



Application form

Johanna Jacobs Vocational Training Centre (JJVTC), P.O BOX 109, GIBEON, CELL: 0813555362/ 0817169176
Lucas Stephanus, Gibeon, Email: jjvtcinfo@gmail.com / www.jjvtcnamibia.com.na

Part A Trade of which you wish to enrol.

1. National Vocational Training Certificate in Entrepreneurship (Unit Standards, US) Level (2,3,4), 12 months
2. National Vocational Training Certificate in Hospitality and Tourism Management (Food and Beverages), Commercial Cookery Level 2,3 (2 years) Strand A&B for Level 2
3. National Vocational Training Certificate Solar Maintenance and Installation Level 1,2,3
4. National Vocational Training Diploma in Real Estate level 5
5. National Vocational Training Certificate Occupational Health and Safety Level 4,5
6. National Vocational Training Certificate Information Communication & Technology Level 2

First (1) Choice:

Second (2) Choice:

Minimum Admission Requirements

1.
 - NSSCO Qualification (revised curriculum).
 - Sixteen (16) points in six (6) subjects.
 - F grade in English, Mathematics and Physical Science.
 - D grade in the respective pre-vocational subjects
2.
 - Junior Secondary Certificate, Grade 10
 - F grade in English, Mathematics and Physical Science, Physics/Chemistry:
 - Competence in the respective pre-vocational subjects
 - Fourteen (14) points in six (6) subjects
 - Aptitude Tests Will Be Required If Requirements Are Not Met

Instructions for Completion of Forms

1. Complete the form in BLOCK LETTERS with Black ink
2. **A non-refundable application fee of N\$150.00 must accompany the application**
3. Payment can be made to:

Standard Bank Namibia
Mariental Branch:
Account Number: 60006174638
Account Type: Cheque
Reference: Student Name

4. Please enclose the original deposit slip with the application, it is important that you keep a copy of the deposit slip for your records
5. Please do not send cash if posting
6. No faxed applications will be considered
7. **The closing date for application is 23 January 2026**
8. Late applications will be accepted until 06 February 2026. The late application fee of N\$350.00 is payable
9. Certified copies of birth certificate/identity documents and relevant academic certificates, / latest school results must accompany this application
10. A non-refundable Registration fee of N\$1500.00 is required once you are accepted.
11. N\$ 1500.00 non- refundable deposit should be paid on date of registration.
12. Incomplete application forms will not be accepted
13. Applicants with Non-Namibian Qualifications obtained outside of Namibia, must gave these qualifications evaluated at the Namibia Qualification Authority.

Part B Personal Details

Surname:	
First Name(s):	
Date of birth: Namibian Identity Number:	
Passport Number:	
Mobile:	
Tel (H):	
Gender: Male Female	
Residential Address:	
Town:	
Home Language:	
Postal Address:	
Region:	
Personal Protective Equipment (PPE)	Yes/No
Safety Boots Size: (mark X in appropriate box below)	
1 2 3 4 5 6 7 8 9 10 11 12 13	
Overall Size (mark X in appropriate box below)	
24 26 28 30 32 34 36 38 40 42 44 46 48	

Part D Parent/Guardian Contact details (this information is required in the case of an emergency)

Full Name and Surname:	
Postal Address:	
Home (Street) Address:	
Country: Town: Mobile:	
Relationship	

Part E Physical Challenges

JJVTC strives to create opportunities for people with disabilities. In many instances we have not yet eliminated all the barriers, it would therefore, be helpful for us to know in advance whether you have any special needs so that we can work together to achieve access to the study programme.

Please supply us with the following information.

Indicate whether you are physically challenged? Yes No (if your answer is "yes" tick (x) the appropriate challenge you are experiencing.)

Visually Impaired: Wheelchair Bound:	
Visually impaired: partially blind – find it difficult to read	
printed text. Need help in form of audio cassettes, enlarged, print	
Muscular/skeletal/joint/limb deficiencies/diseases, such as	
polio or muscular dystrophy	
Deaf	

Part G Declaration and Undertaking by Applicant

I/we, the undersigned hereby declare:

- To the best of my knowledge and belief the information furnished in this application is true and correct and that if it be found to be false and misleading in any respect, this application may be invalidated, and the applicant's registration terminated.
- That I/we will accept liability for any damage to JJVTC property caused by me and indemnify JJVTC against any loss or damage howsoever caused in respect of property left at JJVTC by the applicant.
- I/we also indemnify JJVTC against any claim whatsoever for damages howsoever caused or arising which the applicant may sustain whilst registered as a student at JJVTC, acknowledging the Applicant's participation in any sporting or other activity at JJVTC or conveyance of the applicant in any JJVTC vehicle, shall be at the Applicant's sole and absolute risk.
- This indemnity shall be binding on the Applicant's Executors and Heirs.
- That I/we acknowledge that a specified minimum deposit is required before or on the date of registration. The balance on the account is then payable monthly as per dates specified in the JJVTC Fee Structure.
- That a statement signed by the Head of Finance and Administration, or his/her delegate shall represent the amount owing to JJVTC by me/us, and further that in the event of such amount being handed over for collection, I/we shall pay all legal charges incurred on the attorney and client scale.
- That I/we shall pay all interest on all overdue fees, and disbursements at a rate of 15% per annum compounded monthly and calculated from the first day of each month following the date by which final payment of all fees and disbursements must have been made.
- That I/we shall abide by all regulations of JJVTC – and further that the applicants shall, if accepted, be under the disciplinary control of JJVTC as from the date on which he/she takes up residence at JJVTC or the day on which he/she commences studies or attends an orientation week or registers as a student, whichever is earliest, until JJVTC accepts a notice of withdrawal from me/us or the applicant fails to renew his/her registration on the due date;
- That I/we accept that JJVTC keeps documents, including this Declaration and Agreement, electronically and distributes them as such.
- JJVTC shall always be entitled to utilize such documentation in electronic format for whatever purpose required and I/We agree that the electronically generated documents shall replace the originals signed by me.

- That although JJVTC does not take any responsibility for informing parents or guardian or major fee contributor of disciplinary action against a student (whether pending or finalized), academic performance or any other matters relating to the student, JJVTC may in its discretion report to the parents or guardian or major fee contributor such breaches of the rules by the applicant as JJVTC deems necessary and further to report on any matter concerning progress, conduct, well-being or health of the applicant, and further that JJVTC may take all such steps as it considers reasonable in the event of the applicant becoming ill or requiring medical attention without JJVTC undertaking any legal obligation to do so.

Applicant Signature: _____

Date: _____

Declaration by Parent / Legal Guardian (if applicant is under the age of 21 or is a legal minor) I agree and consent to the above declaration, undertakings, waiver, and indemnity by the applicant. I consent to the applicant signing the registration forms if admitted. I hold myself jointly and severally liable with the applicant as co-debtor for all amounts due by the applicant to JJVTC until I notify JJVTC in writing to the contrary in which event such notification shall take effect only from the beginning of the following academic year. I irrevocably undertake that I shall not, in any capacity, hold JJVTC liable for any damage or loss, which the applicant or any person may suffer under any of the circumstances set out in the applicants' declaration.

Signature of Parent/guardian: _____

Date: _____

Banking Details of Johanna Jacobs Vocational Training Centre

Johanna Jacobs Vocational Training Centre

Standard Bank Namibia

Branch Code: 080671

Account Number: 60006174638

Reference: (Student Name)