

Dear sir/mam

### **BASIC COURSE IN SOUTH AFRICAN SIGN LANGUAGE**

By receiving this correspondence, you indicated that you are interested in enrolling for the above-mentioned course. This is an accredit course at the University of the Free State presented on NQF level 4. This letter include all the information as well as registration form for enrolment.

**For registration purposes, complete the registration form at the end of this letter. The following documents must accompany your registration form:**

A **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
- Proof of payment for the full tuition fee no later than 3 weeks after to commencement date. If no payment is received within this time, access to the UFS platform will be cancelled and you will not be able to continue with the course.

#### **Background information for enrolment**

##### **Who can enroll for this course?**

- Anyone who wants to learn SASL. You can be a teacher, public servants, medical professional, a parent or caregiver of a deaf child, or anyone interested in learning the language. A prerequisite is that you must be in possession of a senior certificate.
- You must have access to a computer to download material as well as to participate in an online class once a week.

##### **What do you need to know about the course?**

- Complete the registration form to enroll for the course and submit it to the coordinator of the course within 2 days after receipt thereof.
- When you are registered, you will have access to the UFS platform, Blackboard, where study material will be made available. You will receive information on how to access the platform.
- The course will be conducted over a period of 10 weeks. Videos will be made available for both the theoretical as well as practical component of the course. It will be required from you to do self-study, at least for two –three hours a week. A conversational class will take place once a week where signs will revised and where you will have the opportunity to ask questions and where you will be able to interact with other students. Timeslots for this online sessions will be announced before the course starts. Timeslots will be negotiated with all the students to find a time that suit most of you. As this course mainly follows a self-study method, you need to make time in your schedule to acquire the signs and practice it. Theoretical information that serves as background forms part of the course and you must also work through it before the conversational class.
- Online sessions will take place either on Skype or Microsoft teams. Make sure that you download these apps on your device.
- Online tests and quizzes will be completed on the UFS platform. Complete information will be provided on how to access these platforms.

## Assessment

- Assessment will take place and you need to pass the course with an average of 50% to receive a certificate.
- Assessment will be done through continues assessments during the course as well as a summative assessment at the end of the course. Continues assessment will be done through quizzes and small online tests during the course.
- Summative assessment will be done at the end of the course through written theory test as well as a practical test where it will test your understanding of SASL as well as your signing skills. This will be done by submission of a video recording of yourself signing about a specific topic.

## Costs involved

- The cost will be discussed via email; Contact [BesterC2@ufs.ac.za](mailto:BesterC2@ufs.ac.za) for more information.
- Bank details as well as reference number for payment are indicated at the end of the registration form. Please make your payment as soon as possible.
- Please take note that you will not have access to the course if payment does not take place within the first 3 weeks after the course started.
- Please contact the coordinator if you have any questions about the payment.

## Contact details

### ***Project coordinator:***

Carla Joubert  
E-mail: [BesterC2@ufs.ac.za](mailto:BesterC2@ufs.ac.za)  
Tel: 051 401 2476

### ***Project manager:***

Susan Lombaard  
E-mail: [lombasc@ufs.ac.za](mailto:lombasc@ufs.ac.za)  
Tel: 051 4012615

Please do not hesitate to contact us if you have any questions.

# Application

## Short Learning Programmes: Indicate choice of application with an x

Type on form or complete in block letters and black ink

Student number

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If you are already in possession of a UFS student number

Basic South African Sign Language

Employee Benefits

Work experience (years)

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Where did you hear about the programme?

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Dietary requirements

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## 1. Applicant details

Title

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ID number if South African

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First name

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Middle name

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Preferred name

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Surname

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Gender

Male

Female

Marital status

Married

Single

Date of birth

D	D
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M	M
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Y	Y	Y	Y
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Ethnicity

African

Asian

Coloured

White

Other

## 2. Home language


Afrikaans

English

isiNdebele


isiZulu

Sesotho

Sepedi


Setswana

Tshivenda

Xitsonga


isiXhosa

siSwati

Other

## 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

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City/Town

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Province

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### 5. Postal address

Postal Service

PO Box

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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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.*

## Cancelation

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. Students 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 Department of South African Sign Language and Deaf Studies.

\_\_\_\_\_  
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.
- (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