

Address: Sauerbruch Street ,House No 7, Windhoek west

Website: www.goldstone.com.na
Email: admission@goldstone.com.na
Tell: (+264) 61 234 186

PO Box 26042
Windhoek
Namibia

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

Important Instructions – Please Read Before Completing This Application Form

1. An application fee of N\$200.00 (or the equivalent of USD 15.00 for international applicants) is compulsory. Applications will not be processed unless the application fee has been paid.
2. This application must be accompanied by:
 - Certified copies of your birth certificate or identity document;
 - Certified copies of your relevant academic certificates or latest school results; and
3. Applicants with foreign qualifications must attach their school-leaving certificate, translated into English by a sworn translator in either the country of origin or Namibia, where applicable. All foreign qualifications must also be verified by the Namibia Qualifications Authority (NQA). Certified copies of original academic transcripts and certified copies of certificates or diplomas in the original language must also be attached.
4. Do not attach original documents to this application. Goldstone Software Engineering Institute (GSEI) will not be held responsible for the loss of any original documents submitted. Documents submitted with the application will not be returned to applicants.
5. Completed application forms may be submitted:
 - By post: Admissions Department
The Office of the Registrar
P.O. Box 26042
Windhoek, Namibia
 - By hand to various branch campuses or by email:

Windhoek – Main Campus
7 Sauerbruch Street,
Windhoek West, Windhoek
admission@goldstone.com.na

Walvis Bay – Branch Campus
Erf 31 Joe Davis Street, Narraville,
Old Makarios Mini Market & Take
Away, Walvis Bay
Walvisbay@goldstone.com.na

Rundu - Branch Campus
Erf 1746, Markus Siwarongo, Old
Mangalangadja Trading
Enterprise, Opposite Nantu Office,
Safari
rundu@goldstone.com.na

Oshakati - Branch Campus
1st Floor, Tolitokini Building
Oshakati Main Raod
oshakati@goldstone.com.na

6. All information provided in this application will be treated with the strictest confidentiality.

OUR BANK ACCOUNT DETAILS

Bank name: Bank Windhoek
Account name: Goldstone Software Engineering Institute
Account number: 8003546576
Branch: Capricorn
Branch Code: 486-372

FOR OFFICE USE ONLY

Application Completed		Application Received by												
Admission status		Reference/ student no												

Initials

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	Ert			
Relationship type			Town			Street			
First 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								Year	

Furnish results of the latest examination if final results are not available. Current Grade 11/12 (NSSCO/AS) learners must indicate their August results. A certified copy must accompany this form.

	Subjects	(WRITE YOUR HIGHEST PASSED SUBJECT) LEVEL & GRADE						Grade/Symbol
		NJSC	NSSC	NSSC (AS)	HIGCSE	IGCSE	Other (specify)	
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				

Initials

DECLARARTION AND AGREEMENT

I/We, the undersigned, hereby declare and agree as follows:

1. To the best of my/our knowledge and belief, all information provided in this application is true, complete, and correct. Should any information be found to be false, inaccurate, or misleading in any respect, GOLDSTONE reserves the right to reject this application or terminate the applicant's registration.;
2. I/We accept liability for any loss of or damage to GOLDSTONE property caused by the applicant and undertake to indemnify GOLDSTONE against any such loss or damage.
3. I/We further indemnify and hold GOLDSTONE harmless against any claim, loss, damage, injury, or liability of whatsoever nature arising from or connected with the applicant's enrolment, participation in academic or extracurricular activities, or presence on GOLDSTONE premises, except where such liability arises from the gross negligence or wilful misconduct of GOLDSTONE. This indemnity shall be binding upon my/our executors, administrators and heirs.;
4. I/We acknowledge that a prescribed minimum deposit is payable on or before the date of registration for the programme to which the applicant has been admitted. The outstanding balance of all fees shall thereafter be payable in accordance with the payment schedule set out in the GOLDSTONE Prospectus or any approved payment agreement.
5. I/We undertake to comply with all statutes, rules, regulations, policies, procedures, and disciplinary codes of GOLDSTONE. I/We further acknowledge that, if admitted, the applicant shall be subject to the disciplinary authority of GOLDSTONE from whichever of the following occurs first:
 - a. The date on which the applicant commences studies;
 - b. the date on which the applicant attends any orientation or induction programme; or
 - c. the date on which the applicant registers as a student.
6. I/We acknowledge and accept that GOLDSTONE stores institutional records and documents, including this Declaration and Agreement, in electronic format and may distribute or communicate such documents electronically.
7. I/We acknowledge that GOLDSTONE is under no obligation to inform a parent, guardian, sponsor, or major fee contributor of any disciplinary proceedings, academic performance, attendance, or other matters relating to the applicant. However, GOLDSTONE may, at its sole discretion, communicate such information where it considers it appropriate or necessary, including information relating to:
 - a. breaches of institutional rules or disciplinary matters;
 - b. academic progress or performance;
 - c. attendance;
 - d. student conduct;
 - e. the applicant's welfare, wellbeing, or health.
8. I/We further authorise GOLDSTONE to take any reasonable steps it considers necessary in the event that the applicant becomes ill, is injured, or otherwise requires urgent medical attention. Such action shall not impose any legal duty or liability on GOLDSTONE beyond that required by applicable law.

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 hereby agree to and consent to the foregoing declaration, undertakings, waiver, and indemnity made by the applicant. I further consent to the applicant signing all application & registration documents upon being admitted to GOLDSTONE.

I bind myself jointly and severally with the applicant as co-debtor for all amounts owed by the applicant to GOLDSTONE until such time as I notify GOLDSTONE in writing that I withdraw this undertaking. Any such notice shall take effect only from the commencement of the following academic year and shall not affect any obligations or liabilities incurred prior to that date.

I further irrevocably undertake that I shall not, in any capacity whatsoever, hold GOLDSTONE liable for any loss, damage, injury, expense, or claim suffered by the applicant or any other person arising from any of the circumstances contemplated in the applicant's declaration.

Name: _____

Cellphone: _____

Email: _____

Work Number: _____

Signature: _____

Signed at: _____ Date: _____

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Signed off by : _____

Registrar/ Chairperson/ Representative

Student Terms and Conditions

The following terms and conditions apply to all students enrolled at Goldstone Software Engineering Institute ("GOLDSTONE").

General Conditions

- Admission to GOLDSTONE is subject to review and approval by the Senate and is not transferable to another individual.
- Every student enrolled at GOLDSTONE undertakes to attend the full programme and maintain a minimum class attendance of 80%.
- A student who withdraws from a programme after commencement, for any reason, is not guaranteed readmission or permission to resume the programme at a later date.
- Absence from any part of the programme may affect a student's eligibility to successfully complete the programme and be awarded the relevant qualification or graduate status.
- GOLDSTONE reserves the right to amend the advertised programme, timetable, lecturers, venues, or course content where necessary without prior notice.
- Where reasonably practicable, GOLDSTONE will provide students with advance notice of any changes to classes, events, or programme arrangements.

Commencement of the Programme

- Students are required to pay all prescribed tuition fees and any applicable registration or programme-related charges before the commencement of the programme, unless alternative payment arrangements have been approved by GOLDSTONE.

It is the student's responsibility to conduct themselves in a respectful, lawful, and orderly manner while attending any GOLDSTONE programme or while on the premises of any third-party venue used for programme delivery.

- **Students must not engage in any behaviour that:**

- damages or risks damaging property;
- disrupts the learning environment;
- violates the rules of GOLDSTONE or those of any third-party premises; or
- endangers the safety or wellbeing of others.

- Failure to comply with these requirements may result in disciplinary action, including a formal disciplinary hearing.
- Where a student persistently fails to comply with these requirements, GOLDSTONE reserves the right to require the student to withdraw from the programme. In such cases, the student may remain liable for the full programme fees and any damages caused.
- Students shall indemnify GOLDSTONE against any loss, damage, expense, or liability incurred as a result of the student's misconduct or unlawful behaviour.
- A certificate or statement signed by the Registrar or an authorised delegate shall constitute prima facie proof of the amount owing by the student to GOLDSTONE. Should any outstanding amount be handed over for collection, the student shall be liable for all legal costs incurred on the attorney-and-client scale.
- Interest shall accrue on all overdue tuition fees and other outstanding amounts at a rate of 15% per annum, compounded monthly, calculated from the first day of the month following the due date for payment.

Re-registration Policy

- Approval for a student to defer or re-register for a programme is entirely at the discretion of GOLDSTONE.
- Students requesting to defer their studies or re-register must complete the prescribed re-registration application form, providing the reasons and supporting information for their request.
- Each application will be considered by the Admissions committee in accordance with the applicable admission and progression criteria. GOLDSTONE does not guarantee approval of any request to defer or re-register.
- Where a student requests to defer before the programme commences, the re-registration policy shall only apply if the request is received fewer than 30 days before the programme start date. In such cases, the full tuition fee for the original programme remains payable.
- Students may only defer and re-register for the same programme or qualification. Requests to transfer to a different programme may be subject to additional fees.
- The standard 15% re-registration fee may be waived in exceptional circumstances at the sole discretion of GOLDSTONE.

Cancellation and Refunds

- All notices of cancellation must be submitted in writing to GOLDSTONE by email or other officially accepted written communication.
- Where notice of cancellation is received fewer than 30 days before the commencement of the programme, the student shall be liable for 100% of the programme fee.
- Where notice of cancellation is received between 30 and 50 days before the commencement of the programme, the student shall be liable for 50% of the programme fee.
- Where notice of cancellation is received more than 50 days before the commencement of the programme, GOLDSTONE will refund 100% of the programme fees paid.

No refunds shall be granted for non-attendance due to illness, voluntary withdrawal after commencement of the programme, dismissal, suspension, or any other reason once the programme has commenced, unless otherwise required by law or approved by GOLDSTONE.

Initials	
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