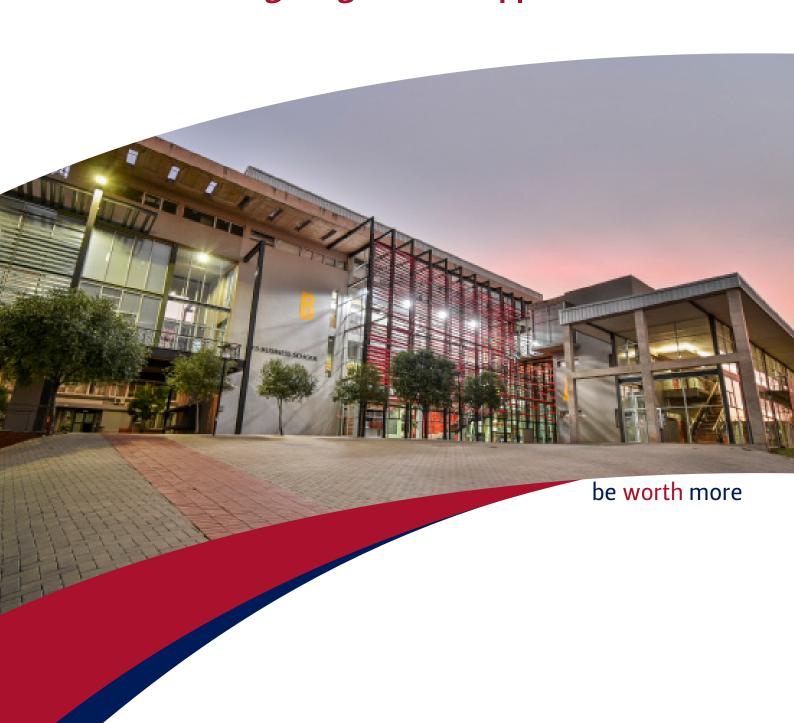
## **UFS Business School**

# **Short Learning Programmes Application form**









## Application form

### 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.







## **Application**

Application				
Short Learning Programmes: Indicate	choic	ce of application with an X		
ACTSA Corporate Treasurer Programme	$\bigcirc$	Institutional Memory & Knowledge Management	$\circ$	
Advanced Project Management	$\bigcirc$	Labour Relations	$\bigcirc$	
Business & Information Technology	$\bigcirc$	Leadership Development	$\bigcirc$	
Coaching for Managers	$\bigcirc$	Marketing & Digital Marketing	$\bigcirc$	
Complexity Fitness	$\bigcirc$	Mentoring	$\bigcirc$	
Customer Care	$\bigcirc$	New Managers Programme	$\bigcirc$	
Economics & Banking for Managers	$\bigcirc$	New Venture Creation	$\bigcirc$	
Enterprise Risk Management	$\bigcirc$	Operations & Logistics Management	$\bigcirc$	
Entrepreneurship & Innovation	$\bigcirc$	PMP Examination Preparation	$\bigcirc$	
Ethics & Governance	$\bigcirc$	People Management	$\bigcirc$	
Executive Development Programme	$\bigcirc$	Process Redesign	$\bigcirc$	
Financial Management & Cost Accounting	$\bigcirc$	Project & Programme Management	$\bigcirc$	
Foundation Skills	$\bigcirc$	Strategic & Change Management	$\bigcirc$	
General Management & Communication	$\bigcirc$	Other (specify)		
Work experience (Years)				
Where did you hear about the programme?				
Type on form or	compl	ete in block letters and black ink		
STUDENT NUMBER	STUDENT NUMBER  If you are already in possession of a UFS student number			

STUDENT NUMBER	If you are already in possession of a UFS student number					
1.1 Applicant Details						
Title:	ID number if South African:					
First name:						
Middle name:						
Prefered name:						
Surname						
Gender:	○ Male ○ Female					
Marital status:	○ Married ○ Single					
Date of birth:						
Ethnicity	○ African ○ Asian ○ Coloured ○ White ○ Other					







1.2 Home languag	ge			
☐ Afrikaans	□isiZulu	Setswana	□isiXhosa	
☐ English	☐ Sesotho	☐ Tshivenda	□siSwati	
□isiNdebele	□ Sepedi	□Xitsonga	☐ Other	
1.3 Contact detai	ls in case of em	ergency		
Title:		Contact number: 2 7	7 2 1 2 3 4 5	6 7 Example: 27 72 123 4567
Name/s:				
Surname:				
Relationship:				
Email:				
Would you like the support of the su	e of disability  Deaf/hearing im			es O No
1.5 Details of citized Citizenship: Identity number: Passport number:				
Passport issue date:	D D M	M Y Y Y Y Pas	sport expiry date:	D M M Y Y Y
Place of issue:				







information **Physical address** Unit Number: Street Number: Complex Name: Street Name: Postal code: Suburb/District: City/Town: Province: 2.2 Postal address ○ PO Box ○ Private Bag ☐ Same as above Postal Service: Number: Suburb/District: Postal code: City/Town: Province: 2.3 Applicant contact information Cellphone number: NB: SMS messages will be sent to this number Telephone number: Home: □ or Work: □ Primary Email address: 3.1 Secondary school information Name of School: City/Town: Year in which you matriculated: 3.2 Tertiary information Have you ever been prohibited from continuing with your studies at any University / University of Technology (Technikon) / College? ○ Yes ○ No If yes, where? Academic background (to be completed by all applicants with previous tertiary qualifications) Name of University / University of Technology (Technikon) / College / Other Institution:







Degree / Diploma	a	Year obta	ined	Student number
3.3 Employ	ment information			
Employer	Contact number	Position	From	То

## **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	MM	YY	YY		

## **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 fraudelent, 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:	DD	MM	Υ	YY	Υ	

# Directions to the UFS Business School







