



For all programmes, the following documents have to be submitted with your application

One **certified** copy of each of the following documents must be attached (such copies become the property of the University of the Free State and will not be returned)

- Identity document / passport
- Senior certificate
- Letter from employer/applicable verification to confirm work experience
- Proof of payment for the full tuition fee no later than 21 days prior to commencement date



3. Details of citizenship (international applicants only)

Citizenship

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ID number if South African

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Passport number

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Passport issue date

D	D	M	M	Y	Y	Y	Y
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Passport expiry date

D	D	M	M	Y	Y	Y	Y
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Place of issue

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4. Physical address

Unit number

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Street number

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Complex name

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Street name

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Suburb/District

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Postal code

--	--	--	--	--

City/Town

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Province

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5. Postal address

Postal Service

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PO Box

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Private Bag

Number

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Suburb/District

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Postal code

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City/Town

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Province

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9. Financial information

Bank details

Account details	University of the Free State (Tuition fees)
Bank	ABSA Brandwag
Cheque account	1570151688
Branch code	630734
Reference number	Please use 100 participant number (13 characters) as reference

Module name	Module code	Fees per module
I am employee Wellness	IAEW1500S	R 9 500-00

Full payment is due **21 days** prior to commencement date of the workshop.

Please send proof of payment to macheuem@ufs.ac.za

Contact the Organisational and Employee Wellness Division for enquiries about invoices 051-401 2537

General information

ADMISSION is subject to the condition that you comply with the admission requirements of the University of the Free State.

Incomplete application forms will not be processed.

Note that closing dates and admission requirements can vary.

Disclaimer: The University of the Free State reserves the right, in its sole and absolute discretion, to withdraw your application to the University, should the attached results, documentation and/or information requested in terms of this form, be found to be erroneous or fraudulent.

The School of Financial Planning Law reserves the right to cancel the workshop due to insufficient application numbers.

Cancellation

Applicants who cancel this registration later than 21 days before the commencement of a Short Learning Programme, will be liable for 75% of the fees. Cancellations received later than 7 days before the commencement of the Short Learning Programme, will be liable for 100% of the programme fee, as will non-arrivals be liable for the full programme fee. Participants who have enrolled for a Short Learning Programme and wish to discontinue their studies will be liable for 100% of the programme fee. No refunds will be granted in this regard. The cancellation of any Short Learning Programme has to be submitted in writing to the Organisational Development and Employee Wellness Division.

Signature of applicant

Date



Declaration

Please read this carefully before signing.

I, the applicant, hereby:

- (a) Declare that all information in this document is true and correct.
- (b) Grant permission to the University of the Free State to enquire about and verify my qualifications already obtained, or any other information entered on this application form.
- (c) Declare that all information in this document is true and correct, and that I voluntarily provide the University of the Free State with the information contained in this document, and consent to the University of the Free State -
 - Collecting this information, and
 - Processing this information to enable the University of the Free State to consider and process my application.
- (d) Acknowledge that in the event that my uploaded documents and/or information, as contemplated in clause (c) above, are found to be fraudulent, the University of the Free State reserves its right, in its absolute and sole discretion, to withdraw my admission to the University of the Free State.
- (e) Acknowledge that the University is not under any obligation to accept me as a participant, and that admission to the University is the prerogative of the applicable University selection office under which my studies will fall.
- (f) Acknowledge that I am submitting this application freely and voluntarily. If I am a legal minor, I confirm that my legal guardian/parent is fully aware and supportive of my application to this institution.
- (g) Understand that acceptance of my application does not obligate me to study at this institution, nor does it imply that I am automatically regarded as a participant, until I have formally registered as such and have paid the required fees, as stipulated in the University guidelines.
- (h) Grant the University the right to provide my information to the relevant bodies in order to capture continuous professional development information.

Signature of applicant

Date