

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

STUDENT NUMBER (Office use only)



NORTH-WEST UNIVERSITY  
YUNIBESITHI YA BOKONE-BOPHIRIMA  
NOORDWES-UNIVERSITEIT

## APPLICATION FORM: BSc in INFORMATION TECHNOLOGY

Please fill in all information in this application form neatly and in capital letters. All requested information is compulsory and must be completed for BSE to accept your application. Use the checklists provided to ensure that you are submitting a complete application form.

### SECTION A: PERSONAL DETAILS OF APPLICANT

Surname: 



      Initials:

First Names: 



      Title:

Marital Status:      Single       Married       Widowed       Divorced       If applicable

Maiden Name:

ID Number: 



      Gender: Male       Female

Home Language: 



      Date of Birth:

Population Group:      Asian       Black       Coloured       White       Indian

Contact Details: Cell Number 



  
 Cell Number 2 (Relative / Alternative) / Home Number 



  
 Work Number 



  
 E-mail Address

Postal Address: 



      Postal Code

Work Address: 



      Postal Code

Courier Address: 



      Postal Code 



  
(Address for deliveries of books between 09:00 and 16:00)

Do you have any disabilities?      NO       YES       Please specify:

### WORK EXPERIENCE:

Place of Employment	Position held	Start date	End date (if applicable)

**!** Have you completed ALL the information requested in this section? (All information is compulsory)  Y

### SECTION B: ACADEMIC PROFILE (Please supply certified copies of certificates / qualifications)

ACADEMIC PROFILE: (Mark with an X where applicable and specify where needed)			Date obtained
<input checked="" type="checkbox"/>	Grade 12		
<input checked="" type="checkbox"/>	Tertiary	Specify: <table border="1" style="width: 100%; height: 20px;"></table>	
<input checked="" type="checkbox"/>	Other	Specify: <table border="1" style="width: 100%; height: 20px;"></table>	
<input checked="" type="checkbox"/>	Other	Specify: <table border="1" style="width: 100%; height: 20px;"></table>	

**!** Have you completed your academic profile  Y

### SECTION C: PROGRAMME, SPECIALISATION AND/OR MODULE SELECTION

**Business School of Excellence absolves itself from any action whatsoever, should an applicant select a programme which is not recognised by the Department of Education in their particular situation.**

You can only make a single selection in this section. Choose a programme by ticking the box, and make your detailed selections within each table.

<b>1</b>	<input type="checkbox"/>	<b>BSc in Information Technology</b>	
<input type="checkbox"/>	1st Year:	Semester 1 CMPG111 (Introduction to Computing and Programming) STTN111 (Statistics I) MTHS 113 (Mathematics) BMAN111 (Introduction to Business Management) ACCS111 (Financial Accounting I)	Semester 2 CMPG121 (Programming 1) CMPG122 (User interface prog 1) STTN121 (Statistics II) ACCS121 (Financial Accounting II) AGL121 (Academic Literacy)

<input type="checkbox"/> 2nd Year:	Semester 1 CMPG211 (Programming 2: OOP) CMPG212 (Apps and Advanced UI prog) CMPG213 (Systems Analysis & Design 1)	CMPG214 (Non-technical Skills) CMPG215 (Information Security) WVNS211 (Understanding the Natural World)	<b>Semester 2</b> CMPG221 (Advanced Prog: Data structures and algorithms) CMPG222 (Data Analytics) CMPG223 (Systems Analysis & Design 2)	BMAN222 (Entrepreneurial Opportunities) WVNS221 (Science and Society) MTHS225 (Discrete Mathematics)
<input type="checkbox"/> 3rd Year:	Semester 1 CMPG311 (Databases 1) CMPG312 (DSS 1) CMPG313 (Artificial intelligence) CMPG315 (Networks)		<b>Semester 2</b> CMPG321 (Databases 2) CMPG322 (DSS 2) CMPG323 (IT Developments) CMPG325 (Operating systems)	

!	Have you attached a certified copy of your senior certificate/matric certificate	Y
!	Have you attached a certified copy of your previous qualifications?	Y

## SECTION D: EXAMINATION & LEARNING SUPPORT CENTRE INFORMATION

### Select the venue where you want to write EXAMS (choose only one)

<input type="checkbox"/> OSHAKATI	<input type="checkbox"/> WINDHOEK
-----------------------------------	-----------------------------------

Choose your examination centre and Learning support centre in these tables by marking an "X" next to your selection:

- You can only write exams at the venue that you select in the first table and you can only attend Learning support sessions at the venue that you have selected in the second table.
- Both your Exam centre and Learning support session centre must be in the same region/ Province
- If you want to change your selection after application, contact NWU.

### Select the venue where you want to attend LEARNING SUPPORT SESSIONS (choose only one, the same one as your EXAMS selection)

<input type="checkbox"/> OSHAKATI	<input type="checkbox"/> WINDHOEK
-----------------------------------	-----------------------------------

!	Have you selected one examination venue and one Learning support session venue?	Y
!	Is your Learning support session centre in the same region or Province as your examination venue?	Y

## SECTION E: PAYMENT METHOD

Your quoted study fees will amount to: R

Please select a single payment option from the options below, and ensure that you provide all the documentation required.

If you intend to pay with a credit card at the office of OLG, or online, please select the Full Payment option.

<b>1</b>	<input type="checkbox"/> Full Payment	!	Have you attached an A4 copy of your proof of payment?	Y
<b>2</b>	<input type="checkbox"/> Letshego Financial Services	!	If not a government employee: Have you attached bank statements for the past 3 months?	Y
		!	Have you attached a Salary advice, that is not older than 3 months?	Y
		!	Have you completed and attached the Letshego Finance Application form?	Y
		!	Have you attached a verified copy of your ID	Y
		!	If a sponsor is paying for you: Have you attached a verified copy of the Sponsor's ID?	Y
<b>3</b>	<input type="checkbox"/> First National Bank	!	Have you attached a Salary advice (payslip), that is NOT older than 3 months?	
		!	Have you completed and attached the FNB Application form?	
		!	Have you attached a verified copy of your ID?	

**BSE Banking Details: First National Bank Windhoek Corporate | Payee: Business School of Excellence (Pty) Ltd | Account: 622**

**426 760 31 | Branch: 281 875**

**REFERENCE: ID number of New Student | Student number of Current Student**

!	<b>Protection of Personal Information (POPI)</b> I hereby grant permission to OLG to disclose my personal information as defined in the Protection of Personal Information Act 4/2013 to third parties, including bursary providers, financial institutions, parents and guardians, employers, academic institutions etc. I understand that I have the right at any time to withdraw this consent in writing by submitting a written request.	YES	NO	<b>PLEASE SIGN:</b> 

## Before you sign!

Complete the checklist below to confirm that your application is complete. OLG will not accept any application that does not meet the requirements stipulated hereunder.

!	Have you completed all sections? (A,B,C,D and E?)	Y	!	Have you provided all the documents required in each section?	Y
!	Have you provided a clear copy of your ID? (certified)	Y	!	<b>Married Women:</b> Marriage certificate provided?	Y
!	Have you signed the Terms and Conditions? (below)	Y	!	<b>Foreign Students:</b> Have you provided a copy of your study visa?	Y
!	Have you signed the POPI clause?	Y	!	<b>Foreign Students:</b> Have you provided a copy of your passport?	Y
!	Foreign Students: Have you provided SAQA and DHET evaluation of your qualifications!				Y

\*Marriage certificate would only be required if the name on your academic qualifications and the name on your ID or passport are different.

# Terms and Conditions

1. The Applicant acknowledges that by signing this form and upon acceptance by BSE this application becomes a legal and binding agreement between the Applicant and BSE which is irrevocable and not subject to cancellation, other than as provided in law.
2. The Applicant accepts these terms and conditions as well as the rules and regulations of both BSE and the tertiary institution at which the Applicant will be enrolled and agrees that those rules and regulations are incorporated into this agreement.
3. BSE will arrange with the relevant tertiary institution to provide the Student with a Degree, Diploma or Certificate, whichever is applicable, on successful completion of the specific course enrolled for.
4. It is the responsibility of the Applicant to acquaint himself/herself with the requirements and rules for each course enrolled for, as well as to the minimum requirements in order to pass the specific course.
5. The Applicant guarantee that:
  - 5.1 The information documentation provided in the Application Form is both true and correct.
  - 5.2 All additional documentation provided is true and correct copies of the original
  - 5.3 He/she acquainted himself/herself with the curriculum, the requirements and qualifications of the course enrolled for.
  - 5.4 If the course for which the Applicant is enrolled requires practical work or internship the student will comply with such requirements
6. The Applicant must supply BSE with original documents or certified copies of all documents required in terms of this application. BSE may suspend a student's registration or the NWU will withhold his/her academic qualification (without prejudice to their rights to demand full payment of all study fees) if the Applicant does not provide proof of such documentation.
7. The Student acknowledges that if he/she fails to successfully complete the course in the prescribed period BSE will be under no obligation to offer the Student further tuition in terms of this agreement unless the Student re-enrols at the prescribed fees and subject to the acceptance by the relevant tertiary institution and any revised curriculum.
8. The Applicant acknowledges that he/she takes responsibility for paying the full course fee on enrolment or registration and undertakes to pay the course fee according to the method of payment selected on the application form, BSE reserves the right to cancel a Student's registration, refuse the Student to write examination for withhold results if payment is not effected as per this agreement. Qualifications will not be issued if the account is not fully paid.
9. The Student hereby consents to the jurisdiction of the Magistrate's court 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 30 (thirty) days of registration. All amounts payable are exclusive of costs including bank costs and no set-off may be applied.
10. The Student hereby directs that the relevant course material and books be sent to him/her by mail and for purposes hereof the student appoints the Post Office as his/her agent for delivery of the course material to him/her. The student herewith indemnifies BSE against all liability should the Post Office fail to deliver all or part of the consignment.
11. All amendments or adjustments the Student wishes to make to this enrolment will be done within 30 (thirty) calendar days from the date of this document, failing which it will be deemed to be finalized and the Student will irrevocably be liable for payment of all fees and costs as set out herein.
12. Should a Student fail to submit proof of any prior successfully completed studies which may entitle the Student to a credit thereof in relation to the present course within 30 (thirty) days from date of signing of this agreement, the Student shall remain liable for payment of the relevant fees and costs.
13. The Student agrees that a Certificate signed by a Representative of BSE will be prima facie proof of indebtedness to BSE and that the Certificate may be used for purposes of Judgement.
14. The Parties agree that BSE may cede or assign the rights contained herein at any time to any institution without the prior consent of the student.
15. The Student agrees that the address provided herein, is his/her domicilium citandi et executandi and undertakes to notify BSE of any changes in address in writing by pre-paid registered post or fax.
16. BSE does not take responsibility for assignments dispatched by post or otherwise. It is the responsibility of the Student to ensure that assignments reach BSE timeously.
17. It is the responsibility of the Student to avail himself/herself of all exam times and venues and/or courses enrolled for.
18. Subject Credits may be applied for within the guidelines set by the relevant tertiary institution and subject to payment of the prescribed fees.
19. No variation or amendment to or waiver of any rights or cancellation hereof will be valid unless in writing and issued and signed by an authorized representative of BSE (except in the event of an increased course fee referred to above).
20. A cancellation fee is only allowed within the first six months of registration. Please note that as a result of default instalments, penalty admin fees and interest will accrue to the account.
21. The Student hereby consents and grants authority to BSE to forward all and any information and share data with the THIRD PARTY including but not limited to his/her identity details, qualifications, assessments and/or outcome of assignments, test or exams.
22. I hereby acknowledge that the NWU reserves the right to verify my previous qualifications.

I, \_\_\_\_\_ (full names & surname) confirm that I have read the Terms & Conditions and fully understand them and that I shall furthermore personally be liable for the payment of my account or any penalty cost or administration costs as stipulated above.

Thus done and signed at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_.

\_\_\_\_\_  
APPLICANT



Sign Here: Thank you!  
We look forward to your  
learning journey with us!

\_\_\_\_\_  
BSE REPRESENTATIVE