



POLYTECHNIC OF NAMIBIA

Private Bag 13388, Windhoek, Namibia • Tel: +264 61 207 2056 • Fax: +264 61 207 2401

APPLICATION FOR RESUMPTION OF STUDIES

ACADEMIC YEAR APPLIED FOR: **2012**

- NOTE:**
1. Students who have gained credits towards completing their qualification, but who have interrupted their studies for a semester or longer may apply.
 2. The provision that allows students to apply for resumption of studies will last for **THREE** years from the last date that the student was registered.
 3. Should the student fail to resume studies within this three-year period, s/he **MUST** complete an application for Undergraduate/Postgraduate Studies.
 4. A non-refundable fee of N\$95 must accompany this application. Our banking details: First National Bank, Account Number 55500126319, Corporate Branch Windhoek, Branch Code 281872.
 5. The closing date is 28 October 2011.

| | | | |
|----------------------|----------------------|----------------|----------------------|
| YEAR LAST REGISTERED | <input type="text"/> | STUDENT NUMBER | <input type="text"/> |
|----------------------|----------------------|----------------|----------------------|

| | | | |
|-----------------|----------------------|-----------------|---|
| PROGRAMME | <input type="text"/> | | |
| Year of studies | <input type="text"/> | MODE OF STUDIES | <input type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Distance |

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

| | | | | | | | | | | |
|---------|---------------|--------------|-------|-----------|-------------|--------|-------|--------|-----------|----------|
| Gobabis | Katima Mulilo | Keetmanshoop | Opuwo | Ongwediva | Otjiwarongo | Outapi | Rundu | Tsumeb | WalvisBay | Windhoek |
|---------|---------------|--------------|-------|-----------|-------------|--------|-------|--------|-----------|----------|

| | | | |
|----------------|----------------------|-------------|----------------------|
| Title | <input type="text"/> | Surname | <input type="text"/> |
| First Name (s) | <input type="text"/> | Maiden Name | <input type="text"/> |

| | | | |
|-------------------------|----------------------|-------------------------|----------------------|
| Home (Postal) Address | <input type="text"/> | | |
| Home (Street) Address | <input type="text"/> | | |
| Telephone number (home) | <input type="text"/> | Telephone Number (work) | <input type="text"/> |
| Cell Number | <input type="text"/> | Email Address | <input type="text"/> |

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:

DECLARATION BY PARENT / LEGAL GUARDIAN (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 Polytechnic until I notify the Polytechnic 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 Polytechnic 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: Date:

APPLICATION FEE: (FOR OFFICE USE ONLY)

| | |
|-----------------|--------------------------|
| Amount Received | N\$ <input type="text"/> |
| Receipt Number: | <input type="text"/> |

| |
|---------------|
| Date Received |
| Stamp |