

Document no.	ADM-FO-034
Revision	2017



# APPLICATION FORM

Year of intended study	Full-Time	Part-Time	Distance Edu.	Exams Only
<b>20</b>				

**Please include the following documents with this application**

Identity Documents;

- A certified copy of your Senior Certificate or a certified copy of your latest report if the Grade 12 results are not available/applicable or a certified copy of other certificates if you studied at another academic institution other than a school;
- Proof of address.

Campus where you want to study - indicate with X	<b>Atlantis</b>	<b>Citrusdal</b>	<b>Malmesbury</b>	<b>Vredenburg</b>	<b>Vredendal</b>

## Student Details

Title	Surname	Full names	Date of Birth
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<b>ID No</b>													
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<b>RSA Citizen</b>	Y	N (If no indicate citizenship)
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<b>Address</b>	
<b>City/Town and Postal Code</b>	
<b>Tel. (H)</b>	
<b>Cell No.</b>	

## Course Details

Programmes of Study (Indicate with X)	Occupational	National Certificate (Vocational) (NCV)	Trimester	Semester
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<b>NATIONAL CERTIFICATE (VOCATIONAL) (NCV)</b>				
<b>LEVEL 2</b>	<b>LEVEL 3</b>		<b>LEVEL 4</b>	
<b>ATLANTIS</b>	<b>CITRUSDAL</b>	<b>MALMESBURY</b>	<b>VREDENBURG</b>	<b>VREDENDAL</b>
Office Administration	Office Administration	Office Administration	Office Administration	Office Administration
Engineering & Related Design	Electrical Infrastructure Construction	Hospitality	Electrical Infrastructure Construction	Office Administration (with Wholesale & Retail as a subject)
Engineering & Related Design (with Physical Science as a subject)	Electrical Infrastructure Construction (with Renewable Energy as a subject)		Engineering & Related Design	Engineering & Related Design
Electrical Infrastructure Construction			Tourism	Education & Development
Management				

<b>NATED: TRIMESTER STUDIES N1-N3</b>				
<b>N1</b>	<b>N2</b>		<b>N3</b>	
Subject 1	Subject 2			
Subject 3	Subject 4			

<b>NATED: SEMESTER STUDIES N4-N6</b>				
<b>N4</b>	<b>N5</b>		<b>N6</b>	
<b>ATLANTIS</b>	<b>CITRUSDAL</b>	<b>MALMESBURY</b>	<b>VREDENBURG</b>	<b>VREDENDAL</b>
Management Assistant	Management Assistant	Management Assistant	Management Assistant	Management Assistant
Business Management	Business Management	Business Management	Business Management	Business Management
HR Management		HR Management		

<b>OCCUPATIONAL PROGRAMMES</b>				
Learnership	Apprenticeship	Skills Programme	RPL	Trade Test

Programme:

Option 1:	Programme	
Option 2:	Programme	
Option 3:	Programme	

## Personal Details

<b>Marital Status</b> Indicate with X	<input type="checkbox"/> SINGLE	<input type="checkbox"/> MARRIED	<input type="checkbox"/> WIDOW	<input type="checkbox"/> DIVORCED	<input type="checkbox"/> HOME LANGUAGE
<b>Number of family members in the household</b>					

<b>Age and educational status of members in the household</b>		

<b>Do you have any disabilities?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If yes, please state disability
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<b>Study Permit</b>	Y <input type="checkbox"/>	N <input type="checkbox"/>	<b>Expiry date of permit</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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<b>Study permit no</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Ethnic Group (for statistical data only) and Gender	<b>Black</b>	<b>Coloured</b>	<b>Indian</b>	<b>White</b>	<b>Other</b>	<b>Male</b>	<input type="checkbox"/>	<b>Female</b>	<input type="checkbox"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

<b>Academic Postal Address</b>										
<b>Title</b>	<input type="text"/>	<b>Surname</b>	<input type="text"/>	<b>Initials</b>	<input type="text"/>					
<b>Address</b>	<input type="text"/>					<b>Postal Code</b>	<input type="text"/>			
<b>Postal Address</b>	<input type="text"/>					<b>Postal Code</b>	<input type="text"/>			
<b>Tel (H)</b>	<input type="text"/>	<b>Tel (W)</b>	<input type="text"/>	<b>Fax</b>	<input type="text"/>					
<b>Cell phone</b>	<input type="text"/>	<b>Alt cell nr</b>	<input type="text"/>							
<b>E-mail address</b>	<input type="text"/>									

<b>Were you previously registered as a student at West Coast College?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If Yes, which course/programme:
<b>Name of last school attended</b>	<input type="text"/>		
<b>Current/Highest grade</b>	<input type="text"/>	<b>Have you taken mathematics as a subject? If yes, state highest level/grade</b>	<input type="text"/>
<b>Year completed</b>	<input type="text"/>		

Do you require accomodation? YES  NO

Do you require transport? YES  NO

<b>Where did you hear about West Coast College (mark with X)</b>									
<b>Friends at WCC</b>	<input type="checkbox"/>								
<b>Family att WCC</b>	<input type="checkbox"/>								
<b>Website</b>	<input type="checkbox"/>	<b>Open Day</b>	<input type="checkbox"/>	<b>Teacher/staff</b>	<input type="checkbox"/>	<b>Talk at school</b>	<input type="checkbox"/>		
<b>Mxit</b>	<input type="checkbox"/>	<b>Newspaper</b>	<input type="checkbox"/>	<b>Radio</b>	<input type="checkbox"/>	<b>Facebook</b>	<input type="checkbox"/>		
<b>Career exhibition</b>	<input type="checkbox"/>	<b>Twitter</b>	<input type="checkbox"/>	<b>Other (pls specify)</b>	<input type="text"/>				

<b>Name and Surname (applicant):</b>	<input type="text"/>	<b>Parent:</b>	<input type="text"/>
<b>Signature:</b>	<input type="text"/>	<b>Signature:</b>	<input type="text"/>
<b>Date:</b>	<input type="text"/>	<b>Date:</b>	<input type="text"/>

Mr/Ms .....

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Dear Sir/Madam

**RECEIPT OF APPLICATION FOR ADMISSION FOR 20.....**

- Study at West Coast TVET College
- You have been provisionally approved for the programme .....

Approval of admission only becomes effective upon registration.  
 Registration for your programme will take place from .....

Classes will commence .....

In order for your registration to be processed, you must provide the documents as listed below.  
**PLEASE NOTE THAT THE COLLEGE WILL NOT PROCESS INCOMPLETED REGISTRATION FORMS.**

<b>DOCUMENTS REQUIRED – 2 COPIES OF EACH</b>		<b>Indicate with X</b>
<b>Before submitting your registration form, please check that you have done everything on the list below which applies to you.</b>		
<p><b>Documents required to process the Registration:</b></p> <ul style="list-style-type: none"> <li>• Identity Documents;</li> <li>• <b>A certified copy of your Senior Certificate or a certified copy of your latest report if the Grade 12 results are not available/applicable or a certified copy of other certificates if you studied at another academic institution other than a school;</b></li> <li>• Proof of address.</li> </ul> <p><b>Additional for Financial Aid Assistance:</b></p> <ul style="list-style-type: none"> <li>• Certified copy of your Identity Document. If you are younger than 16 years of age, and do not have a green bar-coded ID or smart ID card, you must submit a certified copy of your unabridged birth certificate.</li> <li>• Certified copy of identity Document of each household member including parents or legal guardian.</li> <li>• Certified copy of your latest academic transcript or exam results. If you are currently in Grade 12, you do not need to submit this document.</li> <li>• If you have been exempted from paying fees, please provide a letter from the school informing NSFAS that you have been exempted.</li> <li>• Certified or official copy of recent payslip, letter of employment, not older than three months, for each parent, or the person who supports you, or your guardian or yourself if you are employed. This is for all types of employment or all forms of income for all members of the household. This includes any income received from SASSA grants, Unemployment Insurance Fund (UIF), or any retirement, life, disability or other benefits paid as a lump sum or in monthly payments.</li> <li>• If your parents or person who supports you or your legal guardian are retired, please provide a copy of an official pension slip or bank statement showing payment.</li> <li>• If your parents or the person who supports you or your legal guardian works as an informal trader, please provide an affidavit signed by them to confirm this employment.</li> <li>• If either of your parents is deceased, please provide a certified copy of the death certificate.</li> <li>• If your parents are divorced, please provide a certified copy of the divorce decree.</li> <li>• If either of your parents does not live at home, please provide an affidavit explaining the reasons.</li> <li>• Certified copy of a SASSA letter if any of your family members are receiving a social grant and are also contributing to your household income. This also applies to your legal guardian.</li> <li>• If you have indicated that a dependent in your household is a student, provide proof of registration or acceptance at TVET college or university for each dependent.</li> <li>• If you have disability, please complete the relevant supporting documents (please see website for details) and submit them with your application form.</li> <li>• We only accept a Birth Certificate if the student is NOT older than 18years</li> </ul> <p><b>NOTE:</b></p> <ol style="list-style-type: none"> <li>1. Two copies of each document must be provided.</li> <li>2. All copies must be originally certified.</li> <li>3. Faxed copies will NOT be accepted.               <ul style="list-style-type: none"> <li>• In the case of a single parent, the parent must explain the whereabouts of the other parent in an affidavit.</li> <li>• In the case of guardian, the guardian must explain whereabouts of both parents.</li> <li>• NO affidavit must be made by the student.</li> <li>• In the case of Pensioners to provide evidence of the SASSA grant, only a SASSA letter or pension slip is acceptable.</li> <li>• To qualify for the Bursary, the Academic Rate must be more than 40%.</li> </ul> </li> </ol> <p>International students: must provide study permit or proof that they have applied for one certified copy of passport. Foreign students must apply for a study permit from their home country. Foreign students must have qualifications evaluated by SAQA in South Africa.            CALL Centre: +2712 431 5070 or email: saqainfo@saqa.org.za</p>		

**If making any electronic payment, please ensure that the correct details are entered into the reference column i.e. Student number/Student's name and surname.**  
**BANKING DETAILS: ABSA BANK, BRANCH CODE: 632005, ACCOUNT NUMBER: 4052300937.**  
**Please fax proof of payment (deposit slip or electronic transfer) to the College Finance Department: 086 518 6723**

On behalf of the management and staff I wish you all the best with your studies for .....20..... and thank you for choosing West Coast TVET College as your preferred place of study.

Regards

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 CAMPUS MANAGER

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