

Student Number (Only complete if you have been issued with a student number by SBS)

**GENERAL INFORMATION AND INSTRUCTIONS**

- Please complete this form in full, in block letters, to prevent unnecessary delays.
- CERTIFIED COPIES OF THE FOLLOWING DOCUMENTS MUST ACCOMPANY THIS FORM:**
  - Your IDENTITY DOCUMENT (compulsory for Namibian students) or equivalent proof of identity.
  - A transcript of your ACADEMIC RECORD, if you have studied at another higher education institution.
  - Undergraduate applicants: A National Senior Certificate (Grade 12) or equivalent qualification. If you are currently in Grade 12, please submit a certified copy of the following results: Final Grade 11 Results + June Grade 12 Results + September Grade 12 Results (if available) + Final Grade 12 / A and O level results (if available).
  - Postgraduate applicants: Proof that you have complied with all the requirements for a qualification.
  - Proof of payment or payment of a REGISTRATION FEE (Please refer to PAYMENTS on page 3).
- Registration for all instructional programmes (qualifications) will be subject to academic selection.
- Student Cards are available at N\$150.00 each. Attach a photo for the student card: In colour + Size: 40mm x 30mm.
- Return this form via fax to: +264 (0) 88 655 4571 or +264 (0) 88 655 4573, or E-mail: [naminfo@sbs.ac.za](mailto:naminfo@sbs.ac.za) / [endengu@sbs.ac.za](mailto:endengu@sbs.ac.za) / [nhambia@sbs.ac.za](mailto:nhambia@sbs.ac.za) to prevent unnecessary delays. Please also contact or SMS the Namibian office on +26 811 414 080 or +26 811 599 175 after 24 hours to confirm the receipt of your registration form.

**PERSONAL INFORMATION**

Nationality (e.g. Namibia, South Africa)

Citizen Resident Status (Mark the applicable option)

Namibia     
  Dual (Namibia & Other)     
  Permanent Resident     
  Other or N/A

Namibian ID Number

International ID Number (Applicants who are not Namibian citizens)

Date of Birth (YYYYMMDD)

Title

Current Employer

Current Position




Last Name/Surname

Previous Last Name/Maiden Name

First Name

Middle Name/s

**Socio-Economic Situation** (Select ONE option where applicable)

Employed     
  Unemployed, seeking work     
  Pensioner/ Retired     
  Not working (Disabled)     
  Not working, looking for work     
  Not working, not wishing to work     
  Home-maker (not working)     
  Student/Scholar (not working)

**Disability Status** (Please rate your disability status on the following scale for each of the categories listed below)

1. No difficulty    2. Some difficulty    3. A lot of difficulty    4. Cannot do at all    5. Cannot yet be determined    6. Former difficulty, none now

Seeing	1	<input type="checkbox"/>	2	<input type="checkbox"/>	3	<input type="checkbox"/>	4	<input type="checkbox"/>	5	<input type="checkbox"/>	6	<input type="checkbox"/>
Hearing	1	<input type="checkbox"/>	2	<input type="checkbox"/>	3	<input type="checkbox"/>	4	<input type="checkbox"/>	5	<input type="checkbox"/>	6	<input type="checkbox"/>
Communication	1	<input type="checkbox"/>	2	<input type="checkbox"/>	3	<input type="checkbox"/>	4	<input type="checkbox"/>	5	<input type="checkbox"/>	6	<input type="checkbox"/>
Walking	1	<input type="checkbox"/>	2	<input type="checkbox"/>	3	<input type="checkbox"/>	4	<input type="checkbox"/>	5	<input type="checkbox"/>	6	<input type="checkbox"/>
Remembering	1	<input type="checkbox"/>	2	<input type="checkbox"/>	3	<input type="checkbox"/>	4	<input type="checkbox"/>	5	<input type="checkbox"/>	6	<input type="checkbox"/>
Self care	1	<input type="checkbox"/>	2	<input type="checkbox"/>	3	<input type="checkbox"/>	4	<input type="checkbox"/>	5	<input type="checkbox"/>	6	<input type="checkbox"/>

Please indicate specific disability needs for examination purposes (e.g. wheelchair access, etc)

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Home Language

Afrikaans  
  English  
  German  
  Herero  
  Damara>Nama  
  Oshiwambo/Oshikwanyama  
  Other

Gender

Male  
  Female

Equity Code (Required by the Department of Higher Education and Training)

Black: African  
  Black: Coloured  
  Black: Indian/Asian  
  White  
  Other

**ADDRESS & CONTACT DETAILS**

Postal Address

  
  


Home Address

  
  


Postal Code

Postal Code

Regional Code

Caprivi  
  Erongo  
  Hardap  
  /Karas  
  Kavango  
  Khomas  
  Kunene  
  Ohangwena  
  Omaheke  
  Omusati  
  Oshana  
  Oshikoto  
  Otjozondjupa

Telephone Work (Area Code + Number)

Cell Phone Number

Telephone Home (Area Code + Number)

Fax (Area Code + Number)

e-Mail Address (Please print your e-mail address clearly.)

**SCHOOL LEAVING DETAILS**

Highest School Grade Obtained (e.g. 11, 12)

Name of School

**PREVIOUS QUALIFICATIONS - ATTACH DETAILS**

Student Number	From (Year)	To (Year)	Name of Qualification	Name of Institution	Obtained?
<input type="text"/>			<input type="text"/>	<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No
<input type="text"/>			<input type="text"/>	<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No

**HOW DID YOU HEAR ABOUT SOUTHERN BUSINESS SCHOOL?**

SBS Student  
  Colleague  
  Advertisement  
  Friend  
  WWW / Internet

Media (E.g. Republikein, The Namibian, Radio 99, TV)

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**QUALIFICATION AND ENROLMENT SELECTION**

**Select ONE qualification for which you wish to enrol:**

Higher Certificate in Management **OR** Diploma in Management **OR** Advanced Diploma in Management **OR** Bachelor of Business Administration (BBA) **OR** Bachelor of Business Administration Honours **OR** Master of Management **OR** Bachelor of Policing Practice (BPP) **OR** Bachelor of Policing Practice Honours **OR** Master of Policing Practice **OR** Higher Certificate in Paralegal Studies **OR** Bachelor of Commerce in Law

Qualification: (Indicate your selection here)

Majoring in: (e.g. Human Resource Management)

Subject Selection

(No more than 3 subjects per semester/6 months)




**INDICATE HOW YOU PREFER TO RECEIVE YOUR STUDY MATERIAL**  
(e.g. Study Guides and additional study information)

By Post (For collection at the Post office of your choice)

Electronically by e-mail (Study guides will be made available on MySBS and will NOT be posted. All additional study information should be downloaded from MySBS by the student.)

To Collect (At the Southern Business School Offices)

Courier (Student must provide a delivery address and contact number)

**SELECT A VENUE WHERE YOU WOULD PREFER TO WRITE YOUR EXAM**

\*Gobabis \*Katima Mulilo \*Keetmanshoop \*Luderitz \*Mariental \*Ongwediva \*Opuwo \*Oranjemund \*Otjiwarongo \*Outapi  
\*Rosh Pinah \*Rundu \*Tsumeb \*Walvis Bay \*Windhoek

Please indicate your EXAM VENUE selection here:

Other OR International Student: (Country/City/Town etc)

**PAYMENT - REGISTRATION FEES**

**REGISTRATION FEES OR PROOF OF PAYMENT THEREOF MUST ACCOMPANY THIS FORM. Please refer to the INFORMATION SHEET 2019 for the Registration Fee details:**

**BANKING DETAILS**

**Bank:** BANK WINDHOEK ; **Branch:** WINDHOEK (481972); **Name of Account Holder:** SOUTHERN BUSINESS SCHOOL NAMIBIA

**Account No:** 8002481319 ; **Type of Account:** Cheque Account

(Please use your **ID number** or **Initial and Surname** as a reference when making a payment)

**PAYMENT - STUDY FEES**

Please indicate the preferred Method of Payment that you will use to settle your account

**Debit Order**

- 1. We prefer you to pay by means of our **INTEREST FREE DEBIT ORDER**. Should you select this option, please complete the DEBIT ORDER 2019 form.
- 2. PROOF OF INCOME must accompany the Debit Order 2019 form as required by the Credit Act.
- 3. REGISTRATION FEES must be paid in full and CANNOT be included in the debit order payment option.

**EFT / Direct Deposits**

- 1. EFT/Direct Deposits accommodate down payments of the full amount due to Southern Business School, paid in no more than six (6) equal instalments and payable on or before the seventh (7th) day of each month, until the full amount has been paid.
- 2. REGISTRATION FEES must be paid in full and CANNOT be included in the down payment option.

**Bursary or Employer pays**

- 1. If your employer intends to pay your Study Fees, please attach proof thereof, such as a letter on an official letterhead and specifying the student's details (e.g. Name, Surname, ID number, Duration of bursary etc.)
- 2. STUDY FEES or proof of payment thereof MUST be submitted to the Finance Department by 6 December 2019.

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### TERMS AND CONDITIONS

1. The Applicant agrees that this form, by signature hereof, becomes a binding contract.
2. Southern Business School (Pty) Ltd (referred to as SBS hereinafter) reserves the right to refuse any application not meeting the criteria for registration as a student at Southern Business School.
3. The Applicant accepts the Terms and Conditions and any rules and regulations attached to any of the courses enrolled for, by signature hereof. The Applicant accepts that these may change without notice. The Yearbook (rules and regulations) is available on MySBS.
4. SBS will provide the Applicant with the necessary study material (excluding textbooks), assignments, student support and examination facilities, where applicable. Student information is secured under *The Protection of Personal Information (POPI) Act*. Refer to MySBS for a detailed explanation on the POPI Act.
5. The Applicant confirms that he/she has access to a computer and the Internet for the purposes of his/her studies.
6. The Applicant accepts that he or she registers for a full qualification, e.g. Diploma in Management, which includes those subjects that are not listed on this form. **ANY CANCELLATION MUST BE IN WRITING.**
7. SBS will provide the Applicant with a qualification upon successful completion of the specific course enrolled for as per the Consumer Protection Act No 68 of 2008.
8. The Applicant guarantees that the information in this contract is correct (irrespective and notwithstanding the person who completed and supplied the information contained herein) and if proved otherwise SBS reserves the right to cancel the contract by written notification without redress AND THAT all additional documentation provided are true and correct copies of the originals AND THAT he/she availed himself/herself of the curriculum and the qualification of the course enrolled for.
9. **Enrolment may only be cancelled within seven (7) days of registration, in which case the registration fee listed in PAYMENTS on page 3 will be levied. One third (1/3rd) of the total fee are payable in case of cancellation after seven (7) days until thirty (30) days. In a period of more than thirty (30) days after registration, cancellation will be accepted but the full course fee will be due and payable. Cancellation MUST be in writing.**
10. If the Student fails to pay an amount payable in terms of this agreement on the due date for payment thereof or breaches any of the terms or conditions hereof, then in such event the total amount outstanding in terms of the agreement shall immediately become due and payable, whether or not such amount is then due and without prejudice to any other right which SBS may have as a result of such a breach.
11. If any amount payable to SBS in respect hereof is not paid on the due date thereof and is consequently in arrears, SBS has the right, without impairment or any other right that SBS has in terms hereof to retain the examination results of the student; and/or retain the qualification; and/or refuse to enrol such a student again.
12. The Applicant hereby consents to the jurisdiction of the Magistrate's Court of Roodepoort and acknowledges that he/she is liable for all costs including costs on an attorney client scale, should the course fees not be paid according to the method of payment selected in the Application Form, within thirty (30) days of registration.
13. The parties agree that SBS may cede or assign the right contained herein at any time to any Institution without the prior consent of the Applicant.
14. The Applicant agrees that the address provided herein, is his/her domicilium citandi et executandi and undertakes to notify SBS of any change of address in writing by prepaid registered post or fax. SBS does not take any responsibility for assignments dispatched by post or otherwise.

### DECLARATION AND SIGNATURE OF APPLICANT

I, (name of Student)

Student / ID number

Complete the student number only if it has been allocated to you.

I am fully aware that the programme I have enrolled for (select the qualification from the list) is the **Higher Certificate in Management** (SAQA ID 98913) or **Diploma in Management** (SAQA ID 96728) or **Advanced Diploma in Management** (SAQA ID 79586) or **Bachelor of Business Administration** (SAQA ID 59850) or **Bachelor of Business Administration Honours** (SAQA ID 71930) or **Higher Certificate in Paralegal Studies** (SAQA ID 94864) or **Bachelor of Commerce in Law** (SAQA ID 98933) or **Bachelor of Policing Practice** (SAQA ID 59226) or **Bachelor of Policing Practice Honours** (SAQA ID 61630) or **Master of Management** (SAQA ID 90908) or **Master of Policing Practice** (SAQA ID 93611) and that this programme is approved by the Department of Higher Education and Training to Southern Business School, as indicated on the registration certificate dated 23 November 2017.

Qualification + SAQA ID

Signature

Date (YYYYMMDD)

The preferred method of returning this form to the Windhoek office is to fax number: +264 (0) 88 655 4571 or +264 (0) 88 655 4573  
E-mail: [naminfo@sbs.ac.za](mailto:naminfo@sbs.ac.za) / [endengu@sbs.ac.za](mailto:endengu@sbs.ac.za) / [nhambia@sbs.ac.za](mailto:nhambia@sbs.ac.za) to prevent unnecessary delays.

It may also be posted to:

**THE REGISTRATION DEPARTMENT, PRIVATE BAG 13026, WINDHOEK, NAMIBIA**

or it can be delivered to: 24 Wagner Street, Windhoek West, Windhoek

Also make use of the Ongwediva Office: fax number: +264 (0) 88 656 1584 or Email: [ongwediva@sbs.ac.za](mailto:ongwediva@sbs.ac.za)/[ndamonan@sbs.ac.za](mailto:ndamonan@sbs.ac.za)  
Contact numbers: Phone: +264(0) 65 231122 or Cell:+264 81 145 5629