

# Enrolment Agreement For 2024 Admission



# NIT

National Institute of Technology

Complete all the parts of this form in order to be considered for admission.

FOR OFFICIAL USE ONLY

Student No.

Date Received   
Approval Date

Year of study  School

Campus name  Area/town

## PART 1 PERSONAL DETAILS

Title (Mr/Ms./Mrs./Dr./Hon )	Surnames:				Pass Port Photo	
First Names			Previous Names			
ID/Passport No		Male	Female	DOB DD <input type="text"/> MM <input type="text"/> YY <input type="text"/>		
Nationality		Country		Town		
If not Namibian, state:	(a) Type of Permit		(b) Expiry Date			

## PART 2 APPLICANT/STUDENT'S CONTACT DETAILS

Cell No.	Home Tel No.	Work Tel No.	E-mail Address
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Residential Address	Postal Address	Work Address	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

## PART 3 APPLICANT/STUDENT'S QUALIFICATIONS AND PRACTICAL EXPERIENCE

Highest Qualification:	<input type="text"/>	Completion Year	<input type="text"/>
Practical experience Field	<input type="text"/>	No of Year	<input type="text"/>

## PART 4 APPLICANT/STUDENT'S PARENTS/GUARDIANS/SPONSORS DETAILS

(a) Parents/Guardian/Sponsor's Full Names <input type="text"/>			
ID Nos. (For Parents)	Cell No	Work Tel No.	E-mail Address
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Home Address	Postal Address	Work Address	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
(b) Employer's Name <input type="text"/>			
Cell No.	Home Tel No.	Work Tel No.	E-mail Address
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Home Address	Postal Address	Work Address	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

**PART 5 QUALIFICATION PROGRAM FOR WHICH YOU HAVE CHOSEN TO STUDY AND STUDY METHOD (S)**

First Choice

Second Choice

Third Choice

✓ Tick appropriate Method of

Study

(A)

Full-Time

(B)

Part-Time

(C)

Distance

(D)

Blended  
Learning

(E)

Online  
Learning

(F)

Virtual  
Campus**PART 6 ADDITIONAL COURSE PROGRAMS OF YOUR INTEREST**

STATE ANY OTHER

Courses of your  
Interests

(A)

(B)

(C)

**PART 7 APPLICABLE FEES**

(a) Tuition Fees

(b) Application/Registration

(c) Study Materials

(d) Lab Fees

(e) Library Fees

(f) Protective Cloths

(g) External Assessments Fees

(h) Other Fees

*\*Application/Registration fee is NOT refundable \*Assessment Fees means final Assessment, Exam or Exemption Fees Per Course (PC) payable to respective exam body \*Administration Fees covers costs of handling student's registration with respective exam bodies.*

**PART 8 METHODS OF FEES PAYMENTS AND NIT BANKING DETAILS**

(A) Please note that all the tuition fees must be made on time to avoid interest charges and restriction from sitting for exams. No student will be allowed to sit for exams if all tuitions are not paid even if exam and all other fees may have been paid. (B) The NIT does not accept or receive CASH payments. All payments must be deposited into the below bank account (C) Please use your student number for all payments references (D) Provide proof of payments to Accounts Department and demand for a receipt bearing an Official Company Stamp.

A/C Name

Name of Bank

Bank Account No.:

Branch Code:

National Institute of  
Technology (NIT)

First National Bank

62241268110

280-172

**PART 9 DETAILS OF SOURCE OF FUNDS TO FINANCE YOUR STUDIES**

Name of person/organization responsible for paying your fees

Contact Person (if it is an organization or Trust)

Postal address

Physical Address

E-mail Address

Telephone

**PART 10 PHYSICAL CHALLENGES**

NIT endeavors to establish opportunities to accommodate people with disabilities. Being an emerging institution of Higher Learning, we have not yet removed all the challenges that our students and other stakeholders with disabilities may be experiencing at all our campuses. To make such improvements, we would be pleased to know in advance if you have any special needs to provide for your access to our programs.

Do you have any Physical Disabilities

YES

NO

If yes:

(A) Give details

(B) Assist us with main needs to make your studies equally accessible and helpful to you as our important stakeholder

## PART 11: TERMS & CONDITIONS, RESPONSIBILITIES AND DECLARATION

I, the undersigned hereby agree to the terms and conditions and declare:

- 1) I acknowledge that I have familiarized myself with the prospectus, courses, study methods and procedures, assessments and rules of the relevant programs and that I'm fully satisfied with the information provided to me;
- 2) I hereby acknowledge and agree that my parents/sponsors will have access to my student records and portal.
- 3) I shall abide by all regulations of NIT and further that the applicant/s shall, if accepted, hold myself/ourselves bound thereby and to all such rules, regulations and procedures of NIT and be under the disciplinary control of NIT as from the date on which he/she is admitted as NIT student, until I fully complete my studies at NIT or until NIT accepts my withdraw from my studies where this may be the case;
- 4) I understand that the official confirmation of my studentship with the NIT shall be through the Official Admission/Registration Letter or by virtue of my being allowed to commence with classes by the NIT's Management as per published institutional Calendar and Time Tables.
- 5) I undertake to be responsible for checking and fully complying with the institutional notices and publications including the Time Tables, Institutional Calendar, Events etc. through the E-Learning Portal, Notice Boards, Announcement, and Press Media etc. at all time.
- 6) I hold myself responsible for the total payment of tuition fees, notwithstanding the fact that my sponsor has undertaken to pay the full tuition fees relating to my studies;
- 7) I agree that NIT reserves the right to withhold my results and charge interest on any outstanding amount or monthly tuition fees instalments;
- 8) I accept to be held liable for any damage to the NIT's property caused by me and indemnify the NIT against any loss. I will also indemnify the NIT against any claims whatsoever for damages howsoever caused in respect of property left at the NIT by me (applicant) and against any claim whatsoever for damages howsoever caused or arising which me (applicant) may sustain while registered as a student at the NIT, acknowledging my (applicant's) participation in any sporting events or other activities at the NIT or conveyance of applicant in any NIT's vehicle, shall be at my (applicant's) sole and absolute risk;
- 9) I understand that NIT does not receive cash payments hence I'm required to deposit my fees into the Official NIT FNB Bank Account as per details provided in this agreement.
- 10) I understand that the NIT Debit Order arrangement is the only authorized method to settle outstanding student fees.
- 11) That a statement signed and officially stamped by the NIT Accountant or his/her delegate shall represent the amount owing to NIT by me/us, and further that in the event of such amount being handed over for collection, I/we shall pay all legal charges incurred on the attorney and client scale;
- 12) That I/we shall pay all interest on all overdue fees, and disbursements at a rate of 20% per annum compounded monthly and calculated from the first day of each month following the date by which final payment of all fees and disbursements must have been made;
- 13) All the Fees are subject to change without notification. However, where such changes take place, registered students will not be subjected to the changed fees unless this is in their favor;
- 14) That I/we accept that NIT keeps documents, including this Enrolment Agreement, electronically and distributes them as such. NIT shall at all times be entitled to utilize such documentation in electronic format for whatever purpose required and I/We agree that the electronically generated documents shall replace the originals signed by me;
- 15) I'm required to attend all the teaching and learning sessions and periods throughout the academic period as per timetables and other schedules. In case of absence without leave of absence, I'll provide an acceptable registered medical doctor's certificate or face disciplinary actions and/or deregistration as per institutional policies. I also understand that I shall remain responsible for payment of fees even if I don't attend classes
- 16) The NIT, may deem necessary to report my class attendance, behavior or study performance, health problems etc. to my parents, guardians, sponsors, employers and/or examination body;
- 17) The NIT reserves the right to (through procedural disciplinary process) dismiss and de-register any student at any time for behavior which is deemed to be unprofessional, inappropriate or disruptive to other students. In such a case, NO fees will be refundable for any student dismissed under this section and student shall remain liable for any outstanding account;
- 18) The NIT will issue supporting documentation for study visa applications (where requested) covering the course duration. To qualify for such service, student must show proof of a minimum tuition deposit payment of 80% based on a minimum number of three (3) courses (subjects);
- 19) Students sponsored by employers must provide employer's sponsorship letter to support their studies prior to course commencement;
- 20) NIT believes in non-racial, non-sexist, non-discriminative society where no one is discriminated on whatever grounds;
- 21) I acknowledge that Tuition Deposit payments of 20% for annual course programs and 40% for semester course programs are required before start of the classes and the balance payments must be made to NIT in eight (8) equal instalments for annual courses and four (4) equal instalments for semester courses;
- 22) **Student Grievances Procedures:** I understand and agree that, unless on NIT's conduct that conflict the State Laws, procedurally, I'm must first exhaust all the internal avenues of having my compliant/grievance addressed by NIT before I can consider turning to any external agency such as any local regulatory agency, government, court, media or any other. Student may report any grievances to [StudentsAffairs@nit-edu.org](mailto:StudentsAffairs@nit-edu.org); [Registrar@nit-edu.org](mailto:Registrar@nit-edu.org) or [Complaints@nit-edu.org](mailto:Complaints@nit-edu.org) or obtain and complete the Student Grievance Procedures Form from any NIT or download it from [www.nit-edu.org](http://www.nit-edu.org) and e-mail it to the above e-mail address.

## PART 12: STUDY WITHDRAWAL / CANCELLATION PROCEDURES AND DECLARATION

I, the undersigned hereby agree to the study withdrawal/cancellation procedures, terms and conditions and declare that:

- 1) I fully understand and acknowledge that any Course Withdrawals or Cancellations must be received by the NIT Board of Studies (BOS) in writing five (5) working days or more prior to the class commencement date and that no refund shall be allowed if any withdrawal or cancellation is made in less than five (5) working days prior to class commencement.
- 2) Upon submission of the withdrawal and/or refund request, I shall take responsibility to obtain an official acknowledgment letter to confirm the withdraw request submission.
- 3) The Board of Studies (BoS) will normally sit once in a month. A BoS' resolution letter will be issued and sent to me (the student) stating the outcome of the withdrawal or refund request to the requesting student 2-3 weeks thereafter.
- 4) Where a refund is approved by the BoS, the registration fee shall not be refunded but tuition fees (80%) shall be refunded less 20% (of tuition fees) to cover administration fees;
- 5) Registration fees are non-refundable and non-transferable;
- 6) Any refund payments shall be made directly to the sponsors or student financiers who must have paid NIT for the student's studies.
- 7) No any refund is made if I (the student) stops attending classes or I am suspended from studies due to my failure to comply with the institution's rules and regulations. In this case, the student shall forfeit any amounts paid to the center and still remain liable for any outstanding fees;
- 8) Considering that our qualifications are internationally recognized and accredited in their countries of origin in which they have good standing, no refund shall be made on grounds of the offered course program not being accredited by NQA or NTA. However, where it's proved that any of our such qualifications is not registered, approved, and has no good standing in its country of origin, a refund may be approved by the Board of Studies provided that the student provides evidence that the information given to him/her by the NIT staff responsible for his/her recruitment, clearly claimed that such a program was accredited by NQA, NTA, any other agency.
- 9) A student shall be de-registered from his/her course program and the institution if she/he does not attend educational work (classes/lectures, assessments, or practical lesson/job attachments) without approved sick leave or written pre-approval of the Executive Management Committee or the Board of Studies (BOS) for a consecutive period of ten (10) working days. All the authentic Medical Reports supporting students' absenteeism from educational work are subject to EMC/BoS' approval. A de-registered student shall forfeit/lose any fees paid without any further correspondence. A Student whose account has unsettled amounts will be pursued until the account is fully settled despite having been declared non-active.
- 10) All qualifications offered by the National Institute of Technology (NIT) were developed through a rigorous quality assurance process and have been submitted to NQA and provided with the National Qualifications Framework (NQF) qualification number. The Engineering Council of Namibia (ECN) has recognized all the NIT level 6 and level 7 Engineering, Software Engineering, and Network Engineering programs. All the NIT qualifications, therefore, are of good quality hence no refund shall be made on grounds of any qualification offered by NIT not being accredited by NQA or any other agent.
- 11) A student who is not satisfied with BoS' resolution regarding the refund request may appeal to the Students' Appeals Board in writing within 5 working days from the date of receiving the outcome.
- 12) It shall be considered a violation of the institutional policies if a student opts to report any internal operations concerns/cases such as unsatisfactory teaching and learning, refund, or staff misconduct to any external authorities or individuals e.g., NQA, NTA, Police, Legal Attorneys, etc. without exhausting internal channels and platforms of resolving such concerns. NIT will consider actions of any external agency to be interventions into the operations of the institution unless where there is a violation of the National laws or where a student has exhausted all the internal avenues to solve the issue.
- 13) The National Institute of Technology (BIT) reserves the right to (through the procedural process) dismiss and de-register any student at any time for behavior that is deemed to be unprofessional, inappropriate, or disruptive to other students. In such a case, NO fees will be refunded for any student dismissed under this section and the student shall remain liable for any outstanding account.

### PART 13: ATTENDANCE OF TEACHING AND LEARNING LESSONS/CLASSES/ASSESSMENTS, ETC.

- 1) No any refund is made if the student stops attending classes or is suspended from studies due to his/her failure to comply with the institution rules and regulations. In this case, student shall forfeit any amounts paid to the NIT and still remain liable for any outstanding fees;
- 2) It is a compulsory requirement to attend all educational sessions/work (classes/lectures, assessments or practical lesson/job attachments) as scheduled and/or stipulated in the time tables, annual calendar and as may be required at any time to so. A student who anticipates not to be able or fails to report or/attend all educational sessions/work (classes/lectures, assessments or practical lesson/job attachments) may:
  - a) Contact his/her Lecturer/Instructor or Head of School to request for permission for absence from classes/lectures only provided that the request is for NOT more than ONE (1) day only. Student's Lecturer or Head of School only have authority to approve a student's absence from classes/lectures for ONLY one day in a month. No Lecturer or Head of School shall approve student's absence from assessments, job attachment or Practical lessons. In such cases, student must apply for normal leave of absence.
  - b) On his/her return to the campus, submit an authentic Medical Doctor's Certificate with grounds of his/her absenteeism and numbers of days that he/she is permitted by the Doctor to be absent from educational sessions/work (classes/lectures, assessments or practical lesson/job attachments) on medical grounds. A student who has been certified by a Medical Doctor to be on bed rest/unfit for work/studies for any given days must ensure that he/she fully complies with the Doctor's instructions. Should such a student be found to be in a different location other than his/her area of domain, the Institution may not consider the Doctor's Medical Certificate.
  - c) Apply for Leave of Absence (LOA) from educational sessions/work (classes/lectures, assessments or practical lesson/job attachments) on other critical grounds such as family member's illness, marriage ceremonies, death or financial obstacles, work, etc. Such student MUST only proceed on leave (be absent from educational sessions/work (classes/lectures, assessments or practical lesson/job attachments) once his/her leave (LOA) has been dully approved and signed by the CEO and a signed copy of leave is served to him/her by the Campus Call Campus.
- 3) A student who absents him/herself from any educational sessions/work (classes/lectures, assessments or practical lesson/job attachments) without any of the above shall have five **percent (5%) marks** per missed day deducted from a test/assignment or examination of missed course unit/subject.

**PART 14 DECLARATION AND UNDER TAKING BY APPLICANT**

I, the undersigned hereby declare:

- a) That I (the student) acknowledge and understand the provisions of the declaration of this enrolment agreement, and hold myself bound thereby; and all other provisions of this enrolment: and by the rules and procedures of National Institute of Technology (Pty) Ltd (NIT) for my study period with NIT inclusive of any amendments or alterations thereof during the period that I am a registered student.
- b) That I (the student) hold myself responsible for the full payment of tuition fees, notwithstanding the fact that my employer/sponsor has undertaken to pay the full tuition fees relating thereto.
- c) Acknowledge that the Centre reserves the right to change my course of study from first choice to second choice course and conditions for the second choice will apply.
- d) That I (the student) shall abide by all regulations of National Institute of Technology (NIT) and further that the applicant shall, if accepted, be under the disciplinary control of the NIT as from the date on which he/she takes up residence at the NIT or the day on which he/she commences studies or attends an orientation week or registers as a student, whichever is earliest, until the NIT accepts a notice of withdrawal from me/us or applicant fails to renew his/her registration on the due date;
- e) That I (the student) accept that the NIT keeps documents, including this Declaration and Agreement, electronically and distributes them as such. The NIT shall at the all times be entitled to utilize such documentation in electronic format for whatever purpose required and I agree that the electronically generated documents shall replace the originals signed by me.

Signature of Applicant		DATE	Day	Month	Year

**PART 14 DECLARATION AND UNDERTAKINGS BY APPLICANT'S PARENTS/GUARDIAN/SPONSOR**

I, the undersigned hereby declare that:

- (a) I (the student) agree and consent to the above declaration, undertakings, waiver and indemnity by the applicant. I consent to the applicant signing the registration forms if admitted.
- (b) I (the student) hold myself jointly and severally liable with the applicant as co-debtor for all amounts due by the applicant to National Institute of Technology (NIT) until I notify the NIT in writing to the contrary in which event such notification shall take effect only from the beginning of the following academic year.
- (c) I (the student) irrevocably undertake that I shall not, in any capacity, hold the NIT liable for any damage or loss which the applicant or any person may suffer under any of the circumstances set out in the applicants' declaration.

Parent/Legal Guardian's Signature		DATE	Day	Month	Year

**PART 15: CHECK LIST OF ITEMS TO BE SUBMITTED WITH THIS AGREEMENT**

- |  |   |
|--|---|
| 1) Fully Completed, Signed and Initialed Enrolment Agreement | 2) Certified copies of Qualifications                     |
| 3) Passport size photos/pictures                             | 4) Certified Copy of ID/Pass port                         |
| 5) Sponsor's Letter  | 6) Certified copy of Permit (for non-Namibian applicants) |
| 7) Proof of Registration Payment                             | 8) Proof of Deposit Payment                               |

**FOR OFFICIAL USE ONLY**  
**APPLICATION AND AGREEMENT APPROVAL**

AUTHORITY	NAMES	SIGNATURE	DATE
Registered by			
AR-Admissions			
Selection Committee Member			
Approved by the Director			



## PART 16: MINIMUM ENTRY REQUIREMENTS

Applicants must meet any of the following entry requirements:

- 1) Twenty-five (25) points in Namibia Senior Secondary Certificate Ordinary (NSSCO) (grade 11) (old grade 12) in five (5) subjects with a D or better symbol in English. English shall be part of the five (5) subjects you must have completed) or,
- 2) Any recognized related qualification at NQF level 3 or equivalent with total credit value as required by the NIT policy/regulation.
- 3) Applicants with Twenty (20) and above points in grade 12 (now grade 11) in six (6) subjects with an E or better symbol in English (of which English shall be part of the 6 subjects) may be accepted provided that they have passed an Aptitude Test with a Minimum of 60%.
- 4) Mature age entry provided that applicant:
  - (A) is 23 years old or over at a time of making the application;
  - (B) has at least five (5) years' work experience in a related field and provides acceptable reference from a reputable respective employing organization;
  - (C) has at least passed grade 10 which must include E in English and
  - (D) must pass an Aptitude test with a minimum of 60%

**OR**

  - (A) is 23 years old or over at a time of making the application;
  - (B) has at least three (3) years' work experience in a related field and provides acceptable reference from a reputable respective employing organization;
  - (C) has at least passed grade 11 (old grade 12) which must include E in English and
  - (D) must pass an Aptitude test with a minimum of 60%.

### Bridging Program (Certificate Level 4) Entry Requirements:

Applicants with Fifteen (15) and above points in grade 12 (now grade 11) in six (6) subjects may be accepted provided that they have passed an Aptitude Test with a Minimum of 60%.

### PLEASE NOTE THAT:

- 1) Applicants for engineering programs must, in addition, have an E, or better symbol in Physical Science and Mathematics.
- 2) Applicants for Education and Training must refer to specific entry requirements stipulated on the attached document.

**Please check attached leaflet or visit [www.nit-edu.org](http://www.nit-edu.org) for more information.**

### CHECKLIST FOR REQUIRED REGISTRATION DOCUMENTS (PLEASE TICK WHAT YOU HAVE PROVIDED)

- |   |                          |
|---|--------------------------|
| 1. Certified Copies of National Identity Card   | <input type="checkbox"/> |
| 2. Certified Copies of Full Birth Certificate   | <input type="checkbox"/> |
| 3. Certified Copies of Parents' National Identity Cards or Death Certificate (if parents are deceased)  | <input type="checkbox"/> |
| 4. Certified Copies of Grade 10 and 12 Certificates and any other Qualifications  | <input type="checkbox"/> |
| 5. If funded by NSFAF, Certified Copies of Parents' Proof of Income/Pay slips (if employed) or Police Declaration that Parents are unemployed must be submitted | <input type="checkbox"/> |
| 6. Payment of NIT Application/Registration Fees   | <input type="checkbox"/> |
| 7. Certified Copies of Sponsorship letter if applicant is being sponsored by any organization   | <input type="checkbox"/> |
| 8. Two (2) Pass Port Photos   | <input type="checkbox"/> |

### How Did You Hear About NIT?

- |                        |                          |                        |                          |
|------------------------|--------------------------|------------------------|--------------------------|
| Local newspaper advert | <input type="checkbox"/> | Google Search          | <input type="checkbox"/> |
| Social Media           | <input type="checkbox"/> | NIT Event / Exhibition | <input type="checkbox"/> |
| Through NIT Website    | <input type="checkbox"/> | Through Former Student | <input type="checkbox"/> |
| Radio                  | <input type="checkbox"/> | If other please state  | <input type="checkbox"/> |