

Student number:																			
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APPLICATION TO STUDY 2025				
PROGRAMME DETAILS What would you like to study?				
QUALIFICATION TYPE	UNDERGRADUATE		POSTGRADUATE	
PROGRAMME NAME				
STUDY METHOD	FULL-TIME		PART-TIME	

GENERAL INFORMATION AND INSTRUCTIONS	
<p>1. Please complete this form in full, in block letters. An incomplete form will delay the process.</p> <p>2. Remember to initial each page and to sign in full on page 6.</p> <p>3. Certified copies of the following documents must accompany this form. Please ensure that it is clear and readable.</p> <ul style="list-style-type: none"> • Identification document or Passport. • Marriage certificate, where surname on Academic records differs from ID/Passport. • Tertiary Academic Qualification Certificate and Transcript. in respect of studies at another higher institution, if applicable. • Detailed Curriculum Vitae demonstrating your work experience. • Proof of Computer Literacy or ITC • Any other documents as per the qualification admission requirements – refer to the website (https://www.mare-gh.ac.za) • Proof of payment. <p>INTERNATIONAL STUDENTS</p> <p>4. All Foreign nationals who are interested in studying at Marematlou Training Institute (Pty) Ltd (“MTI”) and in possession of a foreign qualification must be evaluated by the South African Qualifications Authority (SAQA) saqainfo@saqa.org.za or 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.</p> <p>5. All Foreign nationals who are interested in studying 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/</p> <p>6. Certified copies of the following documents must be submitted together with your application:</p> <ul style="list-style-type: none"> • SAQA evaluation certificate. • Your foreign qualifications. • Your passport. • Detailed Curriculum Vitae demonstrating your work experience. • Proof of Computer Literacy or ITC • Proof of payment. • Registration will be done upon submission of a valid study permit. <p>Proof of payment – refer to the fee schedule on the website https://www.mare-gh.ac.za (Please use your ID number as a reference.)</p>	

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PERSONAL INFORMATION														
TITLE:											INITIALS:			
SURNAME:														
FIRST NAME:														
ID NUMBER:														
PASSPORT NUMBER														
DATE OF BIRTH:														
CITIZEN RESIDENTSTATUS	SOUTH AFRICAN			DUAL (SA & OTHER)										
MARITAL STATUS:														
CONTACT DETAILS:	TEL NO (H)													
	TEL NO (W)													
	FAX NO													
	CELL NUMBER:													
EMAIL ADDRESS:														
POSTAL ADDRESS:	PO BOX													
	SUBURB													
	CITY													
	POSTAL CODE													
RESIDENTIAL ADDRESS:	STREET													
	SUBURB													
	CITY													
	POSTAL CODE													
NEXT OF KIN INFORMATION														
NEXT OF KIN NAME AND SURNAME:	NAME									SURNAME				
CONTACT DETAILS NEXT OF KIN:	CELL NUMBER													
POSTAL ADDRESS:	PO BOX													
	SUBURB													
	CITY													
	POSTAL CODE													

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RESIDENTIAL ADDRESS:	STREET	
	SUBURB	
	CITY	
	POSTAL CODE	

DEMOGRAPHIC DETAILS
(Compulsory information required by the Department of Higher Education (DHET))

SOCIO ECONOMIC STATUS	EMPLOYED		UNEMPLOYED, SEEKING WORK		UNEMPLOYED, NOT SEEKING WORK					
	PENSIONER/ RETIRED		STUDENT/SCHOLAR		UNABLE TO WORK (DISABLED)					
HOME LANGUAGE	AFRIKAANS		ENGLISH		ISINDEBELE		ISIXHOSA		ISIZULU	
	SEPEDI		SESOTHO		SETSWANA		SISWATI		TSHIVENDA	
	OTHER, PLEASE SPECIFY									
GENDER	MALE		FEMALE		DO NOT WISH TO DISCLOSE					
RACE	AFRICAN		COLOURED		INDIAN/ASIAN		WHITE		OTHER	

SPECIAL NEEDS STATUS

If you have a disability or special needs requirement, please complete the information below.

YES, I HAVE A DISABILITY OR SPECIAL NEEDS REQUIREMENT	NONE
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Please rate your disability or special need on the following scale for each one of the categories listed below:

1. No difficulty. 2. Some difficulty. 3. A lot of difficulty. 4. Cannot do at all. 5. Cannot yet be determined. 6. Former difficulty, none now.

SEEING	1	2	3	4	5	6
HEARING	1	2	3	4	5	6
COMMUNICATING	1	2	3	4	5	6
WALKING	1	2	3	4	5	6
REMEMBERING	1	2	3	4	5	6
SELF CARE	1	2	3	4	5	6

Please indicate any specific requirements for examination purposes (e.g. wheelchair access, etc.)

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MEDICAL AID INFORMATION

MEDICAL AID		MEDICAL AID NUMBER	
MAIN MEMBER		DOCTOR	
DISABILITIES	YES	NO	
DESCRIPTION			

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SECONDARY AND TERTIARY EDUCATION

SCHOOL-LEAVING DETAILS

HIGHEST GRADE PASSED:	
NAME OF SCHOOL WHERE GRADE 12 / EQUIVALENT PASSED	
CITY / TOWN:	
SCHOOL PROVINCE	

TERTIARY QUALIFICATIONS

TERTIARY QUALIFICATION ACHIEVED:	CERTIFICATE		DIPLOMA		DEGREE		POSTGRAD	
	MASTERS		OTHER					
TERTIARY INSTITUTION ATTENDED								
DURATION (FROM-TO)	YEAR COMMENCED			YEAR COMPLETED				
TERTIARY QUALIFICATION ACHIEVED:	CERTIFICATE		DIPLOMA		DEGREE		POSTGRAD	
	MASTERS		OTHER					
TERTIARY INSTITUTION ATTENDED								
DURATION (FROM-TO)	YEAR COMMENCED			YEAR COMPLETED				

EMPLOYMENT

POSITION:	
COMPANY:	
YEARS EXPERIENCE:	

ACCOUNT PAYER'S INFORMATION

ACCOUNT PAYER'S POSTAL ADDRESS:	NAME OF ACCOUNT PAYER																		
	PO BOX																		
	STREET																		
	SUBURB																		
	CITY																		
	POSTAL CODE																		
CONTACT NUMBER																			
EMAIL ADDRESS:																			
ACCOUNT PAYER'S RELATION TO STUDENT: (e.g. father, mother, company)																			

In the case of a private account payer attach employer details. In the case of a bursary attach the bursary agreement

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AVAILABLE PAYMENT PLAN OPTIONS

	TICK RELEVANT OPTION
PLAN A: Full payment in advance (one single payment). Refer to the Fee Structure for details.	
PLAN B: Monthly payments in advance, payable on the first of the month. Refer to the Fee Structure for details.	
BURSARY: Provide your Bursary letter.	

AVAILABLE PAYMENT METHOD OPTION

DIRECT EFT

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	SBZAZAJJ
YOUR REFERENCE	ID Number / Student number



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EXAMINATION VENUE	Marematlou Training Institute (Pty) Ltd - Bloemfontein
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DEPARTMENT OF HIGHER EDUCATION AND TRAINING (DHET) ACKNOWLEDGEMENT

The Department of Higher Education and Training (DHET) requires that students complete an acknowledgment of acceptance, detailing their understanding of the higher education qualification/s on which they are admitted.

I (full name and surname) _____, (identity number) _____
am fully aware that the programme I have enrolled for, that is, the Advanced Diploma in School Leadership and Management with SAQA ID 120162, is registered with the Department of Higher Education and Training to Marematlou Training Institute, as indicated on the registration certificate dated 24 March 2023.

STUDENT SIGNATURE: _____

DATE: _____

ACCEPTANCE OF APPLICATION AGREEMENT

SIGNED ON: _____ **DAY OF MONTH:** _____ **20** _____

THIS AT (CITY/TOWN): _____

FULL NAME AND SURNAME: _____
(Student),

confirm that I have read the Application Agreement and am familiar with the terms and conditions thereof and undertake to hold myself liable in respect of any claim which MTI may have against the Student in accordance with the said Registration Agreement. I have a full understanding of these, having taken the time to read the Registration Agreement, ask questions, and understand my obligations and responsibilities.

STUDENT SIGNATURE: _____

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APPLICANT PRIVACY NOTICE AND DECLARATION

To Administer your application, MTI must process some of your personal information, including but not necessarily limited to identifying information, contact information (including address), demographic details, academic details regarding prior learning, employment details where applicable, and in some cases supporting documentation. Should your application be successful, and you are registered, MTI will also process information on your academic progress, assessment of learning, and correspondence.

MTI respects the right to privacy and will only process your personal information for the following purposes:

- Delivering academic services (including but not limited to administering student and prospective student admissions, enrolment, registration, education, engagement, and validation qualifications).
- Providing information on additional academic service offerings.
- Fee payment or collections.
- Any additional purposes to which you consent; and
- As otherwise required by law.

By accepting this privacy notice, you give consent that MTI and its approved representatives may:

- Process your personal information for the purposes stated above as well as any other directly related purposes.
- Obtain information concerning your academic certificate and/or transcript from any school, university, or other educational institution previously attended and use it to validate your qualifications.
- Share your personal information with qualification verification agencies, who in turn may enter your qualification information into the National Learners Register.
- Share your personal information with third-party service providers engaged by MTI for the purposes listed above.
- Contact you with information about additional academic service offerings with the option to opt out of further similar correspondence.
- Process as confidential information any health information provided by you to accommodate disability or sick leave.
- Process your personal information as needed to meet security requirements, and the requirements of government, professional bodies, and other regulatory authorities; and
- In the event of any reorganisation, merger, or acquisition of MTI, your personal information may be transferred as part of the transaction to the acquirer.

All applicants - By accepting this privacy notice you also make the following declaration:

- I hereby certify that I will provide information that is correct and complete. I understand that false or incomplete information will invalidate this application.
- Signature denotes agreement of the MTI privacy policy and declaration.

STUDENT NAME & SURNAME: : _____

SIGNATURE: : _____

DATE: : _____

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TERMS AND CONDITIONS FOR APPLICATION AND REGISTRATION

Registration Agreement entered into between Marematlou Training Institute (Pty) Ltd (hereinafter MTI) and the Student.

GENERAL:

1. Binding Registration Agreement:

- 1.1 The Student agrees that by signing this form, a binding Registration Agreement comes into existence between MTI and the Student.
- 1.2 It is recorded that the Registration Agreement that comes into existence pursuant to the successful registration at MTI is concluded for 1 (one) academic period only and the Student will be required to re-register for the next academic period. Unless extraordinary circumstances prevail, an academic period is either a semester (maximum 6 months) or a full academic year (maximum 12 months), depending on the academic modules registered for.
- 1.3 **It is the Student's responsibility to fully read, understand, and agree to all the terms and conditions of this Registration Agreement. By agreeing, the Student confirms that they possess a full understanding of all the terms and conditions herein, and willingly accepts all such terms.**

2. Programme and modules

- 2.1 The Student agrees that he/she availed him/herself of the details of the particulars of the qualification as well as the curriculum of the programme and module(s) for which the Student is registering. Full curriculum details are available on the MTI website.
- 2.2 MTI shall be entitled, to vary the module syllabi, to alter the methods by which the programme is delivered, to alter timetables or course commencement dates, or to discontinue the programme (subject to teach-out provisions) at any time, without prior notification and without furnishing reasons thereof.
- 2.3 MTI shall have the right to alter the location of the delivery of the programme, with reasonable notice.
- 2.4 MTI shall have the right to postpone or cancel any programme or course initially advertised and offered, based on insufficient demand.

3. Cancellation of studies

- 3.1 The Student reserves the right to cancel this Registration Agreement.
- 3.2 In case of a cancellation, a reasonable cancellation fee (outlined in clause 13 below) will become payable.
- 3.3 Cancellation of registration must be done by completing the MTI 3 Termination of Studies form.

4. Information

- 4.1 The Student warrants that all information provided to MTI is true and correct in every respect and that any false information provided may lead to the termination of the Student's registration at any time and that MTI may inform others, including but not limited to, Government agencies and regulatory or professional bodies, of this false information.
- 4.2 In the event of the Student's registration being cancelled as a result of false information, the Student will not be entitled to a refund of any fees paid and will be liable to settle the balance of outstanding fees.
- 4.3 The student guarantees that all supporting documents provided are accurate copies of the original documents and if proved otherwise MTI reserves the right to cancel the Registration Agreement by written notification without redress.

5. Codes, rules and regulations

- 5.1 The Student hereby undertakes to familiarise him/herself with the codes, rules, and regulations of MTI and undertakes to abide by the codes, rules, and regulations contained in the following documents or any other directive issued, from time to time, by the institutions.
- 5.1.1 Code of Conduct
- 5.1.2 MTI Calendar
- 5.1.3 Website Privacy and Security Policy
- 5.1.4 MTI's Health and Safety Regulations

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- 5.2 MTI reserves the right to amend its codes, rules, regulations, and policies as often as and when it deems necessary to do so, without giving prior notice to the Students.
- 5.3 MTI reserves the right to exclude the Student from assessments; to suspend a Student's studies or to expel a Student from the institution for failing to comply with any rules of MTI, as communicated in official documentation.
- 5.4 If the Student is expelled or dismissed from an institution or organisation other than MTI which the Student is required to attend or be a member of as part of the programme, MTI shall be entitled to end this Registration Agreement immediately by written notice to the Student.

6. Legal declaration of indemnity

- 6.1 Neither MTI nor any official employee or representative of MTI acting in his/her capacity as such shall be liable for any damage arising out of:
- 6.1.1 The death, bodily harm, loss of health or illness of any Student howsoever caused; and
- 6.1.2 The destruction of or damage to any property owned by or in the custody of any Student, howsoever caused.
- 6.2 The Student hereby indemnifies MTI against any claim made against MTI in respect of any damage arising out of the fault of the Student.
- 6.3 MTI shall ensure that its property, facilities, and equipment are safe and that the Student is given proper instructions or warnings for their use.

7. Extraordinary circumstances

- 7.1 In cases of extraordinary circumstances beyond the control of MTI, MTI reserves the right to close the institution temporarily or to make such alternative teaching arrangements as are deemed feasible.
- 7.2 Whilst every effort will be made to resume operating as soon as possible no warranties are made in this regard and no refund in fees will be made and this Registration Agreement will remain in full force and effect.

8. Additional terms

- 8.1 The Student confirms that he/she has access to a computer and the internet for the purposes of his/her studies.
- 8.2 The Student gives permission that details of their academic performance, including but not limited to assessment results, as well as information on conduct may be shared by MTI with the Bursar.
- 8.3 No relaxation, variation, or indulgence granted by MTI to the other signatories hereto in respect of this Registration Agreement shall constitute a waiver of any rights vesting in MTI in terms hereto, and no reliance may be placed by the Student or other signatory hereto or any statement or representation not contained herein.
- 8.4 All the provisions of this Registration Agreement shall be severable, and no provision shall be affected by the invalidity of any other provision of this Registration Agreement.
- 8.5 The agreement shall apply together with any other agreement that you enter into with MTI. In the event of a conflict, the agreement entered into last will apply.
- 8.6 The Student agrees to the jurisdiction of the Magistrate's Court, in respect of any legal proceedings that may be instituted arising from in respect of this Registration Agreement notwithstanding the fact that the amount in dispute may exceed the jurisdiction of the Magistrate's Court and select as their domicilium citande et executandi for all purposes the address indicated below.

9. Breach and Termination

- 9.1 If the Student or Bursar breaches this Registration Agreement, or any other MTI codes, policies, rules, or regulations, MTI may elect to send them a notice stating that they are in breach.
- 9.2 If the Student remains in breach for a period of seven (7) days after receiving notification that MTI requires the breach to be remedied, then MTI shall be entitled, without prejudice to its rights and at its sole discretion, in line with the MTI policies and procedures, cancel the Student's registration and this Registration Agreement.
- 9.3 Depending on the nature of the breach the Student may be required to leave the institution immediately.
- 9.4 MTI shall have no obligation to refund any fee if the Student remains in breach despite the written notice.

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FEES AND FUNDING

10. Liability for fees and costs

- 10.1 The Student hereby binds him/herself to MTI for the payment of all fees and charges that become due by them to MTI as a result of registration in terms of this Registration Agreement.
- 10.2 Fees, charges, and payment terms are outlined in the MTI Fee Structure annexed hereto.
- 10.3 A certificate issued under the signature of a duly authorized employee, or representative of MTI, that purports to certify the amount due by the Student shall be accepted as prima facie proof of such indebtedness and shall have sufficient probative value to enable MTI to obtain a summary judgement or provisional sentence against the Student in any competent court for the amount stated in such certificate.
- 10.4 The Student shall not be entitled for any reason whatsoever to withhold or defer payment stipulated in this Registration Agreement.
- 10.5 Failure to pay any single installment timeously shall result in the full balance due for the academic period becoming immediately due and payable.
- 10.6 MTI reserves the right to charge interest on all overdue accounts.
- 10.7 MTI reserves the right to cede the collection of fees to a finance house or other institution. In this regard, the term "MTI" shall include such cessionary/ies. In such a case, the payment terms of the finance house will apply.
- 10.8 The Student hereby agrees to be held liable for all legal costs on a scale as between attorney and client, including collection of commission charges and tracing agent costs from the date of handover by MTI to their attorneys for the recovery of any outstanding fees.
- 10.9 In the event of a Student defaulting on payment of fees, MTI reserves the right to:
- 10.9.1 Withhold the Student's assessment results.
- 10.9.2 Withhold the qualification certificate and academic transcript of a graduating Student and refuse the Student participation in the MTI graduation ceremony.
- 10.9.3 Refuse to register as a Student for any further modules or courses.
- 10.9.4 Recover all outstanding amounts from the Student, as per the Registration Agreement.
- 10.9.5 In the event of a Student defaulting on payment of fees on a year module, MTI reserves the right to cancel the Student's registration and exclude the Student from access to MTI's premises and systems during the academic year, unless the Student has entered into a formal, approved payment arrangement with MTI.
- 10.10 In the unfortunate event of the Student becoming incapacitated or otherwise unable to continue their studies with MTI, or the Student passing away, the Student, his/her estate, and/or Bursar may become entitled, subject to the sole discretion of MTI, to a pro-rata refund of tuition fees already paid in the proportions paid by different parties.
- 10.11 No reduction in fees or refund will be applicable where Students do not attend class, or otherwise do not take part in the prescribed learning activities of the institution or are suspended for a period of time.

11. Registration fee

- 11.1 A full refundable registration fee is payable upon commencement of studies. The student's registration will not be processed until such a time as the registration fee has been received.

12. Tuition fees

- 12.1 Tuition fees include the following for the academic period registered for:
- 12.1.1 Study material, excluding textbooks, unless otherwise specified.
- 12.1.2 Assessments and Assessment Facilities.
- 12.1.3 Access to the relevant and applicable physical online campus facilities of MTI.
- 12.1.4 Standard student support services related to the modules selected.
- 12.2 The following are expressly not covered by tuition fees and may be charged separately by MTI:
- 12.2.1 Textbooks, unless otherwise specified.
- 12.2.2 Stationery, consumables, and specialised equipment kits, where applicable.
- 12.2.3 Any levies
- 12.2.4 Any fees related to excursions, such as transport, food, entrance fees, and others.

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- 12.2.5 Fees for examinations with external examination bodies, such as certification bodies, where applicable.
- 12.2.6 Student cards, campus parking, and related fees.
- 12.2.7 Fees for supplementary examinations, special examinations, remarks of assessments, or similar.

13. Cancellation fees

- 13.1 Should a student cancel on or prior to thirty (30) calendar days from the date of initial deposit, he/she will be held liable for 50% of the fees.
- 13.2 Should a student cancel after thirty (30) calendar days from the date of initial deposit, the student will be liable for 100% of the fees:

14. Student declaration and undertaking

- 14.1 To administer your application, MTI must process some of your personal information, including but not necessarily limited to identifying information, biometric information, contact information (including address), demographic details, academic detail regarding prior learning, employment details where applicable, and in some cases, supporting documentation. Provided that there is no unfair discrimination on the grounds of race, gender, sex, marital status, ethnic or social origin, color, sexual orientation, age, language, or birth, information pertaining thereto may be processed. Should your application be successful, and you are registered, MTI will also process information on your academic progress, assessment of learning, and correspondence.
- 14.2 MTI respects the right to privacy and will only process your personal information for the following purposes:
 - 14.2.1 delivering academic services (including but not limited to administering Student and prospective Student admission, enrolment, registration, education engagement, and validation of qualifications).
 - 14.2.2 providing information on additional academic service offerings.
 - 14.2.3 fee payment or collection.
 - 14.2.4 any additional purposes to which you consent; and
 - 14.2.5 as otherwise required by law.
- 14.3 By accepting the privacy notice, you give consent that MTI and its approved representatives may:
 - 14.3.1 process your personal information for the purposes stated above as well as any other directly related purposes, including cloud storage of your information outside the RSA.
 - 14.3.2 obtain information concerning your academic certificate and/or transcript from any school, university or other education institution previously attended and use it to validate your qualifications.
 - 14.3.3 share your personal information with qualification verification agencies, who in turn may enter your qualification information into the National Learner's Record Database.
 - 14.3.4 share your personal information with third-party service providers engaged by MTI for the purposes listed above.
 - 14.3.5 contact you with information about additional academic service offerings with the option to opt out of further similar correspondence.
 - 14.3.6 process as confidential information any health information provided by you to accommodate the disability of sick leave.
 - 14.3.7 process your personal information as needed to meet security requirement, and the requirements of government, professional bodies, and other regulatory authorities; and
 - 14.3.8 in the event of any reorganisation, merger, or acquisition of MTI, your personal information may be transferred as part of the transaction to the acquirer, whether inside or outside the RSA.
- 14.4 All applicants - By accepting this privacy notice you also make the following declaration:
 - 14.4.1 I hereby certify that I will provide information that is correct and complete. I understand that false or incomplete information will invalidate this application.
 - 14.4.2 Signature denotes acceptance of the MTI privacy policy and declaration.

**2025 FEE STRUCTURE:
ADVANCED DIPLOMA IN SCHOOL LEADERSHIP AND MANAGEMENT**

PLAN	FEE	PAYMENT OPTION	TICK PAYMENT OPTION
Administration Fee	R200	Non-refundable	
Registration Fee	R4 800	Payable on Registration	
TUITION FEE			
Cash	R32 633.10	Once off amount	
Plan 1	R10 486.33	3 consecutive months	
Plan 2	R 5 243.17	6 consecutive months	
Plan 3	R 3 495.44	9 consecutive months	
Plan 4	R 2 621 58	12 consecutive months	
Plan 5	R 2 097.27	15 consecutive months	
Plan 6	R 1 747.72	18 consecutive months	

***NOTE: To be sent back with the deposit for registration.**

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	SBZAZAJJ
YOUR REFERENCE	ID Number / Student number

Marematlou Group Holdings (PTY) LTD

Reg. No. 2015/448417/07
Main Campus, Plot 20/21 Floris Coetzee Road, Rayton • Bloemfontein • 9300 • PO Box 4305 • South Africa
Tel: +27 51 447 1094 • Fax: +27 86 663 2880
•Web: www.mare-gh.ac.za •Email: marematlou.gh@mare-gh.ac.za