

Student number:										
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## APPLICATION FORM

### INSTRUCTIONS TO COMPLETE THIS FORM

1. Please complete **ALL** pages of this form in **CAPITAL** letters and return to Marematlou Training Institute (MTI).
2. Every section must be filled in. **Mark boxes with  X** where applicable.
3. An incomplete form will delay your application process.
4. **Undergraduate applicants:**  
**Certified copies** of the following documents **must** be submitted together with your application:
  - Identification document.
  - Your academic record in respect of studies at another higher institution, if applicable.
  - Grade 12 certificate or equivalent qualification for final registration. If still in Grade 12, your Grade 12 June examination results.
5. **Post-graduate applicants:**  
**Certified copies** of the following documents **must** be submitted together with your application:
  - Identification document.
  - Your academic record in respect of studies at another higher institution, if applicable
  - Highest qualification.
  - If you apply for the Advanced Diploma in School Leadership and Management a detailed Curriculum Vitae demonstrating your work experience.
  - Proof of Computer Literacy or ICT knowledge.
  - You must also submit official proof that you have complied with all the requirements for a diploma / degree.
6. Submit the completed application form, with proof of payment attached to the above address.

### INTERNATIONAL STUDENTS

1. All Foreign nationals who are interested to study at MTI and in possession of a foreign qualification must be evaluated by the South African Qualifications Authority (SAQA) [saqainfo@saqa.org.za](mailto:saqainfo@saqa.org.za) or [www.saqa.org.za](http://www.saqa.org.za). This must be done before an application form is forwarded to MTI. It is the responsibility of the prospective student to forward his/her documentation to SAQA.
2. All Foreign nationals who are interested to study at MTI and in possession of a foreign school leaving certificate must be evaluated by Universities South Africa (USAF) <https://mb.usaf.ac.za/exemption-requirements/>
3. **Certified copies** of the following documents **must** be submitted together with your application:
  7. SAQA evaluation certificate.
  8. Your foreign qualifications.
  9. Your passport.
  10. Proof of payment.
4. Registration will be done upon submission of a valid study permit.

### BANKING DETAILS

BANK	Standard Bank
ACCOUNT HOLDER:	Marematlou Training Institute (Pty) Ltd
ID / REG NUMBER	2016/001856/07
ACCOUNT TYPE	Current
ACCOUNT NUMBER	24 031 035 7
BRANCH	Brandwag
BRANCH CODE	051001
SWIFT CODE / ADDRESS	SBZAJJ

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WHICH COURSE DO YOU INTEND TO STUDY?																			
COURSE:																			
DISTRICT:																			
STUDY METHOD:		FULL-TIME						PART-TIME											
PERSONAL INFORMATION																			
TITLE:				INITIALS:															
SURNAME:				FIRST NAME:															
ID NUMBER:																			
PASSPORT NUMBER:																			
DATE OF BIRTH:																			
GENDER:		MALE		FEMALE		HOME LANGUAGE:													
NATIONALITY:																			
EQUITY:																			
RELIGION:																			
MARITAL STATUS:																			
CONTACT DETAILS:		TEL NO (H)																	
		TEL NO (W)																	
		FAX NO																	
		CELL NUMBER:																	
EMAIL ADDRESS:																			
NEXT OF KIN NAME AND SURNAME:		NAME				SURNAME													
CONTACT DETAILS NEXT OF KIN:		CELL NUMBER																	
POSTAL ADDRESS:		PO BOX																	
		SUBURB																	
		CITY																	
		POSTAL CODE																	
RESIDENTIAL ADDRESS:		STREET																	
		SUBURB																	
		CITY																	
		POSTAL CODE																	

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ACCOUNT PAYER'S POSTAL ADDRESS:	NAME OF ACCOUNT PAYER													
	PO BOX													
	STREET													
	SUBURB													
	CITY													
	POSTAL CODE													
ACCOUNT PAYER'S RELATION TO STUDENT: (e.g. father, mother, company)														
<b>SCHOOL-LEAVING DETAILS:</b>														
HIGHEST GRADE PASSED:														
NAME OF SCHOOL WHERE GRADE 12 / EQUIVALENT PASSED														
CITY / TOWN:														
POSTAL CODE:														
<b>QUALIFICATIONS</b>														
CERTIFICATE / DIPLOMA / DEGREE NAME				YEAR OBTAINED	INSTITUTION				MAJOR SUBJECT (3 <sup>RD</sup> YEAR LEVEL)					
<b>EMPLOYMENT</b>														
POSITION:														
COMPANY:														
YEARS EXPERIENCE:														
<b>SPECIAL NEEDS</b>														
DO YOU HAVE ANY SPECIAL NEEDS?	If yes, please indicate which one of the categories below is the most applicable to the nature of your special needs:													
	Communication (talking, listening)					Emotional (behaviour, psychological)								
	Hearing (difficulty in hearing / deaf)					Learning (difficulties in learning)								
	Multiple					Physical (moving, standing, grasping)								
	Sight (blindness, reduced vision, glasses)													

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### DECLARATION BY STUDENT

1. I, the undersigned (full names and surname) \_\_\_\_\_  
(ID number) \_\_\_\_\_, assisted by \_\_\_\_\_ (full names and surname of parent / guardian).
  - 1.1 that I am completing and signing this declaration and application for admission with the full knowledge and permission of my parent / guardian;
  - 1.2 that all particulars as provided to MTI are true and correct, failing which my registration will be cancelled with immediate and automatic effect; and that I have authorised MTI and its duly authorised verification agents to forward my personal information as well as any information that I have provided in support of my application, to the suppliers of verification information for the purpose of verifying my personal credentials and records, included but not limited to qualification verification, credit record status and criminal verifications;
  - 1.3 that I will immediately notify the Head: Academic Administration in writing of any change of address;
  - 1.4 that, in terms of the Promotion of Access to Information Act, Act No 2 of 2000 I herewith grant permission to MTI to disclose my personal information to third parties, as deemed necessary by MTI;
  - 1.5 I grant permission to MTI to submit progress reports and other applicable information related to my studies and activities at MTI, to my parents and / or guardians and / or sponsors and donors.
  - 1.6 I accept that I participate in activities at MTI at my own risk and I voluntarily accept all risks associated therewith.
2. I hereby abandon any possible action against MTI and indemnify MTI from any claim that may arise from the following:
  - 2.1 Any loss of or damage to property, including any consequential damage directly arising from damage to such property;
  - 2.2 Any injury, illness or death;
  - 2.3 Any event, incident or accident;
  - 2.4 Any legal costs or expenses relating to claims or lawsuits arising from the specified incidents; and
  - 2.5 Any costs incurred for medical treatment; where such loss, damage illness, injury, death, event or incident arises from my visit to and training at MTI.
  - 2.6 Any liability that may result from furnishing verification information from and to MTI and its duly authorised verification agent.
3. Irrespective of any bursary or loan that has been received, I hereby accept liability / accountability, as the responsible person, for the prompt and punctual payment of all tuition, class and other fees, of whatever nature, owed to MTI.
4. I hereby accept and confirm that I will not attend any classes of MTI before the minimum claimable fees have been paid, provided that no student will be considered for registration before all deposit and registration fees have been paid and all outstanding payments arising from previous commitments have been settled.
5. I hereby accept liability / accountability for the payment of all legal fees of MTI, including attorneys' and client fees, as well as collection fees, if I should fail to honour any of my commitments with respect to payments.
6. If this application is accepted, it will constitute part of the contract with MTI.
7. Special needs:
  - 7.1 MTI does not discriminate against students with special needs.
  - 7.2 Students with special needs should ensure that they are satisfied with the available physical facilities at MTI before applying for admission.
  - 7.3 If a student with special needs is admitted, special examination procedures will depend on the specific case and will be authorised based on the statement of results.

SIGNED AT \_\_\_\_\_ ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_  
20\_\_\_\_\_

SIGNATURE OF APPLICANT: \_\_\_\_\_ SIGNATURE OF ACCOUNT PAYER: \_\_\_\_\_