



INTERNATIONAL TRAINING COLLEGE - LINGUA

Towards Educational Excellence

Reg No: D/2014/0535

Accreditation No: 000003

2019-2020 APPLICATION FOR ADMISSION

Academic Year Applied for:

Intake: January-Intake June-Intake

Proposed Course of Study

PLEASE ATTACHE THE FOLLOWING DOCUMENTS

- Certified Copy of ID/Passport
- Certified Copy of Last Academic Record
- 2 Passport Photos

FOR OFFICE USE

Date Received:

Admin Signature:

Student Number:

PERSONAL DETAILS

Title Surname First Name

Last Name Gender Country of Origin

Date of Birth ID/Passport Number

CONTACT DETAILS

Applicant

Parent/Guardian

Postal Address

Residential Address

Email

Telephone Home

Cell

EMPLOYMENT STATUS (if applicable)

HIGHEST QUALIFICATION OBTAINED

Name of Employer

Name of Institution

Position

Qualification

Postal Address

Obtained

Telephone Number

Year

Fax Number

Region of School

PAYMENT DETAILS

Name of Person/Institution Responsible for Payment

Relationship to Applicant

Residential Address

Postal Address

Employer

Position

Town

Email Address

Telephone Number

PHYSICAL CHALLENGES

Indicate whether you are physically challenged: Yes No

If answer is yes please mark (x) the challenge you are experiencing.

Blind/Visually Impaired

Visually Impaired: Partly Blind - Find it difficult or read printed text therefore cannot study though reading

Deaf

Wheelchair bound

Other (Please Specify)

TERMS & CONDITIONS

- All fees are payable in cash, in advance each month by the 04 of each month
- Fees are payable during the absence of the student due to illness or, i.e. no refunds or discounts will be made for absence of the student.
- On failing to comply with the stipulations of this agreement, the account will be handed over to the lawyer or debt collection agency and the student parent/guardian will pay all legal and other cost that may arise from this action

DECLARATION

Declaration by student if older than 21 years of age.

I _____ (NAME IN FULL OF the applicant/Student) hereby declare that I fully understand and accept the conditions as set by International Training College - Lingua: Furthermore, I do understand that no refunds will be done once registration has been made and that I will be fully liable for all fees.

I therefore undertake personally to the College to fulfill all the financial obligations to International Training College Lingua.

I also declare not have any claim against International Training College - Lingua Consultancy Services or any Lecturer/Trainer in case of loss of live, property and/ or injury sustained.

Signature:_____ **Date:**_____

Applicant

I _____ (NAME IN FULL OF the Parent/Legal guardian of Applicant/student) hereby declare I that fully understand and accept the conditions as set by Lingua International Training College: Furthermore, I do understand that no refunds will be done once registration has been made and that I will be fully liable for all fees.

I, the undersigned..... (the parent/legal guardian of the Applicant) commit myself to comply with the stipulations of International Training College - Lingua on this document, and I undertake personally to fulfill all the financial obligations of the Applicant to International Training College Lingua in respect of the period that the Applicant will still study at International Training College - Lingua.

I also declare not to have any claim against International Training College Lingua: Lingua Consultancy Services or any Lecturer/Trainer in case of loss of live, property and/ or injury sustained.

Signature:_____ **Date:**_____

Applicant

Signature:_____ **Date:**_____

Parent/Guardian

Signature:_____ **Date:**_____

Lingua College - Staff Member

**NAMIBIAN STUDENTS FEE STRUCTURE
JANUARY & JUNE INTAKE**

Registration Fee						
January Intake	Until 30 November	N\$420	From 1-31 December	N\$530	From 1 January – 5 March	N\$630
June Intake	Until 30 June	N\$420	From 1-31 July	N\$530	From 1 – 15 August	N\$630

Fee Structure for:

- **Information Technology**

	Certificate NQF Level 4	Monthly Installments	Diploma NQF Level 5	Monthly Installments	Diploma NQF Level 6	Monthly Installment
Deposit	N\$1050	N\$1 320	N\$1050	N\$1 370	N\$1050	N\$1 420
Admin Fee	N\$370		N\$370		N\$370	
Tuition Fee	N\$13 200		N\$13 650		N\$14 200	
Exam Fee	N\$840		N\$840		N\$2 650	
Total Year Fee	N\$16 090		N\$16 590		N\$18 900	

Fee Structure for:

- **Accounting & Finance**
- **Business Administration**
- **Human Resource Management**
- **Office Administration**
- **Travel & Tourism**

	Certificate NQF Level 4	Monthly Installment	Diploma NQF Level 5	Monthly Installment	Diploma NQF Level 6	Monthly Installment
Deposit	N\$1050	N\$1 160	N\$1050	N\$1 210	N\$1050	N\$1 260
Admin Fee	N\$370		N\$370		N\$370	
Tuition Fee	N\$11 600		N\$12 100		N\$12 600	
Exam Fee	N\$840		N\$840		N\$2 630	
Total Year Fee	N\$14 490		N\$14 990		N\$17 280	

**NON-NAMIBIAN STUDENTS FEE STRUCTURE
JANUARY & JUNE INTAKE**

Registration Fee						
January Intake	Until 30 November	N\$420	From 1-31 December	N\$530	From 1 January – 5 March	N\$630
June Intake	Until 30 June	N\$420	From 1-31 July	N\$530	From 1 – 15 August	N\$630

Fee Structure for:

- **Information Technology**

	Certificate NQF Level 4	Monthly Installment	Diploma NQF Level 5	Monthly Installment	Diploma NQF Level 6	Monthly Installment
Deposit	N\$2050	N\$1 410	N\$2050	N\$1 460	N\$2050	N\$1 690
Admin Fee	N\$370		N\$370		N\$370	
Tuition Fee	N\$14 040		N\$14 540		N\$16 850	
Total Year Fee	N\$17 090		N\$17 590		N\$19 900	

Fee Structure for:

- **Accounting & Finance**
- **Business Administration**
- **Human Resource Management**
- **Office Administration**
- **Travel & Tourism**

	Certificate NQF Level 4	Monthly Installment	Diploma NQF Level 5	Monthly Installment	Diploma NQF Level 6	Monthly Installment
Deposit	N\$2050	N\$1 250	N\$2050	N\$1 260	N\$2050	N\$1 530
Admin Fee	N\$370		N\$370		N\$370	
Tuition Fee	N\$12 440		N\$12 540		N\$15 230	
Total Year Fee	N\$15 490		N\$15 590		N\$18 280	

2019 BACHELOR'S & HONOUR'S DEGREE FEE STRUCTURE

APPLICATION FEE N\$150.00

REGISTRATION FEE N\$800.00

DEGREE FEE STRUCTURE FOR:

1. INFORMATION TECHNOLOGY

	BACHELOR'S DEGREE*	MONTHLY INSTALLMENT	HONOUR'S DEGREE*	MONTHLY INSTALLMENT
ADMIN FEE	N\$500.00	N\$1 550.00	N\$500.00	N\$1 620.00
DEPOSIT	N\$1 300.00		N\$1 300.00	
TUITION FEE	N\$15 500.00		N\$16 200.00	
EXAM FEE	N\$2 900.00		N\$3 400.00	
TOTAL YEAR FEE	N\$21 000.00		N\$22 200.00	

DEGREE FEE STRUCTURE FOR:

- 2. ACCOUNTING & FINANCE**
3. BUSINESS ADMINISTRATION
4. HUMAN RESOURCE MANAGEMENT
5. TRAVEL & TOURISM

	BACHELOR'S DEGREE*	MONTHLY INSTALLMENT	HONOUR'S DEGREE*	MONTHLY INSTALLMENT
ADMIN FEE	N\$500.00	N\$1 370.00	N\$500.00	N\$1 420.00
DEPOSIT	N\$1 300.00		N\$1 300.00	
TUITION FEE	N\$13 700.00		N\$14 200.00	
EXAM FEE	N\$2 780.00		N\$3 280.00	
TOTAL YEAR FEE	N\$19 080.00		N\$20 080.00	

Methods of Payment

Personally at	Bank Deposit
The Administration Office International Training College Lingua 8057 Schweitzer Street; Windhoek West Windhoek, Namibia	Bank: FNB Account Name: Lingua Consultancy Account Number: 62034752320 Account Type: Cheque Branch: SME Business Unit Branch Code: 280172 Swift Code: FIRNNANX

On the deposit slip, please indicate the following:

Reference: Please indicate the Name & Surname of the Student e.g Martin Van Wyk.

Please send the proof of Deposit to:

International Training College – Lingua
P.O.Box 50097 Bachbrecht, Windhoek
or Fax: 061301033
or Email: admissions@collegelingua.com
or personally deliver to the college

PROGRAMME CONTENT BUSINESS ADMINISTRATION

Business Administration NQF Level 4	Business Administration NQF Level 5
<ul style="list-style-type: none"> • Business Management 1 • Commercial Numeracy • Computer Studies 1 • English 1 • Fundamentals of Marketing • Introduction to Micro Economics • Principles of Accounting 	<ul style="list-style-type: none"> • Business Management 1 • Computerized Accounting 1 • Entrepreneurship • Financial Accounting 1 • Human Resource Management 1 • Introduction to Micro-Economics • Macro-Economics • Marketing Management 1 • Computer Studies 1

Business Administration NQF Level 6	Bachelor of Business Administration NQF Level 7
<ul style="list-style-type: none"> • Business Management 2 • Commercial Law • Economics 2 • Financial Accounting 2 • Human Resource Management 2 • Labour Law • Marketing Management 2 • Quantitative Methods 	<ul style="list-style-type: none"> • Business Management 3 • Company Law • Human Resource Management 3 • International Marketing • Project Management • Work Related Learning/Internship

Bachelor of Business Administration Honours NQF Level 8
<ul style="list-style-type: none"> • Managerial Economics • Organisational Development and Change Management • Research Methods • Research Project (mini Thesis) • Small and Medium Enterprise Leadership • Strategic Business Management A • Strategic Business Management B • Strategic Human Resources Management A • Strategic Human Resources Management B • Strategic Marketing Management A • Strategic Marketing Management B

PROGRAMME CONTENT HUMAN RESOURCE MANAGEMENT

Certificate Human Resource Management NQF Level 4	Diploma Human Resource Management NQF Level 5
<ul style="list-style-type: none"> • Business Management 1 • Commercial Numeracy • Computer Studies • English • Introduction to Human Resource Management • Introduction to Micro-Economics • Principles of Accounting 	<ul style="list-style-type: none"> • Business Ethics • Business Management 1 • Computer Studies • Entrepreneurship • Financial Accounting 1 • Human Resource Management 1 • Introduction to Micro Economics • Labour Law • Macro Economics

Diploma Human Resource Management NQF Level 6	Bachelor of Human Resource Management NQF Level 7
<ul style="list-style-type: none"> • Business Management 2 • Compensation Management • HR Information Systems and Technology • Human Resource Management 2 • Industrial Relations 1 • Management of Training • Organisational Behaviour • Performance Management 	<ul style="list-style-type: none"> • Business Management • Human Resource Management • Industrial Relations • Management of Employee Wellbeing, Health and Safety • Management of Training 2 • Organisational Development and Change Management • Work Related Learning / Internship

Bachelor of Human Resource Management NQF Level 8 (Honours)
<ul style="list-style-type: none"> • Industrial Relations 3 • Organizational Development and Change Management • Research Methods • Research Project: Mini Thesis • Strategic Business Management A • Strategic Business Management B • Strategic Human Resources Management A • Strategic Human Resources Management B

PROGRAMME CONTENT TRAVEL & TOURISM

<p>Certificate in Travel and Tourism NQF Level 1</p> <ul style="list-style-type: none"> • Customer Care and Communication • Career Path in Tourism • Computer Studies 1 • Tourism Destinations and Attractions in Namibia • English for Travel and Tourism 	<p>Certificate in Travel and Tourism NQF Level 2</p> <ul style="list-style-type: none"> • Computer Studies 1 • Customer Care and Communication • English for Travel and Tourism • Introduction to Tourism Geography • Introduction to Tourism Industry • Retail Travel Operations • Tour Guiding
<p>Certificate in Travel and Tourism NQF Level 3</p> <ul style="list-style-type: none"> • Computer Studies 1 • Customer Care and Communication • English for Travel and Tourism • Introduction to Tourism Industry • Promotion for Tourism Services • Tourism Geography: A Global Perspective • Tourism and Hospitality 	<p>Certificate in Travel and Tourism NQF Level 4</p> <ul style="list-style-type: none"> • Customer Service • Computer Studies 1 • Developing a Visitors Attraction • English for Tourism Purposes 1 • Fundamentals of Marketing • Tourism Industry 1 • Foreign Language 1
<p>Diploma in Travel and Tourism NQF Level 5</p> <ul style="list-style-type: none"> • Customer Service • Computer Studies 1 • Commercial Numeracy • English for Tourism Purposes 1 • Entrepreneurship • Ecotourism • Fundamental of Marketing • Tourism Industry • Reservation and Ticketing • Tourism Geography • Foreign Language 1 	<p>Diploma in Travel and Tourism NQF Level 6</p> <ul style="list-style-type: none"> • Customer Relationship Management • Conference & Event Management • Financial Accounting 1 • Human Resource Management 1 • Supervisory Management • Marketing Management 1 • Marketing Management 2 • Tourism Destination Management • Tour Guiding
<p>Bachelor of Tourism Management NQF Level 7</p> <ul style="list-style-type: none"> • Cultural Heritage Management • International Marketing • Tourism Policy and Planning • Tourism Economics • Tourism Web Design and Development • Internship 	<p>Bachelor of Tourism Management NQF Level 8 (Honours)</p> <ul style="list-style-type: none"> • E-Tourism • Environment Law • Tourism Business Ethics • Tourism Operation Management • Research Methods • Research Project in Tourism Management

PROGRAMME CONTENT ACCOUNTING & FINANCE

Certificate in Accounting and Finance NQF Level 4	Diploma in Accounting and Finance NQF Level 5
<ul style="list-style-type: none"> • Business Management 1 • Commercial Numeracy • Computer Studies 1 • Computerised Accounting 1 • English for Accounting and Finance • Introduction to Micro-Economics • Principles of Accounting 	<ul style="list-style-type: none"> • Business Management 1 • Commercial Law • Computer Studies • Computerised Accounting 1 • English 1 • Entrepreneurship • Financial Accounting 1 • Introduction to Micro-Economics • Macro-Economics • Quantitative Methods

Diploma in Accounting and Finance NQF Level 6	Bachelor of Accounting and Finance NQF Level 7
<ul style="list-style-type: none"> • Auditing 1 • Business Management 2 • Company Law • Computerized Accounting 2 • Cost and Management Accounting 1 • Financial Accounting 2 • Financial Management 1 • Taxation 1 	<ul style="list-style-type: none"> • Accounting Information System • Auditing 2 • Cost and Management Accounting 2 • Financial Accounting 3 • Financial Management 2 • Internship • Taxation 2

Bachelor of Accounting and Finance NQF Level 8 (Honours)
<ul style="list-style-type: none"> • Corporate Finance • Corporate Governance • Financial Investigation and Forensic Accounting • Financial Reporting and Analysis • Performance Management • Research Methods • Research Project (Mini-Thesis)

PROGRAMME CONTENT INFORMATION TECHNOLOGY - NETWORKING AND SYSTEM ADMINISTRATION

Information Technology NQF Level 4	Information Technology NQF Level 5
<ul style="list-style-type: none"> • Computer Mathematics • Computer Systems Repair and Maintenance • English for IT Purposes • Information Technology Principles • Integrated Applications • Operating System Fundamentals • Programming Fundamentals 	<ul style="list-style-type: none"> • Business Information Systems Fundamentals • Computer Networks & Applications 1 • Computer Organisation and System Architecture • Computer System Repair and Maintenance • Information Security Fundamentals • Introduction to Statistics • Operating Systems • Programming 1A • Programming 1B

Information Technology NQF Level 6	Bachelor of Information Technology NQF Level 7
<ul style="list-style-type: none"> • Computer Networks & Applications 2 • Database Development 1 • Data Structures and Algorithm Design • IT Project Management • Managing Business Processes • Mobile Application Development 1 • Object-Oriented Programming 1 • System Analysis and Design • Software Design Fundamental • Web Development 1 	<ul style="list-style-type: none"> • Client/Server Computing Systems • Cloud Computing • Information Security Management • Internet of Things • Managing and Supporting Systems • Virtualisation • Wireless Networking Solutions • Work Related Learning (WRL)

Bachelor of Information Technology NQF Level 8 (Honours)
<ul style="list-style-type: none"> • Applied Networking and Communications • Cybersecurity • Modern Cryptography • Mini-thesis • Research Methods in Information Systems • Social and Technological Networks

PROGRAM CONTENT INFORMATION TECHNOLOGY - SOFTWARE DEVELOPMENT

Information Technology NQF Level 4	Information Technology NQF Level 5
<ul style="list-style-type: none"> • Computer Mathematics • Computer Systems Repair and Maintenance • English for IT Purposes • Information Technology Principles • Integrated Applications • Operating System Fundamentals • Programming Fundamentals 	<ul style="list-style-type: none"> • Business Information Systems Fundamentals • Computer Networks & Applications 1 • Computer Organisation and System Architecture • Computer System Repair and Maintenance • Information Security Fundamentals • Introduction to Statistics • Operating Systems • Programming 1A • Programming 1B

Information Technology NQF Level 6	Bachelor of Information Technology NQF Level 7
<ul style="list-style-type: none"> • Computer Networks & Applications 2 • Database Development 1 • Data Structures and Algorithm Design • IT Project Management • Managing Business Processes • Mobile Application Development 1 • Object-Oriented Programming 1 • System Analysis and Design • Software Design Fundamental • Web Development 1 	<ul style="list-style-type: none"> • Applied Programming in .NET • Business Intelligence • Database Development 2 • Information Security Management • Object-Oriented Programming 2 • Software Development Fundamentals • User Experience & Interface Design • Work Related Learning (WRL)

Bachelor of Information Technology NQF Level 8 (Honours)
<ul style="list-style-type: none"> • Applied Programming • Mini-thesis • Research Methods in Information Systems • Secure Programming • Software Architecture, Process & Management • Software Design and Modelling

PROGRAM CONTENT INFORMATION TECHNOLOGY - MANAGEMENT INFORMATION SYSTEMS

Information Technology NQF Level 4	Information Technology NQF Level 5
<ul style="list-style-type: none"> • Computer Mathematics • Computer Systems Repair and Maintenance • English for IT Purposes • Information Technology Principles • Integrated Applications • Operating System Fundamentals • Programming Fundamentals 	<ul style="list-style-type: none"> • Business Information Systems Fundamentals • Computer Networks & Applications 1 • Computer Organisation and System Architecture • Computer System Repair and Maintenance • Information Security Fundamentals • Introduction to Statistics • Operating Systems • Programming 1A • Programming 1B

Information Technology NQF Level 6	Bachelor of Information Technology NQF Level 7
<ul style="list-style-type: none"> • Computer Networks & Applications 2 • Database Development 1 • Data Structures and Algorithm Design • IT Project Management • Managing Business Processes • Mobile Application Development 1 • Object-Oriented Programming 1 • System Analysis and Design • Software Design Fundamental • Web Development 1 	<ul style="list-style-type: none"> • Accounting and Financial Management • Business Intelligence • E-Commerce and Strategy • Enterprise Architecture • Information Security Management • Strategic Information Systems • Work Related Learning

Bachelor of Information Technology NQF Level 8 (Honours)
<ul style="list-style-type: none"> • Big Data: Systems, Programming & Management • Business Continuity Management • Information Systems Governance • Mini-thesis • Research Methods in Information Systems • Web Science