# APPLICATION FORM

**HIGHER CERTIFICATES AND BACHELOR DEGREES**

## 2019

<table>
<thead>
<tr>
<th>TITLE</th>
<th>SURNAME</th>
<th>INITIALS</th>
<th>DATE OF BIRTH</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**PROPOSED PROGRAMME OF STUDY:**

**PROPOSED PROGRAMME 2nd CHOICE:**

<table>
<thead>
<tr>
<th>ON CAMPUS (tick ✓ if applicable)</th>
<th>ONLINE (tick ✓ if applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**APPLICATION FOR ADMISSION FOR THE YEAR:**

<table>
<thead>
<tr>
<th>FULL-TIME (tick ✓ if applicable)</th>
<th>PART-TIME (tick ✓ if applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## 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
A. APPLICATION
A. 1. APPLICANT'S BIOGRAPHICAL PARTICULARS

Surname: ____________________________
Previous Surname (if applicable): ____________________________
First name and middle names: ____________________________

Have you been registered at Cornerstone before? □ Yes □ No
If so, please state student number: ____________________________
Identity number: ____________________________
Alternate ID; Passport no; Refugee no; none ____________________________
Date of Birth (YY/MM/DD): ____________________________
Religion: ____________________________

Title: □ Mr □ Miss □ Mrs □ Dr □ Other
Marital Status: □ Unmarried □ Married □ Other
Home Language: □ Afrikaans □ English □ isiNdebele □ isiXhosa □ isiZulu □ sePedi □ seSotho □ seTswana □ siSwati □ tschiVenda □ Other (specify below)
Citizenship: □ SA □ Dual □ Other □ Permanent Residence □ Unknown □ Specifying (if 'other'): ____________________________

Type of Permit: □ Study Permit □ Residence Permit □ Other (specify below)
Permit number (if foreign): ____________________________
Permit expiry date: ____________________________

Gender: □ Male □ Female □ Other
Residential address: Between address lines, leave comma only e.g. 11 Lansdowne Road, Claremont:
__________________________________________
Postal Code: ____________________________

Postal address: (complete only if different from residential address):
__________________________________________
Postal Code: ____________________________

Forwarding Address For Account: □ Residential Address: □ Postal: □ Other: □
If 'other,' fill in the relevant address below:
__________________________________________
Postal Code: ____________________________

Applicant's telephone number, office hours: ____________________________
Applicant's telephone number, after hours: ____________________________
Cell number: ____________________________
Email address: ____________________________
A. 2. APPLICANT’S FAMILY INFORMATION

Number of siblings of applicant

Please tick √ only one box in the table in respect of each parent:

<table>
<thead>
<tr>
<th>Each parent or guardians educational level</th>
<th>Mother or female guardian</th>
<th>Father or male guardian</th>
</tr>
</thead>
<tbody>
<tr>
<td>University or Technikon degree</td>
<td></td>
<td></td>
</tr>
<tr>
<td>University or Technikon certificate or diploma</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Technical College certificate or diploma</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Matric / Grade 12 / Senior Certificate</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Some formal schooling</td>
<td></td>
<td></td>
</tr>
<tr>
<td>No formal schooling</td>
<td></td>
<td></td>
</tr>
<tr>
<td>I do not know</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Does or did at least one of your grandparents have:

<table>
<thead>
<tr>
<th>A university qualification</th>
<th>Yes</th>
<th>No</th>
<th>I do not know</th>
</tr>
</thead>
<tbody>
<tr>
<td>A technikon degree or diploma</td>
<td>Yes</td>
<td>No</td>
<td>I do not know</td>
</tr>
</tbody>
</table>

Does or did your family receive a child-support grant on your behalf?

| Yes | No | I do not know |

Does or did your family rely on a social pension from the state?

| Yes | No | I do not know |

B. 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)

*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: ___________________

Email address of Sponsor: __________________________

- Do note that an Initial Payment of R 5 000 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.
- Please see the Sponsorship Letter Template on page 9 of the application form.
C. CURRENT OR PRIOR STUDIES

C. 1. HIGH SCHOOL

(a) All applicants must complete this report form personally.
(b) Applicants who have not yet completed Gr 12 must furnish a copy of their Gr 11 report.
(c) Applicants who have a tertiary qualification need not complete this section, but must attach a copy of their school-leaving certificate with the application.

SCHOOL RECORD

Name of school: ____________________________

Address of school: __________________________

Gr 12 year: ____________________________  Gr 12 Examination number: ____________________________

Telephone number of school: ____________________________

School subjects: ____________________________

<table>
<thead>
<tr>
<th>Year</th>
<th>Month</th>
<th>Office Use</th>
<th>School Subjects (if applicable, include HG or SG)</th>
<th>Present pupil: Marks end of Gr 11</th>
<th>If matriculated already</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Actual Mark</td>
<td>Total</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Out of</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Out of</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Out of</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Out of</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Out of</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Out of</td>
<td></td>
</tr>
</tbody>
</table>

Total/Aggregate symbol: ____________________________

Examination authority: ____________________________

☐ Western Cape  ☐ National Senior Certificate
☐ Northern Cape  ☐ NSC with admission to Higher Certificate
☐ Gauteng  ☐ NSC with admission to Diploma
☐ Other (Specify)  ☐ NSC with admission to Bachelor’s Degree
☐ Complete exemption or age exemption
☐ Senior Certificate without exemption

If you have written any supplementary school subject(s) since Grade 12 or intend to do so, state the subject(s)

<table>
<thead>
<tr>
<th>Year</th>
<th>Subjects (if applicable, add HG or SG)</th>
<th>Exam Number</th>
<th>Marks Received</th>
<th>Marks Total</th>
<th>%</th>
<th>Symbol</th>
<th>Centre</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

CERTIFICATION

This is to certify that the marks and/or symbols furnished in this report form are correct.

Signed: Applicant: ____________________________

Signed: Principal (Only for current Gr 12 learners): ____________________________

Date: ____________________________

School stamp (Only for Gr 12 learners): ____________________________
C. 2. PREVIOUS STUDIES

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.

Give details of your previous studies below:

<table>
<thead>
<tr>
<th>Period</th>
<th>Name of university/college etc.</th>
<th>Name of degree/diploma/certificate</th>
<th>Study Complete (yes/no)</th>
<th>Qualification Attached (yes/no)</th>
</tr>
</thead>
<tbody>
<tr>
<td>From Year</td>
<td>To Year</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

D. PERMANENT RESIDENTIAL ADDRESS OF NEXT OF KIN/FRIEND (in case of emergency)

Title, initials and surname:

Residential address:

Postal: Home telephone no:

E. GENERAL INFORMATION

E. 1. MEDICAL

Are you in a good state of physical health? If not, or if you are under a doctor’s care or are receiving medication, PLEASE ATTACH SEPARATE STATEMENT FURNISHING DETAILS.

Do you have any physical or psychological impairments or handicaps which may affect ability to complete your studies at Cornerstone? PLEASE ATTACH SEPARATE STATEMENT

Please indicate with a tick (✓):

<table>
<thead>
<tr>
<th>Rating</th>
<th>No difficulty</th>
<th>Some difficulty</th>
<th>A lot of difficulty</th>
<th>Cannot do at all</th>
</tr>
</thead>
<tbody>
<tr>
<td>Seeing</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hearing</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Communicating</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Walking</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Remembering</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Self-care</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

E. 2. EMPLOYMENT

List in chronological order any position of employment you have held:

<table>
<thead>
<tr>
<th>Date position held</th>
<th>Type of work</th>
<th>Employer</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
E. 3. ACTIVITIES
To reflect important activities in which you are involved, complete the following:
(a) Societies, sport etc.:
(b) Any leadership roles in the community:
(c) What are your special interests, abilities and pastimes:

E. 4. PERSONAL STATEMENT
Please answer the following questions:
1. Why do you seek admission to Cornerstone?
2. What experiences, interests, hobbies and activities have had a significant affect upon your life?
3. What are your personal goals and aspirations?
4. What occupation do you hope to pursue?

F. REFERENCE
Please provide the contact details of a referee whom may be contacted to comment on your academic and/or professional performance e.g. educator, minister of religion. Please give details of your referee below:

Referee’s name: ____________________________
Address: __________________________________
Postal Code: ______________________________
Telephone number: _________________________
Dialing Code: ___________________ Number:_____
Cell Number: _______________________________
G. STATISTICAL INFORMATION

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

<table>
<thead>
<tr>
<th>Current Cornerstone Student</th>
<th>Past Cornerstone Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cornerstone Staff Member</td>
<td>Cornerstone Presentation</td>
</tr>
<tr>
<td>Cornerstone Flyer</td>
<td>Cornerstone Advert (radio)</td>
</tr>
<tr>
<td>Internet (google search)</td>
<td>Social Media (Facebook, Twitter, etc.)</td>
</tr>
</tbody>
</table>

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; Cornerstone may use and transfer images of the student (on campus or during Work Integrated Learning off campus) in electronic or other formats for Cornerstone marketing purposes.
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: __________________________
PLEASE COMPLETE CHECKLIST (SECTION I) BEFORE SUBMITTING THIS APPLICATION FORM.
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 for admission as a student must be submitted and completed on or before the allocated closing date for the January or July intake. Applications submitted and completed after the late application closing date cannot be considered. Closing dates can be viewed on our website.

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

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
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)