

APPLICATION FORM

PLEASE ENCLOSE THE FOLLOWING WITH YOUR APPLICATION FORM AND TICK THE APPROPRIATE BOX:

1. A certified copy of your identity document	<input type="checkbox"/>	3. A certified copy of your marriage certificate (married women ONLY)	<input type="checkbox"/>
2. Certificated copies of all academic qualifications	<input type="checkbox"/>		

No application can be accepted without the above documents.

ACADEMIC INFORMATION OF APPLICANT

University number:

Name of Short Learning Program applying for: Date(s) of presentation of Short Learning Program:

Have your been registered for a formal course at this University before Yes No
If yes, please indicate:

Have your been registered for a short course at this University before Yes No
If yes, please indicate

PERSONAL INFORMATION OF APPLICANT

Initials:

Surname:

First Name:

Maiden Name:

Population Group: Asian Black Coloured White

Gender: Male Female:

Title (Mr/Mrs/Ms) Date of Birth:

Marital Status: Single Married Divorce

ID/Passport Number:

Contact Details:

Home Tel:

Work Tel:

Fax:

E-mail address:

Cell no:

Postal Address:

Postal Code

Physical Address:

Postal Code																		

Relative Details:

Address:

Postal Code																		

Relationship:

Home Tel:

Work Tel:

Disability:

Yes

No

Specify:

Indicate special dietary requirements:

TRAINING RECORD OF APPLICANT

Complete in reverse order (starting with the most recent) Attach a copy of the documents to your application form

PERIOD	NAME OF SCHOOL / UNIVERSITY / COLLEGE	GRADE (APPLICABLE TO SCHOOL QUALIFICATION) NAME OF DEGREE / DIPLOMA / CERTIFICATE

EMPLOYMENT RECORD OF APPLICANT

Complete in reverse order (starting with the most recent)

PERIOD	OCCUPATION	EMPLOYER

METHOD OF PAYMENT

Method of Payment:

Pay by cheque, made payable to *North-West University*, **or** directly into the bank account.

Banking details:

Account Name: North-West University – Vaal Triangle Campus
 Bank: ABSA
 Account Number: 405 881 2912
 Code & Branch: 632005 – Tom Street, Potchefstroom
 Reference: Contact the finance 016 910 3015/3

NB: All deposits must be followed by faxing the deposit slip to 086 606 4878 on the same day the deposit is made

I resign myself to the rules of the University and to pay the stipulated fees in advance. I am aware that the course fees are **not refundable** if the course is presented. Scheduled training will commence on due dates only if sufficient enrolments have been received. Certificates will be issued after completion. Delegates/learners must attend at least 80% of the classes to qualify for examination and/or a certificate.

Signature of attendee

Date

METHOD OF PAYMENT (Office use only)

Amount Payable:	<input type="text"/>	Receipt Number:	<input type="text"/>
Invoice Number:	<input type="text"/>	Payment Number:	<input type="text"/>
Reference Number	<input type="text"/>		<input type="text"/>

REGULATIONS OF SHORT LEARNING PROGRAM

1. **Registration Form:**
 - 1.1 All delegates need to complete and sign a registration and regulations form
 - 1.2 Certified Copies of ID Document, highest qualification and other courses must be attached
 - 1.3 Proof of payment or payment or a confirmation letter from the company must be attached (all fees are payable in advance).

 2. **Evaluation:**
 - 2.1 **Assignments**
 - Learners assignments must be handed in on time and no extension of time will be granted. The official cover page must be attached to the assignment. Assignments received without a cover page will be returned unmarked.
 - Assignments must be addressed to the Centre for Continuing and Professional Development (CCPD) and one of the following methods can be used:
E-mail: ccpdinfo@nwu.ac.za
Fax: 086 606 4878
Post: P.O. Box 1174, Vanderbijlpark, 1900
 - First opportunity: All assignments need to be handed in on the due date or it will not be marked. No extension of time will be granted
 - A second opportunity will be granted to a learner if the minimum pass rate of 50% per assignment has not been obtained. No additional payment is required.
 - Final opportunity: Should the learner be unsuccessful during the first and/or second opportunity he/she may repeat the course (by attending the next available class). Student will be required to pay full fee of the course.
 - **WARNING:** Delegates who copy other delegates work will obtain a mark of zero for the assignment and disciplinary steps may be taken by the Centre for Continuing and Professional Development (CCPD) and/or University. It is also unacceptable to do somebody else's work, to lend your work to them or to make your work available to them to copy – be careful and do not make your work available to anyone!
 - 2.2 **Examinations**
 - Examinations will only be conducted on the pre-arranged date.
 - A learner will be allowed to write a supplementary examination (second opportunity) if the required rate of 50% has not been obtained. No additional payment is required.
 - Final opportunity: Should the learner be unsuccessful during the second opportunity he/she may repeat the module (by attending the next available class). Student will be required to pay full fee of the course.
 - Please take note that Short Learning Program classes will commence when we have a minimum of 15 attending delegates.
 - Administration fee of R1 500.00 will be charged as a cancellation fee on all Short Learning Programs.
- I resign myself to the rules of the University.

Signature of attendee

Date