

# APPLICATION & REGISTRATION PROCESS



1

CHAT



Chat to your admissions officer for any study choice advice or to ask any questions.

2

SUBMIT



Submit your application form, with supporting documents to [info@sacap.edu.za](mailto:info@sacap.edu.za) or to your admissions officer. You will hear the outcome of your application and way forward shortly afterwards.

**SUPPORTING DOCUMENTS:**

- Certified copy of your ID
  - Certified copy of your Matric results
  - Character reference letter (from anyone in a professional field)
  - Proof of R300 application fee or R600 if applying for Bpsych
  - Addendum for Bachelor of Psychology or Honours
- \*\*International students will need a SAQA conversion. This can be done via [www.saqa.org.za](http://www.saqa.org.za)

3

PAY



Pay your registration fee and finalise payment plans and outstanding documents to confirm your place.

\*\*Fees Vary according to mode of study and study plan. Speak to the admissions team for fee structures. SACAP offers 3 payment plans: UPFRONT with 5% discount, TERMLY, MONTHLY USING A DEBIT ORDER FORM (for South African citizens only)

4

RECEIVE



Receive your student number, textbook lists and invite to orientation.  
**YOU ARE NOW A FULLY REGISTERED STUDENT**

## APPLICATION FOR ADMISSION

PLEASE COMPLETE ALL SECTIONS BELOW: (PLEASE PRINT CLEARLY)  
Application fee R300/BPsych R600 (Banking details below)

### SECTION A

Registration Reference No: (Office use only)		Date of Application:	
<b>PERSONAL DETAILS</b>			
Title:	Last Name:	First Name:	
Date of Birth:	Identity Number:		
<b>CONTACT DETAILS</b>			
Telephone (H):	Telephone (W):	Cell Phone:	
Email:			
Physical Address:		Postal Address:	
Postal Code:		Postal Code:	
Occupation:		Employer:	
Next of Kin Name:	Next of Kin Telephone:		
Relationship with Next of Kin:			
<b>DETAILS FOR CITIZENS OR PERMANENT RESIDENTS OF OTHER COUNTRIES*</b>			
<i>*International face to face students are required to study full time.</i>			
Country of citizenship/permanent residence:		Passport Number:	
<b>STATISTICAL INFORMATION*</b>			
<i>*This is statistical information required by the Department of Higher Education and Training</i>			
Marital Status:	<input type="checkbox"/> Married	<input type="checkbox"/> Unmarried	Gender: <input type="checkbox"/> Female <input type="checkbox"/> Male
Population Group:	<input type="checkbox"/> W <input type="checkbox"/> C <input type="checkbox"/> B <input type="checkbox"/> O	Home Language:	
Are you disabled in any of the following areas:	<input type="checkbox"/> Communicating	<input type="checkbox"/> Hearing	<input type="checkbox"/> Seeing <input type="checkbox"/> Walking <input type="checkbox"/> Self-Care <input type="checkbox"/> Remembering
It is important that students have a solid grasp of both written and spoken English, as SACAP's approach to learning is highly interactive and experiential. Students whose first language is not English may be assessed for English proficiency.			
Is English your first language?	<input type="checkbox"/> Yes		<input type="checkbox"/> No
Where did you hear about us?			

**CAPE TOWN CAMPUS**  
1<sup>st</sup> Floor Sunclare Building,  
21 Dreyer Street, Claremont,  
Cape Town, 7708, South Africa  
☎021 671 7692  
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The South African College of Applied Psychology (Pty) Ltd  
Company Registration number: 2003/019020/07

LD Katz (CEO), Z Royeppen (MD), Dr. A Smyth (Exec), M Howe CA (SA) (Exec and FD), Prof. B Kantor (Non-exec), Dr. M Makhoana (Non-exec), B Stephens (Non-exec)  
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Registration Certificate Number: 2005/HE07/001

EDUCATION AND QUALIFICATIONS				
What is your highest qualification?	<input type="checkbox"/> Matric or NQF 4 qualification	<input type="checkbox"/> Undergraduate degree	<input type="checkbox"/> Postgraduate degree	<input type="checkbox"/> Other (please specify:)
Do you want to Apply for Recognition of Prior Learning (RPL)? (If you do not meet the Minimum Entry Requirements.)*	<input type="checkbox"/> Yes		<input type="checkbox"/> No	
* If yes, a separate RPL form is available from the Admissions office and details must be submitted for consideration initial application.				
EMPLOYMENT DETAILS				
Occupation:				
Relevant Work Experience:				

PROGRAMME STUDY DETAILS*				
<input type="checkbox"/> Higher Certificate in Counselling and Communication Skills	<input type="checkbox"/> Diploma in Counselling and Communication * Only available on Cape Town and JHB campus			
<input type="checkbox"/> Advanced Certificate in Counselling & Communication Skills * Only available on Cape Town and JHB campus	<input type="checkbox"/> Bachelor of Applied Social Science (BAppSocSci)			
<input type="checkbox"/> Bachelor of Psychology (BPsych)* * Only available on Cape Town and JHB campus * Only one start date a year (Term 1 – February)	<input type="checkbox"/> Bachelor of Applied Social Science Honours (BSocSci Hons)			
<input type="checkbox"/> BPsych equivalence (Honours)* * Only available on Cape Town and JHB campus * Only one start date a year (Term 1 – February)				
MODULE/STUDY DETAILS				
<b>Start Year:</b> 20_____	<input type="checkbox"/> Term 1 (February)	<input type="checkbox"/> Term 2 (May)	<input type="checkbox"/> Term 3 (September)	
<b>Campus:</b>	<input type="checkbox"/> Cape Town	<input type="checkbox"/> Johannesburg	<input type="checkbox"/> Pretoria	<input type="checkbox"/> Online Learning
<b>Study Load:</b>	<input type="checkbox"/> Part-time (2-3 modules/term)		<input type="checkbox"/> Full-time (3-4 modules/term)	

## SECTION B

	YES	NO
1. Do you have any physical and/or medical conditions?		
2. Are you currently, or have you in the past, suffered from or received treatment for a chronic or acute mental illness?		

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3. Are you currently, or have in the past, suffered from or received treatment or supportive services for alcohol or substance abuse/addiction, eating disorder, gambling addiction or the like?		
4. Do you have a criminal record? Have you ever been imprisoned and/or received a formal warning?		

If you have answered 'yes' to any of the questions in section B, please provide us with a brief description below:

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*\* In order to support students and to better facilitate your learning, it is helpful to know if you have any specific/additional needs, or physical or medical conditions we need to be aware of. Depending on your intended course of study, SACAP may wish to interview you further in order to ensure that you are suitably prepared to commence your studies with us. The information provided on this application form serves only to ensure that you are ready to engage in studies with the South African College of Applied Psychology (SACAP) at this time, and will be treated with the strictest of confidence. According to SACAP's health and wellness policy, it is mandatory that a student has a minimum of one year recovery period for any addictions.*

## REGISTRATION FORM

PLEASE NOTE THAT REGISTRATION CAN ONLY BE FINALISED ONCE ALL FINANCIAL REQUIREMENTS HAVE BEEN MET.

### SECTION C

MODULE REGISTRATION - REGISTRATION FOR YEAR OF STUDY (refer to study plan provided)*			
*Modules, day and time to be completed by the admissions department			
First Term	NAME OF MODULES	DAY	TIME
1.			
2.			
3.			
4.			
Second Term	NAME OF MODULES	DAY	TIME
1.			
2.			
3.			
4.			
Third Term	NAME OF MODULES	DAY	TIME
1.			
2.			
3.			
4.			

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## SECTION D

### TERMS AND CONDITIONS OF REGISTRATION

For further details on the policies below, please refer to the Student Handbook.

#### DEFERRAL POLICY

“**Deferral**” refers to the postponement of study in the module in which a student has already registered/enrolled. A Deferral Request Form is available and is to be used by any SACAP student who wishes to defer the module(s) of study for which they are already registered. Within this policy, fees are NOT REFUNDED but may be credited for future learning.

#### EXTENSION OF STUDY POLICY

“**Extension of study**” refers to a student’s request for extra time to be awarded in order to complete a qualification. This form is to be used by any SACAP student who wishes to extend their studies for which they are already registered. Within this policy, fees are NOT REFUNDED but may be credited for future learning

#### WITHDRAWAL POLICY

“**Withdrawal**” refers to the termination of a student’s enrolment. This form is to be used by any SACAP student who wishes to permanently discontinue their studies with the College.

**Refund of Fees:** (This refers to course fees. The registration fee is non-refundable)

- Fees will be refunded at the rate of 100% for module(s) not commenced if **written notification** is received **prior** to the close of registration.
- Withdrawal within one (1) to three (3) weeks of the module’s commencement allows up to 75% of the full module fee to be refunded.
- Withdrawal requested after three weeks of the module’s commencement will be liable for the full module fee, i.e. no refund will be granted, unless mitigating circumstances warrant a full refund.

#### International Students:

In the instance where an international student withdraws from their programme of study, the Student Administrator is obliged to notify the Department of Home Affairs of the withdrawal and provide the following details: Reasons for withdrawal, date enrolment was withdrawn and any other relevant details as necessary

## SECTION E

### DECLARATION

1. I declare that I have read and understood this application/ registration form requirements and that all information submitted is correct, true and complete and that I can and will produce to SACAP originals of all submitted documentation on request.
2. I authorize SACAP to obtain further information or official student records from any educational institution or recognized educational qualifications assessment body necessary and/or, where my work experience is relevant, to verify my employment history for the purposes of making an informed decision about my application/registration.
3. I acknowledge that SACAP reserves the right to vary or reverse any decision made regarding admission/registration made on the basis of incorrect, incomplete or fraudulent information.
4. I acknowledge and agree that the acceptance of my application/registration by SACAP is conditional upon my agreement to be bound and abide by the policies, procedures and terms set out by the college as amended from time to time.
5. If I am a minor, I declare that my admission to SACAP has the consent of my parent/guardian.
6. I acknowledge that SACAP reserves the right to suspend my course of study should I be deemed unsuitable for this field of study.
7. I acknowledge that SACAP reserves the right to postpone a programme, module or class due to insufficient demand or on any other reasonable grounds.
8. I am aware that the SACAP student handbook is available. By signing this form, I acknowledge that have read and understood the policies, procedures and terms set out in the SACAP student handbook and I agree to be bound and abide by the policies, procedures and terms set out in the student handbook as amended from time to time. I acknowledge and agree that the acceptance of my application by SACAP is conditional upon my agreement to be bound and abide by the policies, procedures and terms set out in the student handbook as amended from time to time.
9. I accept, agree and understand that SACAP keeps and processes data and documents in electronic format, including data supplied by me in this application form; SACAP may use and transfer such data and use such documents in electronic or other formats for SACAP purposes including submission of data for the

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national learner record database as required by the Department of Higher Education and Training; that records of qualifiers and academic records are placed in the public domain; and that electronically generated documents may be used in place of the originals signed by me.

10. I hereby waive any claims against SACAP for any damages or losses suffered while I am, or as a consequence of my being, a student of SACAP, as well as any damage to any property belonging to me or any other person, howsoever such damage or loss is caused, including, but not limited to, the negligence of SACAP or any official, employee, or representative of SACAP. I or my estate hereby indemnifies SACAP against any claims by any person arising in any way as stated above or in respect of my own negligent or willful acts or omissions.
11. I acknowledge that it is my responsibility to forward accounts to the person/party responsible for payment thereof if not myself. Sacap will send all correspondence directly to the student, not to the person/party responsible for payment.
12. I understand that study fees include electronic study material and not prescribed textbooks, which are to be purchased separately.
13. I acknowledge that registration is only official once the non-refundable registration fee, has been paid and an annual payment plan has been secured (debit order, term payment or annual payment).
14. I acknowledge that after the close of registration and prior to the commencement of class an administration fee will be charged for any changes made to module/class/programme/campus.
15. I hereby agree to pay the fees for the modules selected as reflected under the module/study details section of this document, which shall be incorporated into this contract.
16. I am aware that fees differ for different modules/ programmes and are subject to annual escalations. Should I deviate from the original study plan (and relevant pro-forma invoice), the fees payable may change.
17. I accept that I will not be absolved of the responsibility to pay such fees by virtue of incorrect billing or any other factor (irrespective of whether an account is not received/read by me).
18. I understand that student refunds will be paid once a month at month end. Should I believe a refund is due, a 'refund request form' must be signed and emailed to [studentaccounts@sacap.edu.za](mailto:studentaccounts@sacap.edu.za) by the 15th of the month. Once the student's account has been reconciled, a refund will be paid if applicable.
19. I hold myself responsible for the payment of all fees and other charges payable by me to SACAP for all for all modules for which I register. If I am in arrears, I will be liable to pay interest at the rate of 1.25% per month from due date until the date of payment and I will be liable for all costs of recovery, including fees charged by attorneys on the scale as between the attorney and client and collection commission. I understand that payments received will be allocated to clear unpaid interest first, followed by the oldest debt.
20. I declare that the information I have supplied on this form is, to the best of my understanding and belief, complete and correct.

I, \_\_\_\_\_  
(please print name of student)

Hereby agree to be liable for the contract amount, subject to the policy and conditions stipulated on this contract.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

I/we, \_\_\_\_\_  
(please print name of parent/guardian if student is under 18)

Hereby agree to be liable for the contract amount, subject to the policy and conditions stipulated on this contract.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## SECTION F

### PAYMENT DETAILS

Fees can be made by bank guaranteed cheque (made out to SACAP), EFT or direct deposit and a copy of your proof of payment must be emailed to [studentaccounts@sacap.edu.za](mailto:studentaccounts@sacap.edu.za). **All proofs of payment must include your name and surname as reference.** Monthly payments may only be made by debit order. A debit order instruction form is available from the admissions department. Monthly debits will take effect at the commencement of the term. Kindly note that all debit order instructions are subject to a credit check. I understand and agree to the following:

- I am responsible for paying the fees and other charges of the student named in this registration form for the duration of their studies at SACAP.

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- I will pay the fees on time and if I fail to do so I will be liable for the costs of recovery, attorney's fees, collection charges and interest on the arrears as set out in paragraph 19 of section E of this registration form.
- I have read and considered the terms of this registration form and agree that all admissions or acknowledgements by the student are binding on me in so far as they apply to the fees and charges payable by me for the student's studies.
- In terms of section 45 of the Magistrates Court Act, No. 32 of 1944, I consent to the jurisdiction of the Magistrates Court having jurisdiction under section 28 of the said Act in regard to all matters arising from this agreement.

## BANKING DETAILS

### SACAP PTY LTD

ABSA Bank Wynberg,  
Branch Code: 632005  
Cheque Account No.: 405-882-4959  
Reference: Your name

## PAYMENT OPTIONS (Select one)\*

*\*We do not accept EFT or stop order payment arrangements \*International students must pay upfront for the term or year.*

Annual Payment (due 2 weeks before term commences) <input type="checkbox"/>	Term Payment (due 2 weeks before term commences) <input type="checkbox"/>	Debit order (Payable over 10 months)* <input type="checkbox"/>
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\*If you have selected the Debit order option, please complete Debit Order form below

## DETAILS OF INDIVIDUAL RESPONSIBLE FOR STUDENT ACCOUNT

- It is the responsibility of the student to forward accounts to the person/party responsible for payment thereof if not him / herself. SACAP will send all correspondence directly to the student, not to the person/party responsible for payment.
- By completing these details the fee payer consents to and authorises SACAP's investigation into the credit worthiness of the fee payer.

Title:	Last Name:	First Name:
Telephone:	Cell Phone:	Fax:
Email:		
ID Number:		
Relationship: (i.e. parent, legal guardian, sponsor, employer, etc.)		
Signature of fee payer:		

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## DEBIT ORDER FORM

ONLY TO BE COMPLETED BY THOSE SELECTING THIS PAYMENT OPTION

### AUTHORITY AND MANDATE FOR PAYMENT INSTRUCTIONS

#### A. AUTHORITY GIVEN BY\*:

\*This authority and mandate must be given in writing or electronically in terms of the Electronic Communications and Transaction Act, 2002, Chapter 3, Part 1.

(NAME OF ACCOUNT HOLDER) \_\_\_\_\_

(NAME OF STUDENT) \_\_\_\_\_

(ADDRESS) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(DATE) \_\_\_\_\_

TO: THE SOUTH AFRICAN COLLEGE OF APPLIED PSYCHOLOGY (PTY) LTD (SACAP)

Dear Sirs

REFER TO OUR CONTRACT DATED: \_\_\_\_\_

The details of my/our bank accounts are as follows:

BANK \_\_\_\_\_

BRANCH NAME AND TOWN \_\_\_\_\_

BRANCH NUMBER/CODE

--	--	--	--	--	--	--	--	--	--

ACCOUNT NUMBER

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

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**TYPE OF ACCOUNT** CURRENT (CHEQUE) / SAVINGS / TRANSMISSION

I/ We hereby request “instruct” and authorize you to draw against my / our account with the above mentioned bank (or any other bank or branch to which I / we transfer my / our account) the sum of

R \_\_\_\_\_, \_\_\_\_\_ (amount in numbers)

\_\_\_\_\_ Rands Only (amount in words)

On 

1 <sup>st</sup>	25 <sup>th</sup>	31 <sup>st</sup>
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 day of each month commencing on \_\_\_\_\_ and continuing (as the case may be).

All such withdrawals from my/our account by you shall be treated as though they had been signed by me/ us personally. I/We hereby authorise you to issue and deliver payment instructions to your banker for collection against my/our abovementioned account at my/our abovementioned bank on condition that the sum of such payment instructions will never exceed my/our obligations as agreed to in the Agreement.

The individual payment instructions so authorised to be issued must be issued and delivered monthly on or after the dates when the obligation in terms of the Agreement is due and the amount of each individual payment instruction may not be more or less than the obligation due.

The payment instructions so authorised to be issued must carry a number, which number must be included in the said payment instructions and if provided to you should enable you to identify the Agreement. The said number should be added to this form in section E before the issuing of any payment instruction and communicated to me directly after having been completed by you.

I/ We agree that the first payment instruction will be issued and delivered on or after \_\_\_\_\_ (date). Subsequent payment instructions will continue to be delivered in terms of this authority until the obligations in terms of the Agreement have been paid or until this authority is cancelled by me/us by giving you notice in writing of not less than 30 days’ notice in writing, sent by prepaid registered post or delivered to your address indicated below and signed for by a member of the finance department.

I/ We agree to pay any bank charges relating to this debit order instruction.

I/ We hereby consent to and authorize The South African College of Applied Psychology (Pty) Ltd’s investigation into the credit worthiness of me as applicant.

### B. MANDATE

I/ we acknowledge that all payment instructions issued by you shall be treated by my/our abovementioned bank as if the instructions had been issued by me/us personally.

### C. CANCELLATION

I/we agree that although this authority and mandate may be cancelled by me/us, such cancellation will not cancel the Agreement. I/we also understand that I/we cannot reclaim amounts, which have been withdrawn from my/our account (paid) in terms of this authority and mandate if such amounts were legally owing to you.

**CAPE TOWN CAMPUS**  
 1<sup>st</sup> Floor Sunclare Building,  
 21 Dreyer Street, Claremont,  
 Cape Town, 7708, South Africa  
 ☎021 671 7692  
 ✉ [info@sacap.edu.za](mailto:info@sacap.edu.za)

**JOHANNESBURG CAMPUS**  
 1<sup>st</sup> Floor 1 Sixty Jan Smuts,  
 160 Jan Smuts Ave, Rosebank,  
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The South African College of Applied Psychology (Pty) Ltd  
 Company Registration number: 2003/019020/07

LD Katz (CEO), Z Royeppen (MD), Dr. A Smyth (Exec), M Howe CA (SA) (Exec and FD), Prof. B Kantor (Non-exec), Dr. M Makhoana (Non-exec), B Stephens (Non-exec)  
 Registered with the Department of Higher Education and Training as a Private Higher Education Institution under the Higher Education Act, 1997.  
 Registration Certificate Number: 2005/HE07/001

**D. ASSIGNMENT:**

I/We acknowledge that this authority may be ceded or assigned to a third party if the Agreement is also ceded or assigned to that third party.

Signed at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE AS USED FOR OPERATING ON THE ACCOUNT

\_\_\_\_\_  
ASSISTED BY

\_\_\_\_\_  
CAPACITY

AGREEMENT REFERENCE NUMBER *(FOR OFFICE USE ONLY)	
THE AGREEMENT REFERENCE NUMBER IS:	

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