

BURSARY APPLICATION FORM

IT IS COMPULSORY TO COMPLETE ALL RELEVANT SECTIONS OF THIS APPLICATION FORM

UNDERGRADUATE STUDIES

- Current and prospective undergraduate / TVET students must apply directly to the NACN.
- Bursaries for undergraduate and post-graduate studies abroad will be considered only if qualification in that specific field is not provided in Namibia or SADC. In all these instances, the NACN will not be the sole funder.

POSTGRADUATE STUDIES

- Postgraduate students apply directly to the NACN for tuition and registration fee only.

SUBMIT APPLICATIONS TO THE NATIONAL ARTS COUNCIL OF NAMIBIA BY HAND, POST OR COURIER SERVICES:

Direct all queries and requests for additional application forms to the NACN: Telephone: (061) 293 3311 / 08114506641 Email: artscouncilnamibia@gmail.com Banking details: National Arts Council of Namibia, Bank Windhoek, Main Branch, Cheque Account, Branch Code: 48-19-72, Account Number: 8 000 866 325	Postal Address: P.O. Box 149 Windhoek Namibia	Physical Address: Luther Street Ministry of Education, Arts & Culture Building – Ground Floor, Room 018
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FOR OFFICE USE ONLY

REGISTRATION NUMBER

APPROVED

NOT APPROVED

NAME OF APPLICANT

NAME OF COLLEGE/UNIVERSITY

DIPLOMA/DEGREE & YEAR

AMOUNT APPLIED FOR

AMOUNT APPROVED

SUB-COMMITTEE/SELECTION COMMITTEE

SUMMARY/REMARKS:

CHAIRPERSON:

Signature:

GUIDELINES

APPLICANTS SHOULD NOTE:

- Online applications will not be accepted or printed out. Please ensure that you deliver your application via courier services, post, or hand-delivery.
- This Bursary Application Form does not require membership fees.
- Failure to provide honest and accurate information will result in your application being 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 required supporting documents are included and submitted with the application.
- A detailed research proposal for postgraduate students of no more than three (3) pages must be included.
- In addition to the application form and supporting documents, the NACN may require further information from the applicant.
- The application form must reach the NACN by the closing date. Late applications will not be considered or accepted.
- The NACN will inform the applicant of the outcome of the Council's decision via written communication. If the application is successful, the applicant will be required to complete a funding contract and return it to the NACN.
- Provide a certified copy of your Namibian ID. All copies related to your identity (birth certificate, ID, passport, etc.) should not be older than three (3) months by the closing date.
- Incomplete application forms will not be considered.
- For administrative purposes, do staple or bind the application form.
- All documents should be submitted in A4 size paper format. This application form has seven pages.
- Only certified copies of documents will be accepted. Note that no personal documents submitted will be returned, regardless of whether your application is 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) for post graduate applicants
_____:	Two (2) recent Letters of Reference (not older than 18 months)
_____:	Course content/Outline for post graduate applicants
_____:	Latest school leaving results
_____:	Fees Structure of proposed programme of study
_____:	Proof of banking details of individual
_____:	Letter of acceptance/ acknowledgement of application from the study institution
_____:	One (1) Passport photo in colour
_____:	Concept note of research proposal for postgraduate students
_____:	Motivation letter from applicant for funding
_____:	Letter from a relevant ministry or traditional local authority confirming vulnerability status

SECTION 1

PERSONAL INFORMATION OF APPLICANT
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Title: _____

Full Name/s: _____ Surname: _____

I.D.No: _____ Date of Birth: _____

Tel.: _____ Cell Number: _____

Fax: _____ Email: _____

Residential Address: _____ Region: _____

Place & Region of Birth: _____

Region currently residing in: _____

Postal Address: _____

Gender: _____ Age: _____ Home language: _____

Are you a person living with a disability?

Yes ☐ No ☐

If 'yes', please explain and attach proof:

SECTION 2

STUDY DETAILS

1. Name of Institution : _____

2. Country of institution : _____

3. Name of the course : _____

4. Course offered in Namibia :

Yes	_____
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No	_____
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If no: please refer to point 9 in this section

5. Have you already applied to register for the course? Yes: _____ No: _____

6. Have you been accepted for the course? Yes: _____ Not Yet: _____
(If '**Not Yet**', state the reason why):

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

8. References: (***please attach***) School principal : _____
Guidance Teacher : _____
Other : _____

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

10. Any Additional Information: _____

SECTION 3

FINANCIAL DETAILS OF THE STUDIES

Please attach a detailed quotation where applicable	
Item	Amount (N\$)
Proof of study costs for funding	
Registration Fees	
Tuition Fees	
Accommodation (only for students residing outside place of study)	
Books and Study Material	
Travel Costs	
Meals	
Total estimated study cost (1)	

Financial Summary:

List other sources of funding confirmed	Amount (N\$)
1.	
2.	
3.	
4.	
5.	
Total funding of other sources of funding(2)	
TOTAL ESTIMATED STUDY COST (1)	
Minus 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

I declare that 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 a serious offence that will lead to the disqualification of this application.

Full name/s of Applicant: _____

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

Applicant Signature: _____