



APPLICATION FOR ADMISSION FOR THE YEAR

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SECTION A: Application Instructions

PLEASE READ THE FOLLOWING CAREFULLY BEFORE COMPLETING THE FORM

1. General

- 1.1 This form must be completed by all students applying at IHT Hotel School.
- 1.2 It is in your own interest to ensure that this form is completed in full and that certified copies of all supporting documents are enclosed. Please write in **black** ink and use block letters. Any documents sent via facsimile must be replaced by the original documents before the student can be registered.

2. Entrance Requirements

- 2.1 Please note that the minimum entrance requirements for first year students for admission is a National Senior Certificate (NSC) as certified by Umalusi with an achievement rating of 3 (Moderate Achievement, 40 - 49%) or better in four subjects chosen from the 20-credit NSC subjects of which *English Home Language* or *English First Additional Language* must be one.
- 2.2 All candidates who comply with the minimum requirements are still subject to selection procedures.
- 2.3 Students following the Cambridge system should take note of the following requirements:
 - Passes of at least five different subjects of the IGCSE and HIGCSE study levels, of which at least two are HIGCSE level subjects
 - A pass in the language which is the medium of instruction at the Institute for Hospitality Training (English)
 - Specific pass grades: IGCSE: A, B or C ; HIGCSE: 1, 2 or 3
- 2.4 Other senior school qualifications will be reviewed on merit. In some instances, where the format of secondary school education is unfamiliar, students applying for the Diploma programmes may also be asked to apply for SAQA evaluation prior to their acceptance.
Website address: saqa.org.za
Address: Postnet Suite 248, Private Bag X06, Waterkloof 0145, South Africa.
- 2.6 Students from Commonwealth Countries do not require SAQA verification for applications towards the Diploma.

3. Documents

- 3.1 A certified copy of the first page of your Identity Document (or certified copy of your Passport) must accompany this application.
- 3.2 A certified copy of your National Senior Certificate or equivalent qualification must be submitted with your application. If you are still in Grade 12, your yearend marks obtained in **Grade 11 together with your most recent Grade 12 marks** must be submitted. If you attended any other higher education institution, an original Academic Record and a Certificate of Conduct, or certified copies of other certificates/ diplomas/ degrees obtained previously, must also be submitted.
- 3.3 International students must also meet the requirements set out in **paragraph 4** below.
- 3.4 Please enclose a reference letter.

4. International Students (non-South African citizens)

- 4.1 Certified copies of the following documents must accompany this form:
 - Your passport.
 - A valid study permit before you will be permitted to register.



SECTION B: STUDENT PERSONAL DETAILS

Write one letter per block, starting in the first block. Leave one block open between names. Mark your particulars with an X where appropriate.

TITLE		INITIALS	
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SURNAME																				
FIRST NAMES																				
ID NUMBER																				

Learning Programme Applying for:	
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MARITAL STATUS	SINGLE		MARRIED		DIVORCED		WIDOWED	
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PLEASE STATE YOUR COUNTRY OF ORIGIN

IF NOT A SOUTH AFRICAN CITIZEN PLEASE STATE YOUR STUDY PERMIT NUMBER

PASSPORT NUMBER (If not a South African Citizen)																				
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DATE OF BIRTH	D	D	M	M	Y	Y	Y	Y	GENDER	MALE	FEMALE
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ETHNIC GROUP	BLACK		COLOURED		INDIAN		WHITE	
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(Please note that this question is asked to allow the Government to track progress in the transformation of Higher Education)

HOME LANGUAGE																				
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SPEAKING ANY OTHER LANGUAGES?																				



DISABILITY	Yes	No	Comment
ADD (Attention Deficit Disorder)			
Communication (talking, listening)			
Physical (moving, standing, grasping)			
Hearing (even only as a child)			
Emotional (behavioural / psychological)			
Intellectual (difficulties in learning)			
Dyslexic (difficulties in reading and spelling)			
Are you on any chronic medication?			
Other: (Epilepsy / Asthma / allergies / migraine / Tourette Syndrome)			

HOW DID YOU HEAR ABOUT IHT HOTEL SCHOOL?			
Information from IHT visits to school		Internet	
Career shows, Open days		Information from family, friends, past and/or present IHT students	
Information from staff at school		Media (Newspapers, radio, magazines, brochures, etc.)	
Other, please specify:			

Have you ever been suspended or refused admission to any post-secondary institution?
If yes, furnish particulars.

Have you ever been found guilty of a criminal offence?
If yes, furnish particulars.

How many people are in the family of which you are a member?	
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SCHOOL PARTICULARS

How were you occupied for the greater part of last year?

University student		Employed	
University of Technology student		Learner at a Secondary (High) School	
FET College student		Other	

Please provide your latest available High School results in the table below. If you are still in Grade 12, your marks obtained in Grade 11 together with your most recent Grade 12 marks must be submitted. Identify clearly the results you are submitting.

RESULTS SUBMITTED	FINAL GRADE 11		MID GRADE 12		FINAL GRADE 12	
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SUBJECT	GRADE	SYMBOL	SUBJECT	GRADE	SYMBOL

Name of school, town / city and province where school is situated	School
	Town
	Province

Were you previously registered as a student at another tertiary institution?	Yes	No
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If yes, where?	
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Will you apply for exemption from certain modules?	Yes	No
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If yes, please state the modules:



SECTION C: CONTACT DETAILS OF THE STUDENT

STUDENT POSTAL ADDRESS (Home address)																					
POSTAL CODE																					

ADDRESS OF STUDENT DURING YEAR OF STUDY (if not the same as above)																						
POSTAL CODE																						

TELEPHONE CODE AND NUMBER																						
CELL NUMBER																						
E-MAIL ADDRESS																						

SECTION D: CONTACT DETAILS OF PARENTS / LEGAL GUARDIAN

NAME OF PARENT/ LEGALGUARDIAN:																						

ADDRESS (Person responsible for student fees)																							
POSTAL CODE																							

TELEPHONE CODE AND NUMBER																							
WORK NUMBER																							
CELL NUMBER																							
E-MAIL ADDRESS																							



NAME OF SECOND PARENT																				

ADDRESS OF SECOND PARENT (If not the same as the above mentioned address)																				

POSTAL CODE				
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TELEPHONE CODE AND NUMBER																				
WORK NUMBER																				
CELL NUMBER																				
E-MAIL ADDRESS																				

NAME OF PERSON / COMPANY RESPONSIBLE FOR PAYING STUDENT FEES: (If other than the above)																				
ADDRESS:																				
POSTAL CODE																				

TELEPHONE CODE AND NUMBER																				
WORK NUMBER																				
CELL NUMBER																				
E-MAIL ADDRESS																				



SECTION E: MEMORANDUM OF AGREEMENT

Should my application be successful -

I, _____ declare that-

1. All particulars given by me in this form are true and correct;
2. I will acquaint myself with the rules and regulations of the IHT Hotel School (Pty) Ltd and will abide by them;
3. I will inform the administration office *immediately*, in writing, should I change my address or cancel my course;
4. I am aware that my enrolment is valid only if it complies with the relevant regulations of IHT Hotel School (Pty) Ltd notwithstanding provisional acceptance of this enrolment;

Signature of applicant: _____

Date: _____

Signature of parent/legal guardian (if applicant is a minor) _____

Signature of Registrar: _____

REMEMBER:

Please check the following:

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1.	Are certified copies of all relevant documents attached (check the list on page 2)?	
2.	Have you, and your parent/guardian, if you are a minor, signed this form on page 13?	
3.	Do you have a valid study visa if not a South African citizen?	
4.	Have you included Grade 11 as well as the most recent Grade 12 results?	
5.	Have you included certificates of other qualifications / courses completed?	
6.	Have you included two passport-sized photos of yourself?	
7.	Have you included a reference letter?	

We look forward to having you on our campus!

**Ons sien uit daarna om u op ons kampus te
verwelkom!**

Sivuyele Ukubanani kwikampus yethu!