

2024 Registration: RETURNING AND SENIOR STUDENTS

The 2024 registration process will start on 11 January 2024, and programme-specific registration will be conducted from 22 January 2024. **Note:** Students are advised to complete the registration steps at least three (3) working days before their respective programme's registration date.

Step 1 - Verification of Modules to be Registered:

- Email examination@nbs.edu.na with your name, student number, and qualification to receive a verified list of unregistered or failed modules from the previous academic year.

Step 2: Request for Quotation, Registration and Minimum Tuition Fee deposit:

- Email registration@nbs.edu.na with the verified module list to receive a quote for the 2024 academic year, including the registration fee and minimum tuition fee deposit.
- Students who are currently on a debit order arrangement and in good standing with their debit order payments must indicate via email whether they wish to continue with this option for the 2024 academic year.
- Students who intend to sign up for a debit order arrangement must indicate this via email to receive the requirements and forms to complete. The debit order form must be submitted with a Bank Confirmation letter.
- Bursary/ Loan holders must submit proof of their sponsorship in the form of a letter on an official letterhead, duly signed and stamped from their sponsor. No sponsorship letter from Closed Corporation (CC) will be accepted.
- NSFAF applicants must provide an award letter (Acknowledgement Letter will not accepted).
- Payments via bank deposit or online must be made 2-3 working days before registration. Use your student number as the payment reference.
- Email completed forms, debit order forms, bank confirmation letter, and proof of payment to payments@nbs.edu.na.

Step 3 - Proof of Registration:

- Upon receipt of your proof of payment, the Faculty Officer will register your modules and email the proof of registration within 4 working days.

2024 REGISTRATION DATES

All current and prospective students at Namibia Business School (NBS) are urged to note the following registration dates for the 2024 academic year.

Returning Students		
1.	Diploma's Programmes: <ul style="list-style-type: none"> o 12PDBA & 63PDBA-Postgraduate Diploma in Business Administration o 12DSMA - Diploma for Senior Managers o 12DMMA - Diploma for Middle Managers o 12EDPM - Diploma for Police Management o 12DPMA - Diploma in Project Management o 63DPMN - Diploma in Project Management <p><i>Students from previous years to 2023</i></p>	22nd and 23rd January 2024 (REMOTE)
2.	MBA Students <ul style="list-style-type: none"> o Master of Business Administration – All Specializations <p><i>Students from previous years to 2023</i></p>	24th and 25th January 2024 (REMOTE)
New Students		
3.	<ul style="list-style-type: none"> o 63PDBA - Postgraduate Diploma in Business Administration o 63PDML - Postgraduate Diploma in Management and Leadership (Higher Education) o 63DBLE - Diploma in Business Leadership o 63DPMN - Diploma in Project Management o 63DBMA - Diploma in Business Management 	26th January 2024 (FACE2FACE)
4.	<ul style="list-style-type: none"> o 63PDML - Postgraduate Diploma in Management and Leadership (Higher Education) o 63PDBA - Postgraduate Diploma in Business Administration 	29th January 2024 (FACE2FACE)
5.	<ul style="list-style-type: none"> o 63MBAE- MBA: Entrepreneurship o 63MBNR- MBA: Natural Resource Management o 63MBHM- MBA: Health Management o 63MBPS- MBA: Public Sector Management o 63MBID-MBA: Information Management and Digital Intelligence 	30th January 2024 (FACE2FACE)

6.	o 63MBAF- MBA: Finance	31st January 2024 (FACE2FACE)
7.	o 63MBAN-MBA: Management Strategy	01st February 2024 (FACE2FACE)
New and Returning Students		
8.	o 12DBAD-Doctor of Business Administration -Returning o 63DBAD-Doctor of Business Administration -Returning o 63DBAD-Doctor of Business Administration -New	02nd February 2024 (REMOTE)
9.	EXTENSION OF NORMAL REGISTRATION	05th February 2024 - 16th February 2024
10.	LATE REGISTRATION	19th February 2024 - 01st March 2024

Please note that ALL payments should be done through Bank deposits or EFTs.

A copy of the Bank transfer or deposit slip with full name of the student and number should be emailed directly to: dcloete@unam.na

Bank details:

Account name:	Namibia Business School
Bank name:	First National Bank (FNB) Namibia – Commercial Suite
Branch code:	281 872
Swift code:	FIRNNANX
Account number:	6201 5723 457
Reference number:	Student Number