



**Western Cape
Government**

Agriculture



Application for admission 2018

Higher Certificate in Agriculture

Head: Student Affairs
Elsenburg Agricultural Training Institute
PO Box 54
ELSENBURG
7607
Tel: +27 21 808 7700

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 Higher Certificate 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
- If you are in Grade 12 at present, include a certified copy of your Grade 11 final examination symbols.
- If you have already completed school (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 completed 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. APPLICATION FEE

- A non-refundable **R100 application fee** must accompany this form. Please ensure that you attach the original proof of payment.
Take note: If your application is not accepted or if you withdraw your application, the application fee will not be refunded.

The Elsenburg Agricultural Training Institute's banking details are:

Account Holder:	DEPARTMENT OF AGRICULTURE
Bank:	Nedbank
Branch code:	145 209
Account number:	1452 045 119
Deposit Reference:	Surname and Initials

6. CLOSING DATES

30 June with late applications until 31 August. Please note that late applications will only be considered if space is still available in the particular programme.

7. WHERE TO SEND YOUR APPLICATION

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

SECTION B: PERSONAL DETAILS

1. Surname 2. Initials

3. Title Mr Mrs Miss Other _____

4. Full names

5. Have you been registered at the Institute before? Yes No If so, please state your student number

6. SA Identity number/
 Passport number

7. Date of birth
 D D M M Y Y Y Y

8. Maiden Name (if applicable)

9. Place of birth

10. Local municipality of permanent residence

11. Gender Male

Female

12. Home Language:

	Afrikaans
	English
	isiNdebele
	isiXhosa
	isiZulu
	Sesotho

	Sesotho sa Leboa
	Setswana
	SiSwati
	Tshivenda
	Xitsonga

Other (specify) _____

SECTION D. ACADEMIC DETAILS

Highest grade passed to date	Grade 11/Preliminary International School results	Year				
	Grade 12/Final International School results	Year				

Name of school:

School's Postal address:

Postal code

School's telephone number

Dialling code Number

School subjects (Languages: Please indicate whether first or second language)

Year	School subject name	Percentage % Obtained
Total/ average %		

VERY IMPORTANT: If you are currently in Grade 12, please submit a certified copy of your Grade 11 final results. School leaving applicants must submit a certified copy of their school leaving certificate. Kindly read through Section (A) for full instructions.

SECTION E. POST SCHOOL ACTIVITIES

Give full particulars of each year after matric before enrolment at Elsenburg (academic and non-academic)

Period		Name of		Name of degree/ diploma/certificate /farm	Study completed Yes / No	Student Number
From	To	University/Technicon/Institute, etc. Or non-academic activity, e.g. work, overseas, etc.				
Month	Year	Month	Year			

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

SECTION F. ACCOMMODATION

Do you require accommodation in an Elsenburg hostel? Yes No

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 EISENBURG 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 EISENBURG AGRICULTURAL TRAINING INSTITUTE.

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

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

.....
Date

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.	<p>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.</p>	
2.	<p>Have you made sure of the closing date of the programme for which you are applying?</p>	
3.	<p>Have you ensured that you meet the minimum admission requirements for the qualification you are applying for?</p>	
4.	<p>If you have applied for a residence, have you noted that places in residences are limited and subjected to a selection process? There is no guarantee that you will be placed in a residence or even in a residence of your choice.</p>	
5.	<p>Have you made sure of the address to which the application form must be posted?</p>	
6.	<p>Have you provided all the contact details requested in the form?</p>	
7.	<p>Have you provided your ID and Passport number and attached a certified copy of your ID and Passport document?</p>	
8.	<p>If you are currently in Grade 12, have you submitted a certified copy of your Grade 11 final results?</p>	
9.	<p>If you already have a Grade 12 Certificate, have you enclosed a certified copy of it?</p>	
10.	<p>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)?</p>	
11.	<p>If you have studied previously, have you attached certified copies of comprehensive study reports and certificates of conduct from the relevant Institution?</p>	
12.	<p>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?</p>	
13.	<p>If you are a South African applicant or an International applicant with a non-South African qualification, have you attached the SAQA certificate?</p>	
14.	<p>Have you included your proof of payment of the application fee of R100? Take note: If your application is not accepted or if you withdraw your application, the application fee will not be refunded.</p>	
15.	<p>Have you signed section H?</p>	
16.	<p>Has(ve) your parent(s)/guardian(s) signed section H?</p>	