11. CONDITIONS

1. A registration fee as determined by the College Governing Body is payable at the beginning of a course term.
2. Cancellation or change of subject(s) or course must be discussed with the Campus Manager and written proof must be submitted.
3. No changes of subjects will be accepted after 10 working days of commencement of classes.
4. An administration fee will be charged if classes are cancelled within 10 working days from the commencement of the said course.
5. Cancellations due to death and terminal sickness will be considered on merit and is subject to the approval of the Principal.
6. **If classes are abandoned or cancelled for no very sound reason as stipulated in condition 5, the full tuition fee is payable.**
7. Students who attend classes have a period of two days after publication of the examination results to do any adjustments to their enrolments.
8. (i) In the event of the student cancelling after 10 working days reckoned from the commencement of the said term 50% of the course fee shall become due and payable irrespective of whether the student changes and/or abandons and/or terminates his/her course of study. (ii) In the event of a student completing 50% of the said course reckoned from the commencement of said term; the full balance of the course fee shall become due and payable irrespective whether the student changes and/or abandons and/or terminates his/her course of study.
9. In addition to the aforementioned the student and/or parent and natural guardian where applicable hereby consents to any legal action being instituted for recovering of outstanding fees in the magistrates court.
10. In the event of any course fees being outstanding the college shall in its sole discretion be entitled to refuse admission to any defaulting to the final examination at the end of the said course term.
11. 80% Class attendance and prescribed minimum term marks are compulsory for each subject in order to gain admission to the final examination at the end of any course term.
    For learnerships: (i) 80% Attendance per unit standard is compulsary to attempt summative assessment (ii) Only two attempts per summative assessment allowed.
12. Students must submit proof of RSA Identification Number (or Study Visa) and previous academic successes.
13. **EMC must be informed in writing within 10 working days of any address changes.**

You agree that we may:

1. verify information provided by you;
2. seek information from any credit bureau when assessing your application for credit and at any time during your continuing indebtedness to us including tracing or confirming your whereabouts
3. disclose the existence of your account to any credit bureau, sharing both positive and negative payment information about such account;

Furthermore, you agree that we will be entitled to obtain and disclose the above information:

- if we consider that it is necessary or may be of benefit to you;
- where we are under legal obligation to do so;
- where it is in your own or the public interest that we do so
- Furthermore, you agree that you will be held accountable for all collection fees, tracing fees, necessary expenses, interest, collection, commission, legal costs and legal expenses etc. incurred.

---------- ---------- ----------
SIGNATURE OF STUDENT | DATE | SIGNATURE OF APPLICATION OFFICIAL (EMC)

---------- ----------
SIGNATURE OF PARENT / GUARDIAN | DATE

The completed application form duly signed by the above student and where applicable, parent or legal guardian represents the formal contract of enrolment with Eastcape Midlands College subject to the conditions referred to above.

FOR OFFICE VERIFICATION USE

REGISTRATION NUMBER | | | | | | | |

☐ PACE RESULTS ☐ EVIDENCE OF NSFAS APPLICATION

CERTIFIED COPIES OF:

☐ ID / PASSPORT ☐ PREVIOUS ACADEMIC RESULTS

☐ HIGHEST SCHOOL QUALIFICATION ☐ AFFIDAVIT OF UNEMPLOYMENT (O/T)

---------- ---------- ----------
SIGNATURE OF COLTECH CAPTURER (EMC) | NAME & SURNAME | DATE

---------- ---------- ----------
SIGNATURE OF ADMISSION OFFICIAL (EMC) | NAME & SURNAME | DATE

Eastcape Midlands TVET College

higher education & training
Department: High Education and Training
REPUBLIC OF SOUTH AFRICA

EASTCAPE MIDLANDS TVET COLLEGE
APPLICATION FORM

Eastcape Midlands TVET College

STUDENT NUMBER

HAVE YOU REGISTERED WITH EMC BEFORE? ☐ Y ☐ N

NB!! Please note that this is only an APPLICATION. Even if you have completed the form correctly and you comply with the minimum entry requirements, it does not necessarily mean that you have been accepted at EMC. We consider all applications and will inform you of the outcome.

APPLICATION FOR ADMISSION

INSTRUCTIONS:

- Use capital letters to complete this form or place an X in the correct box.
- Please use a black pen.
- Kindly complete the form in FULL and answer all the questions.
- Application forms that are not completed and do not include the required documentation may not be processed or the process might be delayed.

Please tick the area of your intended studies:

☐ National Certificate Vocational (NCV) Business & Engineering (1 year programme)

☐ Report 191 Business Studies (6 month programme)

☐ Report 191 Engineering Studies (4 month programme)

☐ Occupational / Skills Training (Duration is course dependent)

At which campus would you like to study?

Business Studies		Engineering Studies	Occupational / Skills Training
☐ Grahamstown	☐ Graaff-Reinet	☐ Charles Goodyear	☐ Brickfields Road
☐ Heath Park (Port Elizabeth)	☐ Thanduxolo	☐ Park Avenue	
☐ High Street			

1. PERSONAL INFORMATION

Surname ..... Initial(s) ..... Title .....

Full Names ..... ID Number .....

Date of birth .....

☐ RSA Citizen ☐ Other
If other, please specify .....

☐ Valid Study Permit Expiry Date of Permit .....

Passport Number .....

Alternative ID Number .....

Marital Status ☐ Single ☐ Married ☐ Divorced ☐ Widowed

Maiden Surname .....

Ethnic Group ☐ Black ☐ White ☐ Coloured ☐ Indian ☐ Other

If other, please specify .....

Please note that this question is asked to allow EMC and the Government to track progress in the transformation of Technical and Vocational Education and Training (TVET)

Gender ☐ Female ☐ Male

Home Language .....

Contact Details (Home) ..... (Cell) .....

Are you currently employed ? Yes ☐ No ☐ Company Information: Name .....

Contact Details .....

Please note that your application form cannot be processed if you have not included all the following relevant documents.

- ☐ Certified copy of your ID document
- ☐ Certified copy of passport (for international students) / proof of permanent residency
- ☐ Certified copy of ID or parents / legal guardian / surety (required if you are a dependant)
- ☐ Certified copy of student permit (if applicable)
- ☐ Grade 12: Certified copy of your grade 12 certificate including statements of results
- ☐ Affidavit of unemployment (Occupational / Skills Training only)
- ☐ Certified academic record from previous institution (if applicable)
- ☐ Grade 9 - 11: Certified copy of your highest school qualification including statements of results
- ☐ Have you and your parents / guardian signed section 10 on page 3?
- ☐ Have you and your parents / guardian signed section 11 on oage 4?

2. STUDENT ADDRESS (Complete all fields)

HOME ADDRESS (Not PO Box)			
Street Address			
Suburb			
Town		Code	

POSTAL ADDRESS		ADDRESS WHILE STUDYING	
Street Address / PO Box		Street Address / PO Box	
Suburb		Suburb	
Town	Code	Town	Code

3. NEXT OF KIN INFORMATION
(Father / Mother / Legal Guardian / Sister / Brother / Spouse / Partner*)
CERTIFIED COPY OF ID OF THIS PERSON TO BE SUBMITTED

Surname		Title	Surname		Title
Full Name		Initials	Full Name		Initials
ID Number			ID Number		
EMPLOYER 1			**EMPLOYER**		
CONTACT DETAILS			**CONTACT DETAILS**		
PO Box / Private Bag			PO Box / Private Bag		
Street Address			Street Address		
Suburb		Code	Suburb		Code
Town			Town		
Tel (H)	Tel (W)		Tel (H)	Tel (W)	
Cell			Cell		
Email Address			Email Address		
Relation			Relation		

4. MEDICAL INFORMATION (Confidential)

Disabilities / Special Needs					
Allergies / Health Problems					
Contact Person		Relation		Tel / Cell	
Medical Fund		Fund #		Main Member	
Doctor		Dr. Tel			

5. INSTITUTIONAL ACADEMIC BACKGROUND

1. Secondary School Student ☐	2. University ☐	3. Student at this TVET College ☐
4. Student at other TVET College ☐	5. University of Technology ☐	
Name of last institution attended		

6. PREVIOUS QUALIFICATIONS

SCHOOL QUALIFICATIONS		**POST SCHOOL QUALIFICATIONS**	
Name of School		Name of Institution	
Highest grade passed		Study Direction	
Year		In which year have you completed Grade 12?	
Highest level passed in the following subjects:		Highest level/symbol passed in the following subjects in Grade 12	
Science		Science	
Maths		Maths	
Maths Lit		Maths Lit	
English			
Grade 12: With Endorsement ☐	Without Endorsement ☐		

7. TYPE OF STUDENT

Private ☐ Employed ☐ Unemployed ☐ Bursary ☐ Bursary Company

8. COURSE TO BE ENROLLED FOR

Course		Level	

9. SUBJECTS (TO BE COMPLETED BY EMC OFFICIAL)

SUBJECTS AND LEVEL:	COURSE LEVEL	FULL-TIME	PART-TIME
Practical / Non-Formal course			

10. UNDERTAKING

I hereby declare:

1. that the information provided by me on the previous page in this application form is true and correct;
2. that I undertake as a prospective registered student of EMC to abide by all the rules and regulations of the College, including any amendments thereto and any substitutions thereof;
3. that I undertake not to bring any claim, of whatever kind against the College, or any employee of the College, nor in any way to hold the College liable for any damage or loss whatever which I may incur or suffer personally or in property of mine and which directly or indirectly arises from my participation as a student at the College in any activity, concerning my studies, training, sport or recreation, however such damage or loss may come about, and that I will participate in any such activity on my own responsibility and will accept of me own free will the risk attached thereto;
4. that I authorize the College in the event of my requiring urgent medical treatment to get appropriate medical assistance and that I accept responsibility for the payment of the costs thus incurred;
5. **that I undertake to pay all class- and other fees punctually.** I am responsible to pay an admin fee if I want to cancel a subject or course within the first 10 working days and 50 % of the course fee after 10 working days of the commencement of the said term. In the event of completing 50% of the said course reckoned from the commencement of the said term; I undertake to pay the full balance irrespective of whether or not I attended or abandoned classes.
6. **that I should regard myself liable for payment of tuition fees should I not qualify for financial aid.**
7. that I furthermore undertake to defray all legal costs arising for the College in the event of my failure to discharge any duty relating to the payments mentioned in (5) above;
8. **that a 80% class attendance in all subjects is required at EMC for admission to exams and a term mark as prescibed by DHET examinations policy.**
9. that I undertake to let the College know of any changes to the information provided in this form, with in 10 working days;
10. that it is my responsibility to make enquiries about commencement of classes and exam dates;
11. that it is my responsibility to make enquiries about my results (when it is available);
12. that I agree that the course level that I am applying for is best suited for my qualifications and abilities.
13. I hereby declare that I am an unemployed learner (Applicable for NSF learners only).

Signature of Student	
Signature of Parents / Guardian if student is under 18 years of age	
Date	

WHERE DID YOU HEAR ABOUT EMC, OR WHAT MADE YOU DECIDE TO STUDY AT EMC (CHOOSE AS MANY AS APPLICABLE)

Newspaper adverts	☐	From career expo	☐	Facebook	☐	From school guidance teacher	☐
Twitter	☐	From friends or family	☐	Radio advert	☐	Visit to school by staff members	☐
From the internet (website)	☐	From a community leader / paster	☐	Call from the EMC Contact Centre	☐	From a brochure / poster / banner	☐
Open Day	☐	Other	☐				

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