

| <b>CONTRACT OF ENROLMENT</b>  |  |   |  |                   |  |
|---|--|---|--|-------------------|--|
| <i>Student Details</i>  |  | <b>Institute of Information Technology (Pty) Ltd -<br/>           (known as IIT)<br/>           Namibia Business Institute –<br/>           (known as NBI)<br/>           IT &amp; Business Education &amp; Training<br/>           Burg Street Nr 0, Luxury Hill, Windhoek<br/>           Tel: 061 - 253141<br/>           Fax: 061 - 253102</b> |  |                   |  |
| Name:   |  |   |  |                   |  |
| Date of Birth:  |  |   |  |                   |  |
| ID No:  |  |   |  |                   |  |
| Physical Address:   |  |   |  |                   |  |
| Postal Address:   |  |   |  |                   |  |
| Name & Address Of Employer:   |  | <i>Course Details</i>   |  |                   |  |
|   |  | How did you hear about IIT and this course?   |  |                   |  |
|   |  | Course Name:  |  |                   |  |
| Tel: (work)   |  | Part Time / Full Time   |  | Starting:         |  |
| Tel: (home)   |  | Who will be paying for this course?   |  |                   |  |
| Cell:   |  | Yourself  |  | Sponsor           |  |
| Fax:  |  |   |  | Company           |  |
| Position of Employment:   |  | <i>Guardian / Sponsor Details</i>   |  |                   |  |
| Nationality:  |  | Surname / Company:  |  |                   |  |
|   |  | First name / Contact:   |  |                   |  |
| <i>Institution</i>  |  | ID No / Order No:   |  |                   |  |
| Please indicate applicable Institution:   |  | Postal Address:   |  |                   |  |
| <b>IIT</b>  |  |   |  |                   |  |
| <b>NBI</b>  |  | Physical Address:   |  |                   |  |
|   |  |   |  |                   |  |
| <i>Credit References</i>  |  |   |  |                   |  |
| <b>Name</b>   |  | <b>Telephone No</b>   |  |                   |  |
| 1.  |  | Tel: (work)   |  |                   |  |
| <b>If you cannot afford the normal payments schemes do you wish to apply to our longer payment schemes?</b> |  | Tel: (home):  |  |                   |  |
|   |  | Fax:  |  |                   |  |
| <b>Yes</b>  |  | <b>No</b>   |  |                   |  |
|   |  | Cell:   |  |                   |  |
|   |  | Employer Name:  |  |                   |  |
|   |  | Employer Tel:   |  |                   |  |
|   |  | Employer Fax:   |  |                   |  |
|   |  | <i>Monthly Payment Breakdown</i>  |  |                   |  |
| <b>Application to which Centre?</b>   |  | <b>Payment</b>  |  | <b>Amount</b>     |  |
|   |  | <b>Date</b>   |  | <b>Receipt No</b> |  |
| <b>a. Windhoek Centre</b>   |  | Registration Fee  |  |                   |  |
| <b>b. Swakopmund Centre</b>   |  | Deposit   |  |                   |  |
|   |  | Debit Order Payment Per Months  |  |                   |  |
| <b>Please provide :</b>   |  | Total Amount  |  |                   |  |
| <input type="checkbox"/> Valid account in your name   |  |   |  |                   |  |
| <input type="checkbox"/> ID   |  |   |  |                   |  |
| <input type="checkbox"/> Valid Payslip (latest three)   |  |   |  |                   |  |

I, \_\_\_\_\_ and I / We, \_\_\_\_\_  
 (Student or Guardian if the Student is under 21) (Sponsor)

herewith agree to be jointly and severally liable for the contract amount, subject to the policy and conditions stipulated overleaf. I/We further agree that failure to attend lectures will not reduce my liability under this contract.

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_  
 (The Student or Parent / Guardian if Student is under 21) (Sponsor)

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Signature: \_\_\_\_\_  
 (On behalf of IIT/ NBI)

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Please Turn Over

**Cancellation Policy**

1. Should the student withdraw from the course or a subject, before classes commence, without immediately re-enrolling for another course or subject of the same value, the student and / or sponsor will be liable to pay 30% of the course or subject fee plus the value of any books, stationary or equipment issued to the student. Should such a withdrawal take place after classes have commenced and no longer than one week after commencement of classes, the student and/or sponsor will be liable to pay 50% of the course or subject fee plus the value of any books, stationary or equipment issued to the student. Should such a withdrawal take place later than one week after commencement of classes, the student and/or sponsor will be liable to pay 100% of the course or subject fee plus the value of any books, stationary or equipment issued to the student.
2. Should the student defer from the course or a subject to a later occurrence of the same course or subject, and then the student and/or sponsor will be charged as if the student has withdrawn.
3. Should the student transfer from the course or a subject to a different course or subject within one week of classes commencing, then the student and/or sponsor will be liable to pay the value of any books, stationary or equipment issued to the student. Should such a transfer take place more than a week after classes have commenced, then the student and/or sponsor will be liable to pay 100 % of the course or subject fee plus the value of any books, stationary or equipment issued to the student.
4. International examination fees are paid separately from the total course cost. Should these fees be paid together with the course cost by a student loan, then the student has a period of 5 months from completion of the course to sit for the international exams, otherwise the student will forfeit that money.

**Conditions**

1. The registration fee is non-refundable and payable on enrolment.
2. IIT/NBI reserves the right to change the content of a course without notice
3. Any arrears according to the monthly breakdown as appears on the reverse side hereof will carry interest at prime plus 10% pa from due date.
4. Once arrears is outstanding for a period of 60 days and no firm arrangements in writing has been made with IIT/NBI the total arrears amount plus total balance outstanding for the remainder of the course period will become due and payable inclusive of interest and cost as per clauses 3 & 5 hereof.
5. The student and sponsor choose as their domicilium citandi et executandi, their employer’s address for the purposes of service of any court processes, summons and notices, should legal action flow from this agreement.
6. The student and sponsor undertake to pay legal collection costs on an attorney and client scale, including collection commission and tracing fees, should IIT/NBI institute action for recovery of any arrears amounts.
7. This is the full agreement between the parties, and no indulgence granted by IIT/NBI will be deemed to be a waiver of any rights of IIT/NBI to operate as an estoppels.
8. No variation or consensual cancellation of this agreement will have any force or effect unless reduced to writing and signed by both parties.
9. The parties consent to the jurisdiction of the Magistrates Court in connection with any action that might be instituted arising form, or relating to this matter.
10. It is agreed by both parties that IIT/NBI will black list the student/sponsor with Trans Union ITC should payments not be received as per agreement.
11. It is the responsibility of the sponsor/guardian of the student, to contact IIT/NBI every 2 or 3 months to enquire about the student’s progress.
12. IIT/NBI reserves the right to suspend and if necessary expel the student in the event of grouse negligence insubordination or failure to comply with the policies and procedures as laid out in the student’s “Code of Conduct”. This document is issued to the student on the first day of class, and the student will be required to sign and return the attached sheet to the lecturer by the second day of class to acknowledge that the student has read and understood the policies and procedures of being a student at IIT/NBI.

**1. General**

IIT/NBI reserves the right to scrutinise each applicant and if necessary charge a security deposit of at least 30% of the course fee applicable.

**2. Declaration**

I/We the undersigned, duly appointed as the official applicant declares that I/We have no objection that any reference is made by IIT/NBI to objectively assess my/our application for enrolment. I/We also declare that all information to be true and correct and are in agreement with the conditions as set out herein and agree to be bound by same.

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_  
(The Student or Parent / Guardian if Student is under 21) (Sponsor)

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Witness 1: \_\_\_\_\_ Witness 2: \_\_\_\_\_  
-----

Signature: \_\_\_\_\_  
(On behalf of IIT/NBI)

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_





HIGHER EDUCATION & IT  
 TRAINING,  
 BURG STREET NR 0, LUXURY HILL,  
 WINDHOEK, P O BOX 11361 WHK  
 NAMIBIA,  
 TEL (061)253 141, FAX (061)253 102,  
 E - MAIL : [info@iit.com.na](mailto:info@iit.com.na)



## Affidavit of Marital Status

### Section A

**Confirmation of Marriage out of Community of Property**      Date: .....

I/We, the undersigned (*full names and date of birth*)

.....and  
 .....

hereby declare that:

- a) We are married out of Community of Property at ..... (*town*) in ..... (*country*) and that I ..... (*husband*) was on that date domiciled in ..... (*country which he regarded as his permanent home*) and we have entered into an Antenuptial Contract which:
  - Excludes Community of Property and Community of Profit and Loss
  - Excludes any form of marital power
  - A copy of the Antenuptial Contract is hereby attached
- b) We have not changed our matrimonial property system in terms of any Act or Order of Court, subsequent to our marriage.
- c) We undertake to advise the Institute of Information Technology (Pty) Ltd, immediately should we change our matrimonial property system at any stage in the future.

.....  
 Husband

.....  
 Wife

### Section B

**Confirmation of Marriage in Community of Property**      Date: .....

I/We, the undersigned (*full names and date of birth*)

.....  
 and .....

hereby declare that:

- a) We are married in of Community of Property at ..... (*town*) in ..... (*country*) and that I ..... (*husband*) was on that date domiciled in ..... (*country which he regarded as his permanent home*).





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**Section D**

**Confirmation of Marital Status: Unmarried**

Date: .....

I, the undersigned (*full names and date of birth*).....  
hereby confirm that I am not married.

I undertake to advise the Institute of Information Technology (Pty) Ltd / Namibia Business Institute immediately,  
should I change my matrimonial status at any stage in future.

.....  
Signature

**Section E**

**Confirmation of Marital Status: Recognition of Certain Marriages Act 18 or 1991 (Swapo Marriages)**

Date: .....

I/We, the undersigned (*full names and date of birth*).....and  
.....

hereby declare that:

- a) We are married in terms of the Swapo Family Act of 1977 (which marriage is now governed by the Recognition of certain Marriages Act, Act 18/1991) in ..... (*country*) on ..... (*date*).
- b) We have not changed our matrimonial property system in terms of any Act or Order of Court, subsequent to our marriage.
- c) We attach hereto a copy of our marriage certificate.
- d) We undertake to advise the Institute of Information Technology (Pty) Ltd / Namibia Business Institute, immediately should we change our matrimonial property system at any stage in future.

.....  
Husband

.....  
Wife



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**Section F**

**Confirmation: Foreign Marriage**

Date: .....

I/We, the undersigned (*full names and date of birth*).....  
 .....and.....  
 .....

hereby declare that:

- a) We're married to each other/ I married .....  
 (*full names*) on ..... (*date*) in .....  
 (*country*) and that I.....(*husband*)was domiciledin  
 ..... (*country which he regarded as his permanent home*).
- b) My/Our marriage is therefore governed by the Laws of ..... (*country of domicile at date of marriage*).
- c) We have not changed our matrimonial property system in terms of any Act or Order of Court.
- d) We attach hereto a copy of our marriage certificate.
- e) We undertake to advise the Institute of Information Technology (Pty) Ltd / Namibia Business Institute, immediately should we change our matrimonial property system at any stage in future.

.....  
 Husband

.....  
 Wife