



STUDENT NUMBER

REGISTRATION 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) Report 191 Occupational / Skills Training

At which campus would you like to study?

Business Studies		Engineering Studies		Occupational / Skills Training
Grahamstown <input type="checkbox"/>	Graaff-Reinet <input type="checkbox"/>	Charles Goodyear <input type="checkbox"/>	Brickfields Road <input type="checkbox"/>	
Heath Park (Port Elizabeth) <input type="checkbox"/>	Thanduxolo <input type="checkbox"/>	Park Avenue <input type="checkbox"/>		
High Street <input type="checkbox"/>				

1. PERSONAL INFORMATION

Surname Initial(s) Title

Full Names ID Number

Date of birth RSA Citizen Other
If other, please specify

Study Permit Expiry Date of Permit.....
Passport Number

Marital status Single Married Divorced Widowed

Maiden Surname

Ethnic Group Black White Coloured Indian Other
If other, please specify

Gender Male Female

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 of parents / legal guardian / surety (required if you are a dependant)
- Certified copy of study permit (If applicable)
- Grade 12: Certified copy of your grade 12 certificate including statements of results
- Affidavit of unemployment (Occupational / Skills Training only)
- 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 Page 3?
- Have you and your parents/guardian signed section 11 on page 4?

2. STUDENT ADDRESS																
HOME ADDRESS (Not PO Box)																
Street Address																
Suburb																
Town								Code								
POSTAL ADDRESS (If different from home)					ADDRESS WHILE STUDYING (If different from home)											
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								
Full Name				Initials				Full Name								
ID Number								ID Number								
EMPLOYER								EMPLOYER								
CONTACT DETAILS								CONTACT DETAILS								
PO Box / Private Bag								PO Box / Private Bag								
Street Address & number								Street Address & number								
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	<input type="checkbox"/>			2. University	<input type="checkbox"/>			3. Student at this TVET College	<input type="checkbox"/>							
4. Student at other TVET College	<input type="checkbox"/>			5. University of Technology	<input type="checkbox"/>											
Name of last institution attended																
6. PREVIOUS QUALIFICATIONS																
SCHOOL QUALIFICATIONS					POST SCHOOL QUALIFICATIONS											
Names 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 <input type="checkbox"/> Without Endorsement <input type="checkbox"/>																
7. TYPE OF STUDENT																
Private	<input type="checkbox"/>			Employed	<input type="checkbox"/>			Unemployed	<input type="checkbox"/>							
					Bursary	<input type="checkbox"/>			Bursary Company							
8. CHOICE OF COURSE																
1st Course				2nd Course				3rd Course								
9. SUBJECTS (TO BE COMPLETED BY EMC OFFICIAL)																
SUBJECTS					LEVEL	FULL-TIME	PART-TIME	LANGUAGE AFR / ENG								
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 prescribed 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 ON EMC AS A STUDY OPTION (CHOOSE AS MANY AS APPLICABLE)

- | | | | | | | | |
|-----------------------------|--------------------------|----------------------------------|--------------------------|----------------------------------|--------------------------|-----------------------------------|--------------------------|
| Newspaper adverts | <input type="checkbox"/> | From career expo | <input type="checkbox"/> | Facebook | <input type="checkbox"/> | From school guidance teacher | <input type="checkbox"/> |
| Twitter | <input type="checkbox"/> | From friends or family | <input type="checkbox"/> | Radio advert | <input type="checkbox"/> | Visit to school by staff members | <input type="checkbox"/> |
| From the internet (website) | <input type="checkbox"/> | From a community leader / pastor | <input type="checkbox"/> | Call from the EMC Contact Centre | <input type="checkbox"/> | From a brochure / poster / banner | <input type="checkbox"/> |
| Open Day | <input type="checkbox"/> | Other | <input type="checkbox"/> | | | | |

Private Bag X35, Uitenhage, 6230



Eastcape Midlands College - CorporateProfile

Tel: +27(0)86 038 8879 (Share Call)



@MidlandsColleg1

Fax: +27(0)41 922 0156



eastcapemidlands



www.emcol.co.za

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 compulsory 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.

COMPULSORY CERTIFIED COPIES (FOR OFFICE USE ONLY)

ID	Highest School qualification	PACE-Results	Previous Academic Results	Affidavit of unemployment (O/T)
----	------------------------------	--------------	---------------------------	---------------------------------

SIGNATURE OF COLTECH CAPTURER (EMC)

NAME & SURNAME

DATE

SIGNATURE OF ADMISSION OFFICIAL (EMC)

NAME & SURNAME

DATE



Eastcape Midlands College