

ENGLISH SKILLS APPLICATION FORM

This is a fillable PDF

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Older versions of Acrobat Reader will not allow you to save the data you input.

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Year:

Surname:

Initials:

FOR OFFICE USE ONLY:

STUDENT NUMBER:



IMPORTANT:

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Use this free online tool to convert a JPG:
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Using Internet Explorer has been know to cause issues, please try using an alternative browser.

Once you have followed the prompts to convert and download your ID Photo in PDF format click the placeholder above to upload the PDF.

INSTRUCTIONS:

- This is a fillable PDF form - Please ensure you complete the form in FULL answering all the questions.
- Incomplete applications will not be processed.
- If all the required documents are not accompanied with your application, the application form will be returned to you.
- If you prefer to print it out and manually fill it in, please use a BLACK PEN and BLOCK letters to complete this form or place an X in the correct square.

CHECKLIST FOR ACCOMPANYING DOCUMENTS:

- Proof of English proficiency
- Copy of passport
- Proof of application fee payment
- Copy of parents' ID (if you are under 18 years old)

If you want to study further after the English programme, please also provide us with:

- Copy of high school certificate (translated)

SECTION A: PERSONAL DETAILS

Title: Initials: Last name:

First Names (in full):

Date of birth: DD / MM / YYYY Nationality:

Gender: Male Female Home Language:

Passport Number: Expiry date: MM / YYYY

Marital Status: Single Married Divorced Widowed

PERSONAL ADDRESS: (please do not indicate your school address here)

Postal Home Residential

No: Street / Building:

Suburb: Town / City:

Country: Postal Code:

Telephone Number: () Cell Number:

Email Address:

Please **SAVE** your PDF before proceeding, we wouldn't want you to lose your data

NEXT OF KIN ADDRESS: (e.g. parents, spouse)

Title: Initials: Last name:

First Names (in full):

No: Street / Building:

Suburb: Town / City:

Country: Postal Code:

Telephone Number: () Cell Number:

Email Address:

SECTION B: STUDIES

ENGLISH SKILLS

1st semester (February - June) 2nd semester (July - November) Full Year (beginning February / beginning July)

Further Studies at Nelson Mandela University (Select if you intend on studying a degree after the English Skills programme)

Intended Programme :

SECTION C: HEALTH

Do you have any disabilities? Yes No

If yes, please specify:

Sight Emotional Hearing (even with hearing aid) Physical (moving, standing)

Communication (talking, listening)

Please provide more details regarding your disability (e.g. partially sighted, have to use a wheelchair, etc.)

Please SAVE your PDF before proceeding, we wouldn't want you to lose your data

SECTION D: DECLARATION BY APPLICANT

If I am admitted as a student to the university, I undertake to:

1. Perform such work as may be assigned to me by members of staff and to conform to all the rules and regulations laid down by the university.
2. Acquaint myself with all the rules, regulations and instructions applicable to the qualification for which I enrol; I have also acquainted myself with the fees payable as stipulated by the university.
3. I acknowledge that the rules and regulations and instructions referred to in 1 and 2 above are subject to amendment without further notice.
4. I undertake to immediately notify the Study Abroad Coordinator in writing if I change or cancel my registration. I further undertake, if applicable to me, to immediately notify my legal guardian and/or the person who assumes liability for payment of the fees owing by me if I change or cancel my registration and to provide the said person with all accounts received from the university. I further acknowledge that such cancellation is not valid unless given in writing.
5. I am aware that my registration is valid only if it complies with the regulations of the qualification concerned, notwithstanding the acceptance of this registration by the university.
6. The fees and conditions shall be determined by the Council and are subject to amendment without prior notice. I undertake to pay all fees prescribed by the university in respect of any module/ qualification for which I register, by the due date as well as all other fees, which may be owing by me to the university. I further note and accept liability for payment of interest as stipulated by the university from time to time in the event of my failing to pay fees for which I am liable by the prescribed date. In the event of the university successfully instituting legal action against me for the recovery of any amounts owing, due and payable or the enforcement of any legal rights to the university, I shall be liable to pay all legal costs incurred on an attorney and client scale, including collection commission and interest. I agree that the university may provide me with statements of account and any other communiques by way of electronic communication through data messages. These data messages may be sent to the cellular number provided by me. I am also prepared to accept such messages at my Nelson Mandela University student e-mail address or at an alternative e-mail address nominated by myself in writing.
7. Accept that my examination results, certificate/diploma/degree and study record may be withheld under the following circumstances:
 - 7.1. In the event of my student account being in arrears or
 - 7.2. In the event of any disciplinary matter pending against me
8. I understand that if after registration it is found that my tuition fees or residence account or any other monies including the cost for the replacement of library materials owing to the university have not been paid by the prescribed date, my registration may be cancelled. Failure to pay residence fees by the date stipulated by the university may result in my eviction from the residences.
9. I will immediately notify the Study Abroad Coordinator, in writing, if I change my address.
10. Should I, during the course of my studies at the university, sustain any injuries or contract any illness or suffer loss or damages, I hereby undertake not to institute any claim against the university on account thereof, irrespective of the cause of such damages or loss. In the event of my death during the course of my studies, this undertaking shall be binding of the executor of my estate and my heirs and successors-in-title. Under the circumstances referred to, I or my executor, administrator, heirs and successors-in-title (in the event of my death) hereby indemnify the university in respect of any damages suffered by me from any of the causes referred to above.
11. I understand and accept that any work produced by me during my studies or research at the university which may be the object of an intellectual property right, as well as any data or information collected or obtained by me, shall remain the property of the university, and I undertake not to alienate, transfer or make known such to any other party without the written permission of the university.
12. I have no objection to my name being given to another educational institution, which will enable me to upgrade my educational qualifications should my application not be accepted.
13. I understand that the university may by law be required to disclose information about or relating to myself and my studies which is on record at the university, to a third party requesting access to such information. I specifically authorize the university to supply information relating to my studies and conduct while at the university, to my parents/legal guardians (applies only to minors), to potential employers and to sponsors of my studies, including my parents/legal guardians and my employer.
14. Upon registration I accept responsibility for ensuring that I am registered for the correct modules; that I have no examination or lecture timetable clashes; and that I have made provision for adequate modules and credits for the qualification I wish to obtain.
15. I undertake, that should I be admitted to accredited accommodation, the university may assume that I have constructive knowledge of all present and future policies and rules relating to accredited accommodation.
16. The university uses a digital document management system to store and retrieve information. All student records and other correspondence will therefore be converted to a data format and originals may be destroyed after a period of time.
17. The information furnished by me herein is to the best of my knowledge true, correct, and complete.
18. An applicant who submits any document in support of this application, which contains a false statement, is altered or forged, will be prosecuted both criminally as well as in terms of the Student Disciplinary Code. The findings of the Disciplinary Committee will be communicated to all other tertiary institutions in the country.

Signature:

Date: DD / MM / YYYY

Please take the time to set up your digital signature with the prompts to supply all the correct information.

Once you have completed your application form and set up and applied your digital signature, please email it along with all the other required documents to: learnenglish@mandela.ac.za

SECTION E

Declaration by applicant's parent/legal guardian/surety

(To be completed only if the applicant is a dependant; all applicants who are currently at school or who have recently left school and do/ will not have permanent employment must have their legal guardian/parent or surety complete this section and sign on the next page.)

Details of parent/legal guardian/surety

Name

Surname

Identity number of parent/legal guardian/surety

Home address.....

..... Postal code.....

Home telephone number: Code Number

Fax Cell

E-mail address

Relationship to applicant (eg. father, uncle, aunt etc.)

Employer's name (proof of employment must be provided if employed)

Employer's address

..... Postal code

Work telephone number: Code Number

1. I confirm that I am the legal guardian of the applicant and agree to the provisions contained in the declaration of the applicant.
2. I agree to any change in degree, diploma or module that the applicant may take. The university shall not be responsible if the applicant abandons his/her studies or leaves the university.
3. I apply on behalf of the applicant in my personal capacity for his or her registration as a student at the university and hereby bind myself as surety and principal co-debtor for all fees due and payable owing to the university by the applicant.
4. Insofar as it may be applicable to me, I undertake, should the applicant be admitted to the university to:
 - 4.1 comply with all the rules and regulations of the university
 - 4.2 acquaint myself with all the rules, regulations and instructions applicable to the qualification for which the applicant enrolls.
5. I shall be personally liable for payment of all fees, which may become due to the university in terms of this application and I renounce the benefits of exclusion, division and cession of action should any action be taken by the university for the recovery of fees owing, due and payable to the university by either myself or the applicant.
6. I indemnify the university against any claim against the university arising out of any injuries, loss or illness suffered or contracted by the applicant, myself or any third party representing myself or the applicant during the course of or arising out of his/her studies at the university, irrespective of the cause of such damages, illness or loss.
7. I undertake not to institute any claim against the university on account of any injuries or loss suffered or illness contracted by the applicant during the course of or arising during his/her studies at the university.
8. The fees and conditions shall be determined by the Council and are subject to amendment without prior notice. I undertake to pay all fees prescribed by the university in respect of any module for which I register by the due date as well as other fees, which may be owing to the university. I further note and accept liability for payment of interest as stipulated by the university from time to time in the event of my failing to pay fees for which I am liable for by the prescribed dates. In the event of the university successfully instituting legal action against me for the recovery of any amounts owing, due and payable or the enforcement of any legal rights of the university, I shall be liable to pay all legal costs incurred on an attorney and client scale, including collection commission and interest. I have furthermore noted that all accounts in respect of the applicant will be sent to him/her to check for accuracy and that it is the said applicant's duty to make accounts concerned available to me for settlement.

9. I agree that the university may provide me with statements of accounts and any other communiqués by way of electronic communication through data messages. These data messages may be sent to the cellular number provided by the student. I am also prepared to accept such messages at the student's University e-mail address. I also accept that such messages may be received by myself at the cellular or e-mail contact details provided by the student in terms of paragraph 6 of Section H.
10. I understand that the registration of the applicant may be cancelled or examination results may be withheld, if I fail to pay any fees owing, due and payable to the university in respect of the applicant on the due date without any prejudice to any rights, which the university may have in respect of the recovery of such fees.
11. Failure to pay the residence fees by the date stipulated may result in the applicant being evicted from the residences.
12. In the event of the university successfully instituting legal action against me for the recovery of any amounts owing, due and payable or the enforcement of any rights of the university, I shall be liable to pay all legal fees on an attorney and client scale, including collection commission and interest.
13. I declare that the information supplied by me on this form is, to the best of my knowledge, true and correct.

Sign Here	Parent/Legal Guardian/Surety
First name(s)	Surname
Signed at on the of 20.....	
E-mail:	
Sign here / Thumb print	
NB: A copy of the identity document of the parent / legal guardian / surety must be submitted.	