



Hand deliver: TSiBA Education
Mupine College
307 Forest Drive Extension
(Opp. Conradie Care Centre at Old Mutual)
Mutual Station
Pinelands 7405

Post to: PO Box 13071
Mowbray
7705

Phone: 021 532 2750
Fax: 021 532 3924
Email: study@tsiba.org.za

2011 APPLICATION FORM – Cape Town Campus

This is an application form for admission into TSiBA's Bachelor Degree in Business Administration. Successful applicants will be admitted into either the 3- or 4- year stream. Please note that if you are admitted directly into the 3 year stream, a separate form needs to be completed to apply for a tuition scholarship. Please also note that our Cape Town campus does not have residences but our campus in Karatara does. For more information, please visit www.tsiba.org.za.

If you meet the **criteria** below, you may apply by completing this application form:

- You have passed (or are busy with) **Grade 12** and can produce your most recent results (June exam results are accepted for application purposes). All subjects are considered and a higher education endorsement is not necessary
- If **25 or older** you do not need to have a matric certificate but will be required to apply with TSiBA for **Recognition of Prior Learning**
- You are willing and able to **study full time**
- You are **interested in business**
- Your **Mathematical** understanding is good (*algebra / calculations*)
- Your **English** is good (*read, write and understand*)

In addition, the following qualities will enhance your chances of selection:

- You want to use your education to **ignite opportunity** for others too
- You are involved in your **community**
- You have a **positive and proactive attitude**
- You have an **entrepreneurial mindset**
- You are **emotionally mature**
- You display **leadership potential**

Selection Procedure:

- Only neat, **fully completed application forms** will be considered
- All attachments have to be secured to the back page of the form where indicated
- You may be called to complete certain tests, interviews and possibly an orientation camp. Failure to turn up on time for these appointments will disqualify you
- **Please ensure that you are contactable at all times.** Failure to respond to messages left on the cell number of your choice may result in you missing appointments, which will disqualify you
- It is your responsibility to contact TSiBA Education to follow up on the progress of your application. Please call 021-532-2750.

Completed application forms must be posted to TSiBA or delivered to our offices for attention "Applications 2011". The postal and physical address for our Cape Town campus is provided above.

Please do not send fax or email copies.

CLOSING DATE: Friday 1 October 2010.

Late applications will be charged a fee of R50.

Successful applicants will be required to pay a R550 fee upon registration.

FOR OFFICE USE ONLY	
Date Received	_____
Received By	_____

Please secure a recent ID photograph of yourself here

PLEASE COMPLETE IN **BLOCK** LETTERS

1. DETAILS OF APPLICANT

Please attach a certified copy of your ID document

Title (Mr, Mrs, Ms)													
Surname													
First Name													
Preferred Name													
Date of Birth	D	D	-	M	M	-	Y	Y	Y	Y	Age		
ID Number													
Country of Citizenship													
Place of birth (town and province)													
Do you have any disabilities?	No		Yes (please specify)										
Race (for statistical reasons)	Black		Coloured		White		Indian		Asian				
Home Address (the postal address that TSIBA can use to communicate with you)													
Postal Code													
Study Address (the address in Cape Town where you will be living if you study at TSIBA and if different from above)													
Postal Code													
Contact Numbers				-				-					
Your Cell Number (where you can be reached at all times)				-				-					
e-Mail Address													
Home Language													
Dietary requirements													

2. DETAILS OF PARENT / GUARDIAN

Title (Mr, Mrs, Ms)													
Surname													
First Name													
ID Number													

Home Address															
Postal Code															
Postal Address (if different from home address)															
Postal Code															
Contact Numbers	Home					-					-				
	Work					-					-				
	Cell					-					-				
e-Mail Address															
Parents' highest level of education e.g primary, high school, tertiary		Mother						Father							

3. DETAILS OF A FAMILY MEMBER OR CLOSE FAMILY FRIEND TO CONTACT IN CASE OF EMERGENCIES (This person must not reside at the same address as the student or his/ her parents/ guardian and must be contactable via cellphone)

Title (Mr, Mrs, Ms)												
Surname												
First Name												
Relationship to Applicant												
Contact Number (#1)												
Contact Number (#2)												

4. DETAILS OF REFERENCE FROM YOUR SCHOOL

Please attach a letter of reference from your school. This letter must make mention of your attitude and behaviour while at school. A standard acknowledgement of registration at your school will not be acceptable.

Title (Mr, Mrs, Ms)												
Surname												
First Name												
Job title at school (e.g. Math teacher)												
Name of School												
Contact Number												

5. DETAILS OF REFERENCE FROM A COMMUNITY LEADER

This could be a minister from your church, a coach, etc. who can testify to your involvement in your community. This letter must make mention of your attitude and behaviour in your community. A blood relative cannot be a second reference.

Title (Mr, Mrs, Ms)												
Surname												
First Name												
Relationship to applicant												
Contact Number												

6. ACADEMIC QUALIFICATIONS

a. High School Qualification

Please attach a certified copy of your Senior Certificate (or if you are currently in Grade 12, your November Gr11 or June/ August Gr12 report)

Name of School				Year	
Telephone Number of School					
Senior Certificate Attainment (mark with an X)	Bachelors		Diploma		Higher Certificate
Address of School					
Fax Number of School					
Email Address of School					
	Subject	Achievement Level (7-1)		Percentage %	
	e.g. Xhosa, First Language				
	1				
	2				
	3				
	4				
	5				
	6				
	7				

Signature of Principal: _____

Please ask your school to place their stamp here as verification of your results and past attendance at the school

b. Post-Matric Studies

Please attach certified copies of all relevant certificates. NB: If you are older than 25 and do not have matric, you are required to submit a letter along with this application form, requesting consideration for Recognition of Prior Learning (RPL)

Course Name	Year	Institution	Completed	If no, state reason
1			Yes/No	
2			Yes/No	
3			Yes/No	

7. FINANCIAL STATUS and SUPPORT

Please complete the table below, filling in the details of your financial situation.

7(a) Who lives in the house with you? Please list **everyone** in the house.

Name	Surname	Relationship to you	Job title/ Occupation	Monthly Income
				Total:

7(b) Do you have an external financial support structure? (i.e. someone that doesn't live with you, but is supporting you or your family financially)

7(c) How will you support yourself financially if you study full time at TSiBA?

8. ABOUT YOURSELF

In the space provided below, please indicate why you would like to study towards a business degree. What is your dream job/ career?

In the space provided, please indicate how you think South Africa in general and your community in particular can benefit from having you successfully complete a degree. What are you going to contribute to society in the next four years and after graduation?

Give an example of something you achieved and are proud of in the last 12 months.

What is your involvement in your community, your school and your home?

Tell us of an event in your life where you showed leadership potential.

How do your friends describe you?

Name one strength and one weakness of yours.

How did you hear about TSiBA? / Who told you about TSiBA?

In the space below, tell us what you will do if you are NOT accepted at TSiBA.

I certify that all the information submitted is true and correct. I understand that TSiBA reserves the right to verify any of the details supplied in this form. I understand and accept that TSiBA's decision on whether I/ the applicant is accepted or not is theirs and is final.

Applicant/ Guardian Signature)
(If you are under 18 years of age, a parent / guardian must sign on applicant's behalf)

Date

CHECKLIST

Completing this checklist will help you check whether you have fully completed the application form. Please remember that only fully completed application forms will be considered for selection. Place a tick in the box provided next to the checkpoint.

Have you filled in all the information requested on the form?

Have you passed (or are you busy with) Grade 12?

If you are older than 25 and do not have matric, have you included a letter requesting that you be considered for Recognition of Prior Learning (see 6b)?

Have you attached a certified copy of your ID document or your birth certificate

Have you attached a letter of reference from your school

Have you attached a letter of reference from a community leader

Have you attached a certified copy of your Senior Certificate (or if you are currently in Grade 12, your November Gr11 or June Gr12 report)

Have you attached a certified copy of your post matric qualifications (if applicable)

Have you signed the application form?

If you are under 18, has your parent / guardian signed the form?

Have you attached your ID photo on the application form?

Please ensure that all the necessary documentation is attached to the back of this application form (page 8).

Should any documents be missing from the application form, it will be regarded as incomplete and will not be processed until such time as all documents have been received.

Please secure all necessary attachments to this page.

--