



Form No.:

Form Receipt No.:

# SAKHIKAMVA COLLEGE

**Physical Address:** No. 13 Victoria Street, Mthatha, 5099 · **Postal Address:** P O Box 17 Vulindlela Heights, 5143**Tel No.:** (047) 531 6231 · **Fax No.:** 086 719 6531 · **E-mail:** [info@sakhikamvacollege.co.za](mailto:info@sakhikamvacollege.co.za)**Website:** [www.sakhikamvacollege.co.za](http://www.sakhikamvacollege.co.za)

## APPLICATION FORM - 1<sup>ST</sup> TERM 2024

**(APPLICATION FEE OF R50 IS NON-REFUNDABLE)****Applicants must return this application form with the following documents:**

- Certified copy of your ID.
- Certified copy of ID of a parent/guardian (if an applicant is under 18 years).
- Original bank deposit slip with the surname and initial/s of the applicant as a payment reference.
- Certified copies of applicant's Grade 9/10/11 and National Senior Certificate Grade 12 / Level 4 or N3.

Fully completed Application Form with the above mentioned documents must be returned to the College Administration Office before registration closes. **NO FEES** must be paid to any College staff member except for application and student card fee amounts of R50, ensure you get a signed and stamped College receipt for these transactions as your proof of payment.

### SECTION 1: APPLICANT DETAILS

TITLE	MR		MRS		MS		APPLICANT SURNAME												
FIRST NAME							SECOND NAME												
NATIONALITY							GENDER	MALE		FEMALE									
PHYSICAL ADDRESS							POSTAL CODE												
ID NUMBER							0	8	DATE OF BIRTH	Y	Y	Y	Y	/	M	M	/	D	D
CELL NO	0								RACE	AFRICAN		COLOURED		WHITE					
PREVIOUS SCHOOL							GRADE / LEVEL PASSED							YEAR PASSED					

### SECTION 2: NEXT OF KIN DETAILS (MOTHER/FATHER/AUNT/UNCLE/SISTER/BROTHER/WIFE/HUSBAND)

SURNAME							FIRST NAME											
PHYSICAL ADDRESS							POSTAL CODE											
CELL NO	0								RELATIONSHIP TO APPLICANT									

### SECTION 3: PLEASE MARK 1<sup>ST</sup> CHOISE AS (1) & 2<sup>ND</sup> CHOISE AS (2). DO NOT MARK MORE THAN 2.

BUSINESS STUDIES	TICK	UTILITY STUDIES	TICK	HEALTH STUDIES	TICK
Human Resource Management		Farming Management		Medical Secretary	
Business Management		Educare		<b>ENGINEERING STUDIES</b>	<b>TICK</b>
Financial Management		Tourism		Electrical Engineering	
Public Management		Hospitality & Catering Services		Civil Engineering	
Public Relations		Clothing Production		Mechanical Engineering	
Marketing Management		Popular Music: Performance		Chemical Engineering	
Management Assistant		Popular Music: Studio Work		Installation Rules (P1/P2)	
Legal Secretary				Master Electrician (P1/P2)	

Please ask for assistance to complete this section if you are not sure about which subject/s to register for!

### SUBJECTS / INSTRUCTIONAL OFFERINGS SELECTED

NO.	SUBJECT NAME	LEVEL	NO.	SUBJECT NAME	LEVEL
1.			4.		
2.			5.		
3.			(NB: A STUDENT MAY NOT REGISTER MORE THAN 5 SUBJECTS)		
Type of Learning (Tick <input checked="" type="checkbox"/> )		Full-Time		Distance	
Accommodation Required? (Tick <input checked="" type="checkbox"/> )				Yes	No

### SECTION 4: DISABILITY STATUS (TICK ) WHERE APPLICABLE

ATTACH A CERTIFIED MEDICAL CERTIFICATE OR PROOF OF DISABILITY STATUS

Attention Deficit Disorder		Epilepsy		Severe Intellectual Disabled	
Autistic Spectrum Disorder		Hard Of Hearing		Specific Learning Disabled	
Behavioural/Conduct Disorder		Mild To Moderate Intellectual Disabled		Psychiatric Disorder	
Blind		Physically Disabled		Dyslexia	
Cerebral Palsied		Deaf		None	

### SECTION 5: PAYMENT OF FEES

- I understand that **R500** for Registration Fee is **Non-Refundable** in case of cancellation of my studies at the college.
- I undertake to pay all **College Fees** due by me before / by the due dates.
- I understand that no college fees are to be paid to **any staff member** of the College under any circumstance as they are not authorised to receive such payments. Should this happen, there will be **no refunds** or acknowledgement of payment should the College not receive my payment and I will still be liable to pay the balance of class fees due by me to the College. The only **authorized** amounts by the Principal are for Application Form and Typek Paper which are less than **R100** that can be paid to the Administration Officer and signed proof of payment (**receipt**) must be issued to me as proof of this payment in case it is needed for any verification at a later stage.
- **I understand that any amounts due to the college must be deposited via online banking/FNB ATMs/Speed Point at the college only. All proofs of payments must be submitted at the college for each transaction in order to be receipted for it.**
- **10% interest will be charged on unpaid balances of fees each month for late payments of fees after exams have been concluded.**

### SECTION 6: CANCELLATION POLICY

- 10% of full deposit fee will be deducted if cancellation occurs before classes commence (**Semester/Trimester Courses**).
- 25% of total course fee amount will be deducted if cancellation occurs within 30 days classes commenced (**Semester Courses**).
- 50% of total course fee amount will be deducted if cancellation occurs within 30 days classes commenced (**Trimester Courses**).
- 50% of total course fee amount will be deducted if cancellation occurs within 60 days classes commenced (**Semester Courses**).
- **No refunds will be made if cancellation occurs after 30 days classes commenced (Trimester Courses).**
- **No refunds will be made if cancellation occurs after 60 days classes commenced (Semester Courses).**

No deductions will be made in the event of prolonged illness or death which occurs within 30 days from date of registration. Valid proof must be submitted to the college Principal to effect payment, no refunds will be made without submitting proof.

### SECTION 7: COLLEGE TERMS & CONDITIONS

The College reserves the right to terminate this contract if a student does not obey the College Terms & Conditions. If a student wants to cancel his/her registration with the College before classes commence, he/she can do so but 10% of deposit fee paid will be deducted due to bank charges and admin purposes. **NB: Deductions will be done even if the student did not return his/her application form nor attended any classes yet. Written proof must be submitted to accompany the verbal cancellation. No applicant is allowed to pay any registration fees upfront if they have not yet received an Application Form. If such a case occurs, an applicant will be subjected to the cancellation policy as mentioned in clause 6 of this form.** No applicant is allowed in class if they have not submitted their application form or paid applicable registration fees. A student is responsible for checking and adhering to all College Important Dates regarding registration dates, arrival of preliminary schedule, assignments, tests and examinations etc, this information can be found on the College Admission Letter. If a student fails to rectify any errors (names, ID numbers, subjects etc) that may have occurred on the Preliminary Schedule, the College will not take any responsibility for this. A student is also responsible for ensuring that all registers are signed by them after submitting their assessment scripts for each registered subject as proof of their submission, failing which a student cannot write exam for any subject/s they are not meeting minimum requirement of **40%** to qualify for exams. **The balance of class fees must be fully paid before examinations starts, no refunds will be made if a student misses to write any examination due to non-payment of fees etc.** A student is also responsible for checking the final exam time table for subject clashes in order to be able to apply for concessions in advance before the closing date as specified on the College Admission Letter, failing which the student may be forced to write both exam papers at the same time with no additional time. **NB: Students who disobey the College Terms and Conditions may be disqualified to continue to study or write their final examinations at our College. A student is liable to pay all fees for the term he/she is registered for during that period.**

### SECTION 8: STUDENT DECLARATION (OVER 18 YEARS OF AGE)

I (Full Surname and Name of Applicant) ..... declare that all the information stated above is true and the Terms and Conditions of this College are fully understood by me.

Signature of Applicant: ..... Admission Date: 20...../...../.....