



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**

<b>DATE OF BIRTH:</b>	D	D	M	M	Y	Y	Y	Y	<b>ID NO.</b>																			
<b>PASSPORT NO.</b>															<b>MARITAL STATUS</b>	SINGLE			MARRIED									
<b>GENDER:</b>			MALE				FEMALE			<b>MAIDEN</b>																		
<b>HOME LANGUAGE:</b>					<b>HOMETOWN:</b>				<b>REGION:</b>																			
<b>CITIZENSHIP:</b>	NAMIBIAN				OTHER (SPECIFY)																							
<b>DO YOU HAVE ANY CHRONIC ILLNESS, IMPAIRMENT OR DISABILITY?</b>										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**

<b>FAMILY RELATIONSHIP WITH THE PERSON WHOSE PARTICULARS ARE SUPPLIED.</b>																										
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**

<b>NAME OF SCHOOL:</b>																										
<b>HIGHEST GRADE PASSED:</b>													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
<b>BACHELORS</b>			
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
<b>DIPLOMAS</b>			
Diplomain Environmental Health Science (NQF Level 6)	N\$24,850/Year	N\$2,000.00	2 Years
Diploma in Solar Equipment Installation and Maintenance (NQF 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
Diploma in Travel and Tourism (NQF Level 6)	N\$ 24,850.00	N\$2,000.00	2 Years
<b>CERTIFICATES</b>			
Certificate in Enrolled Nursing and Midwifery (NQF Level 6)	N\$27,450.00	N\$2,000.00	2 Year
Certificate in Auxiliary Nursing (NQF Level 4)	N\$ 24,300.00	N\$2,000.00	1 Year
Certificate in Occupational Health and Safety (NQF Level 4)	N\$ 23,600.00	N\$2,000.00	1 Year
Certificate in Business Administration (NQF Level 4)	N\$ 23,600.00	N\$2,000.00	1 Year
Certificate in Accounting and Finance (NQF Level 4)	N\$ 23,600.00	N\$2,000.00	1 Year

Certificate in Transport and Logistics (NQF Level 4)	N\$ 23,600.00	N\$2,000.00	1 Year
Certificate in Computer Science (NQF Level 4)	N\$ 23,600.00	N\$2,000.00	1 Year
Certificate in Telecommunications (NQF Level 4)	N\$ 23,600.00	N\$2,000.00	1 Year
Certificate in Travel and Tourism (NQF Level 4)	N\$ 23,600.00	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\$2,000.00	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
<b>SHORT COURSES</b>			
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
Basic Life Support For Health Care Providers	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
Risk Assessment	N\$ 1,200.00	N/A	2 days
Confined Space	N\$ 1,200.00	N/A	2 days
Basic Life Support for Healthcare providers	N\$ 1,200.00	N/A	1 days

# 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:**

Northern Industry, Erf No.7495, 25 Kallie Roodth Street, Windhoek