

**IMPORTANT NOTICES**

1. This is an application only. If you are successful you will be invited to register. You become a student of the College of Eastcape Midlands TVET College only once we have issued an official proof-of-registration printout. Incomplete applications or those not accompanied by all the required documentation will not be processed.

**POPI Declaration (Protection of Personal Information Act)**

2. Where required in terms of national policies the College must and will, share your personal information. In particular your data will be shared with national departments such as the Department of Higher Education (DHET) and with prospective Work Placement host employers. Your details may also be shared with external partners of the College in order to provide additional services to students. The College is unable to avoid this.

*I/We the undersigned declare that all information provided herein is in full, true and correct and acknowledge that incomplete or incorrect information will result in the application being summarily rejected. I/We further agree to my personal data being shared as required.*

**FOR OFFICE VERIFICATION USE**

REGISTRATION NUMBER

PACE RESULTS  EVIDENCE OF NSFAS APPLICATION

CERTIFIED COPIES OF (DATE STAMP NOT OLDER THAN 3 MONTHS):

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

NAME & SURNAME

DATE

SIGNATURE OF SENIOR OFFICIAL

NAME & SURNAME

DATE

**APPLICATION ACCEPTED**

Yes  No

College Administration Official use	Name/Surname and Designation (Print)	Signature	Date
Acknowledge of Application sent (SMS)			
Sign-off of Capturer			
Approval of Application			
Student informed of approval			

Private Bag X35, Uitenhage, 6230

Eastcape Midlands College - CorporateProfile

Tel: 041 995 2000

eastcapemidlands

Fax: 041 995 2047

www.emcol.co.za



REGISTRATION NUMBER

STUDY YEAR

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.

Completed application must be hand delivered to the CAMPUS, or posted to Private Bag X35, Uitenhage, 6230

Please attached copies of the following documents:

- **Certificated copy of highest academic qualification/ school grade**
- **Certificated copy of ID document**
- **Certificated copy of proof of address**
- **Please note that certificated documents must not be older than 3 months**
- **Proof of NSFAS Application**

PLEASE INDICATE YOUR CHOICE OF STUDY

ACADEMIC YEAR	PROGRAMME	R191 BUSINESS (6 months)		R191 ENGINEERING (4 months)			OCCUPATIONAL / SKILLS TRAINING
20.....	NCV	S1	S2	T1	T2	T3	

**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"/>
Heath Park (Port Elizabeth) <input type="checkbox"/>	Thanduxolo <input type="checkbox"/>	Park Avenue <input type="checkbox"/>
High Street <input type="checkbox"/>		Brickfields Road <input type="checkbox"/>

**1. PERSONAL INFORMATION**

Surname			Initial(s)			Title	
Full Names			ID Number				
Date of birth			RSA Citizen	<input type="checkbox"/>	Other	<input type="checkbox"/>	
Gender	Male <input type="checkbox"/>	Female <input type="checkbox"/>	If other, please specify				
			Passport Number				
			Alternative ID Number				
			Immigration Date:				
			Valid Study Permit	<input type="checkbox"/>	Expiry Date of Permit		
Marital Status	Single <input type="checkbox"/>	Widowed <input type="checkbox"/>	Divorced <input type="checkbox"/>	Married <input type="checkbox"/>	Maiden Surname		
Ethnic Group	Black <input type="checkbox"/>	White <input type="checkbox"/>	Coloured <input type="checkbox"/>	Indian <input type="checkbox"/>	Other <input type="checkbox"/>		
If other, please specify							
<i>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)</i>							
Home Language							
Contact Details (Home)				(Cell)			
Are you currently employed ?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Company Information: Name				
			Contact Details				

2. STUDENT ADDRESS (Complete all fields)					
ADDRESS WHILE STUDYING					
Street Address					
Suburb					
Town		Code			
HOME ADDRESS					
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	
Full Name			Initials	
Relation				
ID Number				
PO Box / Private Bag				
Street Address				
Suburb		Code		
Town				
Tel (H)		Tel (W)		
Cell				
Email Address				

4. MEDICAL INFORMATION (Confidential)			
DISABILITIES These are medically certified conditions that might have an impact on your access to learning			
None	<input type="checkbox"/>	Behavioural Disorder	<input type="checkbox"/>
Autistic Spectrum Disorders	<input type="checkbox"/>	Deal-Blindness	<input type="checkbox"/>
Deafness	<input type="checkbox"/>	Moderate/Severe Intellectual Disability	<input type="checkbox"/>
Mild/Moderate Intellectual Disability	<input type="checkbox"/>	Specific Learning Disability	<input type="checkbox"/>
Severe Intellectually Disabled	<input type="checkbox"/>	Dyslexia	<input type="checkbox"/>
Blindness	<input type="checkbox"/>	Epilepsy	<input type="checkbox"/>
Attention Deficit Disorder	<input type="checkbox"/>	Cerebral Palsy	<input type="checkbox"/>
Partial Sight/Low Vision	<input type="checkbox"/>	Hard of Hearing	<input type="checkbox"/>
Psychiatric Disorders	<input type="checkbox"/>	Physical Disabled	<input type="checkbox"/>

5. INSTITUTIONAL ACADEMIC BACKGROUND		
1. Secondary School Student	<input type="checkbox"/>	3. Student at this TVET College
2. University	<input type="checkbox"/>	
4. Student at other TVET College	<input type="checkbox"/>	5. University of Technology
Name of last institution attended		Year completed:

6. PREVIOUS QUALIFICATIONS			
SCHOOL QUALIFICATIONS		POST SCHOOL STUDIES	
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	
Physical Science		Physical Science	
Mathematics		Mathematics	
Mathematics Literacy		Mathematics Literacy	
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"/>	NSFAS	<input type="checkbox"/>
Other Bursary	<input type="checkbox"/>	Bursary Company	

8. COURSE TO BE ENROLLED FOR (COMPULSORY FIELD TO BE COMPLETED)	
Course	Level

9. SUBJECTS (TO BE COMPLETED BY EMC OFFICIAL)			
SUBJECTS AND LEVEL: (In full)	COURSE LEVEL	FULL-TIME	PART-TIME

## 10. UNDERTAKING & CONDITIONS

- I hereby declare:
- that the information provided by me on the previous page in this application form is true and correct;
  - 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;
  - 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;
  - 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;
  - that I should regard myself liable for payment of tuition fees should I not qualify for financial aid;
  - 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;
  - that it is my responsibility to make enquiries about commencement of classes and exam dates;
  - that I agree that the course level that I am applying for is best suited for my qualifications and abilities.
  - I hereby declare that I am an unemployed learner (Applicable for NSF learners only).
  - A registration fee as determined by the College Governing Body is payable at the beginning of a course term.
  - Cancellation or change of subject(s) or course must be discussed with the Campus Manager and written proof must be submitted.
  - No changes of subjects will be accepted after 10 working days of commencement of classes.
  - An administration fee will be charged if classes are cancelled within 10 working days from the commencement of the said course.
  - Cancellations due to death and terminal sickness will be considered on merit and is subject to the approval of the Principal.
  - If classes are abandoned or cancelled for no very sound reason as stipulated in condition 5, the full tuition fee is payable.**
  - (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.
  - 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.
  - 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.
  - 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.
  - Students must submit proof of RSA Identification Number (or Study Visa) and previous academic successes.
  - EMC must be informed in writing within 10 working days of any address changes.**  
You agree that we may:
    - Verify information provided by you;
    - 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;
    - 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.

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SIGNATURE OF STUDENT

-----  
DATE

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SIGNATURE OF PARENT / GUARDIAN

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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 TVET College subject to the conditions referred to above.**

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

- |                   |                          |                           |                          |                            |                          |                         |                          |
|-------------------|--------------------------|---------------------------|--------------------------|----------------------------|--------------------------|-------------------------|--------------------------|
| Newspaper adverts | <input type="checkbox"/> | Career expo               | <input type="checkbox"/> | Social Media               | <input type="checkbox"/> | School guidance teacher | <input type="checkbox"/> |
| EMC Website       | <input type="checkbox"/> | Friends or family         | <input type="checkbox"/> | Radio advert               | <input type="checkbox"/> | Visit to school by EMC  | <input type="checkbox"/> |
| Open Day          | <input type="checkbox"/> | Community leader / pastor | <input type="checkbox"/> | Brochure / poster / banner | <input type="checkbox"/> | Other                   | <input type="checkbox"/> |