

## APPLICATION FORM JANUARY 2023

### Instructions to Applicant

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 **31 January 2023**.
6. Late applications will be accepted until **10 February 2023**, a fee of **N\$150** will apply.
7. **Completing this application form does not mean automatic enrollment.**

*Attach a recent  
passport photo  
here*

### 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: Single <input type="checkbox"/> Married <input type="checkbox"/>			

### HEALTH PARTICULARS

Do you have any Disability	Yes		No		
If yes, please describe the nature of your disability:					
Based on your disability, do you have any special need / s? (Please specify)					
Do you suffer from any chronic disease/s?	Yes		No		
Please specify:					

**NEXT OF KIN**

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

**PARENT STATUS**

Both Alive       Both Deceased       Unknown

Father Deceased       Mother Deceased

**CHOICE OF STUDY:** Choose in order of preference and mark with an X your 1st and 2nd choice qualification you are applying for.

Qualification	1 <sup>st</sup> Choice	2 <sup>nd</sup> Choice
Graphic Design Level 2		
Leather Craft and Design Level 2		
Visual Arts, Craft and Design NQA Level 2		
Fashion Design and Accessories NQA Level 2		
Clothing Production with Fashion Design Specialisation NQA Level 3		
Jewellery Design & Manufacturing NQA Level 2		
Jewellery Design & Manufacturing NQA Level 3		

**LANGUAGE PROFICIENCY**

Your Home Language			
Other Languages	Speak (Good/average/poor)	Read (Good/average/poor)	Write (Good/average/poor)
English			

**EDUCATION AND TRAINING**

Highest school grade completed:

Name of School:

Year of completion:

**Post-School Training:**

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

**EMPLOYMENT STATUS**

Employer:	Employer Address:
Phone:	Email Address:
Position Held:	Duration:

**FUTURE PLANS**What do you want to do after completing the course? (Mark the box with an **X**)

Find a job	<input type="checkbox"/>	Start my own business	<input type="checkbox"/>	Continue with further studies	<input type="checkbox"/>
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**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 Art & Craft  
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 hereby confirm that all the information provided is correct to my knowledge, and that all the attached supporting documents are authentic. Any false information will lead to my application being disqualified. 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 and to pay all course fees in full once registration has taken place.**

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

**FOR OFFICE USE ONLY**

Received by: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Payment: Cash

Bank Deposit

Receipt Number:

Provisional Admitted: Yes

No

Waiting list: Yes

No

## **Course Fee Structure:**

### **ACCREDITED COURSES**

<b>Course Title</b>	<b>Course Fee</b>	<b>Registration</b>	<b>Toolkit</b>	<b>Total</b>
Fashion Design & Accessories (L2) NQA	N\$5 000.00	N\$1 000.00	N\$1 500.00	N\$7 500.00
Clothing Production with Fashion Design Specialisation (L3) NQA	N\$6 000 .00	N\$1 000.00	N\$6 000.00	N\$13 000.00
Jewellery Design & Manufacturing (L2) NQA	N\$6 500.00	N\$1 000.00	N\$2 500.00	N\$10 000.00
Jewellery Design & Manufacturing (L3) NQA	N\$6 500.00	N\$1 000.00	N\$2 500.00	N\$10 000.00
Visual Arts, Craft & Design (L2) NQA	N\$5 000.00	N\$1 000.00	N\$1 500.00	N\$7 500.00
<b>Courses in the accreditation process</b>				
<b>Course Title</b>	<b>Course Fee</b>	<b>Registration</b>	<b>Toolkit</b>	<b>Total</b>
Leather Craft & Design (L2)	N\$5 000.00	N\$1 000.00	N\$1 500.00	N\$7 500.00
Graphic Design (L2)	N\$5 000.00	N\$1 000.00	N\$2 500.00	N\$8 500.00

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

**Registration fees need to be paid in full no later than 13<sup>th</sup> of February 2023, before commencement of any course. Course fees include student card, manuals and external assessment fee. Course fees may be paid over 8 months.**

**No starter kits will be handed over before full payment thereof.**

## **Course Enrolment Specifications:**

**To register all prospective trainees should bring along the following documents 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).