



HIGHER INSTITUTE OF TECHNOLOGY

ENROLLMENT CONTRACT

Surname: _____

First Name(s): _____

Place a cross in the appropriate box

First Choice Course: _____

Second Choice Course: _____

Day Time Study Evening Time Study Online Blended learning

New Student Returning Student

Please read the prospectus and the information pertaining to the particular certificate/diploma/ advanced diploma, degree prior to completing the enrollment contract. Should you have any queries regarding the completion of this document please contact River Higher Institute of Technology

Windhoek: 061-401598

The following must accompany this enrollment

- Certified copy of qualifications (If awaiting results these must be furnished as soon as they become available)
- A copy of identity document
- Two passport sized photographs with your name and course at the back of each photograph
- Payment according to selected payment plan
- Students will be provisionally registered until all appropriate documents and fees have been received by the college

STUDENT INFORMATION

Surname: Title:

First Name/s:

I.D. Number: Date of Birth:

Nationality:

Address (Postal):

Address (Residential):

Code:

Address (Residential):

Tel (W): Code:

Tel (H): Code:

Fax: Code:

Cell: Code:

Cell:

E-mail:

Citizenship:

Study Permit No:

NEXT OF KEEN

Full Name: Title:

Address (Residential):

Code:

Cell: E-mail:

Work Cell No:

EDUCATIONAL QUALIFICATIONS

Qualification	From	To	Institution

EMPLOYMENT DETAILS

Name of Employer:

Name of Presents Manager:

Employer's Physical Address:

Tell:

Position At Work: Email:

PAYMENT OF FEES AT RIVER HIGHER INSTITUTE OF TECHNOLOGY (Pvt) Ltd

Who is responsible for the course fees

Self: Company: Funding:

Payment Plan (Choose)

- Cash plan:** Full payment of the fees for the current year of study forwarded with this Enrollment Contract.
- Installment Plan:** Initial Enrollment Fee forwarded with this Enrollment Contract and the balance to be paid in ten equal installments as stipulated in the current fee schedule

HOW WILL THE FEES BE PAID (Choose your payment option)

- Direct DEPOSIT on or before the due dates of assessed installments into River Higher Institute of Technology/MSC bank account. Bank Windhoek No 8001258671, Windhoek branch and send proof of payment, scan and email: info@riverhigherinstitute.edu.na
- PAYMENT DIRECTLY at the River Higher Institute of Technology office in cash before the due dates, but a penalty of N\$50.00 will be imposed. Students are encouraged to do direct deposit or either deposit order into the college account. Complete a debit order form to be submitted tom the bank.
- DEBIT ORDER- I hereby authorized River Higher Institute of Technology to draw against my bank account for the installment necessary to pay fees. The monthly installment can be drawn on my salary date each month, the first installment to be the calendar month following the receipt notice. This instruction will remain in force until my account with has been settled in full. I agree to pay the bank any charges relating to this order instruction. Receipt of this instruction shall be regarded as a receipt thereof by my / our bank (whichever it is or will be)- This document will be handed over to my bank for deduction. An interest of 2% will be charged is a debit order for a month is returned to lack of funds. If a debit order is returned twice, I will be liable for paying full fees immediately.

Full name of the sponsor /account holder:

Full name of the student:

Bank: Branch:

Branch Code: Account No.:

Amount deducted per month:

Signature 1: Date:

Signature 2: Date:

Direct deposit may be made into the following account

Name of Account :	River Higher Institute of Technology (Pvt) Ltd
Bank	Bank Windhoek
Account No.	8001258671
Branch	Windhoek
Branch code	481-72

DECLARATION BY APPLICATION

I, the undersigned applicant do hereby:

1. Acknowledge that I understand the provisions of the declaration of this enrollment contract, and hold myself bound thereby; and all other provisions of this registration: and by the rules and procedures of River Higher Institute of Technology for the period being they are in force and acknowledge that they may be altered, during the period that I am registered student.
2. Acknowledge that I have familiarized myself with the prospectus of the relevant programmers and certify that the information given by me in this form are accurate and complete in all respects.
3. Confirm that I have to satisfy the requirements of due performance as laid down by River Higher Institute of Technology (Pvt) Ltd.
4. Hold myself responsible for the full payment of tuition fees, notwithstanding the fact that my employer sponsor has undertaken to pay the full tuition fees relating thereto.
5. Agree that where tuition fees are payable to River Higher Institute of Technology (Pvt) Ltd. in Installments, the failure to pay any single installment timeously will result in interest being charged at 2% per month and the full amount owing, shall, become due and payable immediately
6. Agree that River Higher Institute of Technology (Pvt) Ltd shall be entitled to recover from me all legal costs incurred in order to enforce its right under this contract, including, but not by way of limitation, attorney and own client fees and collection charges and all tracing charges.
7. Agree that River Higher Institute of Technology (Pvt) Ltd reserve the right to withhold course result or accept assignments for assessment or admit one in an examination venue should there be any defaults in payments according to this signed Enrollment Contract.
8. I can officially withdraw in writing to the Vice Chancellor and such withdrawal has been confirmed in writing by an official of River Higher Institute of Technology (Pvt) Ltd within 14 days from the date of registration and that registration fees and enrollment fees is not refunded in any circumstances.
9. I also Agree;
 - That I can only be refunded within 14 days from the date of registration before classes start, application and registration or enrolment fees will not be refunded in any circumstance.
 - To be liable for the total fee, if I do not officially withdraw in writing within the stipulated 14 days from the date of registration and such withdrawal has been confirmed in writing by the Vice Chancellor of River Higher Institute of Technology (Pvt) Ltd.
 - That failure to complete for any other reason the course will not release me from my obligation to pay the fees in full.
 - that an invoice issued by River Higher Institute of Technology (Pvt) Ltd account department shall be proof of the full amount owing for the purpose of all legal proceedings.
 - That the College reserves the right to move the student from first choice to second choice course a conditions for the second choice will apply.
 - Second choice is compulsory in the circumstance that the 1st choice has been canceled by the college for whatever reason.

Signature: _____ Date: _____

Print Name _____ Witness: _____

Signature of Sponsor/Company representative (if applicable) _____

KINDLY FORWARD THIS ENROLLMENT CONTRACT WITH THE REQUISITE DOCUMENT AND FEES TO
RIVER HIGHER INSTITUTE OF TECHNOLOGY, P.O BOX 40792 ASSPANPLATZ, WINDHOEK, NAMBIA

OFFICIAL USE ONLY

Acceptance and Enrollemnt

Application accepted and the within-named applicant enrolled by the River Higher Institute of Technology (Pvt) Ltd

Signature: _____ Date: _____

For and on behalf of River Higher Institute of Technology Pvt Ltd