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APPLICATION FORM

HIGHER CERTIFICATES AND BACHELOR DEGREES

2018

TITLE	SURNAME	INITIALS	DATE OF BIRTH

PROPOSED PROGRAMME OF STUDY:	
PROPOSED PROGRAMME 2 ND CHOICE:	

ON CAMPUS (tick ✓ if applicable)	ONLINE (tick ✓ if applicable)

APPLICATION FOR ADMISSION FOR THE YEAR:

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FULL-TIME (tick ✓ if applicable)	PART-TIME (tick ✓ if applicable)

R300 APPLICATION FEE TO ACCOMPANY YOUR APPLICATION

Applications will not be processed without NBT results or proof of registration for an NBT attached (not applicable if applicant has already obtained a university qualification).

Send completed application with supporting documents to:

Tel: 021 448 0050
 Fax to Email: 086 663 2280
 E-mail: applications@cornerstone.ac.za
 Website: www.cornerstone.ac.za

G. STATISTICAL INFORMATION

How did you initially hear of Cornerstone Institute? Please tick ✓ the appropriate box below:

Current Cornerstone Student		Past Cornerstone Student	
Cornerstone Staff Member		Cornerstone Presentation	
Cornerstone Flyer		Cornerstone Advert (radio)	
Internet (google search)		Social Media (Facebook, Twitter, etc.)	

H. AGREEMENT

DECLARATION BY APPLICANT (or PARENT/GUARDIAN)

(If applicant is under the age of 18, a parent or guardian would need to sign)

I hereby declare

1. that the particulars furnished by me in this application form are true and correct;
2. that I fully understand that Cornerstone is entitled to cancel my registration immediately, should it become apparent that any of the particulars furnished in this application form are untrue or incorrect;
3. that I undertake not to bring any claim, of whatever kind against Cornerstone or any employee of Cornerstone nor in any way whatever to hold Cornerstone liable for any damage or loss whatever which I may incur or suffer personally or in property of mine and which directly or indirectly arises from my participation during my period of study at Cornerstone in any activity, of whatever kind, having to do with my studies or training or with sport or recreation of whatever kind, however such damage or loss may come about, and that I will take responsibility for participation in any Cornerstone Institute activity and will accept the risk attached thereto;
4. that I authorise Cornerstone in the event of my requiring urgent medical treatment to get appropriate medical assistance and that I accept responsibility for the payment of the costs thus incurred;
5. that I undertake to pay punctually all such registration, tuition, and other fees as Cornerstone may from time to time charge during the years for which I register as a student of Cornerstone;
6. that I furthermore undertake to cover all legal costs incurred by Cornerstone in the event of my failure to discharge any duty relating to the payment mentioned in (5) above.
7. I have read and agree to adhere to the Cornerstone vision, values and student conduct as specified in the Student Handbook on the Cornerstone website
8. Cornerstone may report to my parents or legal guardian and/or the person responsible for fee payment details of my academic progress.
9. I accept that I am responsible for updating my personal details and will notify Cornerstone of any changes.
10. I accept, agree and understand that Cornerstone may keep and process data and documents in electronic format, including data supplied by me in this application form;
11. Cornerstone may use and transfer such data and use such documents in electronic or other formats for Cornerstone purposes including submission of data for the National Learner Record Database as required by the Department of Higher Education and Training;
12. Cornerstone has the right to cancel a programme, without prior warning, if circumstances arise that prevent the institution from offering that programme. If the student has registered and paid for the programme, he/she will receive a full refund.

Signature of applicant
(or parent or guardian):

Date:

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PLEASE COMPLETE CHECKLIST (SECTION I) BEFORE SUBMITTING THIS APPLICATION FORM.

I. ESSENTIAL INFORMATION REGARDING THE APPLICATION FOR ADMISSION

1. Accuracy and completeness of the information furnished

Cornerstone accepts no responsibility for the delay in processing an application either because the information furnished in the application is faulty or because information asked for in the application form has been left out. Therefore, please make sure that the application information is accurate and complete.

2. Application fee

Proof of payment of R300 (three hundred South African rand) must be submitted with the completed form. This fee is non-refundable.

3. Closing dates

Applications must be submitted on or before 15 January for the January intake and on or before 20 June for the July intake. An application received after 15 January or 20 June, will be considered even though it is late, provided the supporting documents required are attached. Late applications will not be considered once the semester has started.

4. Supporting documents

Without the appropriate supporting documents, specified below, your application cannot be accepted for consideration.

Digital Photograph (ID type photo)

School leaving certificate

Tertiary qualifications, photocopies of your academic record(s) – that is, of official statement(s) of your subjects taken and your marks/credits obtained – and your certificate(s) of conduct

Copy of RSA ID (or passport for non-South African citizens)

R 300 application fee

National Benchmark Test results or proof of test booking

5. In all cases, a complete and formally correct application will be considered and the applicant will be notified of the outcome. In some cases Cornerstone may however find it necessary to obtain additional information from his/her referee, and/or by interviewing the applicant. The submission to this office of a completed application form does not imply, therefore, either that the applicant has been accepted as a student or that the applicant may register as a student. Applicants who are notified that they have been (provisionally) admitted for a specific year must register on the date specified in their acceptance letter.

The application documents must be emailed to: applications@cornerstone.ac.za

BANKING DETAILS:

ACCOUNT NAME:	CORNERSTONE INSTITUTE
BANK:	NEDBANK
BRANCH NUMBER:	102510 (Parow)/198765 (Universal Code)
ACCOUNT NUMBER:	107 503 0269
INTERNATIONAL: Swift No:	NEDSZAJJ
REFERENCE:	STUDENT NUMBER/STUDENT NAME

SPONSORSHIP LETTER TEMPLATE

To whom it may concern

I, (sponsor name) will be providing (applicant name) with full financial support during his/her course of studies at Cornerstone Institute. I understand the cost of attending the program at Cornerstone Institute. I have adequate funds to support (applicant name) in his/her tertiary education. I have enclosed relevant financial documents to verify my financial standing.

Sincerely,

(Sponsor Name)

DD/MM/YYYY

(Sponsor Signature)