



Western Cape
Government

Agriculture



Application for admission 2018

Diploma in Agriculture

Head: Student Affairs
Elsenburg Agricultural Training Institute
PO Box 54
ELSENBURG
7607
Tel: +27 21 808 5451

www.elsenburg.com

FOR OFFICE USE ONLY

Student number

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Receipt number

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Sub-Programme: Higher Education & Training

Elsenburg Agricultural Training Institute

SECTION A: INSTRUCTIONS

1. GENERAL RULES

- Please complete the application form in black ink.
- Write in the blocks only, one letter per block. Always start in the first block.
- Where choices have to be made, mark the appropriate block with an X.
- Only applications submitted on the prescribed application form will be considered. No Tippex must be used on the application form and **no faxed/e-mailed application forms will be accepted.**
- Incomplete applications **will not** be processed.

2. ADMISSION REQUIREMENTS

- Please consult the relevant Diploma in Agriculture prospectus obtainable from the Elsenburg Agricultural Training Institute (EATI) or www.elsenburg.com for full details of the admission requirements pertaining to the programme for which you intend to enrol.

3. DOCUMENTS TO BE SUBMITTED WITH YOUR APPLICATION FORM

- A certified copy of your Identity document
- A certified copy of your Higher Certificate in Agriculture or equivalent academic record (current and historical)
- A completed undertaking (Annexure A, B and C)
- If you have followed the South African Grade 12 (regardless of whether or not you are attending/have attended another university or Institute), please include a certified copy of your final school certificate (Senior Certificate (prior to 2008) OR National Senior Certificate (NSC) OR Independent Examination Board certificate (IEB)
- If you have followed the International School System (Cambridge International, etc.) please include a certified copy of your final school results and an evaluation by the South African Qualifications Authority (SAQA).
- If you are following/have followed or has obtained degrees or diplomas from other universities or Institutes include a certified copy of your academic record (current and historical) and a certificate of conduct.

4. INTERNATIONAL APPLICANTS (FOREIGN CITIZENS)

- Certified copies of the following documents must accompany this form:
 - a) Permanent residency applicants: Passport and proof of permanent residency/SA Identity Document/Card.
 - b) Passport
- Your final school-leaving certificate should be submitted with the English translation of the certificate.
- An evaluation by the South African Qualifications Authority (SAQA) is mandatory for all non-South African qualifications. SAQA can be contacted at: Postnet Suite 248, Private Bag X06, Waterkloof 0145, South Africa. Tel: +27 (0)12 431 5000; Web: www.saqa.org.za

5. CLOSING DATES

31 October. Please note that no late applications will only be considered.

6. WHERE TO SEND YOUR APPLICATION

Head: Student Affairs
Elsenburg Agricultural Training Institute
PO Box 54
ELSENBURG
7607

Please note: Prospective students who have studied previously, must attach comprehensive study reports and certificates of conduct from the relevant Institution.

SECTION G. MEDICAL PARTICULARS

Do you have a disability?
 Yes No

If "Yes", please indicate the nature of your disability under the categories that have been listed below:

Physical	Visual	Learning	Hearing
Cerebral Palsy	Blindness	Dyslexia	Deafness
Paraplegic	Low vision	ADD/ADHD	Partial Hearing
Quadriplegic	Partially sighted	Dyscalculia	
Impaired mobility			

Speech		
Speech impairment		

Other:

Do you make use of a wheelchair? |
 Yes No

SECTION H. AGREEMENT

Undertaking by applicant:

I hereby state / Undertake

- (a) that the information furnished by me in this application form is true and correct;
- (b) that I understand that the Institute is entitled to cancel my enrolment if it should appear that the particulars furnished in this application form are incorrect in any respect;
- (c) that I have acquainted myself as to, and in future will keep myself acquainted with regard to the contents of the Institute's regulations and rules as approved from time to time by the Departmental Head or by any other authorised body or person attached to the Institute;
- (d) that I commit myself to comply with all the regulations mentioned in (c) above during all my study years, as well as the amendments or substitutions thereof;
- (e) that I agree not in any manner to bring any action whatsoever against the Institute or any one of its employees, and not to hold the Institute responsible for any damage or loss which I personally, or as far as any of my possessions are concerned, may suffer and which directly or indirectly may result from my participation during my study years at the Institute in any activity of whatever nature, which may be related to my study or training, or sport or recreation of whatever nature, irrespective of the manner in which such damage or loss may occur, and that I will participate in any of the mentioned activities at my own risk and accept the risk attached to it voluntarily;
- (f) that I authorise the Institute, should I require urgent medical treatment, to obtain suitable medical assistance, and I accept the responsibility for payment of the costs so incurred;
- (g) That I commit myself to the prompt payment of all study, tuition, accommodation and other fees raised from time to time by the Institute during my period of study;
- (h) to pay all the Institute's legal costs if I should fail to meet any of my financial obligations mentioned in (g);
- (i) to pay all study fees upon registration. Postponement for a maximum of 30 days may be allowed, after which time interest at current government rates will be raised on all outstanding amounts;
- (j) I HEREBY CONSENT TO THE PROCESSING OF THE PERSONAL INFORMATION AND SPECIAL PERSONAL INFORMATION IN THE CASE OF A MINOR PROVIDED IN THIS DOCUMENT FOR THE PURPOSES OF AN APPLICATION FOR ADMISSION TO STUDY AT THE WESTERN CAPE GOVERNMENT'S ELSENBURG AGRICULTURAL TRAINING INSTITUTE.

Applicant's signature: Date:

Undertaking by parent or guardian:

(This portion must be completed by the parent or guardian of a minor applying for admission to the Institute)

I hereby state

- (a) that I have acquainted myself as to, and consent to the undertaking above, and state that the particulars given by him/her on this application form are true and correct;
- (b) that I in particular agree that my child/ward under age bind himself/herself to comply during all his/her study years with the regulations and rules of the Institute as approved from time to time by the Departmental Head or any other authorised body or person attached to the Institute;
- (c) that I hereby jointly and separately with my child under age accept responsibility for the payment of all fees mentioned in (g), (h) and (i) above which he/she might owe to the Institute during his/her total period of study at the Institute (including study after attaining his/her majority), and agree to pay it promptly;
- (d) that I agree not in any manner to bring any action whatsoever against the Institute or any one of its employees, and not to hold the Institute responsible for any damage or loss which I personally, or as far as any of my possessions are concerned, may suffer and which directly or indirectly may result from my child's participation during his/her study years at the Institute in any activity of whatever nature, which may be related to his/her study or training, or sport or recreation of whatever nature, irrespective of the manner in which such damage or loss may occur, and that he/she will participate in any of the mentioned activities on his/her own risk and accept the risk attached to it voluntarily, and I further undertake to indemnify the Institute and any employee of the Institute if my child under age, with my assistance, cannot sufficiently in law secure the Institute against liability as explained above.
- (e) I HEREBY CONSENT TO THE PROCESSING OF THE PERSONAL INFORMATION AND SPECIAL PERSONAL INFORMATION OF MY MINOR CHILD PROVIDED IN THIS DOCUMENT FOR THE PURPOSES OF AN APPLICATION FOR ADMISSION TO STUDY AT THE WESTERN CAPE GOVERNMENT'S ELSENBURG AGRICULTURAL TRAINING INSTITUTE.

.....
Parent's/Guardian's signature

.....
Capacity (father/mother/guardian)

.....
Date

UNDERTAKING

I,

(Full name and surname of applicant)

declare, consent and undertake to abide by the following terms with regards to the Elsenburg Agriculture Training Institute:

1. To comply with the rules and regulations as prescribed by the Director, and which may be modified without prior notice, for the entire duration of my enrolment as student at the Elsenburg Agriculture Training Institute.
2. To submit to any disciplinary steps which may be instituted against me, including the right of the Director to suspend me as a result of any serious offence, if according to her opinion, I am found guilty of contravening the rules or of serious misconduct either at the Institute or elsewhere.
3. To pay all fees owing fully for every year from enrolment, until my course is completed, or if I should discontinue my studies, until I have notified the Director thereof in writing. Fees are payable strictly in advance per semester.
4. That I, should I be suspended from the Diploma course, I will be liable for any outstanding monies.
5. That, should I owe the State any monies, I shall notify the Departmental Head: Department of Agriculture: Western Cape in writing of any change of address after leaving the Institute. Should I neglect to do so, I shall be held liable for all legal expenses for any tracing, collection fees incurred as well as any costs, including attorney – own client costs incurred in an attempt to collect this account.
6. I hereby elect the address reflected as my residential address, as my chosen *domicilium citandi et executandi*, for the purpose of serving all process documents and correspondence:

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Signature of parent/ guardian

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Date

Witness: 1.

Date:

2.

Date:

ANNEXURE B

UNDERTAKING BY (PROSPECTIVE) EMPLOYER (S)

All students who register for the Diploma in Agriculture at the Elsenburg Agricultural Training Institute, must complete a minimum of one continuous year experiential training at an approved agricultural enterprise. The aim of the course is to integrate the agricultural theory gained in the Higher Certificate in Agriculture programme with practice and to acquire specific practical skills. Your knowledge and expertise are extremely important for the guidance of students during these experiential years. The following matters are specifically brought to your attention:

1. The onus rests on the student to complete all assignments, courses and / or tasks by the designated completion dates;
2. As employer, you are expected to allow the student the opportunity to acquire the necessary training and experience in specific areas. Further details in respect of these topics are explained in the curriculum;
3. Where possible all training and experience must occur under the same agricultural conditions;
4. The student must be allowed sufficient time to complete the necessary assignments;
5. Students must be encouraged to display work initiative and to implement the acquired techniques to the enterprise if possible, after consultation with the employer;
6. The student will require certain basic facilities and / or materials to complete the prescribed assignments during the experiential period. The employer's co- operation in this respect will be appreciated.
7. Disciplinary procedures of the employer's enterprise will also be applicable to the student. Any serious digressions can be reported to the Director at (021) 808 7686
8. The employer is expected to complete a personal evaluation of the practical work which the student accomplished during the experiential period. The necessary forms will be posted to the employer in good time, and
9. Continuous evaluation of the student will occur during his / her experiential training. At the end of the first year the student is expected to report for practical examinations at Elsenburg Agricultural Training Institute. A comprehensive, well – produced written report in respect of the resources,

DETAILS OF THE FARM PROFILE

1. Size of the farm or unit in hectares

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2. How many production enterprises are on the farm?

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3. Number of animals (per breed e.g. sheep or cattle)

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4. Number of hectares under cultivation (crops, pastures, vines orchards etc.)

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5. Natural resources on the farm (e.g. water, plant vegetation)

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6. Number of labourers (permanent and seasonal)

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CHECKLIST

Go through the checklist to make sure that you understand what is written in the application form and what you need to do. The checklist will also help you to make sure that your application is complete.

You can contact the Institute on 021 808 7700 or study@elsenburg.com if you have any questions.

Tick when done:

1.	Have you made sure that you have filled out the correct application form? The course you are applying for is indicated on the front page of this application form.	
2.	Have you made sure of the closing date of the programme for which you are applying?	
4.	Have you ensured that you meet the minimum admission requirements for the qualification you are applying for?	
5.	Have you made sure of the address to which the application form must be posted?	
6.	Have you provided all the contact details requested in the form?	
7.	Have you provided your ID and Passport number and attached a certified copy of your ID and Passport document?	
8.	Have you included a certified copy of your Higher Certificate in Agriculture or equivalent academic record (current and historical)	
9.	Have you included a completed undertaking (Annexure A, B and C)	
10.	If you have followed the South African School System have you included a certified copy of your final school certificate (Senior Certificate (prior to 2008) OR National Senior Certificate (NSC) OR Independent Examination Board certificate (IEB)	
11.	If you have followed the International School System (Cambridge International, etc.) have you included a certified copy of your final school results and an evaluation by the South African Qualifications Authority (SAQA)?	
12.	If you have studied previously, have you attached certified copies of comprehensive study reports and certificates of conduct from the relevant Institution?	
14.	If you are an International applicant, have you attached a certified copy of your passport, refugee permit or proof of permanent residence and your school leaving certificate?	
15.	If you are a South African applicant or an International applicant with a non-South African qualification, have you attached the SAQA certificate?	
16.	Have you signed section H?	
17.	Has(ve) your parent(s)/guardian(s) signed section H?	