

# UFS Business School

## Short Learning Programmes Application form



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UNIVERSITY OF THE  
FREE STATE  
UNIVERSITEIT VAN DIE  
VRYSTAAT  
YUNIVESITHI YA  
FREISTATA



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

**Certified copies**

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
- School leaving certificate

**Simultaneous registration at this and / or another higher education institution**

The permission of the respective programme directors is required for the simultaneous registration of more than one qualification at the University of the Free State, or simultaneous registration at this university and another higher education institution.

**Admission to a short learning programme**

- Upon acceptance by the UFS to follow a specific short learning programme after compliance with the admission requirements, the participant continues with registration after the required monies, bursary letter or duly signed contract were received by the UFS from either the participant or a sponsor as the case may be.
- A person who does not qualify for admission to a SLP can, in accordance with the following guidelines, apply for admission in terms of a process of RPL: (i) A person with applicable work experience, including formal and non-formal learning. The relevance of the work experience will be determined by the SLP programme owner.









Personal  
information



Contact  
information



Tertiary  
information

Degree / Diploma	Year obtained	Student number
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

### 3.3 Employment information

Employer	Contact number	Position	From	To
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## 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 and should be confirmed with relevant departments.**

*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.*

## Cancellation policy

Before a participant can register for an SLP, she/he must pay the required fees unless it is a sponsored project in which case the appropriate Bursary letter, Memorandum of Understanding, Service Level Agreement or other contracts must be in place and paid as per the terms of the contract or within 30 days of invoice or registration, whichever is later.

Cancellation of an SLP registration in the part of the UFS (after due dates) may only be executed if the participant:

- i. Was incorrectly admitted to the SLP.
- ii. Did not make the full required payment.

Cancellation of all programmes by due dates:

- i. A participant who cancels her/his SLP 14 or more days before the commencement of the SLP will be held liable for the 15% of the Programme cost.
- ii. A participant who cancels SLP registration less than 14 days before the commencement of the SLP will be liable for the full SLP cost.
- iii. A participant who cancels SLP registration after the commencement of the SLP will be liable for the full cost of the SLP.

**Signature of applicant:**

Date:

D	D	M	M	Y	Y	Y	Y
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## 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 the admission to the SLP is the prerogative of the Department under which the SLP resides.
- (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 relevant communication issued by the University.
- (h) understand that, irrespective of any financial aid, assistance or bursaries awarded to me from any source, I remain responsible for the payment of the tuition fees and the UFS may hold me personally liable for any fees, costs and related interest incurred by this programme.

**Signature of applicant:**

Date:

D	D	M	M	Y	Y	Y	Y
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# Directions to the UFS Business School







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UFS Business School Building, Block B  
W: <https://www.ufs.as.za/bus> | <https://www.ufs.ac.za/cbd>  
F: [www.facebook.com/UFSBusinessSchool](https://www.facebook.com/UFSBusinessSchool)

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