

GUIDELINES

APPLICANTS SHOULD NOTE:

- No online applications will be accepted, or printed out. Therefore, ensure that you deliver your application via courier services/post or hand-deliver.
- This Bursary Application Form does not require membership fees.
- Provide honest and accurate information. If you provide inaccurate, your application will be disqualified.
- It is compulsory to complete all relevant sections of the Application form. If required, provide additional attachments.
- If the required information is not provided, the application will not be assessed.
Where information is not applicable to you, state that it is not applicable by writing 'N/A' in the appropriate place on the form.
- Ensure that all the required supporting documents are included and submitted with the application
- A detailed proposal of no more than four (4) pages may be included, if you wish to provide more detail. This is not compulsory.
- In addition to the application form and supporting documents, the NACN may require further information from you.
- The application form must reach NACN by the closing date. If receiving the application by the closing date, the NACN will send letter of acknowledgement of receipt. Late applications will not be considered and/or accepted.
- The NACN will inform the applicant of the outcome of the Council's decision via written communication, If the application is successful, you will be asked to complete a funding contract and return it to the NACN.
- Provide a certified copy of Namibian ID. All/Any copy/copies related to your identity (birth certificate, ID, passport, etc.) should not be older than three (3) months by the closing date.
- Provide a certified copy of company/organization registration if applying as company/organization registration.
- Incomplete application forms will not be accepted.
- For administrative purposes, do not staple or bind the application form.
- All documents should be submitted in A4 size paper.
- ONLY certified copies and NO ORIGINALS will be accepted. **Take note that no personal documents submitted will be returned regardless of whether your application was successful, or not.**
- **The Council's decision is final** (although appeals from unsuccessful candidates may be considered).

CHECKLIST

Below is a checklist of compulsory documents to be attached:

INDIVIDUAL STUDY BURSARY	
___:	Certified copy of Namibian ID
___:	Curriculum Vitae of the Applicant (CV)
___:	Two (2) recent Letters of Reference (not older than 18 months)
___:	Course content/Outline
___:	Academic Transcript
___:	Fees Structure
___:	Proof of banking details of individual
___:	Letter of acceptance from the study institution
___:	One (1) Passport photo in colour

SECTION 1

PERSONAL INFORMATION OF APPLICANT

Title: _____

Full Name/s: _____

I.D.No: _____

Tel.: _____

Fax: _____

Residential Address: _____

Gender: _____ Age: _____ Language: _____

Are you a person living with a disability?

Yes

No

If 'yes', please explain:

Surname: _____

Date of Birth: _____

Cell Number: _____

Email: _____

Region: _____

Place & Region of Birth:

Postal Address: _____

Locality: Rural Urban

SECTION 2

STUDY DETAILS

Name of Institution : _____

Country : _____

Name of the course : _____

Major Subjects : _____

Minor Subjects : _____

Have you already applied to register for the course?: Yes:___ No :___

Have you been accepted for the course?: Yes:___ Not Yet:___

(If '***Not Yet***', state the reason why): _____

Course Start Date: _____ Course End Date: _____ Duration: _____
(Year) (Year) (Years)

References: (*please attach*) School principal :___

Guidance Teacher :___

Other :___

Any Additional Information : _____

If you are applying to study outside Namibia, give your reason here: _____

SECTION 3

FINANCIAL DETAILS OF THE STUDIES

Estimated study costs (Please attach a detailed budget)	
Item	Amount (N\$)
Registration Fees	
Tuition Fees	
Travel Costs	
Accommodation and Living	
Books and Study Material (SPECIFY):	
Other Costs (SPECIFY):	
Total estimated study cost (1)	

List Other Sources of Funding Confirmed	Amount (N\$)	Contact Details
1.		
2.		
3.		
4.		
5.		
Total Income of other sources of funding (2)		

Financial Summary:

TOTAL ESTIMATED STUDY COST	(1)	
<i>Minus</i> TOTAL INCOME OF OTHER SOURCES OF FUNDING	(2)	
THE FUNDING REQUIRED FROM THE NACN		

List previous NACN funding received

Year	Amount	Purpose of previous funding

SECTION 4

DECLARATION

All the information provided in this application is true and accurate to the best of my knowledge. I understand that any inaccuracy of such information is serious offence that will lead to the disqualification of this application.

Full name/s of Applicant: _____

Signed on this day: _____ on ____/____/20__

Full name/s of person completing this application on behalf of the applicant (if applicable):

Signed on this day: _____ on ____/____/20__