



APPLICATION FORM ADMISSION 2026

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Unit F7C, Second Floor, Maerua Mall, Ongwediva

A PERSONAL INFORMATION

Full Name : _____

Place of Birth : _____ Date of Birth : _____
D D M M Y Y

Address : _____

Marital Status : ☐ Single ☐ Married ☐ Divorced ☐ Others

Email : _____ Phone No: _____

Nationality : _____ Gender : ☐ Male ☐ Female

Passport/ID No : _____

B PROGRAM SELECTION

Learning Mode : ☐ Face to Face ☐ Part-Time ☐ Online ☐ Distance

Program of study you wish to enrol: First Choice		Level
☐	National Certificate in Office Administration and Site Clerk Management	1 - 4
☐	National Certificate in Preventative Health, Occupational Health and Safety in Construction	1 - 4
☐	National Certificate in Road Construction and Maintenance Operations	1 - 4
Program of study you wish to enrol: Second Choice		Level
☐	National Certificate in Office Administration and Site Clerk Management	1 - 4
☐	National Certificate in Preventative Health, Occupational Health and Safety in Construction	1 - 4
☐	National Certificate in Road Construction and Maintenance Operations	1 - 4

C**EDUCATIONAL BACKGROUND**

Institution :

Grade :

Year Completed :

Other Relevant Course :

D**WORK EXPERIENCE**

Company :

Job Title :

Work Duration :

Skills Gained :

E**EMERGENCY CONTACT DETAILS**

Full Name :

Relationship :

Date of Birth :

D D M M Y Y

Email :

Phone:

F**EMERGENCY CONTACT DETAILS**

Do you have any special needs? ☐ Yes ☐ No

If yes:

G**SOURCES OF FUNDS**

Please indicate your primary source of funding for your college education.

Please indicate your secondary source of funding for your college education.

H**REQUIRED DOCUMENTS CHECKLIST**

Please attach certified copies of the following:

National ID / Passport ☐

Latest Academic Certificates/Results ☐

2 Passport-Size Photos ☐

Reference Letter from your Employer ☐

Medical Certificate (if required) ☐

I**TYPE OF APPLICATION**

☐ Normal Entry

☐ Mature Age Entry

Grade 9 / 10 / 11 / 12

- Grade 10 or 12
- At least 3 years of
- Must be at least 23 years old

Matured age entry requirement:

- Grade 10 or 12
- At least 3 years working experience in your choice of course
- Must be at least 23 years old

J**STATEMENT OF UNDERSTANDING**

Ihereby certify that to the best of my knowledge the foregoing information is true and complete without evasion or misrepresentation. If I enrol at Mekadesh Training College, I agree to pay all tuition fees, fines, and debts to the institute that may be incurred by me. I understand that Mekadesh Training College will take action against me to collect any unpaid debts, including with-holding of certificates. I/we also understand that this enrolment contract is accepted on the clear understanding that it cannot be cancelled upon commencement of a course. I/we agree that my personal data will be available to the programme partners for internal use. I understand that Mekadesh Training College only offer short courses that are relevant to the Namibian industry (work based training) and are not accredited, as NQA do not accredit short courses. Mekadesh Training College will assist students with job attachment whenever places are available, otherwise students are requested to look for job attachment themselves.

Under no circumstances is the Registration fee refundable. A student may cancel enrolment in writing within two working days following Registration and receive a 90% refund of all tuition fees. Thereafter, the student may receive a 50% refund within 7 working days, provided the programme has not been completed. If the course program has been completed there will be no refund. It should be noted that after the expiry of a period of 7 working days from the date of registration, Mekadesh Training College shall not refund any student under any circumstances. Refunds will be provided within 60 days of receipt of the written request for cancellation. If a student mistakenly deposits more fees than due, a deduction of 10% of the excess amount will be made to cover bank charges and administration fees. In case of any disagreement, a student may file a grievance with the Mekadesh Training College head of Non-Academic Affairs. The institute will respond to the grievance within 7 days of receipt. No refund of fees will be made for absences due to illness or withdrawal during the course for any reason.

K**DECLARATION**

I declare and that the information provided is accurate and complete. I understand that any false information may result in disqualification from admission. I read through the statement of agreement and agree.

Application Signature

Date: _____

Applicant Initials: _____

L**FOR OFFICE USE ONLY**

Date Received:

Application Number:

Received by: