

UNIVPREP STUDENT NUMBER (Office use)							

HOW TO APPLY

- (1) Complete the application form in full – incomplete applications will not be processed.
- (2) Write in block letters and use a black pen.
- (3) Please include **certified copies** of your ID document, Grade 12 results (Matric certificate), marriage certificate (if applicable), record(s) of other qualifications (if applicable). No application will be processed without all the required supporting documents.
- (4) UnivPrep applications may be submitted by means of e-mail to **UnivprepApplications@nwu.ac.za**. or a hard copy may be submitted to the **UnivPrep Office** at the Unit for Open Distance Learning, NWU Potchefstroom Campus, Building B11, Room G42
- (5) **NO APPLICATION FEE** payable for UnivPrep applications
- (6) Please note that the allocation of an application number does not mean that you have been accepted as a UnivPrep participant.

A. PERSONAL DETAILS																				
Surname																				
First Name(s)																				
Maiden Name (if applicable)																				
Title (Mr / Ms)																				
Date of Birth	y	y	y	y	m	m	d	d	Age											
Gender	Male					Female														
Marital Status	Married					Single														
Population Group:	African					Coloured					Indian			White			Asian			
Citizenship:	SA					Other					Please specify "Other":									
South African ID Number																				
Foreign Nationality:																		Indicate country of origin		
- Study Permit Number																		Attach copy of study permit		
- Expiry Date of Permit																				
- Passport Number																		Attach copy of passport		
Home Language																				
Disability	Yes					No					If "Yes", please specify:									
B. CONTACT DETAILS AND ADDRESSES																				
Cell Phone Number																				
Home Telephone Number																				
Work Telephone Number																				
E-mail Address: Applicant																				
E-mail Address: Account																				
PHYSICAL Address to which study material must be couriered.																		Postal Code		
POSTAL Address for account																		Postal Code		
Physical HOME Address																		Postal Code		
C. SCHOLASTIC AND PREVIOUS QUALIFICATIONS <i>(Mark with an X)</i>																				
	Grade 12										Date Obtained:									
	Other (Specify):										Date Obtained:									

D. COMPULSORY: PROTECTION OF PERSONAL INFORMATION ACT (4 OF 2013)

Mark with an X

I hereby grant permission to the NWU to disclose my personal information as defined in the Protection of Personal Information Act 4/2013 to third parties, including bursary providers, financial institutions, parents and guardians, potential employers, etc. I understand that I have the right at any time to withdraw this consent in writing by submitting a student request

Yes

No

E. INDICATE THE PROGRAMME YOU ARE APPLYING FOR (Mark with an X) **1. NWU Preparatory Programme: Bachelor of Commerce (BCom)**

NOTE: The Bachelor of Commerce (BCom) Degree is currently not being offered by the NWU by means of distance education. After successful completion of the BCom UnivPrep programme, prospective students wishing to enrol for a BCom Degree, have to enrol for **full-time** studies at one of the NWU campuses.

Academic Modules: Compulsory

- Bridging the Mathematical Gap (1st and 2nd semester)
- Financial Accounting Special (1st and 2nd semester)
- Introduction to Micro-economics (1st semester)
- Introduction to Macro-economics (2nd semester)

Academic Development Modules: Compulsory

- Academic Literacy Development (1st and 2nd sem), Basic Critical Thinking (2nd sem), Strategic Reading (1st sem)

 2. NWU Preparatory Programme: Bachelor of Science (BSc) in Information Technology**Academic Modules: Compulsory**

- Bridging the Mathematical Gap (1st and 2nd semester)
- Financial Accounting Special (1st and 2nd semester)
- Introduction to End-user Computing (1st semester)

Academic Development Modules: Compulsory

- Academic Literacy Development (1st and 2nd sem), Basic Critical Thinking (2nd sem), Strategic Reading (1st sem)

 3. NWU Preparatory Programme: Bachelor of Theology (BTh)**Academic Modules: Compulsory**

- Introduction to New Testament: History and General Canonics (1st and 2nd semester)
- Introduction to Old Testament: Origin and Structure (1st and 2nd semester)
- Pastoral Counselling (1st and 2nd semester)

Academic Development Modules: Compulsory

- Academic Literacy Development (1st and 2nd sem), Basic Critical Thinking (2nd sem), Strategic Reading (1st sem)

 4. NWU Preparatory Programme: BEd Foundation Phase Programme

After successful completion of the UnivPrep BEd Foundation Phase programme, UnivPrep participants may also apply for admission to the Intermediate- and Senior phase degree programmes. There are however specific language admission requirements to be met for admission to the various phases of the BEd Degree programme.

Academic Modules: Compulsory

- Introduction to Curriculum and Professional Studies (1st semester)
- Critical Components for Curriculum Development for Educators (1st semester)
- Educational Media and Technology (1st semester)
- Historical and Political Context of Education (2nd semester)

Academic Development Modules: Compulsory

- Academic Literacy Development (1st and 2nd sem), Basic Critical Thinking (2nd sem), Strategic Reading (1st sem)

 5. NWU Preparatory Programme: BA Public Governance with Policing Practice

NOTE: The Bachelor of Arts Degree in Public Governance (with Policing Practice) is currently not being offered by the NWU as a full-time qualification. After completion of the BA UnivPrep programme, successful participants wishing to enrol for the BA Degree in Public Governance (with Policing Practice) can only enrol for the degree by means of distance education.

Academic Modules: Compulsory

- Policing Management: Crime Prevention (1st semester)
- Policing Management: Community Service Centre Management (2nd semester)
- Professional Skills Development (1st semester)
- Communication Skills in the Workplace (2nd semester)

Academic Development Modules: Compulsory

- Academic Literacy Development (1st and 2nd sem), Basic Critical Thinking (2nd sem), Strategic Reading (1st sem)

Please note that the curricula for the various UnivPrep specialisations are subject to change.

F. PLEASE INDICATE YOUR PREFERRED LEARNING SUPPORT CENTRE (Mark with an X)

- **NOTE:** Learning Support Centres are SUBJECT TO CHANGE and will be confirmed by the UnivPrep Office before the start of the programme. The Centres listed below were functional at the time of compiling this application form and may vary from year to year DEPENDING ON THE NUMBER OF ENROLLED PARTICIPANTS PER CENTRE. Not all listed centres may be functional to present UnivPrep programmes. Only those centres with sufficient enrolments will be selected.
- Instead of attending contact sessions at a Learning Support Centre, UnivPrep participants may also opt to join the live broadcasts of lectures, in the comfort of their own homes, by making use of a personal computer/laptop and internet connection. The Unit for Open Distance Learning will provide participants with technical support and the necessary software (free of charge) to enable them to connect to the broadcasts of the lectures.

Please indicate whether you would like to attend the contact sessions by means of a Computer and the Internet OR at one of the Learning Support Centres listed below:

Mark with X

Attend contact sessions by means of **Computer and Internet** (Bridgit Software)

OR

Attend contact sessions at a **Learning Support Centre:**

Eastern Cape: Port Elizabeth

East London

Free State: Welkom

Gauteng: NWU Vaal Triangle Campus

Johannesburg

Pretoria

Mukhanyo

KwaZulu Natal: Durban

Empangeni

Ladysmith

Pietermaritzburg

Vryheid

Limpopo: Polokwane

Mpumalanga: Ermelo

White River

North-West Province: NWU Potch Campus

NWU Mafikeng Campus

Rustenburg

Vryburg

Northern Cape: Kimberley

Kuruman

Upington

Southern Cape: George

Western Cape: Parow

Namibia: Windhoek

G. UNDERTAKING BY THE APPLICANT

If the applicant is under age, the signature of the parent or guardian is also required. The application will be deemed incomplete and will not be processed if this page is not completed and signed.

1. I declare that I/my son/daughter (hereinafter referred to as the learner) have/has completed the form in full and that the details are true and correct.
2. I understand that the University will at all times be entitled to summarily cancel my/the learner's registration should it become apparent that the information supplied in this form is false or incorrect. I further understand that the University reserves the right to cancel my/the learner's admission/registration in the event that I/the learner was for any reason erroneously admitted to a programme.
3. The learner is subject to the rules and regulations of the University, including the rules and procedures with regard to student discipline.
4. I understand that the University will take all reasonable steps to prevent me/the learner from being injured or prejudiced for any injury or damage, whether or not it is caused by the negligence of the University or any of its employees, or a fellow learner and I undertake not to institute any claims against the University in respect of such an injury, or damage. I further undertake to indemnify the University should the University incur any liability whatsoever pursuant to any negligent or other act or omission by me/the learner.
5. I/the learner, my/his/her dependents, executors, administrators and/or transferees hereby relinquish and indemnify the University against any claim or damage of whatsoever nature which may arise on or outside the campuses of the University or on or in any other location or facility contracted by the University during my/the learner's period of study with the University.
6. Potchefstroom shall be regarded as the place where this agreement has come into existence, irrespective of where it may have been signed.
7. I/we, the undersigned, will be responsible for the prompt payment of all and any UnivPrep fees/money payable to the NWU in terms of my/the learner's enrolment and/or association with the NWU. I shall forthwith fax/e-mail proof of every deposit/payment made by or on behalf of the learner with regard to monies paid into the University's bank account.
8. If I/the learner fail/fails to make payments on pre-determined due dates, and if the University, at the University's sole discretion should hand over to attorneys any amount of monies for collection, I undertake to pay all costs whatsoever which may be due and payable, including tracing fees, collection charges, advocate's fees, and any expenses of whatever nature on an attorney-and-own-client scale. Any fees payable by me/the learner will firstly be allocated to the aforementioned costs, thereafter to interest and only then to the capital amount. A wage attachment order(s) may also immediately be issued against my/our employer(s) in order to attach my/our salary/salaries or wage(s) in order to collect the outstanding amount as a whole or in installments.
9. I hereby bind myself jointly and severally *in solidum* together with the participant to properly meet all conditions contained herein.
10. These conditions will remain valid and in force for the full duration of my/the learner's enrollment in the UnivPrep programme and thereafter until all commitments and terms hereof have been met.
11. By signing this application form, the learner, and if applicable his/her natural or legal guardian confirms and acknowledges that the above provisions form part of the learner's UnivPrep contract with the University and is binding on the learner, his/her aforesaid guardian, and their dependents, executors, administrators and assignees.
12. I hereby subject myself to the general academic and applicable faculty rules as well as the financial regulations of the University.
13. Do you currently own any amount of money to any tertiary institution in South Africa? _____ (Yes/No)
14. If the answer above is YES, please indicate the name of the institution and the amount that is owed and attach all relevant

Signed on this

day of

20/ _____

SIGNATURE OF PERSON LIABLE FOR PAYMENT/
PARENT/ GUARDIAN/ SURETY

SIGNATURE OF APPLICANT

NAME AND SURNAME (Please print)

NAME AND SURNAME (Please print)

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ID NUMBER

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ID NUMBER

H. DECLARATION BY APPLICANT

If the applicant is under age, the signature of the parent or guardian is also required.

The application will be deemed incomplete and will not be processed if this page is not completed and signed.

1. Admission to degree study at the NWU

I declare that I fully understand the following conditions with regards admission to FORMAL degree study at the NWU after completion of the UnivPrep Programme:

- 1.1 Upon successful completion of the UnivPrep programme, i.e. PASSING ALL MODULES WITH 50%, candidates may apply for admission to formal degree study at the NWU and may be admitted on condition that the minimum requirements for admission to the formal qualification have been met.
- 1.2 In accordance with the RPL (Recognition of Prior Learning) policy of the NWU, candidates may also apply for proposed credits and recognition of prior learning of relevant modules successfully completed during the UnivPrep phase.
- 1.3 Admission to formal degree study and granting of recognition of prior learning (proposed credits) will be based on discretionary decision by the relevant Faculty.

2. Internet and Technology

2.1 Internet and Technology are used extensively in the delivery of distance education programmes. It is COMPULSORY, and the responsibility of the UnivPrep participant to obtain the necessary technology which meet the minimum specifications of the NWU.

2.2 I declare that:

- 2.2.1 I own or have personal access to a laptop/computer and mobile phone that meet the minimum specifications of the NWU namely: Wi-Fi enabled, Windows-, Android- or Apple operating system, 3G enabled (preferably) and 32 Gig (preferably).
- 2.2.2 I have personal access to the Internet by means of a computer/laptop which meet the minimum specifications as specified above.
- 2.2.3 I have basic computer literacy.

2.3 Applicable ONLY to the UnivPrep BSc with Information Technology (IT) Programme:

I declare that I own or have personal access to a computer or laptop with a Microsoft Windows 7, 8 or 10 operating system, Microsoft Office 2016 (or Office 365) as well as access to the Internet from the computer or laptop. (Registered UnivPrep participants will be provided with the Office 365 ProPlus package)

Signature of Applicant: _____

Date: _____

Signature of Parent/Guardian: _____

Date: _____

I. ACADEMIC APPROVAL (for office use only)	Mark with X
1. Application Approved	
2. Application Provisionally Approved	
<i>Reason for provisional approval:</i>	
3. Application Declined	
<i>Reason for academic decline:</i>	
- Insufficient APS-score / M-score	
- Insufficient Mathematics / Mathematical Literacy mark	
- Inadequate Endorsement / Type of Matric Pass	
- Qualify for formal Degree Programme	
- Other (please specify)	

Academic Manager: Name _____ Signature _____

Date _____