



TERMS AND CONDITIONS

Both parties record and agree to legally and lawfully abide by the terms below as follows:

i. REQUIREMENTS - SHORT COURSES

Duration: 6 Months

- Grade 9-12 Certificate with no entry points.
- Applicants with other grades will be considered for admission upon successful completion of a set entry test.
- A certified copy of one of the following identification documents is required: ID card, Birth Certificate, Passport, or Driver's License.
- Passport size photo.

Duration: 12 Months

- Grade 10-12 Certificate with a minimum of 15 points.
- Applicants with other grades will be considered for admission upon successful completion of a set entry test.
- A certified copy of one of the following identification documents is required: ID card, Birth Certificate, Passport, or Driver's License.
- Passport size photo.

ii. FEE STRUCTURE AND PAYMENT INFORMATION

- Application Fee: N\$200.00 (Two Hundred Namibian Dollars)

Registration fee and monthly fees installment is detailed on the fee structure attached hereto.

Registration Fees Include:

- Study materials
- Student ID card
- School uniform provided by the institution



Monthly Fee Installments:

- Monthly fee installments are due on or before the 5th day of each month.
- Failure to settle fees on or before the due date will result in students being denied access to classes.

iii. REFUND POLICY

We have a no-refund policy on application fees, registration fees, or monthly fees installment(s), in case of de-registration or withdrawal from studies.

iv. COURSES ACCREDITATION

SHORT COURSES

- The NQA does not accredit short courses because there is no level of qualification (NQF) for short courses.
- We offer short courses designed to provide students with in-depth knowledge, enhance their skills, and improve secondary results. These courses are particularly beneficial for individuals who may have dropped out of school or didn't perform well initially but aspire to pursue further education in their chosen career fields, ultimately enhancing their prospects of employment.

HPCNA Does Not Regulate The Following Courses;

1. Nursing Assistant/Caregiver
2. Auxiliary Nursing
3. Pharmacy Sales Assistance
4. Medical Administration
5. Dental Practice and Hygiene Assistance

For confirmation of the aforementioned, students can contact the HPCNA on [+26461245586](tel:+26461245586)

v. JOB ATTACHMENT/ INTERNSHIP

The school offers students internship in private and public hospitals/practices for 2 months before course completion.



vi. JOB PLACEMENT

- The school assists students to look for employment upon course completion.
- The students are not automatically given jobs by the school, we recommend students to practice(s) in need of employees.

vii. EMPLOYMENT OPPORTUNITIES

1. Private Hospitals
2. Medical centers
3. State hospitals
4. Old age homes
5. Private Pharmacies

viii. CODE OF CONDUCT

- Students are required to wear the full uniform consistently during both classes and on job attachments.
- All students are compelled to attend classes regularly and punctually. A minimum attendance rate of 98% is required for all students.
- The overall pass rate is 60% and above.
- Due date for school fees/monthly fees installments is on the 5th of each month.
- PAY AS YOU LEARN** - No students shall be ALLOWED to attend classes if fees are not paid on time.
- All assignments, whether in-class or otherwise, should be submitted on time. Late submissions may result in a penalty or loss of marks, as determined by the lecturer or course guidelines.
- Failure to abide by the code of conduct may result in necessary disciplinary procedures.

SIGNED AT _____ ON THIS _____ DAY OF _____ 20 _____

STUDENT SIGNATURE _____ WITNESS _____

INSTITUTION SIGNATURE _____ WITNESS _____