

SHORT COURSES APPLICATION FORM

APPLICATION CHECK LIST

Please ensure that you have attached all required documentation along with your application form

Duly complete application form	Certified / Notarized copy of Grade 11/12 certificate
Certified / Notarized copy of birth certificate	Certified / Notarized copy of Grade 11/12 result
Certified / Notarized copy of ID	Certified / Notarized copy(s) of qualification
Certified / Notarized copy of Passport *	**Namibia Qualification Authority (NQA) evaluations, if tertiary qualification is
Motivational letter stating why you should be selected to study at WHCC (1 page only)	

***Non-Namibian Citizens, please include in addition to other documents required**

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PERSONAL INFORMATION

Surname		Name	
ID Number		Date of Birth	
Nationality		Gender	
Residential Address		Town	
Postal Address (if different from residential)		Country	
Contact (H)		Contact (W)	
Mobile		Email	

PROGRAM

Housekeeping		Front Office	
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Food & Beverage Service Operations		Laundry Operations	
Cookery			

NON-NAMIBIAN CITIZEN					
Country of Origin		Passport Number		Expiry Date	
Type of Permit		Permit Number		Expiry Date	

EDUCATION HISTORY					
High School		Highest level Completed			
Tertiary Institution		Qualification			
Tertiary Institution		Qualification			
<i>Please enclose a certified / notarized copy of your highest qualification, if you have a tertiary background also enclose your original transcripts and certified / notarized copies of qualification obtained.</i>					

PHYSICAL CHALLENGES					
Clearly state if you have any disabilities, medical conditions, severe allergies, vision or hearing impairments.			Yes		No
If YES, please specify:					



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PARENT / GUARDIAN DETAILS

Surname		Name	
Relationship			
Residential Address		Town	
Postal Address (if different from residential)		Country	
Contact (H)		Contact (W)	
Mobile		Email	

PAYMENT DETAILS

Name of Person / Institution responsible for payment	
Postal Address	
Contact Details	
Email Address	
Signature	

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DECLARATION

I, _____ ID / Passport No. _____

hereby declare that all information given in this application form is true and correct. I further declare that my enrollment shall be subject to the terms and conditions attached hereto. I hereby agree to be bounded by the policies of WHCC for the duration of my studies.

Applicant Signature

Parent / Guardian Signature

NAME		NAME	
DATE		DATE	

TERMS AND CONDITIONS

This agreement sets out the terms and conditions between Windhoek Hospitality and Culinary College (WHCC) and students of the short courses and diploma programmes which commence in the 2022-2023 academic year. The terms and conditions which will apply to students commencing courses in subsequent academic years may differ from those included in this agreement. It is very important that you review these terms and conditions, and the documents detailed within them, carefully before accepting any offer made by Windhoek Hospitality and Culinary College.

COMPLIANCE WITH TERMS AND CONDITIONS, POLICIES AND PROCEDURES

By accepting an offer of a place at Windhoek Hospitality & Culinary College you agree to comply with the expectations, requirements and standards of behaviour and conduct identified in the Student Handbook, various Policies and Procedures of Windhoek Hospitality and Culinary College.

FINANCIAL REGISTRATION

It is your responsibility to register at Windhoek Hospitality & Culinary College each academic term and to ensure that the Tuition Fees, any Additional Costs and all other expenses relating to the Course are paid on time. You are required to register for all courses, including industrial training. Failure to complete registration by the specified deadline for the month of entry of the start date of the Course may result in a late registration fee being added to your Tuition Fees or in some cases refusal of admission.

TUITION FEES AND ADDITIONAL COSTS

By accepting our offer, you agree to pay the Tuition Fees and any additional costs associated with the Course (including any additional costs referred to in the published course information, Offer Letter, the Course Handbook or as otherwise notified to you)

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("Additional Costs") in accordance with the timescales set out in the Offer Letter or other relevant documentation supplied during the application process.

If a third party is to pay the Tuition Fees and any Additional Costs on your behalf, responsibility remains with you to pay such fees/costs in the event that the third party fails to pay them when they fall due.

LATE PAYMENT

In the event that an instalment is not paid on the agreed payment date, a late payment charge of N\$300.00 will be added to your student account and you will be advised by an e-mail sent to you.

In the event that you are unable to meet the deadlines for the payment of Tuition Fees or any Additional Costs you must contact the Head of Administration so that your options including, where appropriate, alternative payment arrangements, can be discussed and agreed. All overdue payments will be referred to, and followed up by the admission team.

NON-PAYMENT

Where a tuition fee payment remains outstanding beyond the published due date, you will be notified by e-mail, explaining any potential consequences, including in relation to issuing of transcripts, graduation or re-registration. Outstanding tuition fee debts accrued by students who have left the College or who do not engage with the College's notification will be referred to an external debt collection agency.

IMMIGRATION AND VISA REQUIREMENTS

If you are from a country other than Namibia you will require to be in possession of a valid study permit from the Ministry of Home Affairs Safety and Security in the name of our institution prior to commencing your studies with Windhoek Hospitality & Culinary College.

It is your responsibility to apply for the study permit timeously and to ensure that you have a valid study permit throughout your course.

Windhoek Hospitality & Culinary College reserves the right to prevent you from commencing with courses or withdraw you from a course should you fail to provide the institution with proof of your valid study permit.

HEALTH INSURANCE

All students are required to have health insurance and/or medical aid upon registration at Windhoek Hospitality & Culinary College.

Windhoek Hospitality & Culinary College shall not be held liable for any medical related costs should a student get injured whilst on the premises and/or during a course.

COMMUNICATION

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Windhoek Hospitality and Culinary College will communicate with you as an applicant and student via the email address that you provided in your application.

Once you have registered as a student you will be allocated a user ID for Fedena. Windhoek Hospitality & Culinary College will communicate with you through Fedena which you are required to check regularly. This is also the only official portal through which you should communicate with Windhoek Hospitality & Culinary College staff.

Any changes to your contact details need to be communicated or updated as soon as possible. For applicants you should provide updated details to the admissions contact named on your offer letter.

Once you are a student you will be able to update details via the Fedena student portal, details of how to access this will be provided prior to registration.

FITNESS TO PRACTISE AND PROFESSIONAL STANDARDS

Where a course of study requires students to undertake practical training in a quasi-professional role in relation to clients or service-users, or where the qualification requires the student to undergo industry training, Windhoek Hospitality & Culinary College has a duty to ensure that students are fit to practice and are willing to comply with the policies and procedures of the organizations where they shall undertake practical training and/or industry training.

CHANGES TO OUR CONTRACT

We will use our reasonable endeavours to deliver the Course in accordance with the course handbook and associated regulations, policies and procedures of Windhoek Hospitality & Culinary College. It may, however, become necessary for us to make changes to the Course, including after you have accepted an offer of a place. Changes that may be required include, but are not limited to, the following:

- ✓ reasonable changes to the content and/or syllabus of courses;
- ✓ changes to term dates, the timetable, location, and/or number of classes;
- ✓ changes to the modes and methods of delivery of courses (or component parts);
- ✓ changes to methods and timings of assessment;
- ✓ changes to the members of academic staff delivering courses and/or providing supervision;
- ✓ combining, suspending, discontinuing or not providing courses;
- ✓ changes to or the replacement or withdrawal of placements and other in-course activities.
- ✓ We might also need to make changes to how we provide and deliver services and facilities (including those relating to education, support and welfare). There are a number of reasons why changes may be necessary. These include, but are not limited to, the following:
 - ✓ to improve the content or delivery of courses, services and facilities for continuous improvement (including in response to student feedback);
 - ✓ to respond to developments in theories or practices in academic, professional and/or research areas;

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- ✓ for operational reasons and to manage the College's resources more effectively and efficiently;
- ✓ to respond to changes in the levels of funding and funding arrangements;
- ✓ if the number of students who have applied for or enrolled on a course and/or course unit is insufficient to make it operationally viable;
- ✓ as a result of the departure or absence of a key member of staff;
- ✓ to comply with changes in law or government policy and/or the requirements, decisions or recommendations of relevant regulatory and professional bodies and external examiners;
- ✓ to respond to the requirements of a placement provider and/or the ability of a placement provider to provide a placement.

Windhoek Hospitality and Culinary College will aim to limit any changes to those reasonably necessary to achieve the required objective and/or respond appropriately to the circumstances necessitating change. We will notify you of the change at the earliest possible opportunity. We will take reasonable steps to minimise the impact of any changes including by providing reasonable and proportionate support which could include helping you to find suitable alternative provision. If you have any concerns in connection with any such changes then you are encouraged to raise these in the first instance with your School to explore options around resolution.

TERMINATION OF THIS AGREEMENT

We may terminate this agreement and your application to Windhoek Hospitality & Culinary College or registration as a student with immediate effect in writing in any one or more of the following circumstances:

- ✓ if you do not meet any conditions attached to our offer of a place on the Course;
- ✓ if, in our reasonable opinion, you provide us with information which is fraudulent, untrue, inaccurate, incomplete and/or misleading;
- ✓ if you do not register or re-register with Windhoek Hospitality and Culinary College within the relevant timescales prescribed by the College;
- ✓ if you withdraw from the Course;
- ✓ if between accepting an offer and starting the Course there is a change of your circumstances which, in our reasonable opinion, makes it inappropriate for you to study on the Course and/or be enrolled as a student;
- ✓ if we become aware of information about you which we did not know and which, in our reasonable opinion, makes it inappropriate for you to study on the Course and/or be enrolled as a student;
- ✓ if you fail to satisfy the College's requirements in relation to attendance, in accordance with Windhoek Hospitality & Culinary College's Policy on Recording and Monitoring Attendance;
- ✓ if you fail to comply with any of your obligations set out in the Student Handbook, or the Policies and Procedures;
- ✓ if you are expelled from the Course for any reason permitted by the Academic Policies and Procedures and Student Handbook.
- ✓ if you are expelled from, refused admission or contract to, or fail to maintain any mandatory contract with any organisation with which you are required to be a member of as part of the Course;

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- ✓ if you are convicted of an indictable offence in Namibia or an equivalent offence in any other country;
- ✓ if your behaviour, in our reasonable opinion, represents a significant risk to the health, safety or welfare of yourself or other students, staff or members of Windhoek Hospitality and College;
- ✓ if you fail to comply with conditions associated with your immigration status including those relating to working in Namibia;
- ✓ if your continued registration with the College places the Windhoek Hospitality and Culinary College in breach of any of our legal obligations, including under Namibian Immigration Law;
- ✓ if you have, in our reasonable opinion, failed persistently to pay the Tuition Fees and/or Additional Costs and ignored formal reminders;

A decision to terminate your registration as a student will mean that you shall be required to cease studying the Course and leave Windhoek Hospitality and Culinary College with immediate effect.

The Contract will terminate automatically if you cancel or withdraw from the Course.

YOUR CANCELLATION RIGHTS

You have a legal right to cancel this agreement by notifying us, within 30 days of your acceptance of our offer ("the Cancellation Period"), of your wish to cancel. You must notify us in writing with a clear statement communicating your decision. You must send your notification to us before the Cancellation Period has ended.

Provided you comply with the above requirements within the Cancellation Period, you will be entitled to a refund of any deposit/fees that you have paid to Windhoek Hospitality and Culinary College prior to your decision to cancel. We will refund any sums due to you using the same payment method as you used to pay any deposit/fees.

LIABILITY

Windhoek Hospitality and Culinary College's shall not be held liable for death or personal injury to you (financial or otherwise), or for any damage to your property, caused by another student, by any person who is not an employee or authorised representative of Windhoek Hospitality and Culinary College or by any other third party.

THIRD PARTY RIGHTS

This agreement is personal between Windhoek Hospitality and Culinary College and you. You may not assign or transfer it to a third party. A person who is not a party to this agreement (such as a third party responsible for the payment of some or all of your tuition fees) does not have any rights under or in connection with this agreement.

We may transfer our rights and obligations under this agreement to another organisation. We will provide you with advance notice should such a transfer be proposed.

LAW AND JURISDICTION



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This agreement is governed by Namibian law. The parties to this agreement agree to submit to the exclusive jurisdiction of the Magistrates Court.

DECLARATION

I, _____ ID / Passport No. _____

hereby declare that I have read and understood the terms and conditions provided and I hereby agree to be bounded by these terms and conditions for the duration of my studies at WHCC.

Applicant Signature

Parent / Guardian Signature

NAME		NAME	
DATE		DATE	

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B.H.M.S.⁺
Business & Hotel Management School