



NIA SUPPLEMENTARY BURSARY

GUIDELINES AND APPLICATION FORM

NIA BURSARY FUND CRITERIA AND GUIDELINES:

PURPOSE OF THE BURSARY FUND:

- The purpose of this bursary fund is to promote the education and development of Architecture students by providing financial assistance to those that have dedication and excellent academic records from their first year of study and who need financial assistance.
- The bursary fund has a bias towards dedicated and previously disadvantaged students.
- The purpose of this bursary fund is to assist students financially during their year of study. This bursary is not envisioned as full bursary (it is not intended to cover the full tuition fees and/or related expenses).
- A bursary will be awarded based on either financial needs, or on academic merit, or combination of both (this does not mean that you receive two bursaries, but you will be considered under both categories).
- The bursary is valid for one year of academic study.

CRITERIA TO QUALIFY FOR A BURSARY:

1. The applicant must be a Namibian citizen or have permanent residency.
2. The applicant must be registered for a degree in Architecture, at an accredited institution of learning, recognized by NCAQS.
3. The applicant must be registered as a full-time student – bursaries are not available for students only registered for part-time studies.
4. The bursaries are only available to 2nd year students and above. No 1st year students may apply.
5. The applicant is required to have passed all subjects/courses of the previous year of study (for both first and second semester).
6. The applicant must submit all the required documents and completed application in hardcopies to the NIA office.
7. Preference will be given to NIA student members (provided that they have also met the other criteria).
8. The applicant may be invited to an interview with the NIA, if requested.
9. Only applications submitted before or on the submission closing date will be considered.
10. Incomplete application forms, or applications with missing supporting documentation will be disqualified.
11. **Merit based supplementary bursary:**
 - a. to qualify for this bursary, the applicant must have received an overall mark of 65% and above for the full year of study (first semester and second semester).
 - b. Applicant must submit a design portfolio of their design course work. The portfolio must be no bigger than five (5) A4 pages and no larger than 7MB.
12. **Financial needs based supplementary bursary:**
 - a. to qualify for this bursary, the applicant must be previously disadvantaged.
 - b. the applicant must submit proof of the household income

SUCCESSFUL APPLICANTS

- Will be required to receive the bursary at an official occasion, where a photograph will be taken for publication in local media.
- Will be required to submit their academic marks at the end of the first semester and again at the end of the year.
- Will be required to sign an agreement with the NIA on the terms of conditions of the bursary.



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COMPLETE THE FORM IN BLOCK LETTERS, USING A BLACK PEN.

WHERE APPLICABLE, MARK WITH AN "X"

INCOMPLETE OR LATE APPLICATIONS WILL NOT BE ACCEPTED.

COMPLETED FORMS AND ALL REQUIRED DOCUMENTATION (HARDCOPIES) MUST BE HANDED IN AT THE NIA OFFICE NO LATER THAN THE SPECIFIED DATE.

CHECKLIST OF REQUIRED DOCUMENTATION TO BE SUBMITTED APPLICATION FORM:

All copies must be certified original copies.

- COPY OF ID/PASSPORT
- COPY OF PERMANENT RESIDENCE *(if applicable)*
- COPY OF ACADEMIC TRANSCRIPT
- COPY OF REGISTRATION LETTER AT INSTITUTE OF STUDIES
- COPY OF STUDY VISA *(if applicable)*
- COPIES OF HOUSEHOLD PROOF OF INCOME *(if applicable)*
- DESIGN PORTFOLIO – no more than five (5) A4 pages *(if applicable)*

BURSARY DETAILS

State the year for which you are applying for a bursary.

BURSARY APPLICATION FOR THE YEAR	Y	Y	Y	Y
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Indicate with an "X" the applicable bursary you would like to be considered for. Should you wish to be considered on a financial and merit basis, please mark both options.

FINANCIAL NEEDS BURSARY		MERIT BASED BURSARY	
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A. PERSONAL INFORMATION OF APPLICANT

SURNAME													
FIRST NAMES													
TITLE		<i>MR</i>	<i>MRS</i>	<i>MISS</i>	<i>MX</i>	NATIONALITY							
DATE OF BIRTH		Y	Y	Y	Y	M	M	D	D	AGE		ID NUMBER	
PASSPORT NUMBER						NATIONALITY OF PASSPORT							
ARE YOU A STUDENT MEMBER OF THE NIA?									YES	NO	NIA MEMBER #		

B. CONTACT DETAILS OF APPLICANT

POSTAL ADDRESS			
RESIDENTIAL ADDRESS			
CELL NUMBER		HOME TEL:	
EMAIL ADDRESS			



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C. EDUCATION DETAILS

Details of degree for which you wish to receive a bursary

INSTITUTION			
COUNTRY			
DEPARTMENT			
NAME OF COURSE/DEGREE			
STUDENT NUMBER		CURRENT YEAR OF STUDIES	
YEAR OF COMMENCEMENT OF DEGREE		1 ST SEMESTER ACADEMIC AVERAGE (%) <i>Current academic year</i>	
ANTICIPATED YEAR OF COMPLETION OF STUDIES		2 ND SEMESTER ACADEMIC AVERAGE (%) <i>Current academic year</i>	

D. FINANCIAL INFORMATION

INDICATE THE YEARLY FEES FOR YOUR STUDIES	N\$	
STATE ANY OTHER BURSARIES/SCHOLARSHIPS YOU HAVE FOR THIS DEGREE:		
<i>NAME/DETAILS OF BURSARY/SCHOLARSHIP</i>	<i>DURATION /YEAR</i>	<i>VALUE</i>
1.		N\$
2.		N\$
3.		N\$
INDICATE HOW MUCH FINANCIAL BACKING YOU WOULD REQUIRE FROM THE NIA	N\$	
ARE YOU CURRENTLY EMPLOYED AT AN ARCHITECTURAL FIRM?	YES	NO
HOW DO YOU INTEND TO COVER THE FEES FOR THE YEAR OF STUDY? <i>Mark all applicable options.</i>		
Student loan	Salary	Parents financial support
Bursaries/scholarships	Other:	
PARENTS COMBINED ANNUAL INCOME (<i>only to be completed if you want to be considered on a financial need basis</i>). <i>Income should not exceed N\$360 000.00 per annum, combined.</i>	N\$	

E. PARTICULARS OF PARENT/LEGAL GUARDIAN

SURNAME		RELATIONSHIP	
FIRST NAMES		TITLE	
POSTAL ADDRESS			
TEL (HOME)	TEL (WORK)	CELL:	

F. BANK DETAILS

PLEASE PROVIDE A NAMIBIAN BANK ACCOUNT. BURSARIES WILL ONLY BE TRANSFERRED INTO NAMIBIAN ACCOUNTS.

NAME OF ACCOUNT HOLDER			
BANK		ACCOUNT NUMBER	
BRANCH		BRANCH CODE	



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G. MOTIVATE YOUR APPLICATION *(max 500 words)*



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H. STATEMENT BY APPLICANT

I, _____, hereby confirm that I accept the terms and conditions of the NIA Supplementary bursary, and confirm that the information supplied is correct.

SIGNATURE OF APPLICANT

DATE

SIGNATURE OF WITNESS

DATE

I. MOTIVATION FROM HEAD OF ARCHITECTURE

SURNAME		PROF	MR	MRS	MS
NAME					
EMAIL		TEL			
MOTIVATION: 					

SIGNATURE OF HEAD

DATE

FOR OFFICIAL USE ONLY:

RECEIVED BY (NAME)

SIGNATURE

DATE RECEIVED

BURSARY AWARDED	YES	NO
AMOUNT AWARD	N\$	
APPROVED BY BOARD: 		
_____ NAME	_____ SIGNATURE	_____ DATE APPROVED