



ENROLLMENT FORM 2025

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PO Box 26042
 Windhoek
 Namibia

Accredited by Namibia Qualifications Authority (NQA) &
 Registered with Namibia Training Authority (NTA)

Important Instructions to read before completing the form:

An application Fee of N\$200 (equivalent in 15.00 USD for international students) is compulsory and this form will not be processed if NOT PAID. This application must be accompanied by certified copies of birth certificate/identity document and relevant academic certificates / latest school results and one passport sized photo. Applicants with Foreign Qualifications must attach their school leaving certificate which should be translated by a sworn translator in the country of origin or in Namibia and verified by NQA (Namibia Qualifications Authority). Original transcripts and certified copies of certificates / diplomas in the original language must also be attached. No original documents should be attached to the application. Thus the Goldstone will not be held responsible for the loss of any original document(s). No copies will be returned to applicants. Forms can be submitted by mail, to: The Office of the Registrar: The Admissions Department, P O Box 26042, Windhoek, Namibia, or by hand: The Student Administration Desk, Goldstone, Sauerbruch Street, House No 7, Windhoek West, Windhoek, Namibia. And all information will be treated confidentially.

FOR OFFICE USE ONLY				OUR BANK ACCOUNT DETAILS			
Application Completed		Application Received by		Bank name:	Bank Windhoek		
Admission status		Reference/ student no		Account name:	Goldstone Software Engineering Institute		
				Account number:	8003546576		

PERSONAL INFORMATION							
First Name		Surname		Date of Birth			
ID No		Passport No		Gender (x)	Male	Female	
Nationality		Cell No		Tell No			
Email address							
STUDENT GUARDIAN/PARENT NAMES		Postal address	Code	Physical address	Erf		
Relationship type		Town		Street			
Fist Name		Country		Location			
Surname		Guardian/parent Cell		Town/City			

COURSE INFORMATION	
First choice	
Mode of study (Indicate either part time, distance/ full time or online)	

EDUCATION INFORMATION					
Secondary Education					
Name of Last School Attended or Current School					
Highest grade passed	Year of Examination	Authority of Examination	Candidate number		

EDUCATION INFORMATION CONTINUES.....			
Tertiary Education [Highest qualification (if any)]			
Name of Institution			
Qualification obtained/enrolled	Year		

Furnish results of the latest examination if final results are not available. Current Grade 12 learners must indicate their August results. A certified copy must accompany this form.

Subjects	(WRITE YOUR HIGHEST PASSED SUBJECT) LEVEL & GRADE						
	NJSC	NSSC (H)	NSSC (O)	HIGCSE	IGCSE	Other (specify)	Grade/Symbol
1.							
2.							
3.							
4.							
5.							
6.							

PAYMENT METHOD			
Name of Person/Institution responsible for payment			
Postal address	Code	Email address	
	Town	Cell No	
	Country	Tell No	
Relationship to student		Fax No	

DECLARATION AND AGREEMENT

I/we _____, the undersigned hereby declare: To the best of my/our knowledge and belief that the information furnished in this application is true and correct and that if it be found to be false and misleading in any respect, this application may be invalidated and the applicant's registration terminated; That I/we will accept liability for any damage to GOLDSTONE property caused by me and indemnify the GOLDSTONE against any loss or damage howsoever caused in respect of property left at the GOLDSTONE by the applicant. I/we also indemnify the GOLDSTONE against any claim whatsoever for damages howsoever caused or arising which the applicant may sustain whilst registered as a student at the GOLDSTONE. This indemnity shall be binding on the Applicant's Executors and Heirs; That I/we acknowledge that a Specified Minimum Deposit is required before or on the date of registration for the course the learned is accepted to. The balance on the account is then payable monthly as stated in the prospectus. That I/we

_____ shall abide by all regulations of the GOLDSTONE – and further that the applicants shall, if accepted, be under the disciplinary control of the GOLDSTONE as from the day on which he/she commences studies or attends an orientation week or registers as a student, whichever is earliest. That I/we accept that the GOLDSTONE keeps documents, including this Declaration and Agreement, electronically and distributes them as such. That although the GOLDSTONE does not take any responsibility for informing parents or guardian or major fee contributor of disciplinary action against a student (whether pending or finalized), academic performance or any other matters relating to the student, the GOLDSTONE may in its discretion report to the parents or guardian or major fee contributor such breaches of the rules by the applicant as the GOLDSTONE deems necessary and further to report on any matter concerning progress, conduct, well-being or health of the applicant, and further that the GOLDSTONE may take all such steps as it considers reasonable in the event of the applicant becoming ill or requiring medical attention without the GOLDSTONE undertaking any legal obligation to do so.

Applicant signature : _____ Signed at: _____ Date: _____

DECLARATION BY PARENT / LEGAL GUARDIAN/SPONSOR (if applicant is under the age of 21 or is a legal minor)

I 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. I hold myself jointly and severally liable with the applicant as co-debtor for all amounts due by the applicant to the GOLDSTONE until I notify the GOLDSTONE in writing to the contrary in which event such notification shall take effect only from the beginning of the following academic year. I irrevocably undertake that I shall not, in any capacity, hold the GOLDSTONE 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.

Signature by Parent / Legal Guardian/Sponsor : _____ Signed at: _____ Date: _____

OFFICIAL USE ONLY

Signed off by : _____
Registrar/ Chairperson/ Representative

These rules apply to all students enrolled at the GOLDSTONE.

- Placement on the GOLDSTONE is subject to review of the applicant by the Advisory Board and is not transferrable to another individual.
- Student at GOLDSTONE undertakes to attend the full course, with an 80% class attendance.
- If a student, having started the course, then withdraws from the course for any reason, it is not guaranteed that the student will be allowed to resume attendance.
- If a student misses any part of the course due to absenteeism, this may affect conferring graduate status upon such a student.
- GOLDSTONE retains the right to change the advertised agenda for GOLDSTONE course or event without notice to the student.
- GOLDSTONE will make every effort to give the student reasonable notice in advance if any class or event is changed.

Commencement of course

- Paying for GOLDSTONE course (s) or event venue, GOLDSTONE will be acting on the students' behalf. Students will be subjected to the terms and conditions growing the college
- It is the student's responsibility to ensure that while attending GOLDSTONE course or/courses and while on any third party premises, he or she does not behave in an improper or disorderly manner or in any way which risks or causes damage to property, or in any way breach the terms and conditions of the premises. Failure to adhere to these rules, the student will be subjected to a disciplinary hearing.
- In the event of such continuous Failure to adhere to this, GOLDSTONE will have the right to require the participant to withdraw from the course and be held liable for damage to property. GOLDSTONE will also be entitled to retain the course fee.
- The student will also be held liable to indemnify GOLDSTONE for any expenses or other liability it incurs or suffers as a result of any such improper behavior.
- A statement signed by the Registrar or his/her delegate shall represent the amount owing to the GOLDSTONE 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;
- Students are all expected to pay all interest on all overdue fees, and disbursements at a rate of 15% 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;

Re-registration Policy

- It is at GOLDSTONE's discretion to agree with the student the hours/days required to complete the course (e.g. attending the balance of events, or re-starting the course in its entirety) in order to be able to achieve graduate status.
- Students wishing to defer their place and reregister under this policy will be required to complete a short re-registration form outlining the circumstances and context of their request.
- The student's re-registration form will be considered by the Advisory Board, using the application criteria. GOLDSTONE cannot guarantee that an application to defer and re-register will be successful.
- In cases where a participant wishes to defer their place before the course they have been originally accepted to has even started, the re-registration fee policy only applies where the request is received fewer than 30 days prior to the first day of the course (hence the full fee for the original course is due in full).
- Students can only defer and re-register a course of the same type. Requests to defer and re-register onto a different course may incur a high fee.
- The 15% re-registration fee can be waived in exceptional circumstances at GOLDSTONE's discretion.

Cancellation and refunds

- Notice of cancellation must be received in writing by post or by fax and is subject to the following terms:
- Where notice of cancellation is received fewer than 30 days prior to the first day of the course, the payer will be liable for 100% of the course fee.
- Where notice of cancellation is received between 30 and 50 days prior to the first day of the course, the payer will be liable for 50% of the course fee.
- Where notice of cancellation is received more than 50 days prior to the first day of the course, GOLDSTONE will make a full refund of the course fee paid.
- No refund of fees will be made for absence due to illness or withdrawal during the course for any reason.