



TRAINING INNOVATION DEVELOPMENT
ATLANTIC TRAINING INSTITUTION

"Training the Future"

APPLICATION FORM

ATTACH RECENT
 PASSPORT
 PHOTO

ACADEMIC YEAR

2025

ACCREDITED BY
NQA, NTA & HPCNA

(A) APPLICATION FEES (NON-REFUNDABLE)

Normal application fee **(N\$200.00)**

Late application fee **(N\$250.00)**

Attach original deposit slip to the application form upon submission

(B) REGISTRATION FEES (NON-REFUNDABLE)

Registration Fee **(N\$2,000.00)**; Late Registration **(N\$2,500.00)**

INSTRUCTIONS

1. Complete the form in BLOCK LETTERS in Black or Blue INK.
2. Applicants with foreign Qualification must attach NQA Evaluation Letter
3. If in need of a study permit arrange for it before commencing studies with us.
4. ATI will not be responsible for the loss of any original documents (no copies will be returned back to applicant).
5. All information supplied by the applicant will be treated as confidential.

Account Type: Atlantic Training Institution
Bank Name: Nedbank
Account No: 11990798666
Account type: Current Account
Branch Name: Ongwediva Branch
Branch Code: 461617

SECTION 1: PROPOSED COURSE OF STUDY

COURSE OF STUDY FOR WHICH YOU WISH TO ENROL:		FULL TIME	PART TIME	DIS-TANCE
FIRST CHOICE				
SECOND CHOICE				
CAMPUS	WINDHOEK		OSHAKATI - Main Campus	

SECTION 2: APPLICANT'S PARTICULAR

TITLE	MR	MS	OTHER (SPECIFY)	
SURNAME:				
FIRST NAME(S):				INITIAL

SECTION 3: CONTACT PARTICULAR (COMPULSORY)

POSTAL ADDRESS: (COMPULSORY)		RESIDENTIAL ADDRESS: (COMPULSORY)	
MOBILE:			
EMAIL:			

SECTION 4: PERSONAL PARTICULARS

DATE OF BIRTH:	D	D	M	M	Y	Y	Y	Y	ID NO.											
PASSPORT NO.															MARITAL STATUS	SINGLE		MARRIED		
GENDER:	MALE			FEMALE			MAIDEN													
HOME LANGUAGE:							HOMETOWN:							REGION:						
CITIZENSHIP:	NAMIBIAN			OTHER (SPECIFY)																
DO YOU HAVE ANY CHRONIC ILLNESS, IMPAIRMENT OR DISABILITY?									YES				NO							
If 'yes' please specify and attach documents specifying your condition.																				
Based on your disability, do you have special needs?									YES				NO							
If 'yes' briefly state your additional needs arising from the above mentioned impairment or disability.																				

SECTION 5: APPLICANT'S NEXT OF KIN/LEGAL GUARDIAN PARTICULARS

FAMILY RELATIONSHIP WITH THE PERSON WHOSE PARTICULARS ARE SUPPLIED.																	
Father				Mother				Spouse/Partner				Guardian					
Title:				Mr				Mrs				Others					
Surname:																	
First Names:																	
I.D. No.																	
Home Address																	
Tel:								Cel:									
Employer:																	
Occupation:																	
Employer's Address:																	

SECTION 6: SCHOOL LEAVING PARTICULARS

NAME OF SCHOOL:																	
HIGHEST GRADE PASSED:								YEAR:									
SUBJECTS												LEVEL			SYMBOL		

SECTION 7. TERTIARY EDUCATION

NAME OF INSTITUTION	YEAR	QUALIFICATION OBTAINED OR ENROLLED FOR

SECTION 8. PAYMENT DETAILS

PARTICULARS				
Name of Person / Institution Responsible for Payment:				
Relationship to Applicant:				
Residential Address:				
Postal Address:				
Employer:				
Position:				
Town:				
Email:				
Telephone Number	<table border="1"> <tr> <td> </td> <td>Cell:</td> <td> </td> </tr> </table>		Cell:	
	Cell:			

SECTION 9: CHECK LIST

To ensure your application is complete, please tick the checklist below.

ITEMS	TICK
Certified copies of ID/Passport/ (Birth Certificate if the applicant has not yet received an ID)	
One recent passport photo	
Certified copies of all your academic certificate(s) /results.	
Application fee	
Original official translation of the foreign qualification – if in a foreign language other than English	
NQA Evaluation letter (for International Qualification)	
School Results	

SECTION 10: DECLARATION TO BE SIGNED BY THE PROSPECTIVE STUDENT

I _____ hereby agree to abide by the refund policy of this Institution, and any amendments thereto, as spelt out clearly in the refund policy (Annexure A). I/we also understand that this enrolment contract is accepted on the clear understanding that it cannot be cancelled upon commencement of a course.

Signed _____ on this _____ day of _____ month of the year 20_____

FOR OFFICIAL USE ONLY

APPLICATION FEE RECEIVED: _____ STUDENT NUMBER: _____
 ACCEPTED: _____ REJECTED: _____

OFFICIAL DATE STAMP

ANNEXURE A

REFUND POLICY

Application fee and registration fees are none refundable. A student may cancel the course within one week upon commencement of classes and receive a full refund for paid tuition fees. 50 % of the tuition fee paid will be levied in case of cancellation after one week. After 3 weeks cancellation can be made, but there will be no refund. Cancellation must be in writing and addressed to the registrar. Payment for students who cancelled can only be made after 30 working days upon receiving the cancellation letter. Students are expected to hand in all the institutional material before cancellation, failure to do so will result into refund being forfeited.

FEES STRUCTURE

TYPE OF COURSES	AMOUNT	REGISTRATION FEE	DURATION
BACHELORS			
Bachelor of Education in Senior Primary Education (Honors Degree) (NQF Level 8)	N\$25,000.00 /Year	N\$2,000.00	4 Years
Bachelor of Education in Secondary Education (Honors Degree) (NQF Level 8)	N\$25,000.00 /Year	N\$2,000.00	4 Years
DIPLOMAS			
Diploma in Environmental Health Science (NQF Level 6)	N\$24,850/Year	N\$2,000.00	2 Years
Diploma in Solar Equipment Installation and Maintenance - Level 5	N\$13,500.00	N\$2,000.00	6 Months
Diploma in Occupational Health and Safety (NQF Level 5)	N\$ 24,850.00	N\$2,000.00	1 Year
Diploma in Health Care Administration (NQF Level 6)	N\$ 24,850.00	N\$2,000.00	1 Year
Diploma in Dental Assistant (NQF Level 6)	N\$ 24,850.00	N\$2,000.00	1 Year
Diploma in Counselling (NQF Level 6)	N\$ 24,850.00	N\$2,000.00	1 Year
Diploma in Business Administration (NQF Level 6)	N\$ 24,850.00	N\$2,000.00	2 Years
Diploma in Accounting and Finance (NQF Level 6)	N\$ 24,850.00	N\$2,000.00	2 Years
Diploma in Transport and Logistics (NQF Level 6)	N\$ 24,850.00	N\$2,000.00	2 Years
Diploma in Computer Science (IT) (NQF Level 6)	N\$ 24,850.00	N\$2,000.00	2 Years
Diploma in Telecommunications (NQF Level 6)	N\$ 24,850.00	N\$2,000.00	2 Years
CERTIFICATES			
Certificate in Enrolled Nursing and Midwifery (NQF Level 6)	N\$ 27,450.00	N\$2,000.00	2 Years
Certificate in Auxiliary Nursing (NQF Level 4)	N\$21,230.00	N\$2,000.00	1 Year
Certificate in Occupational Health and Safety (NQF Level 4)	N\$ 24,300.00	N\$2,000.00	1 Year
Certificate in Health Care Administration (NQF Level 4)	N\$ 23,600.00	N\$2,000.00	1 Year
Certificate in Dental Assistant (NQF Level 4)	N\$ 23,950.00	N\$2,000.00	1 Year
Certificate in Counselling (NQF Level 3)	N\$ 24,050.00	N\$2,000.00	1 Year
Certificate in Emergency Care Practitioner-Basic (ECP-B)	N\$ 11,000.00	N\$1,800.00	7 Months
Certificate in Emergency Care Practitioner-Intermediate (ECP-I)	N\$ 22,750.00	N\$2,000.00	5 Months
Certificate in Solar Equipment Installation and Maintenance - Level 1-4	N\$13,500.00/Level	N\$2,000.00	1 Year & 6 months

SHORT COURSES			
First Aid Class-A	N\$ 1,200.00	N/A	3 days
Occupational Health & Safety	N\$ 1,200.00	N/A	3 days
Basic Firefighting	N\$ 1,200.00	N/A	1 day
Working at Height	N\$ 1,200.00	N/A	2 days
First Aid, Basic Firefighting &OHS 5+ same company	N\$ 750.00	N/A	As it is above

CONTACTS DETAILS

OSHAKATI BRANCH

TEL: +264 65 226 599

CELL: +264 81 355 8803

EMAIL: oshakati@atlantic-institute.com

WEBSITE: www.atlantic-institute.com

PHYSICAL ADDRESS:

Kalahari Complex, Erf 5610 Ompundja Road Oshakati

WINDHOEK BRANCH

TEL: +264 61 226 577

CELL: +264 81 862 9392

EMAIL: windhoek@atlantic-institute.com

WEBSITE: www.atlantic-institute.com

PHYSICAL ADDRESS:

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