

LOVEDALE TVET COLLEGE

APPLICATION FOR ACADEMIC ADMISSION 2018

PLEASE NOTE THAT: 1) LACK OF ANY OF THE NECESSARY ACCOMPANYING DOCUMENTS CAN RESULT IN YOUR APPLICATION **NOT** BEING PROCESSED

THE COMPLETION AND RETURN OF THIS FORM DOES NOT GUARANTEE ADMISSION, A PLACEMENT TEST **MUST** BE WRITTEN FOR NC (V) LEVEL 2 OR N1 PROGRAMMES.

**After completion send your registration form via registered mail or hand deliver to the campus to which you have applied, addressed to the Administrative Officer: Applications
(no faxed applications will be accepted)**

KING CAMPUS


Private Bag X7409
King William's Town
5600
Tel: 043 604 0705

ALICE CAMPUS

Private Bag X1303
Alice
5700
Tel: 040 653 1171/2

ZWELITSHA CAMPUS

Private Bag X510
Zwelitsha
5608
Tel: 040 654 1516/38

www.lovedalecollege.co.za | General enquiries: (043) 6040 762 |  /LovedaleTVETCollege.co.za

Name of student	Programme
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Before handing in your form please use our checklist to check that:

- 1) you have completed the entire form, and
- 2) the following documents accompany your application:

BIRTH CERTIFICATE / IDENTITY DOCUMENT (two certified copies for semester/year students and three copies for trimester students)	✓
CERTIFIED COPY OF PASSPORT (FOREIGN APPLICANTS)	
COPIES OF CERTIFICATES/QUALIFICATIONS (one certified copy)	
ID/PASSPORT PHOTOGRAPH	
MOST RECENT SCHOOL PROGRESS REPORT (one certified copy)	
PARENT'S ID OR PASSPORT (two certified copies)	
PROOF OF RESIDENCE (MUNICIPAL BILLING / LETTER FROM WARD COUNCILLOR / ACCOUNT STATEMENT ETC)	
SAQA EVALUATION (FOREIGN APPLICANTS)	
STUDY PERMIT (FOREIGN APPLICANTS)	

<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
Interview					Y	N	d	d	m	m	y	y	y	y

SECTION A: PERSONAL DETAILS

Please write one letter per block, starting in the first block. Leave one block open between names

TITLE e.g. MR/MS/MRS

INITIALS

Affix
required
photograph
here

SURNAME
MAIDEN NAME

FIRST NAMES

DATE OF BIRTH

IDENTITY NUMBER

PASSPORT NUMBER

GENDER MALE FEMALE

MARITAL STATUS SINGLE MARRIED WIDOWED DIVORCED

HOME LANGUAGE

CHURCH/RELIGION
(optional)

SECTION B: CONTACT DETAILS

RESIDENTIAL (HOME) ADDRESS

POSTAL CODE

POSTAL ADDRESS *(where graduation notices, newsletters etc. should be sent)*

POSTAL CODE

ADDRESS WHILE
STUDYING

POSTAL CODE

TEL NUMBER

CELL NUMBER

PROOF OF RESIDENCE ATTACHED YES NO

SECTION C: ACCOUNT DETAILS

If employer, bursar or sponsor is responsible for payment, a letter from the employer, bursar or sponsor must be attached. The STUDENT will be held responsible for payment of fees should the employer, sponsor or bursar not pay

SOURCE OF FUNDING

SELF		PARENT		EMPLOYER		BURSAR		OTHER	
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SURNAME OF EMPLOYER/BURSAR/SPONSOR

FIRST NAME

POSTAL ADDRESS

POSTAL CODE

TEL

FAX

EMAIL

CONTACT DETAILS OF PARENT/GUARDIAN RESPONSIBLE FOR PAYMENT

RELATIONSHIP (e.g. mother, guardian)

SURNAME

TITLE INITIALS

IDENTITY NUMBER

PASSPORT

PARENT/GUARDIAN ADDRESS *(domiciliumcitandi etexecutandi)*

POSTAL CODE

TEL WORK

TEL HOME

CELL

FAX

EMAIL

DO YOU INTEND TO APPLY FOR A BURSARY?

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 D: COURSE APPLICATION

WERE YOU PREVIOUSLY REGISTERED AS A STUDENT AT LOVEDALE TVETCOLLEGE?
IF YES, STATE THE PROGRAMME NAME AND STUDENT NUMBER

YES	NO
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PROGRAMME	STUDENT NUMBER						
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ACADEMIC PERIOD	YEAR		SEM 1		SEM 2		TRI 1		TRI 2		TRI 3	
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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					

FULL TIME STUDY

PART TIME STUDY

PLEASE INDICATE YOUR FIRST, SECOND AND THIRD CHOICES WITH 1,2OR 3 IN THE BOX ON THE RIGHT

NATIONAL CERTIFICATE VOCATIONAL NC(V)		
CIVIL ENGINEERING & BUILDING CONSTRUCTION (Carpentry & Roofwork)	Zwelitsha Campus	
CIVIL ENGINEERING & BUILDING CONSTRUCTION (Masonry)	Zwelitsha Campus	
CIVIL ENGINEERING & BUILDING CONSTRUCTION (Plumbing)	Zwelitsha Campus	
ENGINEERING & RELATED DESIGN (Automotive Repair & Maintenance)	Zwelitsha Campus	
ELECTRICAL INFRASTRUCTURE CONSTRUCTION	Zwelitsha Campus	
FINANCE, ECONOMICS & ACCOUNTING	King Campus	
INFORMATION TECHNOLOGY & COMPUTER SCIENCE	King Campus	
MANAGEMENT	King Campus	
OFFICE ADMINISTRATION	King Campus	
PRIMARY AGRICULTURE	Alice Campus	

NATIONAL CERTIFICATE (N1-N3)		
ENGINEERING STUDIES : CARPENTRY & ROOFING	Zwelitsha Campus	
ENGINEERING STUDIES : MASONRY/BRICKLAYING & PLASTERING	Zwelitsha Campus	
ENGINEERING STUDIES : PLUMBING	Zwelitsha Campus	
ENGINEERING STUDIES : MOTOR BODY REPAIR (PANELBEATING)	Zwelitsha Campus	
ENGINEERING STUDIES : MOTOR MECHANIC	Zwelitsha Campus	
ENGINEERING STUDIES : WELDING	Zwelitsha Campus	
ENGINEERING STUDIES : WATER & WASTE WATER TREATMENT	Zwelitsha Campus	
ENGINEERING STUDIES : ELECTRICAL	Zwelitsha Campus	

NATIONAL N DIPLOMA (NATED N4-N6)		
INTRO ART & DESIGN	Alice Campus	
INTRO BUSINESS STUDIES	Alice	King
ART & DESIGN	Alice Campus	
BUSINESS MANAGEMENT	King Campus	
FARMING MANAGEMENT	Alice Campus	
HUMAN RESOURCE MANAGEMENT (only available part-time)	King Campus	
FINANCIAL MANAGEMENT	Alice	King
MANAGEMENT ASSISTANT	Alice	King
PUBLIC MANAGEMENT (new)	King Campus	

SECTION E: SECONDARY EDUCATION

HIGHEST GRADE COMPLETED

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

NAME OF INSTITUTION *(school, college etc)*

TELEPHONE NUMBER OF INSTITUTION

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

TELEPHONE NUMBER OF INSTITUTION

SUBJECT	MARK/RESULT

DETAILS OF SENIOR CERTIFICATE *(if applicable)*

EXAMINING AUTHORITY <small>(e.g. EC, KZN)</small>	<input style="width: 100%; height: 15px;" type="text"/>	<input style="width: 100%; height: 15px;" type="text"/>	<input style="width: 100%; height: 15px;" type="text"/>	YEAR WRITTEN	<input style="width: 100%; height: 15px;" type="text"/>	<input style="width: 100%; height: 15px;" type="text"/>	<input style="width: 100%; height: 15px;" type="text"/>	AGGREGATE AS SHOWN ON SENIOR CERTIFICATE <small>(prior 2009)</small>	<input style="width: 100%; height: 15px;" type="text"/>
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ENTER THE MARK RANGE SHOWN ON YOUR SENIOR CERTIFICATE e.g. 950-1199 (prior 2009)	<input style="width: 100%; height: 15px;" type="text"/>
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MATRIC TYPE/ENDORSEMENT (Post 2009)

FULL ENDORSEMENT (B)	<input style="width: 100%; height: 15px;" type="text"/>	DIPLOMA ENDORSEMENT (D)	<input style="width: 100%; height: 15px;" type="text"/>
HIGHER CERTIFICATE ENDORSEMENT (H)	<input style="width: 100%; height: 15px;" type="text"/>	NSC, BUT NO ENDORSEMENT	<input style="width: 100%; height: 15px;" type="text"/>

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	<input type="checkbox"/>	International applicant with <i>temporary</i> residence	<input type="checkbox"/>
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INTERNATIONAL APPLICANTS WILL BE REQUIRED TO PRODUCE A PERMANENT RESIDENCE PERMIT OR STUDY PERMIT IN ORDER TO REGISTER. IT IS YOUR OWN RESPONSIBILITY TO APPLY FOR THE NECESSARY PERMIT

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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The onus rests with all international applications to have their qualifications evaluated by SAQA before submitting this application form. SAQA's contact number is as follows: 027 860103188

DISABILITY Lovedale TVET College supports inclusive learning, but is unable to accommodate certain individuals due to lack of resources or learning material. Please help us to assist you by ticking the appropriate box

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 <i>(incl severe behavioural problems)</i>	<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	<input type="checkbox"/>	Epilepsy	<input type="checkbox"/>	Specific learning disability	<input type="checkbox"/>
				Attention deficit disorder with/ without hyperactivity	<input type="checkbox"/>

ADDITIONAL MEDICAL CONDITIONS (IN CASE OF AN EMERGENCY)

Allergies	<input type="checkbox"/>	Asthma	<input type="checkbox"/>	Blood disorder	<input type="checkbox"/>	Heart condition	<input type="checkbox"/>
Diabetes	<input type="checkbox"/>	Epilepsy	<input type="checkbox"/>	Chronic medication	<input type="checkbox"/>		

SECTION G: RESIDENCE ACCOMMODATION

DO YOU REQUIRE RESIDENCE ACCOMMODATION?

YES

NO

(If yes, please apply for residence on our separate Residence Application Form)

- NOTE:** 1) PREFERENCE FOR RESIDENCE ACCOMMODATION WILL BE GIVEN TO STUDENTS WHO HAVE REGISTERED FULL TIME AND WHO RESIDE FURTHER THAN 50KMS FROM CAMPUS
2) ACADEMIC ADMISSION DOES NOT AUTOMATICALLY GUARANTEE RESIDENCE ADMISSION AS RESIDENCE ACCOMMODATION IS LIMITED

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 1 OR 31 July for a SEMESTER 2 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 Lovedale 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 100%
- attend all classes, lectures, practicals, workshops, tests, assessments and examinations
note: a) irregular class attendance will result in non payment of bursary accommodation and transport allowances. (if applicable)
b) 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 of the student disciplinary code. Disciplinary actions, offences, disciplinary procedures and detailed explanation will be made available to the student in the student guide and are freely available at student affairs offices at all campuses

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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