



**REGISTRATION FORM**

**WORKSHOP:**

**PERSONAL AND ORGANISATION DETAILS**

<b>SURNAME</b>							
<b>NAMES (Full names)</b>							
<b>TITLE (Mr, Ms, Dr, Prof, etc.)</b>				<b>HIGHEST QUALIFICATION</b>			
<b>ORGANISATION</b>							
<b>POSITION/JOB TITLE</b>							
<b>REGION &amp; TOWN</b>							
<b>NATIONALITY</b>							
<b>ID/PASSPORT NUMBER</b>				<b>GENDER</b>		Male	Female

**ADDRESS**

<b>POSTAL ADDRESS</b>							
<b>CONTACTS</b>	CELL			TEL			FAX
<b>E-MAIL</b>							

**COMPANY/SPONSOR'S DETAILS (Please complete ONLY if you have a Sponsor)**

<b>COMPANY/SPONSOR'S NAME</b>							
<b>ADDRESS</b>							
<b>CONTACT NUMBER</b>	CELL			TEL			
<b>E-Mail of the Person to whom invoice should be sent</b>							

**OUR BANKING DETAILS**

Namibia University of Science and Technology, First National Bank, Ausspannplatz Branch, Code 281872, Account Number: 55500126319, Reference: 4517/5212

<b>How did you hear about the course?</b>	<input type="checkbox"/> Newspaper	<input type="checkbox"/> Friend	<input type="checkbox"/> Internet	<input type="checkbox"/> Radio	<input type="checkbox"/> Other (please specify)	
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**TERMS AND CONDITIONS**

**Payments and Cancellations**

- The course requires a full payment 7 days prior to commencement. The organisers have the right to refuse admission where evidence of payment cannot be shown or proper arrangements were not made.
- A 50% cancellation fee is payable when cancellation is made 10 days prior to course commencement and 75% payable if cancellation is 7 days prior to commencement. Cancellation by delegate after commencement of course will result in liability for the full amount.
- HPGSB reserves the right to postpone or cancel a course due to lack of demand. In the event of cancellation, or reasonable postponement time, all fees paid will be refunded to the person that made the original payment. HPGSB reserves the right to withhold assessment results or certificates until the outstanding accounts are settled in full.
- The following methods of payment are accepted: direct deposit and EFT. Cash payments can be made at the Cashier at the Main Campus Administration Block
- Should a direct deposit and/or electronic transfer be made, please provide proof of payment. Email: [ckauami@nust.na](mailto:ckauami@nust.na) or Fax: +264 61 207 9242. Please ensure that you use 4517/5212 as reference

**I hereby certify that the information provided in this contract is accurate and complete in all respects.  
I confirm that the student and/or sponsor has read and undertaken the terms and conditions of this contract, and agrees to be bound by them.**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Signature of Sponsor

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Date Signed