



# NCM COMPUTERS & BUSINESS ACADEMY

## APPLICATION FOR ADMISSION

20

**FOR OFFICIAL USE ONLY**

STUDENT NUMBER

RECEIPT NUMBER

ADVISOR (PRINT NAME)

COMMENT:

**ID PHOTO**

### PART A: PERSONAL INFORMATION

SURNAME

INITIAL

NAME

ID No/PASSPORT No

DATE OF BIRTH

FIRST CHOICE OF QUALIFICATION

MARITAL STATUS

MARRIED

SINGLE

DIVORCED

WIDOW

GENDER

MALE

FEMALE

### PART B- INFORMATION OF PERSON RESPONSIBLE FOR ACCOUNTS

(PARENT/GUARDIAN/EMPLOYER)

INITIAL

SURNAME

ID No

NAME

PHYSICAL ADDRESS

SUBURB

CITY/TOWN

CONTACT No

CODE:



higher education & training  
Department  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA



## PART C: LEARNER ADDRESS & CONTACT NUMBERS

<u>POSTAL ADDRESS &amp; CODE</u>	<u>PHYSICAL ADDRESS &amp; CODE</u>

CONTACT NUMBER : CELL 



 HOME

WORK 



 EMAIL ADDRESS

## PART D: SCHOLASTIC (EDUCATIONAL DETAILS.)

NAME OF LAST SCHOOL ATTENDED. \_\_\_\_\_

DATE OF FINAL SENIOR CERTIFICATE EXAMINATION

HIGHEST STANDARD PASSED. \_\_\_\_\_

HIGHEST QUALIFICATION OBTAINED. \_\_\_\_\_

OTHER. \_\_\_\_\_ If grade 12 re-writes specify: CAPS  NCS/NATED

**N.B. Please provide certified copies of your qualification certificate for purposes and employment opportunity that may arise**

## PART E : EXTRA-MURAL ACTIVITIES

### CULTURAL

- CHOIR
- DEBATING

### LEADERSHIP

- CLASS CAPTAIN
- DEPUTY HEAD PREFECT
- HEAD PREFECT
- SCHOOL PREFECT
- SPORT CAPTAIN
- OTHER...

### SPORT

- NETBALL
- SOCCER
- SWIMMING
- VOLLEY BALL
- OTHER...

## PART F : CAMPUS & CHOISE OF QUALIFICATION

	<u>CAMPUS</u>	<u>Choice of Qualification</u>
<u>1</u>		
<u>2</u>		
<u>3</u>		

### Our Campuses:

**KWT Campus**  
 104 Alexandra RD.  
 King Williams Town  
 Tel:0436421504

**North End Campus (Main)**  
 11 North Street  
 East London  
 Tel:0437221241

**Fort Beaufort Campus**  
 38 Durban Street  
 Fort Beaufort

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 NCM Academy and will abide by them;
3. I waive any claim against the NCM Academy resulting from any act or omission on my part during tuition, sport, tours, particulars;
4. I will inform the Registrar (Academic) immediately, in writing, should I change my address or cancel or change my course or any subjects;
5. I am aware that before cancellation of any course or subject/s, all arrears should be paid.
6. I am aware that my enrolment is valid only if it complies with the relevant regulations of the NCM Academy.
7. I am aware that fees and legal costs will be recovered from me should I fail to fulfil my financial commitments towards the NCM Academy and no payment of fee /registration/deposit or any money/s paid into the college account would be refunded after 7 days.
8. (a) I am capable of concluding an agreement and am legally competent to sign this application and may therefore enter unassisted into agreement with the NCM Academy;  
(b) I sign this application and enter into agreement with NCM Academy with the permission of my parents/guardian/husband. (Delete (a) or (b), whichever is inapplicable); and
9. I accept full responsibility for the payment of all tuitions and/or as well as any other fees determined by the NCM Academy.
10. I agree that legal action will be taking against me should in case I fail to fulfil my financial commitments towards the NCM Computer and Business Academy.

**a) Applicant**

Signature of  applicant

Date

Incase the applicant is under 21 years, indicate who gives a permission

Name \_\_\_\_\_  
parents/guardian/husband

**b) For Applicant**

Herein assisted as far as may be necessary while the applicant or student is still under the age of twenty-one years.

I,  the undersign, in my  
(Print First Names and Surname)

Capacity of  hereby admit that I am  
(Parent or legal Guardian)

to be jointly responsible for money's, which the above applicant may at any stage owe the NCM Academy in terms of the agreement that he/she has concluded with the NCM Academy, as set out above, including any alteration to such agreement.

Signature of parent  or legal guardian

Date

NB: IT IS COMPULSORY THAT THIS CONTRACT BE SIGNED BY ALL PARTIES CONCERNED

**For Official Only**

Name:.....

Sign:.....

Date:.....

## General Requirements Check List

1. Application form (must be filled and sign)
2. One(1) passport pictures
3. Two Certify copies of ID of applicant
4. Certify copy of ID of parents/guardian /husband (if applicable)
5. Certify copy of Certificate/Statement or School Report

Yes	No

### Other Requirements:

#### Grade 12 Additional Requirement

- Grade 12 Statement of Results / Grade 9 Report

#### All National Certificate in Business Studies and Engineering Studies

- Grade 12 or Equivalent Report or Certificate

#### National Certificate in Information Technology

- Grade 10/11/12 or Equivalent Report or Certificate Or
- Computer certificate

#### National Certificate in Office Administration

- Grade 12 or Equivalent

#### National Certificate in Public Sector Accounting

- Grade 11/12 or Equivalent

#### National Certificate in Junior Bookkeeping Accounting

- Grade 10/11/12 or Equivalent

#### National Certificate in Small Business Financial Management

- Grade 10/11/12 or Equivalent

#### National Certificate NCV

- Grade 9 Report

#### Short Courses

- Grade 8/ 9/10/11/12 or Equivalent

#### Bank Details:

FNB  
 NCM Computer &  
 Business Academy  
 A/C: 62341315902  
 Reference: Learner full name

*Please send the Application with the proof of application fee (R100) to:*

#### Address

#### East London Campus

104 Alexandra RD  
 KWT – 6500  
 Tel: 0436421504  
 Cell: 0780121269  
 E-mail: [info@ncmacademy.co.za](mailto:info@ncmacademy.co.za)  
[www.ncmacademy.co.za](http://www.ncmacademy.co.za)

#### Address

#### North End Campus

11 North End Street  
 East London  
 5201  
 Tel: 043 7221241  
 E-mail: [info@ncmacademy.co.za](mailto:info@ncmacademy.co.za)  
[www.ncmacademy.co.za](http://www.ncmacademy.co.za)



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& training  
 Department  
 Higher Education and Training  
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