

<b>FOR OFFICE USE ONLY:</b>	Application Fee – Receipt NO:	STUDENT NO:
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**PASSPORT PHOTO OF APPLICANT**

The applicant must attach 2 (two) recent passport photographs in this space before returning the application to Onhelelwa Tutorial and Youth Centre.

**APPLICANT'S PARTICULARS**

Student Name:		Student Surname:	
Date of Birth:		Contact No:	
Gender:		Marital Status:	
Citizenship:		ID. /Passport No:	

If not Namibian, please state the following:					
Country of Birth:		Permit number:		Expiry date:	
Home Address:					
Student email address:					
Parent / Guardian email address:					

Contact number in case of emergency:		Relationship:	
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**INSTRUCTIONS FOR THE COMPLETION OF THE FORM**

1. Please read the enclosed information leaflet before completing this form.
2. Complete the form in full and answer all the questions.
3. **Your name(s) must be according to your birth certificate / ID**
4. Where a choice is given, mark only the appropriate response with and **X**.

**INCOMPLETE AND FAXED APPLICATION FORMS WILL NOT BE PROCESSED.**

**NB! CERTIFIED DOCUMENTS TO BE SUBMITTED WITH APPLICATION FORM**

	Birth Certificate / ID/ Passport
	School leaving certificate or latest results if a school leaving certificate is not available
	2 (two) recent passport photographs

<b>Do you have an impairment or physical challenge?</b> If "yes" please specify and attach documents specifying your condition.	<b>YES</b>	<b>NO</b>
<b>Based on your challenge, do you special needs?</b> If "yes", briefly state your additional needs arising from the above.	<b>YES</b>	<b>NO</b>

<b>Do you suffer from any learning difficulty e.g attention span problems, dyslexia, etc?</b> If "yes", please give details of the nature and severity of the challenge, and attach a recent letter from your attending medical practitioner.	<b>YES</b>	<b>NO</b>

**EDUCATIONAL DETAILS**

<b>High School Attended:</b>		<b>Region:</b>		<b>Year:</b>	
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**Important: Consult the ONHELEIWA TUTORIAL AND YOUTH CENTRE information leaflet when choosing your subjects.**

<b>Subject</b>	<b>Previous Grade Symbol</b>	<b>Indicate <u>PREFERENCE</u> of subjects by ticking ( ) the box beside each subject.</b>
English as a Second Language		
Mathematics		
Biology		
Physics		
Chemistry		
Geography		
History		
Accounting		
Business Studies		
Economics		
Agricultural Science		
Development Studies		

**PARENT'S / GUARDIAN'S PARTICULARS**

	<b>MOTHER</b>	<b>FATHER</b>	<b>GUARDIAN</b>
E-mail Address:			
Contact number:			
Postal Address (including city):			
Home Address:			

I, ..... fully understand the payment schedule and promise to abide by it.

.....  
**Signature of parent/guardian**  
 (responsible for tuition fees)

.....  
**Date**

**CODE OF CONDUCT**

1. Students may not be registered at any other NSSC Centres.
2. Students are expected to treat one another and all staff members with respect, tolerance and consideration. Disruptive behaviour will result in immediate disciplinary action in turn can result in expulsion from the course.
3. Students are encouraged to display a positive attitude towards their peers, teachers and ONHELEIWA TUTORIAL AND YOUTH CENTRE staff.
4. All students must respect ONHELEIWA TUTORIAL AND YOUTH CENTRE’s dressing code and be neatly and correctly attired at all times. Students not complying with the ONHELEIWA TUTORIAL AND YOUTH CENTRE dress code will not be allowed to attend lessons.
5. Alcohol, smoking or the use of substance is prohibited on ONHELEIWA TUTORIAL AND YOUTH CENTRE premises.
6. Students must attend all classes regularly, be punctual, do all homework and assignments and be actively involved in the teaching and learning process throughout the course.
7. Absence due to illness must be confirmed by a medical certificate. Students must try to schedule medical appointments during the hours when they do not have classes. Absence without prior notification will result in disciplinary action.
8. There will be NO REFUND for any withdrawals except when a registered student submits proof of acceptance at an institution of higher learning. An administration fee be deducted.
9. Students may not leave early for, or return late from holiday. Students should consult the year planner to know when holidays begin and end.
10. Parents are expected to consult with teachers regularly for student progress and discipline. They should not wait for ONHELEIWA TUTORIAL AND YOUTH CENTRE to contact them.
11. Students will not be issued with progress reports and subsequently, will not be allowed to take external examinations if they have outstanding tuition fees.
12. Students and parents/ guardians must make payments as stipulated in the leaflet.

**Failure to comply with these regulations may lead to dismissal from the course.**

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I understand and accept the conditions explained above and agree to comply with them.

I undertake to obey, abide be bound by the rules and regulations as laid down by ONHELEIWA TUTORIAL AND YOUTH CENTRE.

I declare that the information contained in this form is true and complete.

**Student:**

.....  
(Full Name)

.....  
(Signature)

.....  
(Date)