

FACULTY OF LAW: APPLICATION FORM
SHORT LEARNING PROGRAMME



Tel: 018 299 1921
Fax: 018 299 1933
Email: isabel.bouwer@nwu.ac.za

Instructions:

- Please complete this form in BLOCK LETTERS.
- The Faculty of Law will confirm your registration in writing once your application has been approved.
- Payment details will be provided with the confirmation of approval.
- Please ensure that the form is completed properly, otherwise it may result in unnecessary delays.
- Please submit the following documents with your completed application form:
 - * Copy of your ID document;
 - * Certified copies of prior qualifications.

Application forms and documents can be faxed to 018 299 1933 or scanned and e-mailed to isabel.bouwer@nwu.ac.za

APPLICATION

Name of programme applied for:

Date(s) of programme:

Place / venue of presentation:

Have you ever studied at or applied to study at the NWU? Yes No NWU number:

APPLICANT BIOGRAPHICAL INFORMATION

Surname Initials Title

Preferred name

Employer name

Position held

Maiden name and/or previous surname (if applicable)

Identity (RSA) or passport number (non-RSA citizens)

Date of birth Gender (Mark with an X) Male Female

For statistical purposes only: Race Marital status

Dietary requirements (e.g. Vegetarian, Halaal, ect.)

E-mail address

Do you have a disability? Yes No Nature of your disability

Contact numbers Work Cell Fax

(Please include dialling code)

Postal address

Postal code

Physical/Courier address

For parking arrangements; make and registration number of vehicle:

I hereby confirm the truthfulness and correctness of all particulars and information supplied by me on this form.
I hereby accept all the terms and conditions.

Signature

Date

DETAILED CURRENT EMPLOYMENT RESPONSIBILITIES:

COMMENTS / REQUESTS

Certificate needs to be posted to: (Mark with an X)

ADDRESS SUPPLIED IN SECTION 1

ADDRESS SUPPLIED IN THIS SECTION

Surname Initials Title

Position held

Organisation

Postal address

Postal code

TERMS AND CONDITIONS

General

1. The course fee includes all course material, lunch, as well as tea and coffee (twice a day). Also included is a certificate of successful completion, or a letter of attendance, as applicable.
2. Please note that registration for a course is not guaranteed, but is subject to availability of seats.
3. As the majority of short learning programmes are offered at NQF level 6 and higher, specific entry requirements apply. Applicants are responsible to establish what the specific entry requirements are and to ensure conformity. The NWU reserves the right to request proof of conformity to minimum requirements.
4. Postponement or cancellation of attendance must be done in writing at least 5 (five) working days prior to commencement of a course. For applicable penalties regarding cancellations please refer to the section dealing with Finances.
5. Substitutions to attend a course may be made in writing any time prior to such a course. Substitute attendees shall conform to the minimum entry requirements that may apply to any course.
6. The NWU reserves the right to cancel and/or change the dates of any course up to 10 (ten) working days before the commencement of the course. In Case of cancellation, fees will be refunded.
7. Each student is responsible for his/her own accommodation arrangements.
8. The NWU may not provide any student results to a third party without the consent of the student. This provision is in line with relevant legislation.
9. The NWU takes no responsibility for misconduct arising from incorrect information supplied in this application form.

For all administrative enquiries, please contact Isabel Bouwer at isabel.bouwer@nwu.ac.za or fax 018 299 1933.

1. Payment must be made prior to commencement of a course to ensure that the reservation is confirmed.
2. Special payment arrangements should be made, should it be impossible to make payment prior to commencement of a course.
3. Please fax or e-mail proof of payments made to Isabel Bouwer at isabel.bouwer@nwu.ac.za or fax 018 299 1933.
4. If payment has not been received prior to commencement of a course, non paying students may be refused access to the course at the discretion of the NWU.
5. If cancellation or a request for postponement is received less than 10 (ten) working days prior to commencement of a course, a penalty fee of 20% will be applicable. If cancellation or a request for postponement is received less than 5 (five) working days prior to commencement of a course, a penalty fee of 40% will be applicable.
6. Failure to notify (written cancellation or postponement) shall attract penalties equal to the full course fee.
7. Payment details will be provided upon approval of your application.

For all financial enquiries, please contact Isabel Bouwer at isabel.bouwer@nwu.ac.za or fax 018 299 1933.