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 ERF 1878, Gate 20, Wagner Street Windhoek west, Namibia

## YEAR 2025 REGISTRATION FORM

**Applicant must read this information before SIGNING this REGISTRATION form:**

Global Edge Training Institute (GETI) offers work-based training and gives equal opportunities to all prospective students regardless of race, sex, religion, national origin or disability. This REGISTRATION form must be completed and submitted to GETI Admission Office by the specified due date. On submission of the completed form, the applicant must attach proof of payment of the REGISTRATION fees, copy of ID and copy of qualifications. Tuition fees payable depends on the course registered for and should be paid before commencing classes. Any REGISTRATION form submitted without the required documentation as above will not be considered. No original documents should be attached to the REGISTRATION form. GETI will not be held liable for loss of any original document(s). COMPLETED REGISTRATION Forms can be submitted online or via e-mail: [info@globalinsti.com](mailto:info@globalinsti.com) or delivered by hand: Admission Office, Global Edge Training Institute (GETI), 20 Wagner street, Windhoek West, Windhoek, Namibia.

| PERSONAL DETAILS     |        |  |         |            |          |  |            |   |           |
|----------------------|--------|--|---------|------------|----------|--|------------|---|-----------|
| Last Name (Surname): |        |  |         |            |          |  |            |   |           |
| First Names:         |        |  |         |            |          |  |            |   |           |
| Marital status       | Single |  | Married |            | Divorced |  | Window(er) |   | Separated |
| Date of birth:       |        |  |         | ID Number: |          |  | Sex        | M | F         |
| Nationality:         |        |  |         |            | Country: |  |            |   |           |

| CONTACT DETAILS                         |  |
|---|--|
| Residential Address: Street and Number: |  |
| Mobile Number:                          |  |
| E-mail Address:                         |  |

### COURSE REGISTERED:

| MODE OF STUDIES         | Full-time            | Part-time | Distance         | Online |
|-------------------------|----------------------|-----------|------------------|--------|
| Current school attended | Highest Grade Passed |           | Examination Year |        |

### STATEMENT OF UNDERSTANDING

I.....hereby certify that to the best of my knowledge the foregoing information is true and complete without evasion or misrepresentation. If I enroll at GETI, I agree to pay all tuition fees, fines, and debts to the institute that may be incurred by me. I understand that GETI will take action against me to collect any unpaid debts, including withholding 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 GETI 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**. GETI will assist students with job attachment whenever places are available, otherwise students are requested to look for job attachment themselves.

### REFUND POLICY

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, Global Edge Training Institute (GETI) 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 GETI 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.

Signed at ..... On this.....day of.....2024/2025 Signature.....

### BANK DETAILS: Global Edge Training Institute

*First National Bank  
 Main Branch  
 Account No: 62258589228  
 Type of Account: Cheque  
 Branch code: 281872  
 SWIFT: FIRNNANX*