



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



South Cape TVET College
Suid-Kaap Kollege
Ikholeji yasemZantsi-Kapa

STUDENT APPLICATION FORM FOR JANUARY 2024

STUDENT NUMBER	<input type="text"/>	(For Office use)	YEAR	<input type="text" value="2"/>	<input type="text" value="0"/>	<input type="text" value="2"/>	<input type="text" value="4"/>
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QUALIFICATION NAME	<input type="text"/>	LEVEL	<input type="text"/>
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PLEASE TICK (✓) RELEVANT CYCLE		PLEASE TICK (✓) RELEVANT CAMPUS		REQUIRED VALID COPIES OF CERTIFIED DOCUMENTS ATTACHED	
Y1	YEAR (JAN – DEC)	BEAUFORT WEST	HESSEQUA	STUDENT IDENTITY DOCUMENT/ SMART ID CARD	<input type="text"/>
S1	SEMESTER 1 (JAN – JUN)	BITOU	MOSSEL BAY	HIGHEST SCHOOL GRADE PASSED	<input type="text"/>
T1	TRIMESTER 1 (JAN – APR)	GEORGE	OUTDSHOORN	PROOF OF RESIDENTIAL ADDRESS/AFFIDAVIT	<input type="text"/>

SECTION A: BIOGRAPHICAL DETAILS														
TITLE	<input type="text"/>	INITIALS	<input type="text"/>	SURNAME	<input type="text"/>									
FIRST NAMES	<input type="text"/>													
BIRTH DATE	d	d	m	m	y	y	y	MARITAL STATUS				GENDER	MALE	FEMALE
PASSPORT NUMBER	<input type="text"/>	ID NUMBER	<input type="text"/>											

HOME LANGUAGE	CITIZENSHIP	ETHNIC GROUP			
DISABILITY (if applicable)	Behavioral Disorder	Deaf / Blind Disabled	Hard of Hearing	Partially Disabled	Severe Intellectually Disabled
Attention Deficit Disorder	Blind	Deaf	Mild / Moderate Intellectually Disabled	Psychiatric Disorder	Specific Learning Disabled
Autistic Spectrum Disorder	Cerebral Palsied	Epilepsy	Multiple Disabled	Profound Intellectually Disabled	Dyslexia

DO YOU HAVE A CRIMINAL RECORD?	Y	N	ACTIVITY LAST YEAR						
HIGHEST SCHOOL GRADE PASSED			DATE OF ISSUE OF MATRIC CERTIFICATE	Y	Y	Y	Y	M	M
LAST SCHOOL ATTENDED									

SECTION B: PERSONAL CONTACT INFORMATION OF STUDENT - PRIMARY CONTACT										
PHYSICAL HOME ADDRESS			STUDY ADDRESS (whilst studying)				COMMUNICATION DETAIL			
<input type="text"/>			<input type="text"/>				CELLPHONE	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>			<input type="text"/>				HOME TEL	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>			<input type="text"/>				STUDY TEL	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>			<input type="text"/>				EMAIL	<input type="text"/>		
POSTAL CODE	<input type="text"/>	<input type="text"/>	POSTAL CODE	<input type="text"/>	<input type="text"/>	<input type="text"/>				

SECTION C: CONTACT INFORMATION OF PARENT/GUARDIAN/NEXT OF KIN - NEXT OF KIN										
NAME AND SURNAME OF NEXT OF KIN CONTACT										
PHYSICAL HOME ADDRESS			PRIMARY POSTAL ADDRESS				COMMUNICATION DETAIL			
<input type="text"/>			<input type="text"/>				CELLPHONE	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>			<input type="text"/>				HOME TEL	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>			<input type="text"/>				WORK TEL	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>			<input type="text"/>				EMAIL	<input type="text"/>		
POSTAL CODE	<input type="text"/>	<input type="text"/>	POSTAL CODE	<input type="text"/>	<input type="text"/>	<input type="text"/>				

SECTION D: CONTACT INFORMATION OF THE PERSON RESPONSIBLE FOR PAYING ACCOUNT – ACCOUNT CONTACT										
NAME AND SURNAME OF ACCOUNT CONTACT										
PHYSICAL HOME ADDRESS			PRIMARY POSTAL ADDRESS				COMMUNICATION DETAIL			
<input type="text"/>			<input type="text"/>				CELLPHONE	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>			<input type="text"/>				HOME TEL	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>			<input type="text"/>				WORK TEL	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>			<input type="text"/>				EMAIL	<input type="text"/>		
POSTAL CODE	<input type="text"/>	<input type="text"/>	POSTAL CODE	<input type="text"/>	<input type="text"/>	<input type="text"/>				

SECTION E: DECLARATION AND UNDERTAKING (COMPULSORY)

Please read the following carefully before completing and signing the form. The term "College" refers to "South Cape TVET College".

1. ENTRANCE REQUIREMENTS

- All Candidates who comply with the minimum entry requirements will still be subjected to an Interest and Placement Testing.
- The number of students to be admitted for a particular qualification is subject to the student enrolment targets per programme (with reference to the approved Programme Qualification Mix (PQM)).
- Candidates may not have a criminal record unless they are part of a special project in collaboration with the Correctional Service Centres.

2. DOCUMENTS REQUIRED FOR STUDENT ADMISSION AND ENROLMENT

The students' documentation will become the property of the College. A new applicant must present the following documents:

- A certified copy of their Identify Document or Smart Card ID (both sides) (not older than three months at date of application).
- Foreign applicants are to submit a valid passport and study permit or refugee certificate. The study permit should specify the specific learning site and the duration of study.
- A certified copy of students' latest school results, highest grade passed (not older than three months at date of application).
- A certified copy of students' proof of residential address or affidavit if the account is not in the students' name.
- Student transfers from another tertiary institution are obliged to present authentic academic records upon application. These should include a certified copy of the student's highest grade passed.

3. DEPOSIT & REIMBURSEMENT

The deposit as prescribed for the qualification must be paid before your registration will be confirmed (applicable to private paying students). Upon official cancellation a private paying student will be reimbursed.

4. GENERAL

This application form must be completed by all students applying to the College for the **first** time. It is in your own interest to ensure that this form is completed in full and that certified copies of all supporting documents are enclosed. If any questions are left unanswered or certified documents are not enclosed, or the contract is not signed, it will cause a delay as the form will be returned to you for completion. Write only in **black ink** and **capital letters**.

- It is the students' responsibility to seek approval from South African Qualification Authority (SAQA) if a foreign qualification is presented.
- SAQA can be contacted at the call centre on 012 431-5070; fax 012 431-5146. (Online applications are recommended).
- Exam Admission is subject to the Guidelines of the Department of Higher Education, National Examinations.
- Students who wish to unofficially withdraw from their qualification of study **after the date on which the enrolment totals were submitted to DHET or after the examination entries have been submitted**, will be held liable for the payment of all fees in full. No cancellation or reduction of fees will be considered, except in the event of serious illness (student to present a detailed medical certificate), death or transfer to another college where pro rata fees for the duration of classes attended, will apply.
- The Department's aim is also to protect the personal information of all students and staff of its institutions who may be affected by the collection and publication of its information and statistics. This policy is underpinned by the conditions on security measures on integrity and confidentiality of personal information as stated under sections 19 to 20 and 54 of the Protection of Personal Information Act (**POPIA**), 2013.

5. CONTRACT BETWEEN THE STUDENT AND SOUTH CAPE TVET COLLEGE

I, the undersigned student, hereby declare that the above particulars furnished by me on this application form, are true and correct; that.

- I undertake to inform the Campus Administrative Office immediately if I wish to cancel my studies or change my address or any other personal details.
- I fully understand that the College is entitled to cancel my registration immediately, should it become apparent that any of the particulars furnished above in this application form are false or incorrect.
- I have acquainted myself, and in the future will keep myself acquainted with the College rules, Student Code of Conduct and Language Policy framework.
- I understand and agree that the **College's medium of tuition is English**, and I accept that lecturers will make use of this language during lectures. Furthermore, I undertake not to make any claims against the College regarding the medium of tuition.
- I undertake to abide by all the rules and regulations referred to in (c) above, including any amendments thereof and any substitutions thereto.
- I undertake not to hold the College or their staff liable for any personal damage or losses suffered due to my participation in college related activities.
- I authorise the College in the event of urgent medical treatment required, to get appropriate medical assistance. I accept responsibility for the payment of the medical costs incurred. The College will not be held responsible for any outstanding medical expenses incurred.
- I undertake to obtain medical advice or treatment when I have reason to suspect that I have a contagious or infectious disease that may result in a risk for other students and staff through my participation in the College's activities.
- I will take full responsibility to **follow up on whether my bursary application was successful**. In the event of being unsuccessful, I/my Parent/Guardian is responsibility for the outstanding debt owed to the College. I further acknowledge that my **bursary application is subject to approval by NSFAS and the availability of funds**.
- I am liable for legal costs incurred if my account is handed over to debt collectors due to non-payment.

FULLNAME

STUDENT

SIGNATURE

STUDENT

DATE

DATE

SECTION F: DECLARATION BY PARENT / LEGAL GUARDIAN

6. I hereby declare that:

- I have acquainted myself with the contents of, and consent to, the declaration by the applicant in **Section E** above and that the particulars furnished by him/her on this application form are true and correct.
- I consent to my minor child's or applicant's undertaking throughout all his/her years of study to abide by the College code of conduct, rules, and regulations.
- I undertake not to hold the College or their staff liable for any personal damage or losses suffered due to my child's or the applicant's participation in college related activities.

FULLNAME

PARENT / GUARDIAN

SIGNATURE

PARENT / GUARDIAN

DATE

DATE

(In case of the student being a minor the Parent/Guardian guarantees the debt)

Please note that South Cape TVET College will not consider incomplete applications. If any question is left unanswered or certified documents are not enclosed, proof of residential address not included, or the agreement is not signed, it will cause a delay as the application will not be processed.

FULLNAME

COLLEGE OFFICIAL

SIGNATURE

COLLEGE OFFICIAL

DATE

DATE

This contract must be signed by all parties concerned