



# MIDRAND GRADUATE INSTITUTE

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## 2004 APPLICATION FORM

The application fee of **R375** is payable on submission of this form.  
**Under no circumstances will the application fee be refundable.**

Registered with the department of Education as a private higher education institution under the Higher Education Act, 1997. Registration Certificate No 01HB08

Please read the **Midrand Graduate Institute** Prospectus and any relevant documentation pertaining to the specific degree, diploma or certificate programme for which you intend applying prior to completing this application form.

### 1. Student Information

Surname ..... Title (e.g. Dr. Mr. Mrs. Miss.) .....

First Names .....

Date of Birth

Do you have any physical disability?  yes  no ..... If yes, please furnish details .....

Are you a South African citizen?  yes  no ..... If yes, ID number

If no, Nationality ..... Passport Number

Race (required for Department of Education Statistics) .....

Home Postal Address .....

..... Postal Code .....

Tel (.....) ..... Fax (.....) ..... Cell .....

Your South African Contact no. ....

Home Residential Address .....

..... e-mail address .....

Where did you hear about Midrand Graduate Institute .....

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Medical Aid ..... Medical Aid Member ..... Medical Aid Number .....

Name of relative not living with you .....

House Doctor .....

### 2. Contact Person in case of an emergency

Title ..... Initials ..... Surname .....

Tel (h) ..... Tel (w) ..... Cell .....

Residential Address .....

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### 3. Next-of-kin details

Title ..... Name ..... Surname ..... Relationship .....

Tel (h) ..... Tel (w) ..... Cell .....

Postal Address .....

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### 4. Matriculation (Grade 12) or School-leaving details

*(To be completed by applicants who are completing/have completed their schooling in South Africa)*

\*If you are currently writing Matric, please attach a certified copy of your Standard 9 (Grade 11) results.

\*If you have completed Matric, please attach a certified copy of your Matric (Grade 12) certificate.

School attending/attended for Matric (Grade 12) .....

Matriculation Examination Board (e.g. GED, ect.) .....

Year of completion .....

**5. Details of Foreign qualifications** (to be completed by applicants who are completing/have completed their schooling in a country other than South Africa)

Please attach a certified copy (in English) of your latest results

Name of institution .....

Examination authority .....

Highest level achieved .....

Do you have SA Matriculation Exemption?  yes  no

**6. Previous Tertiary Education Experience**

Have you previously studied at a tertiary education institution?  yes  no

If yes, state (A) 1) Name of institution .....

2) Student number .....

3) Qualification for which registered (B) ..... Qualification obtained?  yes  no

1) Name of institution .....

2) Student number .....

3) Qualification for which registered ..... Qualification obtained?  yes  no

(Please attach an original or certified copy of your academic transcript/s)

**7. Work Experience**

What was your main occupation during the past year? (e.g. School/Work/Study/Unemployed) .....

If you are currently employed, please indicate: Employer .....

Period ..... (years/months) .....

Position in organisation ..... Occupation .....

Total years of work experience .....

**8. Programme for which you wish to register (Please ✓ relevant box)**

**UNDERGRADUATE PROGRAMMES**

Please indicate whether  Full-time or  Part-time (evenings and/or Saturdays)

**MIDRAND GRADUATE INSTITUTE PROGRAMMES**

**Undergraduate Preparatory Programme**

Pre-degree

**Matric Equivalent Programmes: Cambridge Tuition Centre**

Cambridge A/AS levels

Cambridge HIGCSE

**Arts Faculty**

Fashion Design	<input type="checkbox"/> Diploma	<input type="checkbox"/> BA Degree
Graphic Design	<input type="checkbox"/> Diploma	<input type="checkbox"/> BA Degree
Journalism	<input type="checkbox"/> Diploma	<input type="checkbox"/> BA Degree
Public Relations	<input type="checkbox"/> Diploma	<input type="checkbox"/> BA Degree

**Commerce Faculty**

Accounting	<input type="checkbox"/> Diploma	<input type="checkbox"/> BCom Degree
Bachelor of Business Administration	<input type="checkbox"/> Diploma	<input type="checkbox"/> BCom Degree
Human Resources Management	<input type="checkbox"/> Diploma	<input type="checkbox"/> BCom Degree
Marketing Management	<input type="checkbox"/> Diploma	<input type="checkbox"/> BCom Degree
Tourism Management	<input type="checkbox"/> Diploma	<input type="checkbox"/> BCom Degree

**Information Technology Faculty**

Information Technology	<input type="checkbox"/> Diploma	<input type="checkbox"/> BSc Degree
Information Systems	<input type="checkbox"/> Diploma	<input type="checkbox"/> BSc Degree
End-User Computing	<input type="checkbox"/> Certificate	
MCS.D.NET	<input type="checkbox"/> Certificate	

**Science Faculty**

Life Sciences	<input type="checkbox"/> Diploma	<input type="checkbox"/> BSc Degree
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**UNISA PROGRAMMES**

**Arts Faculty**

Bachelor of Arts (BA) Degree

BA Honours (Psychology) Degree

**Commerce Faculty**

BCompt Accounting Science Degree

BCompt Accounting Science (Hons) Degree

BCompt Business Administration Degree

BCom Economics Degree

BCom Entrepreneurship Degree

BCom Financial Management Degree

BCom General Degree

BCom Human Resource Management Degree

BCom Management Accounting Degree

BCom Management Degree

BCom Marketing Management Degree

BCom Risk Management Degree

**Information Technology Faculty**

BCom Informatics Degree

BSc Computer Science Degree

BSc Software Engineering Degree

BSc Informatics & Decision Modelling Degree

BSc Information Technology and Management

**Law Faculty**

BCom Law Degree

Bachelor of Laws (LLB) Degree

**Science Faculty**

BSc Degree

**9. Fees**

**Person Responsible for Payment of Account** (please attach a copy of front page of ID document)

Title ..... Initials ..... Surname .....

Relationship .....

Tel (h) ..... Tel (w) ..... Cell .....

Postal Address .....

..... Postal Code .....

OR .....

Sponsor Name ..... Sponsor contact no. ....

Postal Address for account .....

**Payment Options: Please indicate method of payment**

**Payment Option A (Discounted Fee)**

Full fees paid in advance by date of commencement\*. Should the full fee not be paid by the commencement date, the payment option will be automatically changed to option D.

**Payment Option B (Regular Fee)**

Half fees paid in advance (50% deposit), by date of commencement\* and the outstanding balance payable in 5 equal monthly instalments [February to June (for first semester and year modules/ subjects) or July to November (for modules/subjects taken in the second semester)].

Should half fees (deposit) not be fully paid by the date of commencement, the payment option will be automatically changed to payment option D.

**Payment Option C (only available to courses that are offered exclusively as year courses such as Cambridge Programmes, Fashion Design and Graphic Design Third Year)**

Fees paid in 10 equal monthly installments. First installment is due by date of commencement\* and the outstanding balance in 9 equal monthly installments from February to October.

**Payment Option D**

Fees paid in 5 equal monthly installments [January to May (for first semester and year modules/subjects) or July to November (for modules/subjects taken the second semester)].

First instalment (deposit) to be paid by date of commencement\*.

**Payment Option G**

Fees paid in 6 equal monthly installments [February to July (for first semester and year modules/subjects) or August to January (for modules/subjects taken the second semester)].

First instalment (25% deposit) to be paid by date of commencement\*.

*\*Please refer to the relevant Academic Planner*

## 10. CANCELLATION OF REGISTRATION (Please note that completing this application form does not represent the registration process.)

1. The following cancellation rules become applicable once a student has completed the registration process.
2. A student shall advise Midrand Graduate Institute **in writing** of his intention to cancel his registration in full or in part. No cancellation of registration, in full or in part, shall be of force or effect **without written confirmation thereto by an authorised officer of MGI.**
3. All student registrations are for the full academic year. Should a student choose not to continue his studies on completion of the first semester, he is required to inform the Student Affairs Unit, in writing, prior to the commencement of the second semester. Failure to do so, will result in liability for fees for subjects/courses as indicated on the Academic Planner (completed at the beginning of the academic year). MGI does not take responsibility for cancellations communicated verbally or not submitted to the SAU.
4. A student who cancels his registration shall normally incur financial liability in terms of fees according to the following table:

Date of receipt of written notification of cancellation	Full Cancellation	Partial Cancellation
More than 5 working days before the commencement of the academic programme	*No financial liability	*No financial liability
5 Working days before the commencement of the academic programme to 10 working days after the commencement of the academic programme	Liable for 15% of total tuition fees	Liable for 15% of tuition fees of subjects/modules to be cancelled
More than 10 working days after commencement of the academic programme	Liable for full fees	Liable for full fees

\* Application fee is not refundable.

5. Where a student is registered provisionally, pending submission of outstanding documentation, the registration shall be cancelled if the outstanding documents are not submitted by 31 March 2004. Such a student shall be liable for payment of fees in respect of the first semester.
6. Where a student, who registers for an academic programme that commences in the second semester, is registered provisionally, pending submission of outstanding documentation, his registration shall be cancelled if the outstanding documents are not submitted by 31 August 2004. Such a student shall be liable for payment of fees in respect of the second semester.

## 11. Checklist

- Certified copy of front page of your ID book (If a South African citizen)
- Certified copy of front page of ID book of parent or person responsible for payment of account
- Certified copy of front page of your Passport (If not a South African citizen)
- Certified copy of your results for the latest school year completed - Standard 9 (Grade 11) or Matric (Grade 12)
- Certified copy, in English, of Foreign school results, as assessed by the South African Matriculation Board (if applicable)
- Original or certified copy of your academic transcript from a tertiary education institution that you previously attended (if applicable)
- Certificate of good conduct from your last school or last tertiary education institution

## 12. Declaration and Undertaking

I declare that all the particulars furnished by me on this Application Form are true and correct. I have read the above checklist and the relevant documents are attached. I confirm that, should this applicant register as a student at Midrand Graduate Institute, I shall pay the required fees, in terms of Midrand Graduate Institute rules, for the duration of his/her registration.

Date

Signature of Applicant

Signature of Parent/Guardian (if applicable)

Signature of Person responsible for payment of account