application form

SECTION 1: ACADEMIC DETAILS (Programme of study)	
First Choice	
Second Choice	

SECTION 2: PERSONAL DETAILS									
Title (e.g. Mr., Ms., etc.)		Surname							
Full Names								Male	Female
Date of Birth					ID No.				
Marital Status	Single		Married						
Choose the region of origin (Namibian nationals only)									
Erongo	Hardap	Karas	Khomas	Kunene	Kavango East	Otjozondjupa			
Oshana	Oshikoto	Omusati	Zambezi	Omaheke	Kavango East	Ohangwena			
If not a Namibian Citizen please provide the following details:									
Nationality				Passport No.			Expiry Date		
Type of permit				Permit No.			Expiry Date		

Do you have an impairment, disability or chronic illness we should know about? If "Yes" please specify and attach documents specifying your condition	Yes	No
Based on your medical condition, do you have special needs? If "Yes" briefly state your additional needs arising from the above mentioned medical condition.	Yes	No

Initials: \_\_\_\_\_

SECTION 3: APPLICANT'S CONTACT DETAILS			
<u>Namibian Postal Address</u>		<u>Foreign Students (Postal address from country of origin)</u>	
<u>Namibian Residential Address (while studying)</u>		<u>Foreign Student (residential address from country of origin)</u>	
Cell Number		Cell Number	
Email		Email	

SECTION 4: APPLICANT'S NEXT OF KIN (PARENTS/GUARDIAN/SPOUSE/OTHERS) to be contacted in case of emergency												
What is your relationship to the person?					Father		Mother		Spouse		Guardian	
Title	Mr		Ms		Other (specify)		Surname					
Full Names								Initials				
I.D. Number						Cell Number						
Residential Address												
Postal Address												
Telephone work (next of kin/guardian)												
Occupation						Name of Employer						
Employer Address												
Email						Tel. No.: Work						

SECTION 5: EMPLOYMENT PARTICULARS (only if applicant is in full-time employment)					
Name of employer					
Your Occupation		Start Date		End Date	
Main Duties Performed					
Employers Postal Address					
Employer Tel. No.		Email			

SECTION 6: SECONDARY EDUCATION DETAILS				
Please attach certified copy of school-leaving results				
Name of last school attended				
Highest Grade passed		Year of Examination		Examination Authority

SECTION 7: ENGLISH LANGUAGE PROFICIENCY			
What was your medium of instructions at secondary school?			
What is your home language?			
If the answer to either A or B is not English, provide details of any course(s) completed/exams passed in the use of English.			
Are you applying for the University's English Usage Programme (Short course)?			Yes
			No

**SECTION 8: POST – SCHOOL ACADEMIC QUALIFICATIONS**

Attach a full certified academic record issued by the awarding institution. Applicants applying with foreign qualifications should provide NQA evaluation letters.

Where appropriate, indicate professional qualification

Name of College/University	City, Country	Year		Name of Programme
		From	To	

Have you ever been refused admission to any Tertiary Institution?	Yes	No
Are you currently enrolled at IUM?	Yes	No
If “Yes” please indicate course of study		
Have you ever done Research Methodology/Supervised Research before?	Yes	No

**SECTION 9: 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 10: POST GRADUATE APPLICANTS – SUPPLEMENTARY SUPPORT**

Describe your academic interest and reasons for applying. Detail your career objectives and any relevant non-academic achievements as well as publications. Outline any other relevant experience including attendance at specialist internships or short courses. PhD applicants should state the research area or specific project in which they are interested. Attach a short statement of 450 – 500 words, in support your research interest.

**SECTION 11: POST GRADUATE 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		Position	
Address			
Tel. No.		Cell Number	
Email		Fax. No.	
Name		Position	
Address			
Tel. No.		Cell Number	
Email		Fax. No.	
Name		Position	
Address			
Tel. No.		Cell Number	
Email		Fax. No.	

## SECTION 12: FUNDING

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

Full name or name of Organisation			
Postal address		Email:	
Cell No.:		Tel. No.:	

## SECTION 13: SPONSOR'S AGREEMENT

**If a student is under sponsorship his/her sponsor and/or employer etc. is required 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.

**We also agree that the 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 \_\_\_\_\_

## 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.**

Tick	Item
<input type="checkbox"/>	Certified copies of ID/Passport/ (Birth Certificate if the applicant has not yet received an ID)
<input type="checkbox"/>	One recent passport photo
<input type="checkbox"/>	Certified copies of all your academic certificate(s) /results.
<input type="checkbox"/>	Evidence of payment
<input type="checkbox"/>	Original official translation of the foreign qualification – if in a foreign language other than English
<input type="checkbox"/>	NQA Evaluation letter ( for foreign high school qualifications/foreign and Namibian post-school academic qualifications)
<input type="checkbox"/>	<b>Section 10: Post graduate applicants – Supplementary Support attached</b>

**SECTION 15: 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\_\_\_\_\_

## 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.
  - a) All Foreign Students are required to pay a 50% deposit of the total Annual Tuition fees upon registration.
  - b) 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.
  - c) Depending on inflation, Tuition fees may be amended at the discretion of the University.
  - d) Students should obtain student cards from the Admissions Office and Clearance cards from the Finance Department.
  - e) 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.
  - f) A penalty of 12.5% will be charged on late payments.
3. There are two semesters in a year.
4. 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.
5. 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.
6. 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.
7. No transcripts shall be released to any student before clearing all outstanding fees.
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 Neat, Decent and well covered formals and semi-formals.
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. The University regards fighting as a serious offence. Any student fighting another student, staff or lecturer shall be dealt with in accordance with the IUM Student Misconduct Policy.
20. A student who negligently or intentionally damages University property shall be held liable. All cost of such damaged shall be directly added to the student account.
21. Students are encouraged to make use of the University's suggestion boxes availed at all campuses.
22. Students should not have their belongings and books unattended in lecture halls.
23. Visitors are not allowed during lecture hours.
24. Sponsored students should submit a confirmation letter from their sponsor's prior to commencement of classes except special cases.
25. All self-funding students are required to sign an assurity form of payment.
26. Any discrepancies covering the academic, administrative or functional aspects of the University, guardians and students are welcome to report these immediately to the management.
27. Transfer of amounts from one student to another is strictly prohibited.
28. Parents/sponsors/guardians are most welcome to discuss their nominee's progress with University management. Management assures you best service at all time.
29. Students in arrears of up to one (1) instalment 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.
30. University does not accept liability or injuries inflicted on students or visitors while at campus.

## **PART B: SPECIAL AGREEMENT FOR THE USE OF STUDENT'S IMAGE AND INCIDENTALS MATTERS**

### **1. GRANT OF RIGHTS**

**1.1** In consideration for the University's performance of its obligations under its instruments of governance:

- 1.1.1** the student hereby grants to the University the student's Image Rights and/or to license the right to use the student's Image Rights in any medium relating to the University's academic, cultural and social programs;
- 1.1.2** IUM as an entity has the right to copyright ownership and use. IUM thus reserves the right to hold copyright in its marketing material comprising of any literary, musical and artistic work (including but not limited to photography and cinematography) of its student and staff in promotion of the University's programmes and activities. IUM recognises the image rights and moral rights of students and requires students who do not wish to be utilised in such material to validate such right in writing before signing this agreement. By signing this contact/agreement student waive his/her right to marketing material for the University.

### **2. OWNERSHIP OF INTELLECTUAL PROPERTY**

As pertains to matters of Intellectual Property (IP), by signing this contract, a student recognises that all IP developed, created or initiated during the student's time will be co-owned and at times owned and partially assigned to the student in the event of copyright. Entrepreneurship activities and/or research leading to commercially viable entities will be co-owned on a benefit sharing agreement. Each matter will be handled on a case by case basis.

### **3. UNDERTAKINGS, REPRESENTATIONS AND WARRANTIES OF THE STUDENT**

**3.1** The student warrants, represents and undertakes to the University that:

- 3.1.1** the exercise of the Image Rights by the University and/or the University's licensees in accordance with the terms of this Agreement does not, and shall not, infringe the rights of any other person or entity;



- 3.1.2** he/she has full power and authority to enter into and perform his or her obligations under this Agreement and to grant to the University all of the rights and licences granted herein;
- 3.1.3** he/she has not done and shall not do anything that would impair the University's free and unrestricted exercise of the rights and licences granted under this Agreement, such as himself or herself using, or authorising anyone else other than the University to exploit, the student's Image or the student's Image Rights;

**3.2** The University represents, warrants and undertakes to the student that it shall:

- 3.2.1** enter into and fully perform its duties and obligations under this Agreement
- 3.2.2** only use the Image Rights in the manner and for the purposes authorised in this Agreement;
- 3.2.3** not use the Image Rights in any way which is materially detrimental to or inconsistent with the good name, goodwill, reputation and image of the student;

I have read this agreement including the rules and regulations "Annexures A & B" as well as 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 \_\_\_\_\_

**Contact details:**

Cell: \_\_\_\_\_ Tell (W): \_\_\_\_\_ Email: \_\_\_\_\_

**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.

<b>FOR OFFICIAL USE ONLY</b>			
<b>Grade 12 points confirmed</b>		<b>English Grade</b>	<b>Math's Grade</b>
<b>Additional English Proficiency Requirements – Tick one only where required</b>			
<b>Short Course in English Required</b>		<b>Further Assessment Required</b>	
<b>Course(s) Admitted To</b>			
<b>Admission</b> (circle appropriate)	<b>as</b>	<b>FULL or PROVISIONAL (Non- Namibian or awaiting exemptions)</b>	
<b>Admission Confirmed by</b>	Name (print clearly)	Signature	
<b>Biographical Data Captured by</b>	Name (print clearly)	Signature	
<b>Academic Registration by</b>	Name (print clearly)	Signature	
<b>Registration Fees Confirmed</b> Name (print clearly)	<b>Deposit Slip Attached</b> Signature	<b>YES / NO</b> Stamp	<b>Receipt Number.....</b>
<b>Proof Printed – circle FULL or PROVISIONAL</b>	Name (print clearly)	Signature	
<b>Student Card Printed (Full reg. only)</b>	Name (print clearly)	Signature	
<b>Language Evaluation</b>			
<b>COMMENTS:</b>			
<p style="margin-top: 20px;"><b>REGISTRAR'S SIGNATURE:</b> _____ <b>DATE:</b> ____/____/20____</p> <p><b>OFFICIAL STAMP AFFIX HERE:</b></p>			

<b>THE INTERNATIONAL UNIVERSITY OF MANAGEMENT (IUM) CAMPUSES CONTACT DETAILS</b>			
<b>Campus name</b>	<b>Physical Address</b>	<b>Postal Address</b>	<b>Telephone Number</b>
<b>1. MAIN CAMPUS (Windhoek)</b>	Dorado Park Ext 1 21 – 31 Hercules Street	Private Bag, 14005, Bachbrecht	Tel: +264 61 – 433 6000
<b>2. CITY BRANCH (Windhoek)</b>	59 Bahnhof Street	Private Bag, 14005, Bachbrecht	Tel: +264 61 – 245 150
<b>3. COASTAL CAMPUS (Walvis Bay)</b>	Pelican Mall Cnr./O Sam Nuyoma Avenue & Getrud Kandanga Road	P.O. Box 346, Walvis Bay	Tel: +264 64 – 206 647
<b>4. ONGWEDIVA CAMPUS (Ongwediva)</b>	4380 Dr. Libertina Amathila Str	P.O. Box 2775, Oshakati	Tel: +264 65 – 230 145
<b>5. IUM EENHANA CAMPUS (Eenhana)</b>	IUM Eenhana Campus Erf. No. 235	IUM Eenhana P. O. Box 13807	Tel: +264 61 – 433 6000
<b>6. NKURENKURU CAMPUS (Nkurenkuru)</b>	678 Nkurenkuru	P.O. Box 6038, Nkurenkuru	Tel: 066 – 264 500 / 264 957