



APPLICATION FORM 2024

(For office use only)

Person Number

Course Code

Application Information

PLEASE NOTE: APPLICATIONS FOR SEMESTER 2 CLOSE ON 14 JUNE 2024

Completed applications with documents to be emailed to shortcourses.witsplus@wits.ac.za

Name of Short Course you are applying for:

Intake: Semester 2/2024

Personal details

Surname/Last name

First name/s

Middle/Other name

Marital status

(the name your friends and family use or the name you prefer to be called)

Title

Date of birth

Gender Male

Female

Citizenship Details

South African citizen?

Yes

No

South African ID no.

(Submit a certified copy of South African Identity Document)

If No, are you a South African Permanent resident?

Yes

No

If Yes, Permit number and date obtained:

Submit certified copies of Permanent Residence Certificate and Permanent Residence Visa)

If not a South African resident, please state nationality*

Passport no.

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Date of issue of passport

Expiry date

*PLEASE NOTE: Students need to attach a certified copy of their Passport and Visa when registering for a short course.

General Background

Population Group *(required by Government for statistical purposes)*

Home language Religion

Disability / Special Needs

Contact details

Home Tel Fax Cell

Email

Work Tel Fax

Email

Residential address

Postal code

Postal address

Postal code

Next-of-kin details

Surname/Last name First name/s

Middle/Other name

Title

Relationship to applicant

Home Tel Fax Cell

Email

How did you hear about Wits Plus?

Newspaper Family/Friend Internet Magazine Social media Other – please specify

↳ Please specify which one

↳ Please specify which one

Promotion code

Referred by

Details of person/company responsible for payment

Name	<input type="text"/>				
Contact details: Tel	<input type="text"/>	Fax	<input type="text"/>	Cell	<input type="text"/>
Email	<input type="text"/>				
Contact person	<input type="text"/>	Position	<input type="text"/>		
Physical address	<input type="text"/>				
	<input type="text"/>	Postal code	<input type="text"/>	<input type="text"/>	<input type="text"/>
Postal address	<input type="text"/>				
	<input type="text"/>	Postal code	<input type="text"/>	<input type="text"/>	<input type="text"/>

Payment details

- A non-refundable R250 application fee is payable upfront – attach proof to application when submitting
- The balance of the course fees is only due after receipt of a tax invoice - when you have been accepted.
- Parking and student card fees are NOT INCLUDED: Parking: ± R300 per semester (±R600 per year); card: ± R140
- Course fees are payable in full before the course commences.

Banking Details - Application Fee only

Account Name: Wits Plus
Account Number: 51360007450
Branch Code: 255005
Branch Name: FNB Braamfontein
Bank: First National Bank of South Africa Limited
Your Ref: CPTS - Full Name and Surname

Declaration

I _____ hereby certify that the information provided above is accurate and complete in all respects and agree to be bound by them.

I agree to abide by all policies, rules, regulations and procedures of the University of the Witwatersrand.

I confirm that I, *the student and/or sponsor*, have provided accurate information and comply with being a student at Wits Plus.

I confirm that, I *the student and/or sponsor*, have read and understood the terms and conditions and the legal declaration of indemnity and undertaking.

I hereby give consent to the processing of my personal information for the purposes pertaining to my application and/or registration at Wits Plus.

Signature of student

Signature of the parent/guardian/next-of-kin/sponsor

Date

Date

Terms & conditions

Fees

- I. All students are required to pay the full fee for the course that they are enrolling for, at least two weeks prior to the start of the course.
- II. Wits Plus reserves the right to withhold examination results until any outstanding accounts are settled in full.
- III. The student is solely responsible for his/her account.
- IV. The following methods of payment are accepted: credit/debit card, direct deposits and electronic payments. Cheques are NOT accepted.
- V. If a direct deposit and/or electronic transfer is made, please provide proof of payment as per instruction on the Tax Invoice.

Cancellations and refunds

- I. A student may not cancel his/her enrolment in a course and will not be exonerated from liability for the course tuition fee and course material fee(s).
- II. No refunds are granted to students who fail to attend the course for which they have registered and paid.
- III. Refunds will only be granted under the following conditions:

In the case of Short Courses offered over one (full) year:

- Cancellation in the beginning of the year before commencement of lectures will result in an administration fee of 15% of the course fee for Semester 1 regardless of the reason.
- Cancellation in Semester 1 after commencement of the course will result in liability 50% of the course fees regardless of the reason.
- Cancellation in Semester 2 after commencement of classes will result in liability for the full amount of the course fees regardless of the reason.
- Students who do not meet the requirements to continue in the second half of a year course will be refunded all course fees paid in advance for that semester.

In the case of Short Courses offered over one semester:

- Cancellation before commencement of lectures will result in an administration fee of 15% of the total course fee regardless of the reason.
- Cancellation after commencement of lectures will result in liability for the full amount of the course fees regardless of the reason.

- IV. ICAM and parking disc fees are not refundable.
- V. A student must complete the course for which he/she enrolled within one year of registration.
- VI. Wits Plus reserves the right to postpone or cancel a course due to lack of demand. In the event of cancellation, as opposed to postponement, all fees paid may be refunded.
- VII. Refund requests will take a minimum of 30 working days to be processed after all documentation has been received.

Transfer from one course to another

- I. A student who wishes to transfer from one course to another must apply in writing for permission to do so from Wits Plus administration staff.
- II. Wits Plus administration staff reserve the right to approve/disapprove the student's application for the transfer of his/her registration to another course.
- III. The transfer can only occur within one year of the registration, failing which the course fee is forfeited.
- IV. The student will be liable for additional payment for the course material for the course to which he/she is transferring, where applicable.
- V. A student will be liable for the cost of the course material of the original course/registration.

Deferral of courses

- I. A student who wishes to defer his/her enrolment to a commencement date later in the year must apply in writing for permission to do so from Wits Plus administration staff.
- II. Such application has to be forwarded to Wits Plus administration staff within fourteen days of the commencement of the course.
- III. The deferral of a course must be done within a twelve (12) month period from the date of registration.
- IV. An additional charge may be levied for deferrals at the discretion of Wits Plus.

The following documents must be attached to the application

- I. Original Certified copy of ID/Passport and Work Permit /Asylum/Refugee Permits, if applicable.
- II. Original Certified marriage certificate, if names on your certificates and ID/Passport are different.
- III. Original Certified copy of school leaving certificates (e.g. matric)
- IV. Original Certified copy of full academic records and degree certificate (foreign qualifications to be accompanied by SAQA certificate and sworn translations of vernacular certificates)
- V. Brief CV (maximum of 3 pages)
- VI. Proof of payment of the application fee

Legal declaration of indemnity

I, the applicant, parent/guardian/next-of-kin/sponsor of the applicant:

- I. Acknowledge that the University does not accept responsibility for damage or loss in respect of property of the applicant or in respect of property brought onto University premises by the applicant.
- II. Do hereby indemnify the University in respect of any damage caused by the applicant to University property or to the property of third parties, whether on or off the University premises, as a result of the applicant's actions either while on the University premises or while engaged in any activity related to the University.
- III. Undertake, during the period for which I am a registered student, to be bound by the rules and regulations of the University, including the rules and regulations of any University residence, club or society to which I may be admitted or become a member, and by any requirements or conditions imposed by the University on me as a prerequisite to my registration as a student of the University in any faculty.
- IV. Certify that the information provided in this form and all supporting documentation is accurate and acknowledge that any false information may result in disciplinary proceedings being taken against the applicant.
- V. Declare that I have furnished the University with all the information required to make an informed decision about my admission.
- VI. Undertake to pay unconditionally all fees, charges and equipment surcharges payable to the University as they fall due for payment, for any period for which I am or may become a registered student or the applicant is or may become a registered student of the University.

Terms of enrolment

- I. The non-attendance of classes will not result in a reduction of the student fees, nor will it absolve the other to this registration form from full liability for the payment of fees.
- II. The student cannot cancel this contract without written consent from the University.
- III. This registration or contract is not transferable to another person.
- IV. The University reserves the right to change timetables, course commencement dates, postpone or cancel tuition in any course initially advertised and offered, on the basis of insufficient demand or any other reasonable ground.
- V. The student agrees to be bound by rules of due performance. The University reserves the right to exclude the student from an examination and to withhold a student's examination results if his/her due performance requirements have not been met, without in any way detracting from the right of the University to recover fees payable.
- VI. Fees payable to Wits Plus comprise tuition, registration and course material fees. It is the student's responsibility to cover the cost of transport, specialised consumables used during the course, including but not restricted to specialised stationery, stock or any other materials.
- VII. Every student is subject to the rules, regulations, policies and procedures of the University as amended from time to time.
- VIII. Every Wits Plus short course earns a Certificate of Competence, which requires the student to pass formative and summative assessments.
- IX. Wits Plus chooses as its *domicilium citandi et executandi* (the residential address) for all purposes arising here:

Wits Plus, Centre for Part-time Studies
Professional Development Hub (PDH)
92 Empire Road, Gate 6
Braamfontein, Johannesburg.

The Protection of Personal Information Act (POPIA)

Click below for information on how your personal information is used by Wits Plus:
<https://www.wits.ac.za/media/wits-university/footer/about-wits/paia/documents/Generic%20Privacy%20Notice.pdf>

For any queries please contact Wits Plus Short Courses:

Tel.: 011 717 9510

Email: shortcourses.witsplus@wits.ac.za