

SECTION B:

STATISTICAL INFORMATION

ETHNIC GROUP *Please note that this question is asked to allow the institution and the Government to track progress in the transformation of Higher Education.*

AFRICAN COLOURED INDIAN WHITE ASIAN

NATIONALITY

IF YOU ARE NOT A SOUTH AFRICAN CITIZEN, PLEASE TICK ONE OF THE OPTIONS ALONGSIDE

International applicant with permanent residence

International applicant with temporary residence

Please note that you need to produce either a permanent residence permit or a study permit in order to register. It is your responsibility to apply for the necessary permit in good time. If you already have a valid permit, please provide the details below.

TYPE OF PERMIT **PERMIT EXPIRY DATE**

BURSARY REQUIRED YES NO *Subject to a separate application (forms available on request)*

RESIDENCE REQUIRED YES NO *Subject to a separate application (forms available on request)*

Where did you hear about Buffalo City TVET College? Please mark with an "X" in all relevant options.

FRIEND(S) TEACHER(S) FAMILY TALK AT YOUR SCHOOL OUR WEBSITE PROMOTIONAL ITEMS FAMILY

COMMUNITY NEWSPAPER(S) OTHER NEWSPAPER(S) PLEASE SPECIFY WHICH NEWSPAPER(S)

SECTION C:

EMPLOYMENT DETAILS (IF APPLICABLE)

NAME OF EMPLOYER / BUSINESS

ACCOUNT TO EMPLOYER / BUSINESS YES NO

EMPLOYER'S / BUSINESS'S ADDRESS **POSTAL CODE**

EMPLOYER'S / BUSINESS'S POSTAL ADDRESS **POSTAL CODE**

ADDITIONAL COMMENTS

OCCUPATION **WORK TELEPHONE NUMBER**

SECTION D:

SECONDARY EDUCATION

ACTIVITY LAST YEAR

PLEASE PROVIDE DETAILS OF YOUR MOST RECENT SCHOOL ENROLMENT:

YEAR OF FIRST REGISTRATION

NAME OF INSTITUTION ATTENDED

HIGHEST GRADE COMPLETED

HIGH SCHOOL(S) ATTENDED

SCHOOL NAME	FROM	TO
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

SCHOOL EXAMINATION RESULTS IF YOU ARE STILL AT SCHOOL

Please be sure to indicate Grade or Level, e.g. HG, SG, O. Send additional results as they become available.

YEAR OF EXAM	FINAL GRADE 10				
	SUBJECT	GRADE e.g. HG	MARK	MARK OUT OF	%
	Afrikaans 1 st /2 nd Language				
	English 1 st /2 nd Language				
	Xhosa(1st,2 nd ,3 rd) Language				
	Mathematics				
	Mathematical Literacy				

FINAL GRADE 11			
GRADE e.g. HG	MARK	MARK OUT OF	%

FINAL GRADE 12/ NE, HIGSE, GCE, ICB			
GRADE e.g. HG	MARK	MARK OUT OF	%

DETAILS OF SENIOR CERTIFICATE

Examining authority e.g. WCED, Eastern Cape, KZN, IEB.

Year written

Aggregate as shown on Senior Certificate

Enter the mark range shown on your Senior Certificate e.g. 950-1199
(Remember to attach a copy of Senior Certificate or exemption)

MATRIC/ NSC TYPE / TYPE OF ENDORSEMENT

FULL ENDORSMENT (BACHELOR)

DIPLOMA ENDORSMENT

HIGHER CERTIFICATE ENDORSMENT

NSC, BUT NO ENDORSMENT

FOREIGN

NONE / NOT YET AWARDED

If you have a foreign qualification, state here type of qualification and country of origin

STATE INVOLVEMENT IN A LEADERSHIP CAPACITY / EXTRAMURAL ACTIVITIES

SECTION E:

POST-GRADE 12 EDUCATION (TVET COLLEGE, UNIVERSITIES)

SCHOOL EXAMINATION RESULTS IF YOU ARE STILL STUDYING OR COMPLETED

Please send copies of all available examination results. If you have not yet written these examinations, enter subjects and grades/levels to be written. Add any subjects that are not on the list.

PREVIOUS QUALIFICATIONS

FROM YEAR TO YEAR COMPLETED YES NO

NAME OF INSTITUTION AWARDED BY PREVIOUS INSTITUTION YES NO

NAME OF QUALIFICATION POST-GRADUATED / POST DIPLOMA QUALIFICATION YES NO

NATIONAL LEVEL NATIONAL LEVEL

PREVIOUS SUBJECTS PASSED

SUBJECTS	REMARKS
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	

SECTION F:**DISABILITY**

If you have a disability, but choose not to disclose it in this form, Buffalo City TVET College is under no obligation to assist or accommodate you with regard to that disability.

NO	None	CO	Communication (talking, listening)	EM	Emotional (behavioural or psychological)
VI	Blind or partially sighted	PH	Physical (moving, standing, grasping)	MU	Multiple (specify)
HD	Hearing (even with a hearing aid)	IN	Intellectual (difficulties in learning)	LN	Other (specify)

SECTION C:**LEGAL UNDERTAKING (Compulsory)****OUTSTANDING DEBT**

All students / applicants must settle their accounts in order for them to be allowed to register for the next academic period.

GENERAL

- The college must be notified immediately of any change of address after the submission of this application.
- Your student number must be quoted in all further correspondence.
- Should you, after having submitted this application, decide not to continue with your studies, OR change your course, you must notify the HEAD OF PROGRAMME immediately in writing.
- The College reserves the right of admission.
- All non-South African citizens must submit a study permit before registering. The onus rests with all international applicants to have their school qualifications evaluated by SAQA before submitting this application form. SAQA can be contacted on telephone number: 027 86 010 3188.

PLEASE TAKE NOTE OF THE FOLLOWING**I UNDERTAKE TO**

- Attend 100 % of all classes regularly.
- Pay fees prescribed by the college in respect of any course/programme for which I enrol, as well as all other fees which may be owed by me to the college.
- Notify the College of my change of address and/or telephone number.
- Notify the College in writing if I am not able to complete my studies due to illness or transfer to another Centre.
- Abide by all rules and regulations of the College.

I UNDERSTAND

- That subjects will be offered subject to demand, and
- I will not be allowed to write any examinations if I have not attended at least 80% per subject
- Semester and trimester students are liable for the payment of all fees. Year students not awarded / approved for a bursary award (NSFAS or any other(s)) are liable for the full fees at the end of the second term.

INDEMNITY AND CONSENT**I hereby consent:**

- To participate in any practical work done at the college, which might involve the use of tools and/or machinery.
- Accept full responsibility for any injury I might sustain through the use of any of these items.
- Not to seek any form of compensation for any injuries sustained through my involvement in any workshop practical, which arises out of my own negligence.
- To participate in the extra-mural activities of afore mentioned college including games, sport and educational tour and excursions.
- To be transported by motor vehicle, public motor vehicle, bus and/or public bus, all as referred to and defined in the relevant Provisional Road Traffic Ordinances.

CANCELLATIONS

- The college reserves the right to refund students.

DECLARATION

- I confirm that I am the parent/legal guardian of the above student.
- I apply on behalf of the student in my personal capacity for his/her registration as a student at Buffalo City TVET College.
- In so far as it may be applicable to me, I undertake, should the student be admitted to the College to:
Comply with all the rules and regulations of the College.
Acquaint myself with all the rules, regulations and instructions applicable to the programme for which the student enrolls.
- I indemnify the College against any claim arising out of any injuries or illness or loss suffered by the student during the course of or arising during his/her studies at the College.
- I undertake not to institute any claim against the College on account of any injuries, illness or loss suffered by the student during the course of or arising during his/her studies at the College.
- In the event of the College successfully instituting legal action against me for the recovery of any amounts due or the enforcement of any rights of the College, I shall be liable to pay legal fees on an attorney and client scale, including collection commission.
- I declare that the information supplied by me on this form is, to the best of my knowledge, true and correct.

Signature of Student		/ /
Signature of Parent/Guardian		/ /
Signature of Parent/Guardian		/ /

REFUND POLICY

REFUNDING OF CLASS/HOSTEL FEES

1. Refund and/or exemption of fees can be considered in the following instances:

- 1.1 Students who wish to cancel their studies must do so in writing to the Head of Department.
- 1.2 Upon the death of a student or continuous illness endorsed by a medical certificate.
- 1.3 Transfer to another educational institution not caused by the student (e.g. Transfer of parents)
- 1.4 If the College is unable to present the course or subject that the student has enrolled for.
- 1.5 If the student has not attended any classes. The reason has to be given in writing and a decision will be taken on a merit basis.
- 1.6 The date of cancellation will be deemed to be the date on which the departmental head (HOP) receives written notification.
- 1.7 Financial constraints will not be considered as a sufficient cause.

2. Refund / Cancellation Credits will be granted as follows:

2.1 No Classes attended

- a) Refunds will be paid to students for cancellations. The proportion/percentage of the refund will be assessed/ reviewed on an annual basis and approved by the Accounting Officer.

2.2 Classes attended

a) TRIMESTER STUDENTS

- Refunds will be paid to students for cancellations. The proportion/percentage of the refund will be assessed/ reviewed on an annual basis and approved by the Accounting Officer.

b) SEMESTER STUDENTS

- Refunds will be paid to students for cancellations. The proportion/percentage of the refund will be assessed/ reviewed on an annual basis and approved by the Accounting Officer.

c) YEAR STUDENTS

- Refunds will be paid to students for cancellations. The proportion/percentage of the refund will be assessed/ reviewed on an annual basis and approved by the Accounting Officer.

3. Refund/ Cancellation Credits and/or Exemption of fees for reasons other than mention above:

- Will only be considered under exceptional circumstances and the proportion/percentage of the refund will be assessed/ reviewed and approved by the Accounting Officer.

4. Formula for the refunding of hostel fees:

- a) All hostel fees to be paid in advance.
- b) 30 days' notice of cancellation in writing.
- c) The proportion/percentage of the refund will be assessed/reviewed on an annual basis and approved by the Accounting Officer.

PLEASE NOTE:

Written request from parents or the person responsible for the payment of student fees are needed before a refund of fees is considered.

GENERAL INFORMATION AND INSTRUCTIONS

PLEASE READ THE FOLLOWING CAREFULLY BEFORE COMPLETING THIS FORM

A. GENERAL

1. This form must be completed by all students applying to BUFFALO CITY TVET COLLEGE for the first time.
2. The application form must be signed by the applicant and the legal guardian (if applicant is younger than 18 years).
3. It is in your own interest to ensure that this form is completed in full and that copies of all supporting documents are enclosed.
4. If any questions are left unanswered or documents are not enclosed, or the legal undertaking is not signed by the student and/or the legal guardian, it will cause a delay as the form will be returned for completion.
5. Please write in black ink and use block letters.
6. The closing date for applications will be determined by the College at the start of the respective academic period or when the course is full, whichever occurs first.

B. DOCUMENTS (CERTIFIED COPIES)

1. A copy of the first page of your Identity Document must accompany this application.
2. A copy of your Senior Certificate, National Senior Certificate or highest qualification must be submitted with your application.
3. NB. Grade 12 learners must attach a copy of your Grade 11 final results and June or September Grade 12 results.
The report must indicate the subjects and symbols obtained and whether the subjects are on the Higher Grade or Standard Grade. If you attended any other higher education institution, an original academic record or certified copies of other certificates obtained previously, must also be submitted.
4. Proof of residential address of parents/guardian.

C. INTERNATIONAL STUDENTS (non-South African citizens)

1. A certified copy of your passport must accompany this form. You are required to produce a valid study permit before you will be permitted to register.
2. Non-RSA Qualifications. The onus rests with all international applicants to have their school qualifications evaluated by SAQA before submitting this application form. SAQA can be contacted on telephone number: 027 86 010 3188.

D. ADMISSION REQUIREMENTS

1. National Certificate Vocational:

- 1.1 A year end school report for Grade 9 or Higher; or
- 1.2 A NQF Level 1 Qualification; or
- 1.3 An approved bridging programme designed for the specific purpose to access NQF Level 2; or
- 1.4 A Recognition of Prior Learning (RPL) assessment to meet the basic requirements for access to NQF Level 2; or
- 1.5 ABET NQF Level 4 Certificate
- 1.6 Placement Assessment

2. NATED Programmes / REPORT 191

- 2.1 A year end school report for Grade 12 or Higher; or
- 2.2 A NQF Level 4 Qualification

E. APPLICATIONS

1. Early application is essential.
2. Please contact the campus of your choice for more information on application procedures.
3. Fees are calculated per subject. Please consult the latest fees schedules available from all campuses.
4. Your application and all correspondence or documentation must be submitted or sent to the campus where your intend studying.

F. LANGUAGE POLICY

1. The language medium for all lectures, tests and examination is English.

G. PAYMENT POLICY

1. Students who have secured a bursary from an external source must furnish the college with an original written confirmation, before they register.
2. Students with outstanding fees will be allowed to sit for examination, but will be blacklisted and will not receive results if fees are not paid in full.

	TYPE OF ACCOUNT	Bank	BRANCH CODE	ACCOUNT NUMBER	FAX PROOF OF PAYMENT TO
Buffalo City Public FET College	Cheque Account	ABSA	632005	4054285355	(043) 7049274

In the reference column of the bank deposit, please clearly indicate your student number with the FOLLOWING Alphabets as attached (E for East London; K for John Knox Bokwe; M for St Marks; R for Residence) for reference.

H. COPIES OF DOCUMENTS to be attached: Mark with an "X"**IDENTIFICATION DOCUMENTS**

4 Certified Copies of South African Identity Document (ID) or 4 Certified Copies of Proof of application for new South African Identity Document (ID)

Passport (Foreign applicant) Birth Certificate

2 Certified Copies of SA Identity Document of parent or legal guardian One ID size photo of learner

ACADEMIC DOCUMENTS

National Senior Certificate / Senior Certificate Matriculation exemption certificate

Final Grade 11 and/or mid-Grade 12 results Other Diplomas

Original SAQA evaluation (Foreign applicant) Previous National Diploma

N3 / N4 / N5 / N6 Results (where applicable) Academic record from High School

Matriculation results Certificate of conduct (original)

CONTRACT

Signed by applicant **PROOF OF ADDRESS** Municipal Billing Document

Signed by Legal Guardian Other Account Statement

I. CHANGE OF ADDRESS

The College must be notified immediately of any change of address (postal or physical) after submission of the form.

J. CANCELLATION OF APPLICATION

The College must be notified immediately this application is cancelled or changed prior to registration.

K. APPLICATION FOR ACCOMMODATION IS DONE AT THE STUDENT SUPPORT SERVICES OFFICE(S)