



# COSDEF Arts & Crafts CENTRE

## LONG COURSE: APPLICATION FORM 2021



### CONDITIONS

1. Fill in the areas on the application form using **BLOCK LETTERS**, with black ink.
2. A Non-refundable application fee of **N\$ 60.00** is payable upon submission of this application fee.
3. This application must be accompanied by certified copies of birth certificate/identity card, relevant academic certificates/latest school results and proof of payment.
4. Short courses are not listed on this application form. Contact the COSDEF Arts & Crafts Centre for more information.
5. The closing date for submitting this application form is on or before **15 February 2021 at 12:00**
6. Late applications close on the **26<sup>th</sup> of February 2021. A late application fee of N\$150 will apply.**
7. **Completing this application does not mean automatic enrollment.**

*Attach a recent  
passport photo  
here*

**Course Applying for** (Please mark the with an **(A)** as first choice and **(B)** as second choice)

Leather Craft and Design Level 2		Jewellery Design & Manufacturing NQA Level 2		Fashion Design and Accessories NQA Level 2	
Graphic Design Level 2		Jewellery Design & Manufacturing NQA Level 3		Clothing Production with Fashion Design Specialisation NTA Level 3	
Visual Arts, Craft and Design NQA Level 2		Hospitality and Tourism (Food & Beverage Services) NTA Level 3			

### **APPLICATION DETAILS**

Surname:	First Name:
ID Number/Date of Birth:	Region:
Residential Address:	Constituency:
	Gender: Male <input type="checkbox"/> Female <input type="checkbox"/>
Postal Address:	Town:
	Contact/Cell Number:
Nationality:	Email Address:
Marital Status:	

**Social Status (Mark with an X):**

Previously Advantage?  Previously Disadvantage?  Disabled (Including chronic illness)?

If disabled please describe the type of disability: .....

### **NEXT OF KIN**

Name:	Relationship:
Residential Address:	Cell/Tel No:
Email Address:	

**PARENT STATUS**

Both Alive       Both Deceased       Unknown   
Father Deceased       Mother Deceased

**LANGUAGE PROFICIENCY**

<b>Your Home Language</b>			
<b>Other Languages</b>	<b>Speak</b>	<b>Read</b>	<b>Write</b>

**EDUCATION AND TRAINING**

Highest grade completed ( <b>Indicate the last grade of school attendance and attach copy of highest grade obtained</b> )	
If you dropped out before grade 10, what was the reason?	
Are you a new or repeat COSDEF trainee:	

Have you participated in other training?      Yes       No

**If yes, specify:**

What kind of training:		Competencies/Qualifications obtained:	
Training provider:		Time and duration:	

**EMPLOYMENT STATUS**

<b>Type of Employment:</b>	<b>Name of Employer (if possible):</b>	<b>Period:</b>

**YOUR FUTURE PLANS**

What do you want to do after completing the course? (Mark the box with an <b>X</b> )		
Find a job <input type="checkbox"/>	Start my own business <input type="checkbox"/>	Proceed to VTC or Tertiary Education <input type="checkbox"/>
Something else (Specify): _____		

**PERSON RESPONSIBLE FOR PAYMENTS**

Surname:		First Name:	
ID Number/Date of Birth:		Contact/Cell Number:	
Residential Address:		Email Address:	
Postal Address:	Town:		

**N\$60.00 NON-REFUNDABLE APPLICATION FEE CAN BE PAID INTO BELOW BANK ACCOUNT OR IN CASH AT THE CENTRE:**

Bank Name: Bank Windhoek  
Account Name: Swakopmund Arts & Crafts  
Account Number: 8002635022  
Branch Code: 481-772  
Branch Name: Swakopmund  
Reference: Full Names of Applicant (Student Name)

I \_\_\_\_\_ hereby acknowledge that I have read the above conditions and accept it. I also agree that if it is discovered that I provided wrong/false information on this application form, my application will not be considered. Further I understand that if it is discovered that information on this form is incorrect, it will lead to my immediate expulsion from the Centre. I undertake to abide by the rules as laid by the Centre and understand disciplinary action may be taken if I don't comply with the Centre rules and policies. I agree that I'm solely responsible for the course fees and class attendance.

**This form is legally binding the trainee to adhere to the policies and regulations of COSDEF Arts & Crafts Centre and to pay all course fees in full once registration has taken place.**

Applicant's signature \_\_\_\_\_ Date \_\_\_\_\_

**FOR OFFICE USE ONLY**

Received by:  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Provisional Admitted: Yes  No  Waiting list: Yes  No

## **Course Fee Structure:**

<b>Course Title</b>	<b>Course Fee</b>	<b>Registration Fee</b>	<b>Total</b>
<b>Accredited Courses</b>			
Clothing Production (L3)	N\$7500.00	N\$1000.00	N\$8500.00
Hospitality & Tourism (L3)	N\$7500.00	N\$1000.00	N\$8500.00
Jewellery Design & Manufacturing (L2+3)	N\$9000.00	N\$1000.00	N\$10 000.00
Fashion Design & Accessories (L2)	N\$7500.00	N\$1000.00	N\$8500.00
Visual Arts, Craft & Design (L2)	N\$7000.00	N\$1000.00	N\$8000.00
<b>Un-accredited Courses</b>			
Leather Craft & Design (L2)	N\$7000.00	N\$1000.00	N\$8000.00
Graphic Design (L2)	N\$7000.00	N\$1000.00	N\$8000.00

**A non-refundable application fee of N\$60 applicable to ALL courses.**

**Registration fees need to be paid in full by 19<sup>th</sup> of February, before commencement of any course. Course fees include starter kit, student card, manuals and external examination fee.**

## **Course Enrolment Specifications:**

**To register all prospective trainees should bring along the following documents which will assist with the mandatory NSFAP Online Application upon registration:**

- Certified copy of Full Birth Certificate;
- Certified copy of Namibian Identity Document (ID);
- Certified copy of highest school leaving certificate;
- Proof of payment of application fee (cash receipt or bank deposit slip).

**Requirements for NSFAP Online Applications: (*Not applicable to un-accredited courses*)**

- Proof of combined Parental income or declarations for applicants who are 28 years of age or younger and unemployed.
- Certified copy of parents Identity Documents (ID) or death certificates if deceased.
- Own or spousal income or both for employed applicants who are above the age of 28 and declarations if unemployed.
- A registration fee of N\$1000.00 (Refundable from trainee's NSFAP loan).