

UFS Business School

Short Learning Programmes Application form



be **worth** more

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
- 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.

2.1 Physical address

Unit Number:	<input type="text"/>	Street Number:	<input type="text"/>
Complex Name:	<input type="text"/>		
Street Name:	<input type="text"/>		
Suburb/District:	<input type="text"/>	Postal code:	<input type="text"/>
City/Town:	<input type="text"/>		
Province:	<input type="text"/>		

2.2 Postal address

[illegible]

2.3 Applicant contact information

[illegible]

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?

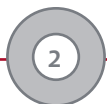
Academic background (to be completed by all applicants with previous tertiary qualifications)

Name of University / University of Technology (Technikon) / College / Other Institution:

[illegible]



Personal
information



Contact
information



Tertiary
information

Degree / Diploma	Year obtained	Student number
1. <input type="text"/>	<input type="text"/>	<input type="text"/>
2. <input type="text"/>	<input type="text"/>	<input type="text"/>
3. <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

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 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 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:

Directions to the UFS Business School



T: +27 (0) 51 401 2874

W: <https://www.ufs.ac.za/bus> | <https://www.ufs.ac.za/cbd>

F: www.facebook.com/UFSBusinessSchool





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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

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