

GENERAL APPLICATION FORM

student's name: First name/s _____ Surname: _____

Mr Ms _____

of (home address): _____ code: _____

Postal address: _____ code: _____

home 'phone: (____) _____ cell 'phone: (____) _____

email address: _____ @ _____ student no: _____

ID number: _____

enrolled in: Interior Design Graphic Design Fashion Design
 Interior Decorating Architectural Draughting Clothing Design & Construction
 Interior Decorating Higher Certificate Architectural Technology Higher Certificate Adobe DD, DV or VD
 Fashion Design Higher Certificate Design Techniques Higher Certificate

in JHB (Rosebank) PTA (Menlo Park) CTN (Woodstock) DBN (Morningside) Distance
 20 _____ Year 1 Year 2 Year 3

DUPLICATE OR UPDATED DOCUMENT

I hereby apply for a duplicate of my:

certificate / diploma / degree
 academic report / transcript
 Student Card

I attach proof of payment of a R200.00 administration fee.
 (See Bank Deposit slip on /downloads page)

I accept that there will be a three week delay before the document can be issued.

OR

I hereby apply for a **UPDATED CERTIFICATE OF COMPLETION**
 to now include Experiential Training (*no payment necessary*)

Signed: _____
 Date: _____

APPLICATION FOR EXEMPTION / RPL

I hereby apply for an exemption from the following module/s in my course:

1) _____ 2) _____
 3) _____ 4) _____

I attach certified copies of evidence that I have an equivalent recognised qualification or RPL.

I attach herewith the completed Inscope "Recognition of Prior Learning" (RPL) application form

I accept that the exemption process shall be conducted in terms of Inscope "RPL Policy and Procedures"

I accept that any exemption shall not alter the conditions of my original contract with Inscope and such conditions continue to be binding on me.

Signed: _____
 Date: _____

APPLICATION FOR REPLACEMENT COURSEWARE

I hereby apply for the replacement of my course notes:

Subject: _____ Module: _____

I attach proof of payment of a R265.00 administration fee. (See Bank Deposit slip on /documents page)

I accept that it may take up to 10 days for the notes to be issued.

Signed: _____ Date: _____

OFFICE USE ONLY

Fee status: up to date in arrears Academic: satisfactory unsatisfactory

Authorised? granted not granted done by _____ Date: _____

Remarks: _____

Signed by Principal: _____ Date: _____