



GUIDE TO THE COMPLETION OF THE APPLICATION FORM

Please read the information and instructions contained in the following pages carefully before completing the application form. Information pages to be retained by the student.

SECTION A: INSTRUCTIONS

PLEASE READ THE FOLLOWING CAREFULLY BEFORE COMPLETING THE APPLICATION FORM

1. General

- 1.1 This form must be completed by all students applying to Juta Adult Learning for the first time.
- 1.2 It is in your own interest to ensure that this form is completed in full and that certified copies of all supporting documents are enclosed. If any questions are left unanswered or certified documents are not enclosed, or the contract is not signed, it will cause a delay as the form will be returned to you for completion. Please write in black ink and use block letters.

2. Admission requirements

General Education and Training Certificate: Adult Education and Training
Communication in English AET Level 3 or equivalent
Mathematical science/literacy at AET Level 3 or equivalent
Basic computer skills

- 2.1 Juta Adult Learning offers the opportunity for qualifying individuals to apply for Recognition of Prior Learning (RPL) on the criteria list below:
 - a) If you are 25 years old or older.
 - b) You have sufficient work experience of at least 5 years.
- 2.2 All candidates who comply with the minimum requirements are still subject to selection procedures.

3. When registering with Juta Adult Learning you are required to submit the following certified documents:

- 3.1 A certified copy of the first page of your Identity Document
- 3.2 A certified copy of your last School Certificate or equivalent qualification differs from the name on the application form, proof should be provided to explain the change in name.

In International students must also meet the requirements set out in paragraph 4 below.

4. International Students (non South African citizens)

4.1 Certified copies of the following documents must accompany this form:

Your passport/refugee permit/proof of permanent residence
Your school leaving certificate should be submitted with the English translation of the certificate.

Your qualification should be evaluated by the South African Qualifications Authority (SAQA). SAQA can be contacted at: Postnet Suite 248, Private Bag X06, Waterkloof 0145, South Africa. Tel +27 +12 431 5000. Website address: <http://www.saqa.org.za> . Attach the report Students with qualifications from the West African Examination Council (WAEC) and the National Examinations Council (NECO) should submit a scratch card. Applicants from Angola, the Democratic Republic of Congo or Cameroon should submit a sixth year Bulletin:

Diplom D'Etat, Journal and transcripts of results, or Journal or Confirmation of Results from the Embassy. NB: Closing date: 31 August. No late applications will be accepted.

SECTION B: WHERE TO SEND YOUR APPLICATION

Address your application to the ADMISSIONS:

1. Email: learning@juta.co.za
2. Fax: +27 21 659 2360
3. Hand it in to the official on duty at the registration sessions.
4. Post to:
Juta Adult Learning
P.O. Box 14373
Lansdowne
7779
Cape Town
Tel: +27 21 659 2300

CHECKLIST

Please note that the Juta Adult Learning does not consider incomplete applications. Before submitting your application, please check that you have done everything that applies to you, as shown on the list below.

We suggest you tick the box next to each point when you have checked it.

		YES	NO
1	Attached a certified copy of Identity Document OR birth certificate		
2	Attached certified copy of last school report or Affidavit		

IF NOT A SOUTH AFRICAN CITIZEN, PLEASE TICK ONE OF THE OPTIONS BELOW:

(A) AFRICAN (African countries)	<input type="checkbox"/>	(E) EXCHANGE STUDENT	<input type="checkbox"/>
(F) FOREIGN (outside Africa)	<input type="checkbox"/>	(N) PERMANENT RESIDENT	<input type="checkbox"/>
(R) REFUGEE (Refugee permit)	<input type="checkbox"/>		<input type="checkbox"/>

Please note that international applicants will be required to be in possession of a Study Permit in order to register.

HIGH SCHOOL OR EQUIVALENT INFORMATION

LAST GRADE PAST

DATE OF LAST PASSED GRADE

DISABILITY STATUS

This information will not disadvantage your application.				
Do you have any disabilities/special needs			Yes	No
If yes, please indicate by ticking the relevant blocks:				
NONE	000		MULTIPLE	007
SIGHT	001		DISABLED BUT UNSPECIFIED	009
HEARING (WITH HEARING AID)	002		ASTHMA	010
COMMUNICATION (TALK, LISTEN)	003		EXTRA TIME CONCESSION	1005
PHYSICAL (MOVE, STAND, GRASP)	004		UNKNOWN DISABILITY	U
INTELLECTUAL (LEARNING DIFFICULTY)	005			
EMOTIONAL (BEHAVIOUR, PSYCHO)	006			

General Education and Training Certificate: Adult Education and Training

Compulsory Subjects

	Subject
1	Communication in English
2	Mathematical Science and math literacy
3	Life Orientation

Select the any **THREE** elective subjects you want to take:

	Subject	<input checked="" type="checkbox"/>
1	Economic and Management Sciences	<input type="checkbox"/>
2	Small, Micro and Medium Enterprises	<input type="checkbox"/>
3	Human and Social Studies	<input type="checkbox"/>
4	Technology	<input type="checkbox"/>
5	Natural Science	<input type="checkbox"/>

LEGAL UNDERTAKING (COMPULSORY)

I, ID/Passport number.....
declare that all the particulars supplied by me in this form are true, complete and correct. I accept that incorrect or misleading information could lead to the cancellation of this application.

1. I undertake:

- 1.1 to comply with all the rules and regulations, including the disciplinary rules, of Juta and Company: Adult Learning, including any amendments thereof as published from time to time and to acquaint myself with all the provisions thereof;
- 1.2 to notify the Faculty Office immediately if I abandon my qualification of studies and/or change my address; to acquaint myself with and adhere to all the rules and general regulations applicable to the qualification for which I wish to enrol as well as the rules regarding the payment of fees;

I undertake that I will not hold Juta and Company: Adult Learning liable nor make any claim against Juta and Company: Adult Learning for any compensation and/or any expenses incurred or damages suffered as a result of or in respect of any injury to me or illness or my death, irrespective of whether any such damages, injury or death may be have been attributable to any degree of negligence on the part of Juta and Company: Adult Learning or one or more of its employees or other person (s) for whose actions it might, but for this undertaking, have been responsible. I am aware that my enrolment is valid only if it complies with the regulations governing the qualification concerned, notwithstanding the acceptance of this enrolment by Juta and Company: Adult Learning.

I accept that, if I abandon or change my qualification of study at any time, no cancellation or reduction of fees will be considered and that I will remain liable for the payment of all fees in full. I agree that Juta and Company: Adult Learning may provide me with statements of account and any other communiqués 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 Juta and Company: Adult Learning student email address or at an alternative email address nominated by myself in writing.

SIGNED AT ON THISDAY OF 2013.

SIGNATURE OF APPLICANT

Herein assisted as far as may be necessary while the applicant/student is still under the age of eighteen years I,ID/Passport Number the undersigned, hereby acknowledge myself to be jointly and separately responsible for monies which the abovementioned applicant may at any stage be owing to Juta and Company: Adult Learning in terms of the

agreement that he/she concluded with Juta and Company: Adult Learning, as set out above, including any change thereto.

SIGNED AT ON THISDAY OF 2013.

.....
SIGNATURE OF PARENT/LEGAL GUARDIAN

ADVISED BY (OFFICE USE ONLY).....

NB: It is compulsory that this contract is signed by all parties concerned.

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