



# POLYTECHNIC OF NAMIBIA

Private Bag 13388, Windhoek, Namibia; Tel: +264 61 2072056; Fax +264 61 2072401; www.polytechnic.edu.na

## MATURE AGE ENTRY APPLICATION

ACADEMIC YEAR APPLIED FOR: 2012

This application is not binding on the applicant or the Polytechnic of Namibia  
The closing date is **30 September 2011**  
**(NO LATE APPLICATIONS WILL BE CONSIDERED)**  
All information will be treated confidentially.

### FOR OFFICE USE ONLY

Date Received	
Biographical Computed (Initials)	
Date to Selection	
Date Received Back	
Admission Status Computed (Initials)	
Admission Letter Posted (Date)	

### INSTRUCTIONS FOR THE COMPLETION OF THE FORM

- Complete the SHADED areas on the form in BLOCK LETTERS in black ink.
- Refer to the Guide for Prospective students 2012 when completing this form.
- Where a choice is given, mark only the appropriate answer with an (x).
- An application fee of N\$95 must accompany this application. Please do not send cash if posted. Payments can be made by bank deposits. Please enclose your original deposit slip with this application.  
Our banking details: First National Bank, Account Number 55500126319, Corporate Branch Windhoek, Branch Code 281872. Postal orders are **not** accepted as payment.
- This application must be accompanied by certified copies of **birth certificate/identity card, relevant academic certificates and reference letters from employers.**
- The Polytechnic of Namibia will not be held responsible for the loss of any original document(s). All certified documents will be used for filing purposes. (No copies will be returned to the applicant).
- Candidates with Non-Namibian Qualifications must have these qualifications evaluated by the Namibia Qualifications Authority. A copy of the evaluation, together with the relevant documents, must be attached to the application form.
- Forms must be submitted to: The Office of the Registrar, Private Bag 13388, Windhoek, Namibia or all Polytechnic Regional Centres.

STUDENT NUMBER (only if you have studied at PON before)

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### PART 1: PROGRAMME OF STUDY FOR WHICH YOU WISH TO ENROL:

First Choice		Full-time		Part-time		Distance	
Second Choice		Full-time		Part-time		Distance	

Cross (X) the appropriate Examination Centre below: Distance Education students only

Gobabis	Katima Mulilo	Keetmanshoop	Opuwo	Ongwediva	Otjiwarongo	Outapi	Rundu	Tsumeb	WalvisBay	Windhoek
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### PART 2: PERSONAL DETAILS:

Title	Mr.		Mrs.		Ms.		Dr.		Prof.		Rev.		Other:	
Surname									Maiden Name					
Initials					First Name(s)									

Namibian Identity Number					Date of Birth	D	D	M	M	Y	Y	Y	Y	Gender	Male	Female	
Marital Status	Single	Married	Divorced	Widow/er	Home Language												
Home Town					Region: Cross (X) the appropriate region of origin below: (Namibian nationals, only)												

Caprivi	Erongo	Hardap	Karas	Kavango	Khomas	Kunene	Ohangwena	Omaheke	Omusati	Oshana	Oshikoto	Otjozondjupa
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If not a Namibian Citizen, Please provide the following details:

Country of origin											Passport Number										
Type of Permit											Permit Number										
										Expiry Date	D	D	M	M	Y	Y	Y	Y			

Levels of Health	Good	Poor	If Poor, please furnish details:										
Are you physically disabled?	Yes	No	If yes, please furnish details:										

### FOR OFFICE USE ONLY:

Mature Age Test results: (%)	English		Mathematics		Age 23+ years	Yes	No	Work Experience 3+ years	Yes	No	
Accepted 1 <sup>st</sup> choice		Accepted 2 <sup>nd</sup> Choice		Rejected		Revised		Reason			

### Comments:


Selection Committee:.....

Registrar:.....

**PART 3: CONTACT DETAILS:**

Home (Postal) Address			
Study (Postal) Address (While studying at the Polytechnic)			
Home (Street) Address			
Telephone number (Home)		Telephone Number (work)	
Cell Number		Email Address	

Person Responsible for Account (NOT GOVERNMENT or SPONSOR)

Name & Surname (s)		Telephone Number	
Postal Address		Cell Number	
		Email Address	

**PART 4: EDUCATIONAL PARTICULARS (School Leaving Details):**

Name of School Attended / Current School			
Year of Examination		Region	
Type of Examination (Mark with an x)			
Namibian Senior Secondary Certificate (NSSC)		Examination Number	
Higher International General Certificate in Secondary Education (HIGCSE)		Examination Number	
Junior Secondary (Grade 10 or Standard 8):		Examination Number	
Other (Please specify)			

**OTHER LEARNING EXPERIENCE:**

Please enclose original transcripts / results and certified copies of certificates / diplomas.

Name of Institution	Year	Qualification obtained or enrolled for

**PART 5: WORK EXPERIENCE:**

NB: Reference letters from employers MUST be attached.

Name of Current Employer		Number of Year (s)	
Current Position		Telephone Number	
Postal Address			
Name of Previous Employer		Number of Year (s)	
Position held		Telephone Number	
Postal Address			

**PART 6: MATURE AGE ENTRY EXAMS:**

For admission purposes you will be expected to write a Mathematics (Basic Numeracy) and English entrance test. Applicants are expected to turn up on the date and time that they have indicated below without a written invitation / notice from the institution.

Indicate at which centre you would like to take the test:

Gobabis	Katima Mulilo	Keetmanshoop	Opuwo	Ongwediva	Otjiwarongo	Outapi	Rundu	Tsumeb	WalvisBay	Windhoek
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Indicate on which day you would like to take the test:

	Thursday, 29 <sup>th</sup> September	Friday, 30 <sup>th</sup> September	Saturday, 1 <sup>st</sup> October
TIME	13h00	13h00	08h00

**PART 7: DECLARATION AND UNDERTAKINGS BY APPLICANT:**

I/we, the undersigned hereby declare:

To the best of my knowledge and belief 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 Polytechnic property caused by me and indemnify the Polytechnic against any loss or damage howsoever caused in respect of property left at the Polytechnic by the applicant. I/we also indemnify the Polytechnic against any claim whatsoever for damages howsoever caused or arising which the applicant may sustain whilst registered as a students at the Polytechnic, acknowledging the Applicant's participation in any sporting or other activity at the Polytechnic or conveyance of the applicant in any Polytechnic vehicle, shall be at the Applicant's sole and absolute risk. 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 each semester. The balance on the account is then payable monthly as per dates specified in the Prospectus Fees section;

That a statement signed by the Bursar or his/her delegate shall represent the amount owing to the Polytechnic 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;

That I/we shall 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;

That I/we shall abide by all regulations of the Polytechnic – and further that the applicants shall, if accepted, be under the disciplinary control of the Polytechnic as from the date on which he/she takes up residence at the Polytechnic or the day on which he/she commences studies or attends an orientation week or registers as a student, whichever is earliest, until the Polytechnic accepts a notice of withdrawal from me/us or the applicant fails to renew his/her registration on the due date;

That I/we accept that the Polytechnic keeps documents, including this Declaration and Agreement, electronically and distributes them as such. The Polytechnic shall at all times be entitled to utilize such documentation in electronic format for whatever purpose required and I/We agree that the electronically generated documents shall replace the originals signed by me;

That although the Polytechnic 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 Polytechnic may in its discretion report to the parents or guardian or major fee contributor such breaches of the rules by the applicant as the Polytechnic deems necessary and further to report on any matter concerning progress, conduct, well-being or health of the applicant, and further that the Polytechnic may take all such steps as it considers reasonable in the event of the applicant becoming ill or requiring medical attention without the Polytechnic undertaking any legal obligation to do so.

Signature of Applicant:

Date:

D	D	M	M	Y	Y	Y	Y
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**CHECK LIST:** (Please tick ☒ )

<input type="checkbox"/>
<input type="checkbox"/>

All parts of the application form have been completed

Application Fee enclosed

***The following documents are enclosed:***

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Certified copy of Identity Document

Certified copy of latest school results

Certified copy of certificate, diploma or degree

Reference letter(s) from employer(s)

**APPLICATION FEE: (FOR OFFICE USE ONLY)**

Amount Received:

Receipt Number:

Date Received

Stamp

## CANDIDATE'S REMINDER TO COME AND WRITE THE MATURE AGE ENTRY TEST

*Please complete in block letters, tear off and keep slip.*

**NB!!** You will be required to show this reminder when entering the examination venue.

### Important Information:

1. The Mature Age Entry Tests consist of two tests: English (Proficiency Test) and Mathematics (Basic Numeracy)
2. You should write **BOTH** tests and score at least a minimum pass-mark of 40% in each test
3. Passing the test does not mean that you will be automatically accepted. You should still fulfill all other requirements and admission is based on spaces available.
4. Test results will be mailed to you by the 1st week of December.
5. Applicants are expected to turn up on the date and time they have indicated without a written invitation / letter from the institution. Should you not turn up for the test, you will lose the opportunity. No other test dates are scheduled. You **MUST** bring with the following:  
**Original** Identity Card or Passport. Applicants will not be allowed to write tests without these documents.
- 5.1 Pencil, Pen, Rubber, Ruler, Calculator.
- 5.2 NO cell-phones will be allowed for the duration of the test.
- 5.3 You are required to turn up at least **15 minutes** before commencement of the test. No-one will be allowed into the venue 15 minutes after the test has commenced. You are also not allowed to leave the venue for the duration of the test and will be given a 15 minute break after the first test has been written.
- 6.

Surname: ..... First name(s): ..... Programme (e.g. Marketing): ..... Signature: .....

ID number/date of birth: ..... Programme (e.g. Marketing): ..... Signature: .....

Tick (✓) the appropriate Examination Centre below:

Gobabis	Katima Mulilo	Keetmanshoop	Opuwo	Ongwediva	Otjiwarongo	Outapi	Rundu	Tsumeb	WalvisBay	Windhoek
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Day & Date	Thursday 29 <sup>th</sup> Sept.	Friday 30 <sup>th</sup> Oct.	Saturday 1 <sup>st</sup> Oct.
	13h00	13h00	08h00
Time			