COLLEGE OF THE ARTS

APPLY. CREATE. SHINE.

APPLICATION FOR ENROLMENT 2027 INTAKE

OFFICE USE · APPLICATION NO.

BANK DETAILS: COLLEGE OF THE ARTS
BANK WINDHOEK
ACCOUNT NO: 1034640701
CHEQUE ACCOUNT
BRANCH CODE: 486372
SWIFT CODE: EWLINANX

PASSPORT PHOTO
Paste one recent colour photo here. Please do not staple.

APPLICATION FORM FEE Diploma **N$100** · General Tuition **N$50**

HOW TO APPLY — FOUR STEPS TO YOUR FIRST DAY

1. Complete every section in CAPITAL LETTERS, in blue or black ink.
2. Attach certified copies of the documents listed in Section 10. Pay application fee in banking
3. Hand in your form at Town Campus reception or the Katutura Campus admin office.
4. Attend your induction, audition or interview when we invite you.

01 YOUR PROGRAMME

Choose where you want to shine

I AM A ☐ New applicant ☐ Returning student

STUDENT NO. (IF RETURNING)

YEAR OF ENTRY YYYY

CAMPUS ☐ Town Campus ☐ Katutura Campus (KCAC) ☐ Theatre School

FULL-TIME DIPLOMA & CERTIFICATE PROGRAMMES

Write **1** in your first-choice box and **2** in your second.

- ☐ **Diploma in Television Production** — MEDIA ARTS AND TECHNOLOGY STUDIES
- ☐ **Diploma in Radio Production** — MEDIA ARTS AND TECHNOLOGY STUDIES
- ☐ **Diploma in New Media Design** — ART AND DESIGN
- ☐ **Diploma in Fashion Design** — ART AND DESIGN
- ☐ **Diploma in Visual Arts** — ART AND DESIGN
- ☐ **Diploma Performing Arts** — AFRICAN PERFORMING ARTS, DANCE AND DRAMA
- ☐ **Certificate in Performing Arts** — AFRICAN PERFORMING ARTS, DANCE AND DRAMA

ENTRY ROUTE (DIPLOMAS) ☐ Grade 11/12 (min. 20 points) ☐ Mature age entry (23+ and 3 yrs industry experience) ☐ Special consideration

PART-TIME GENERAL TUITION - TICK YOUR SUBJECT(S)

Most lessons are one hour per week per subject. For school going and adult students.

- ☐ Piano
- ☐ Electronic Keyboard
- ☐ Violin
- ☐ Clarinet
- ☐ Flute
- ☐ Recorder
- ☐ Saxophone
- ☐ Brass
- ☐ Percussion
- ☐ Band Playing
- ☐ Singing
- ☐ Music Theory
- ☐ Ballet
- ☐ African Contemporary Dance
- ☐ Drama
- ☐ Visual Arts & Ceramics
- ☐ Other: _____

CURRENT GRADE / LEVEL IN THIS SUBJECT

SCHOOL & GRADE YOU ARE IN NOW

PREFERRED LECTURER (OPTIONAL)

HAND IN YOUR FORM HERE
Forms are available from October each year.

TOWN CAMPUS
41 Fidel Castro Street, Windhoek
Tel +264 61 37 4100

KATUTURA CAMPUS (KCAC)
910 Leonard Auala Street, Katutura
Tel +264 61 27 7300

THEATRE SCHOOL
63 Robert Mugabe Avenue, Windhoek
Tel +264 61 25 3209

02 ABOUT YOU

Tell us who you are

SURNAME

FIRST NAME(S)

PREFERRED NAME

TITLE (MR / MS / MX / OTHER)

ID OR PASSPORT NUMBER

DATE OF BIRTH

D D / M M / Y Y Y Y

GENDER

☐ Female ☐ Male

PLACE OF BIRTH (TOWN, COUNTRY)

NATIONALITY

HOME LANGUAGE

OTHER LANGUAGES YOU SPEAK

03 CONTACT DETAILS

How we reach you

CELL NUMBER

ALTERNATIVE NUMBER

EMAIL ADDRESS

RESIDENTIAL ADDRESS

TOWN / CITY

REGION

POSTAL ADDRESS

☐ I have WhatsApp on my cell number and may be contacted there.

04 PARENT, GUARDIAN & EMERGENCY CONTACT

Compulsory if you are under 18

RELATIONSHIP TO YOU ☐ Mother ☐ Father ☐ Guardian ☐ Spouse / partner ☐ Other: _____

FULL NAME & SURNAME

ID NUMBER

CELL NUMBER

WORK NUMBER

EMAIL ADDRESS

OCCUPATION & EMPLOYER

RESIDENTIAL ADDRESS (IF DIFFERENT FROM YOURS)

☐ Please keep this parent/guardian informed about attendance and progress (Student Regulations, s.5).

EMERGENCY CONTACT (IF DIFFERENT FROM ABOVE)

NAME & SURNAME

RELATIONSHIP

CELL NUMBER

05 FEES & FUNDING

Who pays for your studies?

MY STUDIES WILL BE PAID BY ☐ Myself ☐ Parent / guardian ☐ Employer ☐ Bursary / loan ☐ Other

NAME OF FEE PAYER / SPONSOR / BURSARY

ID OR COMPANY REG. NO.

CELL OR TELEPHONE

EMAIL ADDRESS

POSTAL ADDRESS

GOOD TO KNOW

Study fees are published each year in the COTA Prospectus. Diploma study fees can be paid in full at registration or in instalments per semester, on or before the official dates. A student may not attend classes until the fees for that semester (and any outstanding fees) are paid. General Tuition is paid each term at registration. Keep your official receipts as proof of payment.

APPLICANT SURNAME & INITIALS

06 EDUCATION

Where you have studied

HIGHEST LEVEL SO FAR ☐ In Grade 11 ☐ In Grade 12 ☐ Completed Grade 12 ☐ Some tertiary study ☐ Completed a tertiary qualification

LAST SCHOOL ATTENDED	TOWN	YEAR COMPLETED	TOTAL GRADE 12 POINTS

FOR DIPLOMAS ONLY - GRADE 12 RESULTS (OR LATEST SCHOOL RESULTS)

SUBJECT	LEVEL(NSSCO/NSSCAS)	GRADE	SUBJECT	LEVEL(NSSCO/NSSCAS)	GRADE

POST-SCHOOL STUDIES (IF ANY)

INSTITUTION	QUALIFICATION / COURSE	YEAR	COMPLETED? Y / N
INSTITUTION	QUALIFICATION / COURSE	YEAR	COMPLETED? Y / N

07 YOUR CREATIVE JOURNEY

Show us your spark

YOUR ART FORM(S) & YEARS OF EXPERIENCE	INSTRUMENTS / EXAMS & GRADES PASSED
INDUSTRY EXPERIENCE (REQUIRED FOR MATURE AGE ENTRY)	LINK TO PORTFOLIO, SHOWREEL OR ONLINE WORK

IN YOUR OWN WORDS: WHY THE COLLEGE OF THE ARTS AND WHAT DO YOU DREAM OF CREATING?

08 SUPPORT & WELLBEING

Confidential

Do you have a disability, learning need or chronic medical condition that needs any adaptation in class, during auditions or induction? Telling us early helps us plan the right support.

☐ Yes ☐ No

IF YES, WHAT SUPPORT WILL HELP YOU?

HOW DID YOU HEAR ABOUT COTA?

☐ Social media ☐ Radio ☐ Television ☐ Newspaper ☐ School visit / career fair

☐ COTA show or exhibition ☐ Friend or family ☐ Website ☐ Other: _____

APPLICANT SURNAME & INITIALS

Registration: you are entered in the College register only after final acceptance and payment of the required fees. No late registration after the published cut-off date.

9 DOCUMENT CHECKLIST

Attach certified copies

- ☐ Certified copy of ID or birth certificate
- ☐ Certified copies of post-school qualifications
- ☐ Portfolio of work (Visual Arts, Fashion, Performing Arts & New Media)
- ☐ Parent/guardian's ID copy (if you are under 18)
- ☐ For Diploma: Certified Grade 11/12 results (or equivalent to NQF level 3/4)
- ☐ For Certificate: Grade 9 or equivalent to NQF level 2
- ☐ One recent passport photo (pasted on page 1)
- ☐ CV & proof of industry experience (mature age entry)
- ☐ Attach proof of payment to the application form

10 DECLARATION

Read carefully, then sign

- ☐ The information in this form is true and complete. I understand that false information may lead to my application or registration being cancelled.
- ☐ Submitting this form does not guarantee me a place. Acceptance will be communicated to the aplicant after internal processes.
- ☐ If accepted, I will abide by the COTA Student Regulations (Policy 19) and Student Code of Conduct (Policy 20), and sign the Indemnity Form and Undertaking (Policy 21) at registration.
- ☐ I understand that photographs taken of me during official College activities and events may be published for official purposes.

APPLICANT SIGNATURE | DATE | PLACE

PARENT / GUARDIAN SIGNATURE (IF UNDER 18) | FULL NAME

FOR OFFICE USE ONLY

Record audition / induction details here and return the original form to the office.

APPLICATION NO. | DATE RECEIVED | RECEIVED BY | REFERRED TO HOD / DEPT.

INDUCTION / AUDITION DATE | PANEL / LECTURER | PLACEMENT / LECTURER ASSIGNED | STUDENT NO.

OUTCOME ☐ Accepted ☐ Waiting list ☐ Not successful HOD SIGNATURE

AUDITION / INDUCTION NOTES