

PLEASE READ THE FOLLOWING INSTRUCTIONS BEFORE COMPLETING THE APPLICATION FORM:

The following supporting documents are required:

- **Certified** ID/passport and final Grade 11 results, if you are currently in Grade 12.
- **Certified** National Senior Certificate (NSC), if you have completed your schooling.
- **Certified** Academic Record and Certificate of Conduct if registered/ completed at another higher education institution.
- International school-leaving certificate/s, if you hold foreign qualifications and SAQA Certificate of Equivalence.
- Curriculum Vitae if you have completed your studies prior to 2016.
- **A non-refundable application fee of R500 is payable. Please include proof of payment. Banking details: Guvon Academy, ABSA 40-7853-8469, Branch 632005, Swift Address ABSAZAJJ. A further R5000.00 non-refundable deposit is payable on acceptance.**

1. PROGRAMME APPLYING FOR (please tick)

N-Diploma in Hospitality and Catering Services	N4 – N6	<input type="checkbox"/>	including CTH	<input type="checkbox"/>
N-Diploma in Tourism	N4 – N6	<input type="checkbox"/>	Including CTH	<input type="checkbox"/>
Occupational Certificate: Chef	SAQA ID 101697	<input type="checkbox"/>	Including CTH	<input type="checkbox"/>
Short Learning Programme (Please specify: _____)				

2. YEAR OF STUDY (please tick)

Year of first year study:	<input type="checkbox"/> January intake	<input type="checkbox"/> July intake
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3. PERSONAL DETAILS

Title (please tick)	Mr	<input type="checkbox"/>	Miss	<input type="checkbox"/>	Ms	<input type="checkbox"/>	Other	<input type="checkbox"/>	Please specify						
Last name/ surname															
First name															
Middle name/s															
Gender (please tick)	Female	<input type="checkbox"/>	Male	<input type="checkbox"/>											
Date of birth	D	<input type="checkbox"/>	D	<input type="checkbox"/>	M	<input type="checkbox"/>	M	<input type="checkbox"/>	Y	<input type="checkbox"/>	Y	<input type="checkbox"/>	Y	<input type="checkbox"/>	

4. CITIZENSHIP

Are you a South African citizen/ permanent resident?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>										
South African Identity number	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
If not a South African permanent resident, state nationality														
Passport Number														
If not a South African permanent resident, state the country you have permanent residence in.														
Indicate your immigration status (where applicable)	Refugee	<input type="checkbox"/>	Asylum Seeker	<input type="checkbox"/>										

5. GENERAL BACKGROUND

Population Group	Black	Coloured	Indian	White	Chinese/Asian
Home language					
Marital status	Single	Married	Widow/er	Divorced	Separated

Disability/ Special needs (please tick)

Blindness		ADD / ADHD (chronic)		Cerebral palsied	
Deafness		Learning disability		Impaired mobility	
Partial hearing		Speech		Paraplegic	
Partially sighted				Quadriplegic	
Other (Please specify)					

6. PREVIOUS ACTIVITY

What is currently your MAIN ACTIVITY?

University	College	School	Employment	Upgrading Matric	Gap year
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7. CONTACT DETAILS

Applicant's personal details:

Physical Street Address	_____					Postal Code: _____
Postal Address	_____					Postal Code: _____
Mobile no		Home no				
E-mail address						

Next-of-kin:

Surname					
Name					
Relationship		Mobile No			

Details of person liable for settlement of fees:

Surname						
First name		Title				
ID Number						
Postal Address	_____					Postal Code: _____
Mobile no		Home no				
E-mail address						

8. ACADEMIC HISTORY

School attending/attended If you have COMPLETED Grade 12, please submit a **certified copy** of your National Senior Certificate. If you have not yet completed Grade 12, you must supply a **certified copy** of your Grade 11 results. All foreign qualifications must be evaluated by SAQA and a Certificate of Equivalence submitted to be considered.

Name of school	
Address of school	
Postal Address	_____ Postal Code: _____
Telephone	

Applicants currently completing the National Senior Certificate (NSC) or National Certificate Vocation (NCV)

Name of School at which examination will be written:	
NSC Subjects to be written:	
1.	5.
2.	6.
3.	7.
4.	8.

Previous and current tertiary and other qualifications

Certified copies of academic transcripts must be attached for all applicants.

Degree/ Diploma	
Institution	
Student number	
Dates of registration	From: _____ To: _____
Dates of graduation	
Status: Passed/ Failed/ Cancelled/ Awaiting results	

Degree/ Diploma	
Institution	
Student number	
Dates of registration	From: _____ To: _____
Dates of graduation	
Status: Passed/ Failed/ Cancelled/ Awaiting results	

9. DECLARATION AND UNDERTAKING

I, The Applicant, and I, the Parent/ Guardian/ Next-of-kin of the applicant-

1. I undertake, during the orientation period and for any period during which I am a registered student, to be bound by the rules and regulations of Guvon Academy for the time being in force as a prerequisite to my registration as a student of Guvon Academy.
2. Certify that the information provided in this form and all supporting documentation is accurate and acknowledge that furnishing any false information may result in disciplinary proceedings being taken against the applicant.
3. Declare that I have furnished Guvon Academy with all the information necessary to make an informed decision about my admission.
4. Undertake to pay unconditionally all fees, charges and equipment surcharges payable to Guvon Academy as they fall due for payment, for any period for which I am or may become a registered student or the applicant is or may become a registered student of Guvon Academy.
5. I hereby give consent from information to be shared with statutory bodies such as the Department of Higher Education and Training (DHET) and the South African Qualifications Authority (SAQA) as is required by the institution.
6. PLEASE NOTE that you as a student are personally liable for the settlement of fees.
7. I consent to my examination results being made available to the relevant bursary donor(s) and/or lenders as requested.

.....
Signature of applicant

.....
Date

And, if applicant is under 18 years of age, the parent's/ legal guardian's or next-of-kin's full name must be provided below.

.....
 Full name of parent/ legal guardian/ next-of-kin Date

.....
 Identity no of parent/ legal guardian/ next-of-kin

.....
 Signature of parent/ legal guardian/ next-of-kin Date

Person Liable for Settlement of Fees

I undertake to settle all tuition and miscellaneous fees due to Guvon Academy by the due date.

.....
 Full name of person responsible for settlement of fees Date

.....
 Identity no of person responsible for settlement of fees

.....
 Signature of person responsible for settlement of fees Date

OFFICE USE ONLY

		YES / NO	Comments
1	Application scanned for completeness		
2	Standard terms and conditions		
3	Certified copy of ID/ Passport		
4	Certified copy of ID/ Passport of guardian		
5	Certified copy of ID/ passport of fee payer		
6	Certified copy of Grade 11 results (if applicable)		
7	Certified copy of NSC (if applicable)		
8	Certified copy of academic transcripts (if applicable)		
9	SAQA Certificate of Equivalence- foreign applicants (if applicable)		
10	Application fee paid		Receipt No:
11	Deposit paid		Receipt No:

.....
 Signature of staff member Date

FOR COMPLETION BY MANAGING PRINCIPAL

The student meets the minimum admission criteria as per the Admissions Policy of the institution.

YES / NO

Admission of the applicant is **GRANTED / DECLINED / PROVISIONAL / ON HOLD**

COMMENTS:

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.....
 Signature of Managing Principal Date

FOR COMPLETION BY ADMINISTRATOR

The application form has been captured on CollegePRO with Reference No:

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 Signature of Administrator Date