# **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
- Academic record (including the Certificate of Conduct) with proof of the request from the previous university / university of technology if you were previously registered at another institution
- SAQA verification (if applicable)
- Proof of payment for the full tuition fee or an approved letter from your employer

#### **Verification of certificates**

#### **SAQA**

Applicants with international qualifications need to provide a SAQA Verification Certificate along with certified copies of their qualifications. For more information on the verification of qualifications, please visit www.saqa.org.za

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

The permission of the Director of the UFS Business School is required for simultaneous registration for more than one qualification at the University of the Free State, or simultaneous registration at this University and another higher education institution.







# **Application**

Short Learning Programmes: Indicate choice of application with an X						
Advanced Project Management	$\bigcirc$	Institutional Memory & Knowledge Management	$\bigcirc$			
Business & Information Technology	$\bigcirc$	Labour Relations	$\bigcirc$			
Economics & Banking for Managers	$\bigcirc$	Leadership Development	$\bigcirc$			
Enterprise Risk Management	$\bigcirc$	Marketing & Digital Marketing	$\bigcirc$			
Entrepreneurship & Innovation	$\bigcirc$	New Managers Programme	$\bigcirc$			
Ethics & Governance	$\bigcirc$	Operations & Logistics Management	$\bigcirc$			
Executive Development Programme	$\bigcirc$	People Management	$\bigcirc$			
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 complete in block letters and black ink

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 langua	age			
☐ Afrikaans	□isiZulu	Zulu Setswana		
□English	☐ Sesotho	☐ Tshivenda	□siSwati	
□isiNdebele	☐ Sepedi	□Xitsonga	□Other	
1.3 Contact deta	ails 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:				
1.4 Disability su  Would you like the sup  If yes, please specify ty  □ Visual impairment  Other:  Please specify any assi	port of the Center for pe of disability  Deaf/hearing im			es O No
1.5 Details of cit	tizenship (internation	al applicants only)		
Citizenship:				
Identity number:				
Passport number:				
Passport issue date:	D D M	M Y Y Y Y Pass	port expiry date:	D M M Y Y Y Y
Place of issue:				







Tertiary information information 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?







Degree / Diploma	Year obtained	Student number		
1.	YYYY			
2.	YYYY			
3.	YYYY			

3.3 Employment information						
Employer	Contact number	Position	From	То		
			D D M M Y Y Y Y	D D M M Y Y Y Y		



### **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**

Applicants who cancel their registration later than 14 days before the commencement of a Short Learning Programme, will be liable for 50% of the fees. Cancellations received later than 7 days before commencement of the Short Learning Programme, will be liable for 75% of the fees and non-arrivals will be charged the full programme fee. Students who have received study material and subsequently cancel their attendance, have to return the material unused and undamaged. Should any study material be damaged, the student will be liable for additional costs related to the preparation of the material, a minimum fee of R500 will be payable. Students who have enrolled for a Short Learning Programme and wish to discontinue their studies, will be liable for 100% of the tuition fee. No refunds will be granted in this regard. The cancellation of any Short Learning Programme has to be submitted in writing to the relevant programme coordinator.

Signature	of applic	ant:				
Date:	D D	MM	YY	Υ	Υ	

## **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 student, 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 student, until I have formally registered as such and have paid the required fees, as stipulated in the University guidelines.

Signature of applicant:						
Date:	D D	MM	ΥΥ	YY		

# Directions to the UFS Business School







