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## APPLICATION FORM

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POST GRADUATE CERTIFICATE (PGCE) and HONOURS DEGREES

# 2017

TITLE	SURNAME	INITIALS	DATE OF BIRTH

PROPOSED PROGRAMME OF STUDY:	
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ON CAMPUS (tick ✓ if applicable)	ONLINE (tick ✓ if applicable)

APPLICATION FOR ADMISSION FOR THE YEAR:

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**R300 APPLICATION FEE TO ACCOMPANY YOUR APPLICATION**

Send completed application with supporting documents to:

Tel: 021 448 0050 • Fax: 021 447 6257

Fax to Email: 086 663 2280

E-mail: [applications@cornerstone.ac.za](mailto:applications@cornerstone.ac.za)

Website: [www.cornerstone.ac.za](http://www.cornerstone.ac.za)

Complete the entire form.  
Write in the appropriate spaces and boxes only.

**A. APPLICATION**

**APPLICANT'S BIOGRAPHICAL PARTICULARS**

Surname

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Previous Surname (if applicable):

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First name and middle names:

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Have you been registered at Cornerstone before?  Yes  No

If so, please state student number:

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Identity number:

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Alternate ID; Passport no; Refugee no; none

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Date of Birth (YY/MM/DD):

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Religion:

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Title:

- Mr
- Miss
- Mrs
- Dr
- Other

Marital Status:

- Unmarried
- Married
- Other

Equity Status

(DHET stats only):

- Asian
- Black: African
- Black: Coloured
- Black: Indian
- White

Home Language:

- Afrikaans
- English
- isiNdebele
- isiXhosa
- isiZulu
- sePedi
- seSotho
- seTswana
- siSwati
- tschiVenda
- Other

Citizenship:

- SA  Dual  Other
- Permanent Residence  Unknown

Specify (if 'other'):

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Permit number (if foreign):

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Permit expiry date:

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Type of Permit:

- Study Permit
- Residence Permit
- Other (specify below)

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Residential address: Between address lines, leave comma only e.g. 11 LANSDOWNNE ROAD, CLAREMONT :


Postal Code:

Postal address: (complete only if different from residential address):

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Postal Code:

Forwarding Address For Account:  Residential Address:  Postal:  Other:

If 'other,' fill in the relevant address below:

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Postal Code:

Applicant's telephone number, office hours:

Applicant's telephone number, after hours:

Cell number:

Email address:

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**B. PREVIOUS STUDIES**

Give details of your previous studies below:

Period		Name of university/college etc.	Name of degree/diploma/certificate	Study Complete (yes/no)	Qualification Attached (yes/no)
From Year	To Year				

**N.B. Applicants who have studied at other tertiary institutions must attach full academic reports and Certificates of Conduct from those institutions, otherwise their applications cannot be considered.**

**C. FINANCES**

Indicate how you plan to finance your education at Cornerstone? Elaborate in the box below:

- \*Sponsor(s) eg. parent, organisation                      Letter attached:     Yes    No  
 Savings  
 Church  
 Student Loan  
 Credit Card  
 Other (Specify in box below)

\*If sponsored, please include a letter by your sponsor, stating the amount and regularity of the sponsorship.

**Complete this section only if you are not paying for your studies yourself:**

Sponsor's surname:                       Initials:                       Title:

Address:

Postal:                       Home telephone no:

Work Address:

Postal:                       Cell no:

Sponsoring Organisation / Relationship to Sponsor:

Sponsor's Email address:

- Do note that a registration fee and financial proof of ability to pay fees is required for registration.
- Foreign students are required to pay 60% of the annual tuition fee upfront.





**I. 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):

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Date:

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

**J. 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 31 October for the January intake and on or before 15 June for the July intake. An application received after 31 October or 15 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.

Check

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

**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](mailto:applications@cornerstone.ac.za)**

**Bank Details:**

Account Name: CORNERSTONE INSTITUTE (RF) NPC

Bank: Nedbank; Account Number: 107 503 0269

Branch Code: 102510 (Parow)/198765 (Universal Code)

Account Type: Current Account

International Swift No: NEDSZAJJ

Reference: STUDENT NUMBER / STUDENT SURNAME