CVTC
CLOCKNET VOCATIONAL TRAINING CENTRE
Building Skills, Transforming Lives

ACADEMIC YEAR APPLIED FOR:

☐☐☐☐

PASSPORT PHOTO OF APPLICANT

(Compulsory- please attach recent passport photo of yourself)

REGISTERED WITH NAMIBIA TRAINING AUTHORITY (NTA) & ACCREDITED BY NAMIBIA QUALIFICATIONS AUTHORITY (NQA)

Note
The applicant will be required to complete the Application Form, and return it to Clocknet Vocational Training Centre.

Documents to be submitted with Application Form:
ID Document - certified copy or
Passport - certified copy
School Leaving Certificate - certified copy
Proof of Application Fee

Application Fees (Non-refundable)
The following must be paid through CVTC Bank Account
(Please attach proof of payment to application form)
Application Fees: N$150.00
Late Application fee: N$ 250.00
Due Date for Normal Applications: 31 December 2026
Due Date for late Application: 31 January 2027

Bank Account Details Clocknet Vocational Training Centre
Bank Windhoek, Account NO: 8034825037
Branch: Maerua Mall

SECTION 1: PROPOSED COURSE OF STUDY

First Choice (1):	
Second Choice (2):	

(*Mark appropriate box with an 'X')* *(Distance applicable for Office Administration Only)*

Windhoek Campus	**Full time**		**Part time**		**Distance**	
Okahao Campus	**Full time**		**Part time**			

SECTION 2: APPLICANT'S PARTICULARS

Title:	**Mr.**		**Ms.**		**Other (*Specify*)**	
Surname:						
First Name (s) in full:					**Initials**	

SECTION 3: CONTACT PARTICULARS FOR APPLICANT

POSTAL ADDRESS:		**RESIDENTIAL ADDRESS:**
Tell No:		
Cell No:		
E-mail:		

SECTION 4: PERSONAL PARTICULARS

Date of Birth:									**I.D. No**												
Marital Status:	**Single:**		**Married**		**Other (specify)**																
Gender:	**M**		**F**		**Maiden Name:**																
Home Language:									**Home Town:**												

Choose the appropriate region of origin below: (Namibian nationals only)

Khomas		**Omaheke**		**Kavango West**		**Omusati**		**Kunene**		**Ohangwena**		**Kunene**	
Erongo		**Karas**		**Kavango East**		**Oshana**		**Zambezi**		**Otjozondjupa**		**Oshikoto**	

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

Country of Origin		**Passport Number**		**Expiry Date**	
Type of Permit		**Permit Number**		**Expiry Date**	

SECTION 5: EMPLOYMENT PARTICULARS (only if applicant is in full-time employment)

Name of Employer:	
Your Occupation:	
Employer's Postal Address:	
Employer's Telephone No.:	

SECTION 6: APPLICANT'S NEXT OF KIN/LEGAL GUARDIAN PARTICULARS

Family relationship with the person whose particulars are supplied.

Father		**Mother**		**Spouse/partner**		**Guardian**	

Title:	**Mr.**		**Ms.**		**Other (*specify*):**		
Surname:							
First Names in full:						**Initials:**	
Home Address (next of kin/guardian):							
Tel No. (Work):							
Tel. No. (Home):							
Occupation:					**Employer's Address:**		
Mobile Number:					**E-mail:**		

SECTION 7: SCHOOL LEAVING PARTICULARS

List 6 of your best subjects including English

(5 best and the 6th should be English)

Last secondary school attended:			
Address of school:			
Highest grade passed:	**Grade**		
Subject		**Level**	**Symbol**

SECTION 8: PAYMENT DETAILS *(this section to be completed by parents/guardian responsible for payments)*

PERSON RESPONSIBLE FOR PAYING THE STUDENT FUNDS.

Father		**Mother**		**Spouse/partner**		**Guardian**	

Title:	**Mr.**		**Ms.**	**Other (*specify*) :**	
Surname:					
First Name (s) in full:				**Initials :**	
Home Address:					
P O Box:					
Tel. No. (Home):				**Mobile Number:**	
E-mail:					
Employer					
Occupation:				**Employer's Address:**	
Employer's Tell:				**Employer's Cell:**	

NB… PLEASE ATTACH A CERTIFIED COPY OF ID FOR PERSON RESPONSIBLIE FOR PAYMENTS.

Parent/ Guardian Signature……Date……

MEDIA CONSENT & PERMISSION TO PUBLISH

Do you give consent to CVTC to use any photographs or images of yourself taken by the school or its representatives for promotional purposes on the school's official social media platforms? **Please tick**

YES ☐ **NO** ☐

SECTION 9: TERMS AND CONDITIONS

GENERAL

1. CVTC reserves the right to refuse any application not meeting the criteria for registration as a student on any of the courses.
2. Registration is only complete when the prescribed minimum non-refundable deposit has been paid.
3. All outstanding fees must be paid up before results are released.
4. Late application will be considered only if spaces are available

CANCELLATIONS

1. Application and Registration fee is **non-refundable.**
2. 100% refund of tuition fee for complete course cancellation only if made ten working days following enrollment.
3. 50% refund of tuition only for course withdrawal / cancellation made after 20 days but not more than 20 days
4. 0% refund on tuition for course cancellation / withdrawal made after 20 working days
5. Refunds will be processed within 20 days of receipt of written cancellation request, via E-payment for record keeping purposes.

DECLARATION BY APPLICANT

I, Mr. / Mrs. / Ms. _____ do hereby declare that:

1. By signing this form I agree and I am bound by the terms and conditions in this application, and any rules and regulations attached to the course/s enrolled.
2. By signing this form, it becomes a binding contract.

3. I declare that all the information provided on this application form is true and accurate in every sense. I understand that providing false information is punishable by law and such false information could render my application, offer of admission and withdrawn and/or my enrolment cancelled.

_____	_____	DD/MM/YYYY
Signed at	Applicant's Signature	Date

FOR OFFICIAL USE ONLY:

Accepted for first choice (1)		Accepted for second choice (2)		Incomplete		Rejected	
Notes:							

FOR OFFICIAL USE ONLY:

APPLICATION RECEIVED BY: _____

Official Stamp

RECEIPT NUMBER : _____

Application Form Proof of Submission

Full Name: .....

Received by: .....

Date received: ……

Signature: .....

Official Stamp