

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\$170.00 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 / endengu@sbs.ac.za / nhambia@sbs.ac.za to prevent unnecessary delays. Please also contact or SMS the Namibian office on +264 (0) 81 141 4080 or +264 (0) 81 159 9175 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)

Private 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 Hons **OR** Master of Management **OR** Bachelor of Policing Practice (BPP) **OR** Bachelor of Policing Practice Hons **OR** Master of Policing Practice **OR** Higher Certificate in Paralegal Studies **OR** Bachelor of Commerce in Law **OR** Bachelor of Laws (LLB)

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 2020 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 2020 form.
2. PROOF OF INCOME must accompany the Debit Order 2020 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 July 2020.

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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.
15. SBS confirms that all official communication will take place through your allocated SBS student number platforms. The student consents to the student's e-mail to serve as domicilium citandi et executandi for purpose of serving of legal documents.

TERMS AND CONDITIONS

1. I hereby authorize the Company's duly authorized verification agent, Managed Integrity Evaluation (Pty) Ltd ("MIE"), to access my Personal Information and conduct background screening checks including, but not limited to, credit, qualifications, employment references, criminal record fraud prevention, ID verification, driver's licence and all social media accounts linked/associated/known to me of which I am a user/member of.
2. I consent to requests for consumer credit information to be released for the prescribed purposes only: a) For employment in a position of trust and honesty and entails the handling of cash or finances; b) Fraud prevention or detection.
3. I understand that verification requests form par of the background screening process and: a) That requests for credit information from Credit Bureaus will only be conducted under the regulations defined as per the NCA; b) Data obtained from the FSCA serve only for the purpose to determine the fitness and propriety as envisaged in the FAIS Act.
4. I acknowledge that any Personal Information supplied to the Company is provided voluntarily and that the Company may not be able to comply with its obligations if the correct Personal Information is not supplied to the Company.
5. I understand that privacy is important to the Responsible Parties and the Responsible Parties will use reasonable efforts in order to ensure that any Personal Information in their possession or processed on their behalf is kept confidential, stored in a secure manner and processed in terms of South African law and or applicable Data Protection Legislation, for the purposes I have authorised.
6. I warrant that all information, including Personal Information, supplied to the Company is accurate and current and agree to correct and update such information when necessary.
7. By submitting any Personal Information to the Company in any form I acknowledge that such conduct constitutes a reasonable unconditional, specific and voluntary consent to the processing of such Personal Information in the following manner by the Company and/or verification information suppliers: a) Personal Information may be shared by the Company with MIE and may be further shared by MIE with the Verification Information Suppliers for verification or other legitimate purposes; b) Personal Information may be shared by the Verification Information Suppliers with MIE and be further stored and shared by MIE with the Company and MIE's other clients for purposes of continued or future employment or for other legitimate purposes as per the NCA; c) Personal Information may be stored for a reasonable period by the company, MIE and/or the Verification Information Suppliers; and d) Personal Information may be transferred cross-border to countries, which do not necessarily have data-protection laws similar to South Africa, for verification or storage purposes. In any cross-border transfer of personal information the recipient will be notified of the need to protect the confidentiality of the personal information.
8. I take note that if the Responsible Party has utilised the Personal Information contrary to the Privacy and Data Protection Conditions, I may first resolve any concerns with that Responsible Party. If I am not satisfied with such process, I have the right to lodge a complaint with the Information Regulator.
9. A copy of Personal Information kept by the Responsible Parties will be furnished to me upon request in terms of the provisions of POPI or the NCA and I understand that I may dispute any information in the record provided.

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1. I unconditionally agree to indemnify the Responsible Parties, and Verification Information Suppliers, acting in good faith in taking reasonable steps to process my personal information lawfully, against any liability that may result from the processing of my personal information. This includes unintentional disclosures of such personal information to, or access by unauthorized persons, and/or any reliance which may inadvertently be placed on inaccurate, misleading, or outdated personal information, provided to the Company by myself or by a third party in respect of me.
2. In authorizing the search/s referred to above, I confirm that I have / have not been forced / coerced into signing and supplying the above information.

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 **Master of Management** (SAQA ID 90908) or **Bachelor of Policing Practice** (SAQA ID 59226) or **Bachelor of Policing Practice Honours** (SAQA ID 61630) or **Master of Policing Practice** (SAQA ID 93611) or **Higher Certificate in Paralegal Studies** (SAQA ID 94864) or **Bachelor of Commerce in Law** (SAQA ID 98933) or **Bachelor of Laws (LLB)** (SAQA ID 111055) 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 19 September 2019.

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 / endengu@sbs.ac.za / 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/ndamonan@sbs.ac.za
Contact numbers: Phone: +264 (0) 65 231122 or Cell:+264 (0) 81 145 5629