

Dear Applicant

As an applicant who is not a South African citizen you have some legal requirements that you must comply with before the College may consider you as a possible student. Please pay careful attention to each step, do not leave any steps out and ensure that you start the process early.

## **1. CERTIFICATION OF FOREIGN QUALIFICATIONS**

The College of Cape Town is not able to evaluate foreign qualifications. All applications for such evaluations should be addressed to the SA Qualifications Authority (SAQA), which has statutory responsibility. Applicants must satisfy SAQA's conditions, including payment of their fees, which are generally made known via their web site (<http://www.saqa.org.za>). SAQA may amend their requirements from time to time and the latest requirements should always be obtained from them prior to requesting an evaluation. However, as a general guide they are known to require the following:

- All qualification documents, i.e. the highest school certificate issued by the official examining body.
- Complete and legible transcripts of academic records in respect of all other qualifications, together with the final certificates.
- Preceding qualifications leading to any other advanced qualification where the latter is submitted.
- Certificates in foreign languages should be submitted together with translations into English by a sworn translator.
- The relevant evaluation fees.

It can take quite some time for foreign qualifications to be evaluated, depending on the amount of research that SAQA need to undertake. Such evaluations should be requested well ahead of the deadline for enrolment, in order to ensure that the information is available to the College when processing the application. If the SAQA evaluation of foreign qualifications is not available at the time that the application for registration is processed by the College, the application will be summarily declined.

**Note:** Some of our courses have further admission criteria set by the Academic Board. These may include tests of co-ordination or dexterity, or of academic abilities in subjects such as mathematics and English language. Since a study permit will only be issued by the authorities once you have already been admitted as a student, courses requiring special pre-testing may therefore not be accessible to the majority of foreign students. It is therefore extremely important for you to contact the academic department concerned to obtain clarity about admission criteria before you start the process of application.

**The language policy of the College directs that all official correspondence will be in English.**

## 2. APPLICATION

When you submit your application you must submit a copy of your passport, your qualifications in the original languages, the English translations and a copy of the successful SAQA evaluation.

**Applicant and guardian must initial each page at the bottom. Last page must be signed in full.**

Applying for Academic Year	201_	Whole year programme	Semester	1	2	Trimester	1	2	3
Programme that I wish to apply for	Specify course name and level								
If unsuccessful I am to prepared to apply for	Specify course name and level							(If applicable)	
My third choice programme is	Specify course name and level							(If applicable)	

**Note:** This is an application only. If you are successful you will be invited to Register. You become a student of the College of Cape Town only once we have issued an official proof-of-registration printout.

**Completed applications must be faxed to the CAMPUS, or posted to PO Box 1054, CAPE TOWN, 8000**  
**Copies of academic transcripts and SAQA evaluation to accompany application**

Student Personal Details										STUDENT NUMBER				Official use	
Surname														SREGAR-1/1	Captured
Title										Initials					
First Names <i>Write them exactly as they are in your passport</i>														SREGB-1/2	Captured
Birth Date										Gender					
Marital status															
Ensure that your passport number is exactly as it appears in your travel document															
Passport number										Expiry date					
Your Citizenship										<i>i.e. Country that issued your passport</i>					
Occupation															
Home Language ...insert code:										Get the right code from the next two lines...					
Ethnic Group										Please enter code obtained from line below					
Where did you learn about the College of Cape Town? Please tick all applicable															
Advice Desk										Billboards					
Facebook										Information session					
Newspaper										Open Day					
Parents' Evening										Radio					
School Visit										SMS					
Web Site										From a friend					
Other										From College staff					
What were you doing last year? Please tick best one, and provide school if applicable															
University Student										Employed					
Grade 12 Learner										Grade 10 Learner					
College of Cape Town										Foreign Education					
If at School, School Name										specify					
Education															
Highest School Grade PASSED										Final examination Results available?					
If you have MATRIC, did you achieve university "Endorsement"/ "Qualifies for Degree"/ "Matric exemption"?															
Matric Date															
Matric School name										specify					
										SREGB-1/3				Captured	

## Personal Contact Information

Postal address <i>For communication from the College, results, etc.</i>										SREGB-1/AP	Captured
Flat number and Flat or building name					Also use for PO Box address						
Street No. and Street Name											
Country <i>if not South Africa</i>											
Postal Code					Town		Town must match Postal Code				

Physical Residential Address when studying <i>Must be actual address you live at. Must not be address of College.</i>										SREGB-1/AP	Captured
Flat number and Flat or building name					May not be PO Box						
Street No. and Street Name											
Postal Code					Town		Town must match Postal Code				

## Phone and email addresses

Home landline	Country-code	Area-code				-				Country-code blank for South Africa
SA Cell number	0					-				
Additional SA Cell	0									
Email address										

## Next-of-Kin Contact *This is your mother, father, guardian, spouse or other close relative to be contacted in case of emergency*

Next-of-Kin	Title	Mr	Ms	Other	Initials				Surname		SREGB-1/AN	Captured
Relationship to you												
Flat number and Flat or building name					Also use for PO Box address							
Street No. and Street Name												
Country <i>if not South Africa</i>												
Postal Code					Town		Town must match Postal Code					
Home landline	Country-code	Area-code				-				Country-code blank for South Africa		
Cell phone No.	Country-code	Area-code				-				Country-code blank for South Africa		
Email address												
RSA ID No.										ID number of Next-of-Kin		

## Disabilities *These are medically certified conditions that may impact on your access to learning*

Attention Deficit Disorder	01	Autistic Spectrum Disorders	02	Behavioural Disorder	03	Blindness	04
Cerebral Palsy	05	Deafness	06	Deaf-Blindness	07	Epilepsy	08
Hard of Hearing	09	Mild/Moderate Intellectual Disability	10	Moderate/Severe Intellectual Disability	11	Partial Sight/Low Vision	12
Physical Disabled	13	Severe Intellectually Disabled	14	Specific Learning Disability	15	Psychiatric Disorder	16
Dyslexia	17	NONE	18	Please select 18 if you have no disabilities			

Note: Applications must have all of the required accompanying documentation otherwise they will not be processed.

Please read the following legal agreement carefully, ask for clarification of any terms you do not understand, initial each page along with your guardian (if applicable) and sign in full at the end.

**Note: We cannot process Registration documents that have not been signed. If you are under 18 years old at the time of signing you must be assisted by your guardian.**

## RESIDENCES

The College has three residences that can accommodate a total of 300 students. The City residence is exclusively for ladies. Residence is not available to students who live within normal commuting distance of the College.

The residences are closed at the end of the year, during the College holidays and any students staying there are required to vacate the premises during those periods. i.e. Students will have to live elsewhere at

their own expense during College holidays. If students stop attending classes or are expelled from the College they are required to leave the residence immediately.

If you wish to apply to stay in a residence then kindly request a Residence Application Form.

## LEGAL AGREEMENT [all applicants]

Please read the following legal agreement carefully, ask for clarification of any terms you do not understand, and then initial each page at the bottom and sign in full on the last page.

- Note:**
- 1. We cannot complete enrolment unless this legal agreement has been signed.**
  - 2. If you are under 18 years old at the time of signing you must be assisted by your guardian, unless a court has declared you to be an emancipated minor.**
  - 3. If you are married in community of property your spouse must also sign, even if you are 18 or older.**

I [the student] / we [student plus guardian or spouse where applicable] jointly and severably agree that I/we:

1. Understand and undertake to conform to all the requirements of the Student Code of Conduct and the Student Disciplinary Procedure. The Student Code of Conduct is reproduced here for your benefit:

### Student Code of Conduct

1. Be dressed appropriately at all times.
2. Behave in a way that does not bring the good reputation of the College into disrepute.
3. Treat everybody with courtesy and respect, no matter their gender, rank, race, or creed.
4. Be on time for each class.
5. Attend every class, all lectures, practicals, tests, assessments and examinations. [See (a) below.]
6. Complete all assignments by the due date.
7. Write all tests and examinations on the dates specified.
8. Obey all instructions by any member of the academic or administrative staff of the College.
9. Belong to only those on-campus student organisations that have been approved by the College Council.
10. Attend student-organised meetings only when these are allowed by the Constitution of the SRC.
11. Distribute leaflets or put up notices on a notice board only if these have been approved and stamped by the Campus Co-ordinator.
12. Collect money or goods on campus only with the express permission of the Programme Manager in charge.
13. Respect the property and furnishings of the College.
14. Guard against any activities that could result in damage to any property or harm to any person.
15. Obey the Copyright Act and thus not get, copy or share study materials without permission.
16. Produce his/her student card on request, at any time, readily and willingly, and without remonstrance.
17. Take care not to engage in or become party to any unlawful act.
18. Be bound by all parts of the Student Disciplinary Procedure of the College of Cape Town. [See (b) below]
19. Submit without protest to College- authorised random searches of his/her person and property by a staff member of the same gender as the student, in the presence of a College-appointed witness (also of the same gender) at any time, for any dangerous object or illegal drug, if a suspicion has been established. [Any evidence found as a result of a search shall be handed over to the South African Police Services, which may lead to criminal prosecution.]
20. Pay all fees outstanding as per agreement – on time every time. [See (c) below]

#### Important Notes:

- (a) Includes full compliance with the College *Attendance and Punctuality Policy* of the DHET.
- (b) The Student Disciplinary Procedure may be viewed on request and is included in the College Diary given to registered students.
- (c) I specifically acknowledge that non-payment of fees will result in the College denying me access to the campus, academic classes, lectures, tutorials, tests, examination, assessment, practicals, workshops, other academic resources of the College, and such non-payment will entitle the College to withhold results including examination results or proof of completion as long as I am in default.

The student and parent/legal guardian further agree that while any anti-social conduct may result in disciplinary action, unlawful activities or serious misconduct may lead to summary expulsion and that any decision in this regard would be at the sole discretion of the College, without any deliberations being entered into under any circumstances whatsoever and that the decision of the College shall be absolute, legal and binding; and further agree that the College may amend the Code of Conduct or Disciplinary Procedure at its own discretion at any time, without prior notification, and all such amendments shall be construed to form part of this agreement.

2. Will ensure that I am familiar with and abide by the Rules and Regulations that apply to my chosen course.
3. Acknowledge that I will be excluded from lectures, tests or examinations if I do not comply with the attendance and academic requirements of the course, and if my fees are not paid as agreed.
4. Will familiarise myself with the assessment requirements in my programme and will adhere to these requirements regarding tests, assignments, portfolios, year marks, practicals, etc.
5. Will be liable for all costs, collection charges and any other disbursement incurred by the College in recovering monies owed to it.
6. Have supplied the College with the full and correct information on all documentation.
7. Will not hold the College responsible for any errors or omissions in this document.
8. Hereby agree to and accept the applicability of all policies of the College.
9. Accept that changes to my programme and/or subject(s) may only take place within two weeks of the commencement of the course.
10. That I/we accept that any refunds will take place in strict compliance with the College Refund Policy.
11. Understand that any false declaration in respect of this application will result in the application to register being refused, and may result in legal action against the signatories.
12. Agree to the application of South African law in the event of legal action between ourselves and the College, and to the jurisdiction of the Cape Town Magistrates Court. In such a case the College shall not be obliged to provide a deposit.
14. The student and parent/legal guardian further agree that while any anti-social conduct may result in disciplinary action, unlawful activities or serious misconduct may lead to summary expulsion and that any decision in this regard would be at the sole discretion of the College, without any deliberations being entered into under any circumstances whatsoever and that the decision of the College shall be absolute, legal and binding; and further agree that the College may amend the Code of Conduct, Disciplinary Procedure or Rules and Regulations at its own discretion at any time, without prior notification or consultation, and all such amendments shall be construed to form part of this agreement.
15. Outstanding fees will result in classes being terminated, and/or that a student will not be allowed to write tests, or examinations, or do their assessments/practicals. Examination results will be withheld where applicable. [See also section 24.]
16. I/we accept the responsibility to obtain the minimum of five days' work-based experience subject to the work-based experience requirements of the relevant programme registered for.
17. The College of Cape Town shall not be held liable or responsible for any medical and/or other costs, claims or expenses of any course of action decided upon by any member of the College staff in the event of the conditions or circumstances referred to in this indemnity, irrespective of whether such a course of action involves any negligent act or omission on the part of the person(s) concerned.
18. Waive all claims against the Department of Higher Education (DHET), the College of Cape Town, the Principal and teaching staff, as well as non-teaching staff of the College of Cape Town, acting within the cause and scope of their employment, for any damage or loss suffered while I/our student is or as the consequence of the said student being present on the premises of the College of Cape Town; and for any damage or loss suffered while the said student is or as a consequence of the said student being present for the purposes and at the said premises of the College of Cape Town, such damage or loss suffered out of: any loss of health or illness of the said student; loss or destruction or damage to any property, however such damage or loss is caused, regardless of whether the said loss or damage has been caused by negligence in the manner or by persons referred to above.
19. Indemnify the DHET and the College of Cape Town, the Principal as well as teaching-staff and non-teaching staff of the College of Cape Town against any claim by any person arising in any way as contemplated in the aforementioned paragraph or in respect of negligent or wilful acts or omissions on the part of said student.
20. Consent that the student may participate in all the tours and/or excursions, which may be organised and/or presented by the College of Cape Town. I/we hereby indemnify the College of Cape Town and/or employee(s) of the College of Cape Town/DHET acting within the scope and execution of his/her contract of service with the College of Cape Town/DHET, against any loss.
21. Declare that I/we agree to receive marketing material, from the College of Cape Town for the duration of my studies, plus an additional period of six months thereafter; and communication on matters related to my studies at the College for an indefinite period.
22. In the event of any clause being unenforceable the other clauses shall remain in force.
23. POPI ACT (Protection of Personal Information) declaration: Where required in terms of national policies the College must, and will, share your personal information. In particular your data *will* be shared with

national departments such as such as the Department of Home Affairs (responsible for emigration control and the issuing of study visas/permits), the Department of Higher Education (DHET) and with prospective Work Placement host employers. Your details may also be shared with external partners of the College in order to provide additional services to students. In signing you give permission for this sharing of your (the student's) data.

## 24. Payment of fees and granting of refunds

Students are required to conform with the following rules [which are incorporated into the *Financial Policies and Procedures*] regarding payment of fees:

- Students with outstanding fees will not be allowed to write examinations or be finally assessed.
- Credit will only be granted on completion and approval of a Credit Application and will also be subject to the terms and conditions in that agreement.
- If students with outstanding fees do write examinations, the examination results will be withheld until all outstanding amounts had been received. No further credit will be given to the student. The student will thus not be registered for any further studies if all outstanding fees are not paid in full.
- Administrative fees and material fees are not refundable.
- Tuition fees refunds will be considered in the following cases only:
  - If the College is notified in writing within seven working days of enrolment of the student's intention to withdraw
  - Continuous absenteeism as a result of illness (provided that it is confirmed by a medical certificate)
  - If the College is unable, for some reason or another, to offer or continue the course
- Calculations for refund of tuition fees as a result of major medical absenteeism as above, is as follows:

Percentage of classes attended and accordingly notified:	Amount refundable
Nil	100% of tuition fees
Up to 25% or less	75% of tuition fees
Up to 50% or less	50% of tuition fees
More than 50%	Nil

- Refunds of tuition fees will be paid preferably by transfer to the student's bank account, failing which by cheque.
- Where deferred payments are approved, tuition fees should be paid prior to:
  - Trimester 1 – 28 February, Trimester 2 – 30 June, Trimester 3 – 31 October
  - Semester 1 – 31 March, Semester 2 – 30 September
  - Year courses – 31 July
- Residence fees should be paid as specified in this schedule:
  - Trimester enrolment – Full fees payable on registration
  - Semester and year enrolment – Semester 1 – 31 March, Semester 2 – 30 September
- Debt that is overdue for more than 120 days will be classified as bad debt
- If the bad debt exceeds R100, it may be handed over to a debt collector
- Prior to handing over a debtor he or she may be given an opportunity to reschedule the debt if the debtor can demonstrate a capacity to service the debt under revised conditions.

## 25. Admission to Main Examinations

The following requirements are applicable for NATED subjects written at the end of a trimester or semester programme and NC (V) subjects written during the November examinations respectively:

CRITERIA	NATED requirements	NC(V) requirements
<i>Internal Continuous Assessment (ICASS) Sub-minimum</i>	<p>NATED N1-N6 Engineering Studies subjects: 40% per subject for all subjects</p> <p>NATED N4-N6 Business Studies subjects:</p> <ul style="list-style-type: none"> <li>• Tourism subjects:               <ul style="list-style-type: none"> <li>▪ Hotel Reception N6: 50%</li> <li>▪ Tourism Communication N4-5: 50%</li> <li>▪ Tourist Destinations N4-6: 50%</li> <li>▪ Travel Office Procedures N4-6: 50%</li> <li>▪ Travel Services N4-5: 60%; N6: 70%</li> </ul> </li> <li>• All other subjects: 40% per subject</li> </ul>	<p>NC (V) Level 2-4 subjects:</p> <ul style="list-style-type: none"> <li>• All vocational subjects: 50%</li> <li>• Life Orientation and First Additional Languages: 40%</li> <li>• Mathematics and Mathematical Literacy: 30%</li> </ul>

	<i>Implementation dates</i> <b>N1-N3 Engineering Studies: implemented 2016</b> <b>N4-N5 Business Studies: implemented 2016</b> <b>N4-N6 Engineering Studies</b> N4 – Trimester 1 of 2017 N5 – Trimester 2 of 2017 N6 – Trimester 3 of 2017 <b>N6 Business Studies</b> N6 – Semester 1 of 2017	<i>Implementation dates</i> NC (V) Level 2: implemented 2016 NC (V) Level 3: 2017 NC (V) Level 4: 2018
<i>Minimum class attendance</i>	<i>Minimum of 80% class attendance per subject.</i> Implemented on all levels for all subjects across NATED and NC (V) programmes as per the DHET <i>Public Further Education and Training College Attendance and Punctuality Policy</i> published in November 2013	

### 26. Admission to Supplementary Examinations

Supplementary examinations are only conducted for NC (V) Level 2-4 programmes. The supplementary examinations for an academic year follow in the February/March immediately after the November examinations. The following requirements are applicable to NC(V) candidates who were duly registered for and wrote the subject in the preceding November examinations:

<b>Criteria</b>	<b>NC (V) requirements</b>
<i>Pass mark sub-minimum</i>	Pass mark sub-minimum applicable per NC (V) Level 2-4 subject: <ul style="list-style-type: none"> <li>• Vocational subjects: 45%</li> <li>• Life Orientation and First Additional Languages: 35%</li> <li>• Mathematics / Mathematical Literacy: 25%</li> </ul>
	<i>Implementation dates</i> NC (V) Level 2 – November 2016 and supplementary 2017 NC (V) Level 3 – November 2017 and supplementary 2018 NC (V) Level 4 – November 2018 and supplementary 2019

I/We the undersigned applicant and guardian/spouse (where applicable) agree to all the foregoing and declare that all information provided is in full and correct.

Signature of applicant	Date of application	Signature of Guardian or Spouse [if required] "Guardian" if younger than 18, "Spouse" if married in community of property
[Signature of witness]		[Signature of witness]
[Signature of witness]		[Signature of witness]

This legal agreement shall be valid, notwithstanding the signatures not taking place simultaneously.

### Acceptance on behalf of College [official use only]

			Initial
Signature of College officer	Date of application	Name of officer [print]	

### 3. COLLEGE DECISION

The College will inform you by official letter if your application has been successful. Successful applicants will then use the College official letter to apply for a Visa and/or a Study Permit, issued by the South African Consulate attending to interests for your country.

### 4. VISA AND PERMIT APPLICATION

All international students who are not South African Citizens (or who do not have South African residence status) who plan to study in South Africa are required to obtain a study permit before leaving their country.

This permit is issued by the South African consulate.

The Department of Foreign Affairs establish the procedure to be used to apply for a permit. Our best understanding of this is that the student will need:

- Valid passport (which should expire no less than 30 days [six months is recommended] after the end of the proposed period of study in South Africa, and must have at least one blank page available),
- Visa for study in South Africa. Students may not arrive on a holiday visa and then apply for a study permit – this must be done before leaving the country of origin,
  - A vaccination certificate will likely need to accompany the visa application,
- Letter of acceptance from the College of Cape Town to the issuing authorities,
- Deposit for repatriation or a valid return plane ticket, and
- All the applicable fees for the visa and study permit applications,
- Address while studying.

**Note:**

- A letter of sponsorship is not enough evidence that a repatriation guarantee has been paid.
- The College of Cape Town does not undertake to obtain a permit for students or applicant. Acceptance by the College of Cape Town of an applicant does not bind the Department of Home Affairs in any way to grant permission to enter the country, to grant a study permit or to allow him/her to reside in South Africa.
- The Refugees Act, Act No. 130 of 1998 (Section 27) provides students who are bona fide, *registered*, refugees the right to study without a study permit. [*Please complete the same application form as SA citizens.*]
- Diplomats have the same status as South African Students. Their permits are facilitated by the Department of Foreign affairs.
- Children of diplomatic staff under the age of 23 are legally exempted from the requirement for a study permit. . [*Please complete this form and provide certification of status.*]
- Ensure that your visa and study permit cover the full study period up to the end of the examinations in the official Academic Calendar, not just up to the examination date of the specific subjects you are applying for. That will lessen the likelihood of visa/permit trouble if the DHET need to change the examination schedule for any reason.

**5. REGISTRATION AND PAYMENT**

Once you are in possession of your Study Permit you should complete the **Registration Form** and submit it to the College along with proof of payment and certified copies of all documentation.

As a foreign citizen you do not qualify for bursaries from the South African Department of Higher Education and Training (DHET). You will therefore need to arrange your own funding for your studies at the College.

College Administration Official use		Chk	Signature	Date
Application received at	(campus)			
Application receipt captured into records				
Acknowledgement of Application sent				
Signoff on SREGB-1				
Signoff on SREGB-10				
Application sent to Campus				
Approval of Application (Specify programme option approved)				
Student informed of approval				