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Email: info@kinghintsacollege.edu.za

APPLICATION FOR ACADEMIC ADMISSION 2016

PLEASE NOTE THAT: ALL APPLICATIONS WITH INCOMPLETE NUMBER OF REQUIRED DOCUMENTATION CAN RESULT IN YOUR APPLICATION NOT APPROVED.

THE COMPLETION AND RETURN OF THIS FORM DOES NOT GUARANTEE ADMISSION.
A PLACEMENT TEST **MUST** BE WRITTEN BY ALL NEW STUDENTS.

Teko Campus

Trackor Farms
P/Bag X3018
Butterworth
4960
Cell : 082 852 9056

Centane Campus

Macibe Road
P/Bag X501
Centane
4980
Cell : 082 852 9055

Dutywa Campus

Willowvale Road
P.O.Box 215
Dutywa
5000
Cell : 082 852 9049

Willowvale Campus

P/Bag X505
Willowvale
5060
Cell : 082 852 9048

Website : www.kinghintsacollege.edu.za Email: info@kinghintsacollege.edu.za



@king_hintsacol



Before handing in your form please use our checklist to check that

BIRTH CERTIFICATE / IDENTITY DOCUMENT (four certified copies for semester / year students and five copies for trimester students)														
CERTIFIED COPY OF PASSPORT (FOREIGN APPLICANTS)														
COPIES OF CERTIFICATES/QUALIFICATIONS (four certified copies)														
PARENT'S PROOF OF INCOME / PAYSIP														
MOST RECENT SCHOOL PROGRESS REPORT (two certified copies)														
PARENT'S ID OR PASSPORT (two certified copies) & ID COPY / BIRTH CERTIFICATE OF EACH HOUSEHOLD MEMBER														
PROOF OF RESIDENCE (MUNICIPAL BILLING / LETTER FROM WARD COUNCILLOR / ACCOUNT STATEMENT ETC)														
AFFIDAVIT BY PARENT														
DEATH CERTIFICATE INCASE A PARENT IS DECEASED														
<i>For office use only</i>														
Application successful					Application unsuccessful									
Programme Manager					Name			Signature						
Date of capturing					d	d	m	m	y	y	y	y		
Captured by					Name			Signature						
Student number														
Enrolment type					Full time			Part time						
Student notified on					d	d	m	m	y	y	y	y		
Placement test					Y	N	d	d	m	m	y	y	y	y

SECTION C: COURSE APPLICATION

WERE YOU PREVIOUSLY REGISTERED AS A STUDENT AT KING HINTSA TVET COLLEGE?
IF YES, STATE THE PROGRAMME NAME AND STUDENT NUMBER

YES	NO
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PROGRAMME											STUDENT NUMBER							
ACADEMIC PERIOD	YEAR			SEM 1			SEM 2			TRI 1			TRI 2			TRI 3		
NC(V) COURSE OF STUDY APPLIED FOR ON																		
LEVEL 2				LEVEL 3				LEVEL 4										
N1-N6 (NATED) COURSE OF STUDY APPLIED FOR ON																		
N1			N2			N3												
N4			N5			N6												

PLEASE INDICATE YOUR FIRST & SECOND CHOICE WITH 1 OR 2

NATIONAL CERTIFICATE VOCATIONAL NC(V) LEVEL 2 – 4		
Engineering & Related Design	Teko Campus	
Electrical Engineering	Teko Campus	
Civil Engineering	Teko Campus	
Primary Agriculture	Teko Campus	
Hospitality	Centane Campus	
Tourism	Centane Campus	
Generic Management	Dutywa Campus	
Marketing	Dutywa Campus	
Information Technology & Computer Science	Dutywa	
Finance, Economics & accounting	Willowvale Campus	
Office Administration	Willowvale Campus	
NATIONAL CERTIFICATE (N1-N6) ENGINEERING		
Carpentry (N1-N3)	Msobomvu Campus	
Civil Engineering (N4- N6)	Msobomvu Campus	
Electrical (N1-N3)	Msobomvu Campus	
Motor Mechanics (N1 – N3)	Msobomvu Campus	
Plumbing (N1-N3)	Msobomvu Campus	
Bricklaying (N1- N3)	Msobomvu Campus	

NATIONAL N DIPLOMA (NATED N4-N6)		
Farming Management (Agriculture)	Teko Campus	
Public Relations	Dutywa Campus	
Public Management	Dutywa Campus	
Marketing Management	Dutywa Campus	
Human Resource Management	Willowvale Campus	
Financial Management	Willowvale Campus	
Management Assistant	Willowvale Campus	
Business Management	Willowvale Campus	

ACADEMIC ADMISSION DOES NOT AUTOMATICALLY GUARANTEE RESIDENCE ADMISSION AS RESIDENCE ACCOMMODATION IS LIMITED

Physical Address: 218 Mthatha Road | N2.
Postal Address: Private Bag X3018 | Butterworth | 4960

SECTION D: SECONDARY EDUCATION

HIGHEST GRADE COMPLETED

PLEASE PROVIDE DETAILS OF SUBJECTS PASSED IN RESPECT TO THE QUALIFICATION ABOVE

NAME OF INSTITUTION *(school, college etc)*

SUBJECT	MARK/RESULT	YEAR PASSED

IF YOU ARE STUDYING AT PRESENT, PLEASE PROVIDE DETAILS IN RESPECT OF THE QUALIFICATION

NAME OF INSTITUTION *(school, college, etc.)*

QUALIFICATION ENROLLED FOR

SUBJECT	MARK/RESULT

DETAILS OF SENIOR CERTIFICATE *(if applicable)*

EXAMINING AUTHORITY (e.g. EC, KZN)		YEAR WRITTEN		AGGREGATE AS SHOWN ON SENIOR CERTIFICATE	
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ENTER THE MARK RANGE SHOWN ON YOUR SENIOR CERTIFICATE e.g. 950-1199	
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MATRIC TYPE/ENDORSEMENT

FULL ENDORSEMENT		DIPLOMA ENDORSEMENT	
HIGHER CERTIFICATE ENDORSEMENT		NSC, BUT NO ENDORSEMENT	

TEL WORK																				
TEL HOME																				
CELL																				
FAX																				
EMAIL																				

DO YOU INTEND TO APPLY FOR A BURSARY?

YES		NO	
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If so, please note that a separate application form must be completed and handed in with the required documentation.

SIGNATURE OF PARENT/GUARDIAN/SPONSOR RESPONSIBLE FOR FEES		DATE: ___/___/___
SIGNATURE OF WITNESS		DATE: ___/___/___
SIGNATURE OF WITNESS		DATE: ___/___/___

SECTION F: STATISTICAL INFORMATION

ETHNIC GROUP:
This question is asked to assist the college and government to track progress in the transformation of Higher Education

BLACK		COLOURED		INDIAN		WHITE		ASIAN		OTHER	
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CITIZENSHIP

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

International applicant with <i>permanent</i> residence		International applicant with <i>temporary</i> residence	
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INTERNATIONAL APPLICANTS WILL BE REQUIRED TO PRODUCE A PERMANENT RESIDENCE VISA OR STUDY PERMIT IN ORDER TO REGISTER It is your own responsibility to register for the necessary permit in good time. If you already have a valid permit, provide details

Type of permit

Expiry date

D	D	M	M	Y	Y	Y	Y
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DISABILITY
This information will not disadvantage your application; KING HINTSA TVET College supports inclusive learning

Blindness	<input type="checkbox"/>	Cerebral palsy	<input type="checkbox"/>	Physical disability	<input type="checkbox"/>
Deafness	<input type="checkbox"/>	Autistic spectrum disorders	<input type="checkbox"/>	Behavioural/conduct disorder	<input type="checkbox"/>
Partial sightedness/ Low vision	<input type="checkbox"/>	Psychiatric disorder	<input type="checkbox"/>	Mild to moderate intellectual ability	<input type="checkbox"/>

Hard of hearing Epilepsy Specific learning disability

Attention deficit disorder with / without hyperactivity

ADDITIONAL MEDICAL CONDITIONS (IN CASE OF AN EMERGENCY)

Allergies Asthma Blood disorder Heart condition
 Diabetes Epilepsy Chronic medication

SECTION G: GENERAL INFORMATION

WHERE DID YOU HEAR ABOUT KING HINTSA TVET COLLEGE?

FRIENDS/FAMILY		TEACHERS		EXHIBITION		VISIT TO YOUR SCHOOL		CHURCH GATHERING/COMMUNITY MEETING	
PROMOTIONAL ITEMS		COMMUNITY NEWSPAPERS		WEBSITE		RADIO		SOCIAL MEDIA i.e. FACEBOOK, TWITTER etc	

SECTION H: LEGAL UNDERTAKING

GENERAL

- The language medium for all lectures, test(s) and examinations is English
- The college reserves the right of admission
- Your student number must be quoted in all further correspondence
- The college may at any time, without prior notification, change the student code of conduct or any policy document
- Foreign students must submit a study permit

INDEMNITY AND CONSENT

I indemnify the college against any claims arising out of injuries, illnesses or loss suffered by me during the course of, or arising during my studies. I undertake not to institute any claim against the college, its principal or any staff member on account of any loss suffered during the course of my studies during practical work or on college excursions. In addition, I also indemnify the college from any medical costs arising from any such injuries obtained. **I hereby consent:**

- to participate in any practical work done at the college, which might involve the use of tools and machinery
- to accept full responsibility for any injuries that I might sustain through the use of this machinery
- to participate in college educational excursions and in extra mural activities including games, sports etc.
- to be transported by college transport and or public bus/taxi

I UNDERTAKE:

- to acquaint myself with the rules, regulations and instructions applicable to the programme that I have enrolled for
- to conform to the student code of conduct and student disciplinary procedure
- **to attend at least 80% of classes**
- to pay all fees owed by myself to the college
- to supply the college with full and correct information on all documentation
- to notify the college in writing and immediately in the event of change of address and/or telephone number
- to notify the college in writing if I am unable to complete my studies due to illness
- to abide by the rules and regulations of the college and to abide by all policies of the college

FEES

- I take note of the fact that if the student cancels for any reason after the stated dates: 31 March for a YEAR programme 28 February for a SEMESTER ONE OR 31 July for a SEMESTER TWO programme 31 January, 31 May, 30 September for TRIMESTER programmes I shall be personally liable for all (full) college fees charged to his/her account for the remainder of the year or semester 1 or semester 2**
- The balance of fees per semester must be paid in three (3) equal monthly instalments and the fees for a year programme must be paid in SIX (6) equal monthly instalments (the last instalment must be paid by the end of July)
- I undertake to pay all fees on the due date prescribed by the college in respect of the programme for which I enrol, as well as all other fees which I may owe to the college
- Cancellation of registration will be considered only for the following reasons for refund purposes: course being phased out, student death or medical unfitness (medical certificate required). The college management will make the final decision.
- I understand that in the event of the college taking 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 all legal fees on an attorney and client scale, including collection commission, which may become due to the college in terms of this application

DECLARATION BY PARENT/GUARDIAN

- ✓ I declare that the information supplied by me on this form is to the best of my knowledge true and correct
- ✓ I confirm that I am the parent/legal guardian of the above mentioned student
- ✓ In so far as applicable to me, I undertake, should the student be admitted to the college: to acquaint myself with the rules and regulations of the college and to comply with the rules and regulations

Signature of parent/guardian		d	d	m	m	y	y	y	y
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SECTION I: STUDENT CODE OF CONDUCT

In applying for registration each student (supported by his or her legal guardian if she/he has not attained legal majority) agrees to:

STUDENT CONDUCT ON CAMPUS

As a student of King Hintsa TVET College, you must

- adhere to the rules and regulations of the College
- be dressed appropriately at all times
- be in possession of a valid student card and must be able to produce your student card on request at any time, readily and willingly and without remonstrance
- not be in possession of any dangerous weapons/objects
- not be under the influence of any drugs with narcotic effect or any alcoholic beverage
- obey all instructions by any member of the academic or administrative staff
- respect the property and furnishings of the college and guard against any activity that could cause damage to any property or harm to any person
- treat everybody with respect and courtesy, no matter their rank, gender, race or creed.

CLASS ATTENDANCE

Students must

- aim for attendance of between 80% - 100%
- attend all classes, lectures, practicals, workshops, tests, assessments and examinations (*note: irregular class attendance in the case of learnerships will result in non-payment of stipends*)
- attend enrichment seminars, workshops, projects when organized
- be punctual at all times
- become a life-long learner
- buy all prescribed textbooks and relevant equipment (*where applicable*)
- compile your portfolio of evidence (PoE), if applicable
- do additional reading to broaden your knowledge
- do homework, assignments, projects, etc. regularly
- make every endeavour to pass all assessments
- meet deadlines on work that you had to do or research
- participate in group discussions (where applicable)
- participate in practical training on and off campus (when needed)
- switch off all cellular phones during class time

FEES

Students must

- pay all fees due to the College, timeously (where applicable)
- try to attend most of the social and sport activities organized by the College/SRC

□ **Note:** Extracts taken from the student disciplinary code. Disciplinary actions, offences, disciplinary procedures and detailed explanation will be made available to the student in the student diary.

DECLARATION BY STUDENT

I declare that the information supplied by me on this form is to the best of my knowledge true and correct
In so far as applicable to me, I undertake, should the student be admitted to the college
to acquaint myself with the rules and regulations of the college and
to comply with the rules and regulations

Signature of student		d	d	m	m	y	y	y	y
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