



**DAYDREAM
INSTITUTE**
OF TRAINING AND
SKILLS DEVELOPMENT

Application for Admission
2023 Academic Year

PASSPORT
PHOTO

APP FEE: N\$200



DEZULO

Registered with Namibia
Training Authority (NTA)

Form No

Campuses/Centers: Windhoek | Ondangwa | Rundu | Katima

Ordinary/Normal Applications Due Date: Friday, 27 January 2023

Ordinary/Normal Registration:

Tuesday, 03 January – Friday 10 February 2023

Important instructions to read before completing the form:

This Application for Admission is not binding on the applicant or the DDI. Complete the admission form in **BLOCK LETTERS in BLACK OR BLUE INK**. The closing date for Admission is two weeks before the course enrolled commerce. A non-refundable application fee of N\$200 is compulsory upon collection and this form will not be processed if NOT PAID. This application must be accompanied by certified copies of birth certificate/identity document and relevant academic certificates/latest school results and two passport sized photos. Applicants with foreign qualifications must attach their school leaving certificate should be translated by a sworn translator in the country of origin or in Namibia and verified by Namibia Qualifications Authority (NQA). Original transcripts and certified copies of certificates/diplomas in the original language must also be attached. No original documents should be attached to the Application for Admission. Thus, the DDI will not be held responsible for the loss of any original document (s). No copies will be returned to applicants. Application for Admission can be submitted to the office of the Marketing and Public Relations Officer or Regional Centre, and all information will be treated confidentially.

IF ACCEPTED (STUDENT NO)										
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Our Bank Details Are: DayDream Institute of Training and Skills Development; Bank Windhoek Ltd; 8024220349; Rundu Branch, Namibia. N.B: your reference should be your Identity Number.

Type of Programme:	Professional Continuing		TVET - Vocational Course		Short Course	
Type of Admission:	Alumni		Senior Student		New Student	
Type of Student:	Normal Entry		Mature Age Entry		Rector's Admission	

CHOOSE YOUR CAMPUS [X]	WINDHOEK		RUNDU		KHARASBURG		ONDANGWA	
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PART 1: PROGRAMME/COURSE OF STUDY FOR WHICH YOU WISH TO ENROLL		
CHOICES	PROGRAM/COURSE	MODE OF STUDY
1 st Choice		
2 nd Choice		

PART 2: PERSONAL DETAILS			
First name(s) and Surname		Sex	
Nationality		Identity number	
Region		Town	
Student Cell No		Email address	
Postal address		Residential address	
Emergence contact person		Emergence person Cell No	
Population group (for statistical purposes only)		Black	Coloured
		White	Other (please specify)

If not a Namibian citizen, please provide the following details:

Country of origin	Passport Number	Expiry Date
Type of permit	Permit Number	Expiry Date

PART 3: EDUCATIONAL PARTICULARS

Secondary education details: (Please attach a certified copy of the latest school-leaving results)

Name of last school attended	Highest Grade passed	Points in 5 subjects
Year of examination	Examination Authority	Symbol in English

Tertiary education details: (Please enclose original transcripts and certified copies of certificates, diplomas etc.)

Name of institution	Year (From)	Year (To)	Qualification obtained or enrolled for

PART 4: PAYMENT DETAILS

Are you responsible for payment	Yes	No	If not (Kindly provide the details of who's/institution responsible for your payment below)
Persons/Institution name			Cell Phone Number
Relationship/In capacity as			Email address

PART 5: PHYSICAL CHALLENGES

DDI strives to create opportunities for people with disabilities. In many instances we have not yet eliminated all the barriers, it would therefore be helpful for us to know in advance whether or not you have any special needs so that we can work together to achieve equal access to the programme. Please supply us with the following information.

Indicate whether you are physical cha	Yes	No	If your answer is "yes" tick (✓) the appropriate challenge you are experiencing.
Visually impaired (blind)			Wheelchair bound
Visually impaired (partially blind – find it difficult to read printed text. Cannot study through reading. Need help in the form of audio cassettes, enlarged print)			Muscular / skeletal / joint / limb deficiencies / diseases such as polio or muscular dystrophy
Hearing impaired			Diabetes

State any other challenges you might experience and assistance that you might need:

PART 6: WORK EXPERIENCE

Your application will be considered on your work and other relevant experience. You should therefore give full and accurate details of all your relevant current and previous work experience. Please attach original reference letter from your employer(s). Please attach a reference letter from your employer(s).

Name and address of current organisation	Job title and summary of responsibilities/Achievements	From	To
		Month Year	Month Year
Name and address of current organisation	Job title and summary of responsibilities/Achievements	From	To
		Month Year	Month Year

PART 7: MATURE AGE ENTRY

For admission purposes you will be expected to write a Mathematics (Basic Numeracy) and English Proficiency entrance test. Applicants are expected to turn up on the date and time that they have indicated below **without a written invitation / notice from the institution**.

Indicate which town you would write your test:

Indicate on which day you would like to take the test:

PART 8: GENERAL INFORMATION

Do you have access to the following: (State "Yes" or "No")

Computer	Internet	Cell phone

Payment General Information: Students, who cannot afford to pay cash, can make monthly instalments before or on the 4th of every month, late payment will attract 15% penalty for every delayed month **NB:** Assumptions of classes are based on a minimum of 30 participants per Programme. When a minimum number of participants (30) is not met, DDI reserves the right to postpone with 14 calendar days' notice or more. DDI retains the right to change the advertised agenda for training/classes or event without notice to the student and will make every effort to give the student reasonable notice in advance if any class or event is changed.

Important Information for Students Applied for Mature Age Entry: The Mature Age Entry Tests consist of two tests: English (Proficiency Test) and Mathematics (Basic Numeracy). You should write **BOTH** tests and score at least a minimum pass-mark of 40% in each test. Please note that some programmes might have their own minimum pass mark requirement. Passing the test does not mean that you will be automatically accepted. You should still fulfil all other requirements and admission is based on spaces available. Test results will be mailed to you within 14 days from the day you have written the test. Applicants are expected to turn up on the date and time they have indicated without a written invitation / letter from the institution. You **MUST** bring with the following: **Original** Identity Card or Passport; Pencil, Pen, Rubber, Ruler, Calculator and NO cell-phones will be allowed for the duration of the test. You are required to turn up at least **15 minutes** before commencement of the test. No-one will be allowed 15 minutes after test has commenced.

Confidentiality of Student Information: Student information shall all times be treated as confidential. No information will be provided to third parties, unless so authorized by the student or by an agreement signed by the student with a donor. Progress reports will be provided to persons registered as responsible for the payment of fees of students.

Payments and Cancellation: Non-refundable application fee of N\$200 and non-refundable registration fee of N\$1200 is required on registration for the course (registration fee for enrolled nursing is N\$2000). Students who have paid cash upon registration shall receive a discount of 10% on tuition fees. Non-refundable deposit fee of N\$2500 is required before assumption of classes. The Registrar have the right to refuse a student from attending or resuming classes where evidence of payment cannot be shown or proper arrangement were not made with the registrar. The balance on the account is then payable monthly as per dates specified on the Programme Fee Structures (Page 26 – 30). Students who cannot afford to pay cash, can make monthly instalment payment on or before the 4th of each month. In order to be exempted from paying the required deposit, bursary/scholarship holders need to provide written proof of sponsorship/bursary from the donor. Students registering with acknowledgment letter of NSFAF should pay the registration fee plus deposit, Kindly note that the acknowledgement letter is not a guarantee for a loan to be awarded. Due date for outstanding fees for semester is outlined in the Enrolment Guide. Outstanding balances of previous years should be settled in full before registration. Failure to settle the outstanding fees will result in the examination marks being withheld. Late registration fee of N\$500 is chargeable and payable by all students who register after normal registration. Course fees and additional course/practical fees will be charged per course/subject against each student account for professional programmes. Qualifications with practical components may differ due to extra load on practicals. Non-SADC students will be charged double the Namibian rate. Interest on overdue accounts. Students Representative Council shall receive rebate, which shall be calculated for the period served as the SRC member. Students **MUST** register for all their Modules in the beginning of every semester as applicable (for professional programmes and Vocational Programmes).

All other Modules which are not registered in the beginning of every semester may not be attended AND no examination results of such Modules will be recognised. Should the Governing Council temporary or permanently suspend any student's rights or privileges, or permanently refuse admission to any student, the student concerned shall forfeit all claims to refunds, reduction or remission of fees paid or payable to DDI (this exclude Miscellaneous fees). It is the responsibility of each student debtor to obtain financial statements and verify his/her account (s) on a regular basis. All student account enquiries should be forwarded to the Financial Officer without delay. Students and parents should under no circumstances deposit money intended for personal use into the Institute account. Governing Council reserve the right to AMEND all fees payable to the Institute without prior notice. **Note:** Failure to pay outstanding fees will result in the examination marks being withheld. Tuition fees do not include examination fees, study guides, textbooks or project or practical fees; Tuition fees are paid for programmes and do not take consideration of duration; The Institute reserve the right to change fees guide anytime without notice.; Registration, deposit fees, examination and miscellaneous fees are non-refundable; Transaction/administration cost of 10%; Instalments fees must be paid in advance every 4th of each month, late payment attracts 15% penalty; Instalments are paid to cover fees payable; it does not matter if there is a holiday; Fees for courses offered in partnership with institutions outside the country can be adjusted to foreign currency fluctuations; Student who withdraws must inform the Institute in writing otherwise he/she will be regarded as active and liable to all payment

Withdrawal of Student and Eligibility for Awards: A student wishing to withdraw from his or her Programme before the end of the normal period of study should notify the Institute. In cases where, due to non-attendance or non-engagement, the Institute considers that a student has withdrawn from a Programme, the student will be contacted at their registered Institute email address and asked to contact the Institute by a specified date. If a student fails to respond satisfactorily by the specified date it will be assumed that they have withdrawn from the Institute. In all the above withdrawal circumstances, the relevant Board of Examination and Assessment will consider the student eligibility for an interim award as its next scheduled meeting. If the maximum period of Admission is reached before a student has fulfilled all the requirements for the highest named award to which the Programme leads, the relevant Board of Examination and Assessment will consider their eligibility for an interim award and will end the student's registration at the Institute.

Declaration and Undertakings by Applicants: I/We the undersigned hereby declare to the best of my knowledge and belief the information furnished in this Application for Admission is true and correct and that if it be found to be false and misleading in any respect, this Admission may be invalidated and terminated. Placement in DDI is subject to review of the applicant by the Registrar and is **not transferrable to another individual**. Students undertakes to attend the full course 100%, if a student misses any part of the training due to absenteeism, this may affect conferring certification status upon such a student. It is the student's responsibility to ensure that while on any third-party premises, he or she does not behave in an improper or disorderly manner or in any way which risks or causes damage to property, or in any way breach the terms and conditions of the premises. Failure to adhere to all the rules stipulated in this form, the student will be subjected to disciplinary hearing, in the event of such continues failure to adhere to this, DDI will have the right to require the participant to withdraw from the course and be held liable for damage to property, DDI will also be entitled to retain the course fee. The student will also be held liable to indemnify DDI for any expenses or other liability it incurs or suffer as a result of any such improper behaviour. Any statement signed by the Registrar or any representative shall represent the amount owing to the DDI by me/us, and further that in the event of such amount being handed over for debt collection, I/We shall pay all legal charges incurred on the attorney and client scale

Student Declaration: I (Student full names), have read and completely understood the content of this Application for Admission as set. I hereby agree to follow and abide by them. I agree to pay the tuition fee in instalment on time before the deadline set by office of the Registrar. DDI shall be entitled to all legal actions in order to enforce its rules and regulations. I agree to write all the Tests, complete all Assignments and projects and write examinations set by the DDI an I agree to be committed to all my classes, be well disciplined to my lecturer/instructor and fellow students. That although DDI does not take any responsibility for informing parents or guardian or major fee contributor of disciplinary action against a student (whether pending or finalized), academic performance or any other matters relating to the student, DDI may in its discretion report to the parents or guardian or major fee contributor such breaches of the rules by the applicant as DDI deems necessary and further to report on any matter concerning progress, conduct, well-being or health of the applicant, and further that DDI may take all such steps as it considers reasonable in the event of the applicant becoming ill or requiring medical attention without DDI undertaking any legal obligation to do so.

Signature: Student (Applicant): _____ Date: ____/____/____

(Declaration by parent/legal guardian (if applicant is under the age of 21 or is a legal minor): I agree and consent to the above declaration, undertakings, waiver and indemnity by the applicant. I consent to the applicant signing the Application for Admission if admitted. I hold myself jointly and severally liable with applicant as co-debtor for all amounts due by the applicant to DDI until I notify DDI in writing to the contrary in which event such notification shall take effect only from the beginning of the following academic year. I irrevocably undertake that I shall not, in any capacity, hold DDI liable for any damage or loss which the applicant or any person may suffer under any of the circumstances set out in the applicant's declaration.

Signature: Parent/Legal Guardian _____ Date: ____/____/____

FOR OFFICIAL USE ONLY – FINAL REVIEW

Test Score (%)	English	Mathematics	2 – 3 years of working experience	Yes	No
Accepted 1 st choice		Accepted 2 nd choice	23 years of age	Yes	No
Rejected		Comments:			
Signature:					
Head: Training, Trainees Support and Quality Assurance _____ Date: ____/____/____					

	ADMISSIONS RECORDS	
	YES	NO
All spaces completed		
Passport photo attached		
NSSC/JSC Certificate		
ID Copy attached		
Curriculum Vitae attached		
Copy of Admission letter attached		
Proof of payment attached: App fee		
Met Admission requirement		
Provisional Admission Letter Granted		
ACCEPTED		
Student Registered		
Proof of Registration Granted		
Enrolment Guide Given		
Student Card Given		
Student T-shirt and Cap Given		

	FINANCE RECORDS			
	YES	NO	AMOUNT	PRF.NO
Application Fee Paid				
Registration Fee Paid				
Deposit Fee Paid				

_____ Date: ____/____/____
Finance and Administration Officer

	STUDENT DOCUMENT RECORDS	
	YES	NO
Academic File Given		
Induction Documents Given		
Course Outline Given		
Time Table Given		

_____ Date: ____/____/____
Student Record, Admission & Support Officer

_____ Date: ____/____/____
Head: Training, Trainees Support and Quality Assurance

Received stamp

Admission status stamp

Registered stamp

PROGRAMMES FEE STRUCTURES

Registration Fee: N\$1200; /Study Guides: N\$150 (books have different prices)

Professional Continuing Programmes: Diplomas							
Type	Total	Cash Option	Deposit	Instalment	Mode of Study	Where its Offered	Starting Date
Diploma in Early Childhood Development and Pre-Primary Education - (Level 6); Duration: 2 years	N\$15 700	N\$13 450	N\$2 500	N\$1 570 x 10 Months	Full Time; Part Time and Distance	Rundu	May 2023
Diploma: Information Technology - (Level 6); Duration: 2 years	N\$16 500	N\$14 025	N\$2 500	N\$1 400 x 10 Months	Full Time & Part Time	Rundu	May 2023
Diploma in Environmental Health Science - (Level 6); Duration: 2 years	N\$16 500	N\$14 025	N\$2 500	N\$1 400 x 10 Months	Full Time & Part Time	Rundu and Windhoek	February 2023
Diploma: Health Care Management - (Level 6); Duration: 2 years	N\$16 500	N\$14 025	N\$2 500	N\$1 400 x 10 Months	Full Time & Part Time	Rundu and Windhoek	May 2023
Diploma: Community Health Education - (Level 6); Duration: 2 years	N\$16 500	N\$14 025	N\$2 500	N\$1 400 x 10 Months	Full Time & Part Time	Rundu and Windhoek	May 2023
Diploma: Enrolled Nursing and Midwifery Science - (Level 6). Duration: 2 years	N\$17 500	N\$14 875	N\$2 500	N\$1 500 x 10 Months	Full Time	Rundu and Windhoek	May 2023
TVET: National Vocational Certificates							
Courses	Total	Cash Option	Deposit	Instalment	Mode of Study	Where its Offered	Starting Date
National Vocational Certificate: Preventative Health (Occupational Health and Safety) Management - (Level 5). Duration: 1 Year	N\$9 500	N\$8 550	N\$1 500	N\$800 x 10 Months	Full Time; Part Time and Distance	Kharasburg, Rundu and Windhoek	May 2023
National Vocational Certificate: Preventative Health (Occupational Health and Safety) - (Level 4) Duration: 1 Year	N\$9 500	N\$8 550	N\$1 500	N\$800 x 10 Months	Full Time & Distance	Kharasburg, Rundu and Windhoek	February 2023
National Vocational Diploma: Counselling Services (Counselling Supervision) - (Level 6) Duration: 1 Year	N\$9 500	N\$8 550	N\$1 500	N\$800 x 10 Months	Full Time & Distance	Kharasburg, Rundu, Windhoek & Ondangwa	May 2023
National Vocational Certificate: Counselling Services (Community Counselling) - (Level 3) Duration: 1 Year	N\$9 500	N\$8 550	N\$1 500	N\$800 x 10 Months	Full Time & Distance	Kharasburg, Rundu, Windhoek & Ondangwa	February 2023
National Vocational Certificate: Office Administration - (Level 1 - 4). Duration: 1 Year	N\$9 500	N\$8 550	N\$1 500	N\$800 x 10 Months	Full Time	Rundu and Kharasburg Campus	February 2023
National Vocational Certificate: Hospitality and Tourism Management (Front office operations) - (Level 2 - 5); Duration: 1 Year	N\$9 500	N\$8 550	N\$1 500	N\$800 x 10 Months	Full Time	Rundu and Kharasburg Campus	May 2023
National Vocational Certificate: Hospitality and Tourism Management (Food and Beverage Services Operations) - (Level 2 - 5). Duration: 1 Year	N\$9 500	N\$8 550	N\$1 500	N\$800 x 10 Months	Full Time	Rundu and Kharasburg Campus	May 2023
National Vocational Diploma in Retail Buyer (Level 5) Duration: 1 Year	N\$9 500	N\$8 550	N\$1 500	N\$800 x 10 Months	Full Time	Kharasburg Campus	May 2023
National Vocational Certificate in Wholesale and Retail Frontline Supervision (Level 3) Duration: 1 Year	N\$9 500	N\$8 550	N\$1 500	N\$800 x 10 Months	Full Time	Kharasburg Campus	May 2023
National Vocational Certificate in Wholesale and Retail Operations (Level 2) Duration: 1 Year	N\$9 500	N\$8 550	N\$1 500	N\$800 x 10 Months	Full Time	Kharasburg Campus	May 2023
National Vocational Certificate in Wholesale and Retail Operations Supervision (Level 4) Duration: 1 Year	N\$9 500	N\$8 550	N\$1 500	N\$800 x 10 Months	Full Time	Kharasburg Campus	May 2023
National Vocational Certificate in Wholesale and Retail Distribution (Level 2) Duration: 1 Year	N\$9 500	N\$8 550	N\$1 500	N\$800 x 10 Months	Full Time	Kharasburg Campus	May 2023
Training and Soft Skills Development Short Courses Certificates							
Courses	Total	Cash Option	Deposit	Instalment	Mode of Study	Where its Offered	Starting Date
Certificate: Emergency Care Practitioner (Basic). Duration: 2 Months	N\$10 500	N\$8 925	N\$2 500	6 Weeks	Full Time & Part Time	Rundu	February 2023
Certificate: Emergency Care Practitioner (Intermediate) Duration: 3 Months	N\$19 000	N\$16 150	N\$2 500	N\$3 300 x 5 Months.	Full Time & Part Time	Rundu	February 2023
Certificate: Health Care Assistant (Home-Based Care) - (Level 4) Duration: 6 Months	N\$6900	N\$6 210	N\$1 500	N\$900 x 6 Months	Full Time, Distance & Part Time	Kharasburg, Rundu, Windhoek & Ondangwa	February 2023
Certificate: Pharmacy Front-Shop Assistant Duration: 4 Months	N\$6700	N\$6 030	N\$1 500	N\$1300 x 4 Months	Full Time & Part Time	Kharasburg, Rundu, Windhoek & Ondangwa	February 2023
Certificate in First Aid Duration: 5 days	N\$1500	#NA	#NA	#NA	Full Time & Part Time	Kharasburg, Rundu, Windhoek & Ondangwa	February 2023
Certificate in Fire Fighting Duration: 5 days	N\$2500	#NA	#NA	#NA	Full Time & Part Time	Kharasburg, Rundu, Windhoek & Ondangwa	February 2023

Find the Miscellaneous fees in the Enrolment Guide for Prospective Students (Latest Version of 2023)