



**IUM**  
THE INTERNATIONAL  
UNIVERSITY OF MANAGEMENT

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

- Application Fee (N\$150.00)
- Completed application forms should be submitted or couriered to the IUM Campus you intend to study at. (Please see campuses contact details on the back page)
- Attach original deposit slip to the application form upon submission

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

- Registration Fee (N\$900.00)

**STUDENT NUMBER:**

(for official use)

**Bank Details**

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

Please attach a recent PASSPORT PHOTO of yourself here.

ACADEMIC YEAR

20.....

**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)**

Short Course		Full Time	Part Time
<b>Preferred Campus</b>			
Main Campus (Windhoek)	Nkurenkuru Campus (Nkurenkuru)	Coastal Campus (Walvis Bay)	
Eenhana Campus (Eenhana)	Centre of Excellence for Education (Ongwediva)		

**SECTION 2: PERSONAL DETAILS**

Title (e.g. Mr., Ms., Dr., etc)	Surname		
Full Names		Male	Female
Date of Birth	ID No:		
Marital Status	Single	Married	
<b>If not a Namibian Citizen please provide the following details:</b>			
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?	Yes	No
If "Yes" please specify and attach documents specifying your condition.		
Based on your medical condition, do you have special needs?	Yes	No
If "Yes" briefly state your additional needs arising from the above mentioned medical condition		

SECTION 3: APPLICANT'S CONTACT DETAILS			
Namibian Postal Address		Foreign Student (Postal address from country of origin)	
Namibian Residential Address (while studying)		Foreign Student (residential address from country of origin)	
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 in/guardian)											
Occupation			Name of Employer								
Employer Address											
Email					Tel. No.: Work						

SECTION 5: SCHOOL LEAVING PARTICULARS			
Name of last school attended or current school			
Highest Grade Passed		Year of Examination	
		Examination Authority	

SECTION 6: SPONSOR'S AGREEMENT	
<b>If a student is under sponsorship his/her sponsor and/or employer etc. is required to complete the following.</b>	
<b>This is to certify that the above mentioned person shall be sponsored by</b>	
Name: _____ and I/we hereby agree to pay the fees as agreed upon with University authorities.	
<b>We also agree that the fees once paid are subject to the attached refund policy</b>	
Tuition fees per course	N\$
Registration fees per course	N\$
Student Fund	N\$
Total	N\$
Signature: _____	
Student's/Sponsor Signature: _____	

**SECTION 7: 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
	Certified copies of ID/Passport/ (Birth Certificate if the applicant has not received an ID yet)
	One recent passport photo
	Evidence of payment
	Original official translation of the foreign qualification – if in foreign language other than English
	Certified copy of your highest school leaving certificate or other qualifications where applicable

**SECTION 8: 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:**

#### **PART A: GENERAL RULES AND CONDITIONS OF ADMISSION**

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: \_\_\_\_\_

Initials:
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## **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.

**FOR OFFICIAL USE ONLY**

Grade 12 points confirmed		English Grade		Math's Grade	
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**Additional English Proficiency Requirements – Tick one only where required**

Short Course in English Required		Further Assessment Required	
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Course(s) Admitted To			
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Admission (circle as appropriate)	FULL or PROVISIONAL (Non- Namibian or awaiting exemptions)		
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Admission Confirmed by	Name (print clearly)	Signature
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Biographical Data Captured by	Name (print clearly)	Signature
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Academic Registration by	Name (print clearly)	Signature
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Registration Fees Confirmed Name (print clearly)	Deposit Slip Attached Signature	YES / NO Stamp	Receipt Number.....
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Proof Printed – circle FULL or PROVISIONAL	Name (print clearly)	Signature
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Student Card Printed (Full reg. only)	Name (print clearly)	Signature
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**Language Evaluation**

**COMMENTS:**

REGISTRAR'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_/\_\_\_\_/20\_\_\_\_

OFFICIAL STAMP AFFIX HERE:

Initials:
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<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. CENTRE OF EXCELLENCE FOR EDUCATION (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

Initials: