

# GUIDE TO COMPLETING THE APPLICATION FORM



**hugenote kollege**  
Waar Christenwees grondvat in opleiding

PLEASE READ THE FOLLOWING CAREFULLY BEFORE COMPLETING THIS APPLICATION FORM:

## GENERAL

- This form must be completed by all prospective students applying to Hugenote Kollege and all required documents included with the application before it will be considered.
- The application form must be signed by the applicant and parent / legal guardian (if applicable).
- Hugenote Kollege reserves the right at its sole discretion, to cancel or amend any course or module initially advertised and offered, on the basis of insufficient demand or where available facilities and infrastructure have reached maximum capacity. In the case where a course or module has reached its maximum capacity, prospective students will be allowed to register for an alternative course depending on the availability of that course.
- Hugenote Kollege offers Seta, QCTO and Council on Higher Education accredited courses complying with the standards of the South African Qualification Authority (SAQA). Seta accredited courses are presented during a minimum period of twelve (12) months. The intern theoretical and workplace components of the courses presented by the College staff are followed by an external verification process conducted by the relevant Seta who is then also responsible for the issuing of the certificates to competent students. The Hugenote Kollege has no control over the timeframe of the external Seta processes and the issuing of certificates.

## ADMISSION REQUIREMENTS

- Please refer to the relevant Hugenote Kollege information sheets for information on admission requirements.
- All candidates who comply with the minimum requirements are still subjected to selection processes.
- Hugenote Kollege offers the opportunity to individuals to apply for admission to the College based on Recognition of Prior Learning (RPL).

## SUPPORTING DOCUMENTS TO BE SUBMITTED WITH YOUR APPLICATION FORM

- One certified copy of each of:
  - Applicant's Identity Document\*
  - Highest qualification\*
  - Marriage/divorce certificate (if applicable)\*
  - Proof of residential address of Applicant. An affidavit by your parent(s), guardian(s), partner, spouse or landlord confirming that you are residing at their residence, along with proof of their address, will be accepted.
  - Identity Document of the person responsible for the student fees
  - Proof of residential address of the person responsible for the fees
- Should the name and/or date of birth on the Senior Certificate or equivalent qualification differ from the name on the application form or Identity Document, proof must be provided to explain the change in name. If proof of differences in name and or date is not provided, this will disqualify the application.
- Copy of your medical aid card (if applicable).
- Copy of the main member on the medical aid's ID (if applicable).
- Proof of payment of the application fee.

**\*PLEASE NOTE:** Should the application be successful the student will be expected to submit three (3) additional certified copies of the supporting documents at registration.



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## INTERNATIONAL PROSPECTIVE STUDENTS (NON SOUTH AFRICAN CITIZENS)

- Additional to the documents stated above, four (4) certified copies of your passport must accompany this form. You are required to produce a valid study permit before you will be permitted to register.
- Non-RSA qualifications: The onus rests with all international applicants to have their school qualifications evaluated by SAQA before submitting this application form. SAQA can be contacted at: Postnet Suite 248, Private Bag, Waterkloof, 0145. Tel. +27 12 431 5000 / +27 86 010 3188.
- School-leaving certificate (with English translation where necessary).

## PROGRAMME COSTS

- Please refer to the Huguenote Kollege prospectus for information on programme costs.
- Should you still wish to apply for a bursary or are waiting feedback on a bursary application, please indicate yourself as the person responsible for payment of the fees, as the student always remains liable for the fees should the person responsible for the fees neglect to pay.

## CHANGE OF ADDRESS AND CONTACT DETAILS

- The College must be notified immediately of any change of contact number, email or address (postal or physical) after submission of the form.

## LANGUAGE POLICY

- In conducting its business, the College shall use two languages, namely Afrikaans and English.
- Tuition programmes can be presented either in Afrikaans or in English or in both these languages of tuition, provided that there is a demand for instruction in the language(s) concerned and that such programmes are academically and economically justifiable.
- Afrikaans and English are to be used and developed as academic languages in order to achieve excellence in academic communication.
- All students are entitled to be assessed in either Afrikaans or English. Students enrolled for professional qualifications may however be required from time to time to complete a task or tasks in a particular language as part of their professional training.

## ACKNOWLEDGEMENT OF APPLICATION

- Should receipt of your application form not be acknowledged within four weeks of posting/submission, enquiries must be made at the department of Student Administration of Huguenote Kollege.

## CANCELLATION OF APPLICATION

- The College must be notified immediately if the application is cancelled or changed prior to registration.

## SEPARATE LETTERS

- You will be notified of the outcome of your academic and accommodation application in separate correspondence.

