

## APPLICATION FOR ADMISSION

Please read the terms and condition carefully before agreeing to the application form. All applicants admitted to Roseville FET will be bound by all rules and regulations stipulated in the registration agreement. Therefore, by completing and/or signing the agreement the applicant binds him/her by the terms and conditions thereof.

Programme: \_\_\_\_\_

	Full time	Part time	Exam only	Corresponding	Distance
Registration	tick	tick	tick	tick	tick

### 1. Personal information

#### a) Parent/Guardian

Names in full	
Surname	
Date of birth	
Identity Number/Passport Number	
Gender	
Race	

#### b) Student

Names in full	
Surname	
Date of birth	
Identity Number/Passport Number	
Gender	
Race	

### 2. Contact information

✓ Student

<b>Student Study Address:</b>			<b>Postal code:</b>			
<b>Telephone Numbers:</b>	<b>Cell Number</b>	<b>Home Number</b>	<b>Work Number</b>			
<b>E-mail Address:</b>						

✓ Parent/Guardian

<b>Residential Address:</b>			<b>Postal code:</b>			
<b>Telephone Numbers:</b>	<b>Cell Number</b>	<b>Home Number</b>	<b>Work Number</b>			
<b>E-mail Address:</b>						

### 3. Medical Information

- ✓ Please fill this information if there is there is any correlation just in case something happens to you so that we know who to contact and for examination purpose since individuals will be accepted into examination room with any medical prescriptions if this field is not filled.

Family physician	
Medications	
Allergies	
Physician contact details	

### 4. Pick Modules

- ✓ Only the maximum of five modules can be selected
- ✓ To advance to next level, four modules must passed

Level: \_\_\_\_\_

College	Tick

Programme	Tick

Modules	Tick

Mention previous modules that is going to be carried on next level if applicable

Level: \_\_\_\_\_

Module	Tick	Module	Tick

### General Information

For your information, please take note of the various payment options that are available once you have been accepted to study at the College. With registration, a specified amount (depending on the course) must be paid by students following the full-time or part-time courses or other stipulated courses types. The balance of the fees may be paid according to the various options. Payment can be made in the following ways: bank deposit or electronic transfer. Always state your student number, ID, initials and surname for reference purposes. Campus will provide bank details.

### DECLARATION AND UNDERTAKING (COMPULSORY)

Please read the following carefully before completing and signing the form. The term “College” refers to “Roseville FET College”.

#### 1. ENTRANCE REQUIREMENTS

- All Candidates who comply with the minimum requirements are still subject to placement assessments.
- All candidates must note that the offering of a course is subject to a minimum enrolment. Any course that does not meet the minimum enrolment requirement will be cancelled.

## 2. DOCUMENTS

A certified copy of the first page of your identity document (or certified copy of your passport) must accompany this application. A Certified copy of your Senior Certificate or equivalent qualification must be submitted with your application. If you are still in Grade 12, your marks obtained in Grade 11 together with your most recent Grade 12 marks must be submitted. If you attended any other tertiary institution, an original academic record and a certificate of conduct, or certified copies of other certificates obtained previously, must also be submitted.

## 3. DEPOSIT

The deposit as prescribed for the course must be paid before your registration will be confirmed. Should you cancel your course before, after and during your classes no refunds will be refunded.

## 4. GENERAL

This 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 block letters.

## CONTRACT

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

- a. that I undertake to inform the Administrative Office immediately if I abandon my course or studies and/or change my address or any other personal details by completing the prescribed form available at the Administrative Department;
- b. that 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;
- c. that I have acquainted myself, and in the future will keep myself acquainted with the College rules, Student Code of Conduct and Language Policy framed from time to time by the Council of the College or by any other competent body or person attached to the College;
- d. That I understand and agree that the *College's medium of tuition is English* and I accept that lecturers may make use of this language in the lecturing situation. Furthermore I undertake not to make any claims against the College regarding the medium of tuition.
- e. that I undertake throughout all the years for which I am registered as student of the College, for whatever programme of study direction, to abide by all the rules and regulations referred to in (c) above, including any amendments thereof and any substitutions thereto;
- f. that I undertake not to bring any claim, of whatever kind against the College or any employee of the College nor in any way whatsoever to hold the College liable for any damage or loss whatever which I may incur or suffer personally or to property of mine and which directly or indirectly arises from my participation during my period of study at the College in any activity, of whatever kind, related to my studies or training or with sport or recreation of any kind whatsoever, 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 my own free will the risk attached thereto;
- g. 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;
- h. that I will immediately get the necessary medical advice or treatment if I have reason to suspect that I have any contagious or infectious disease capable of creating a risk for other persons through my participation in any aspect of College activities, including, without restriction, residence in College accommodation, attendance of any instructional occasion, taking of examinations or tests or participation in College-related projects, sport or recreation; and that, if in terms of such medical advice it is desirable, I will withdraw from any such College activity; and that I indemnify the College against any liability of whatever nature that may directly or indirectly arise from the College in consequence of my failure to comply with this undertaking;
- i. that I undertake to pay punctually all such tuition, class, residence and other fees as the College may from time to time charge during the years for which I am registered as a student of the College;
- j. 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 (g) above;
- k. that I am liable for legal costs incurred if my account is handed over to debt collectors due to non-payment;
- l. that exam admission is subject to the guide-lines of the National Examination department;

SIGNATURE OF STUDENT \_\_\_\_\_ DATE \_\_\_\_\_

## DECLARATION BY PARENT / GUARDIAN / PERSON RESPONSIBLE FOR PAYMENT OF ACCOUNT (COMPULSORY)

SURNAME		Prof	Dr	Rev	Mr	Mrs	Ms
FULL NAMES							
ADDRESS							

I hereby declare

- (a) that I have acquainted myself with the contents of, and consent to, the declaration by the applicant in F above and that the particulars furnished by him/her in this application form are true and correct;
- (b) that I consent in particular to my minor child's / ward's / applicant's undertaking throughout all his/her years of study to abide by the College code of conduct, rules and regulations as framed from time to time by the Council of the College or by any other competent body or person attached to the College;

- (c) that I accept joint and several responsibility with my minor child / ward / the applicant for the payment of all fees referred to above which may become due and payable to the College during all the years for which he/she registers as a student of the College (including studies subsequent to his/her attainment of majority) and that I undertake to pay the said fees punctually;
- (d) 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 he/she may incur or suffer personally or to property of mine and which directly or indirectly arises from my child's / ward's / the applicant's participation during his/her period of study at the College in any activity, of whatever kind, having to do with his/her studies or training or with sport or recreation of whatever kind, however such damage or loss may come about, and that he/she will participate in any such activity on his/her own responsibility and will accept of his/her own free will the risk attaching thereto; and I furthermore undertake to indemnify the College or any employee of the College if my minor child / ward / the applicant with my assistance is on legally valid grounds unable to safeguard the College against liability as set forth hereinbefore.

Herein assisted as far as may be necessary while the applicant / student is still under my under my care or NOT liable for the payment of own fees.

I, \_\_\_\_\_ the undersigned, hereby acknowledge to be jointly and separately responsible for monies which the above-mentioned applicant may at any stage be owing to the College in terms of the agreement he/she concluded with the College, as set out above, including any change thereto.

**SIGNATURE OF PARENT / LEGAL GUARDIAN** \_\_\_\_\_

**DATE** \_\_\_\_\_

<b>ID OF PARENT / LEGAL GUARDIAN</b>																			
--------------------------------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

***IT IS COMPULSORY THAT THIS CONTRACT IS SIGNED BY ALL PARTIES CONCERNED.***

***Please scan back the completed form altogether with required documents as one pdf file and upload on apply link***

---

## CHECKLIST

Please note that Roseville FET 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 form will be returned to you for completion. Before submitting your application, please complete the check list below. Please tick the box next to each bullet to indicate that you have checked it. (Yes, No, na – not applicable)

Item	Applicant			College Controller		
	Yes	No		Yes	No	
• Is the course registration form attached? (Addendum A)	Yes	No		Yes	No	
• Did you enclose a certified copy of your ID document?	Yes	No		Yes	No	
• Did you enclose: (a) a certified copy of your Senior Certificate or, (b) a certified copy of your latest progress report if the Grade 12 results are not applicable or (c) an original Academic Record and a Certificate of Conduct, or certified copies of other certificates if you studied at another academic institution other than a school, (d) A certified or original copy of proof of your residential address?	Yes	No		Yes	No	
• Have you completed all the applicable sections on the application form?	Yes	No		Yes	No	
• Did you sign the declaration of agreement?	Yes	No		Yes	No	
• If you are under 18 or not liable for the payment of your own fees: did your parents/guardian sign the declaration?	Yes	No		Yes	No	
• Have you included the required deposit for (a) your course and (b) residence (if applicable)?	Yes	No	na	Yes	No	na
• Did you indicate the name of the hostel on the application form if you wish to be considered for a place in a residence? (NB: Application for accommodation in a residence does not guarantee accommodation in the residence but is subject to availability and payment of a deposit.)	Yes	No	na	Yes	No	na
• All international / foreign students: Have you applied for a study permit for this course in your home country or are you in possession of one? <b>You are compelled to produce a valid study permit before you will be allowed to register.</b>	Yes	No	na	Yes	No	na
• <b>International / Foreign students, have you attached a certified copy of your passport or certificate of refugee status, and the DFSAQA (Directorate: Foreign Qualifications Evaluation and Advisory Services) evaluation of your school qualification?</b>  • Please note: <b>The onus rest with all international / foreign applicants</b> to have their school qualifications evaluated by SAQA before submitting this application form. SAQA can be contacted at the call centre on 012 431-5070; fax 012 431-5146. (Online applications are recommended.)	Yes	No	na	Yes	No	Na

## FOR OFFICE USE

Compulsory section			
For office use	Name and surname of staff member (please print)	Signature	Date
Control list and application form controlled by:			
HOD's means review by:			
Placement test done by (where applicable):			

Head of Department review comments

-----  
 -----  
 -----