

## How to Apply to Stenden South Africa:

To apply to Stenden South Africa, candidates need to fill out the Stenden South Africa Application Form and submit a number of supporting documents:

- a) Relevant documentary proof of all qualifications and experience, including last school results received (Certified Copies only).
- b) Passport-sized colour photograph.
- c) Certified copy of Identification Document/Passport.
- d) Signed Responsibility Documents.
- e) Proof of Payment of the relevant application fee.
- f) A 300-400 word essay answering the relevant questions below.

### B.Com Hospitality Management

- 1) Why does the Hospitality Industry appeal to you?
- 2) Why do you think you would make a good manager in the Hospitality Industry?
- 3) Why do you want to study at Stenden South Africa?

### BBA Disaster Relief Management

- 1) Why does the Disaster Management degree appeal to you?
- 2) Why do you think you would make a good manager in the Disaster Management industry?
- 3) Why do you want to study at Stenden South Africa?

After a complete application is received, it will take up to 5 working days to process the application.

The following conditions apply to candidates with other profiles:

- a) NSC candidates may submit final Grade 11 or mid-Grade 12 results, and will be provisionally accepted pending final NSC results.
- b) Candidates who qualify with foreign school-leaving certificates, must refer to the Stenden South Africa admission policy. Foreign qualifications will have to be submitted to Universities South Africa (USAF) for foreign qualification exemption before the candidate commences studies.
- c) Foreign candidates defined as mature must submit their qualifications for evaluation to USAF before commencing studies.

The Exam committee makes the final decision for admission. Stenden South Africa has the right to accept/reject any application and will inform each applicant, in writing, the outcome of the interview.

## Applicant's Personal Information:

Surname (Family Name)	Sex <input type="checkbox"/> Male <input type="checkbox"/> Female
First Names (Given)	Country
Date of Birth (dd/mm/yyyy)	Place of birth
Identification Document Number	Country of Birth
Home Address	Home Language
	Mobile Number
Postal Address	Email Address
	Telephone
Postal Code	

## Legal Guardian/Parent Information

Surname (Family Name)	Postal Code
First Names (Given)	Country
Identification Document Number	Sex <input type="checkbox"/> Male <input type="checkbox"/> Female
Home Address	Mobile Number
	Email Address
Postal Address	Telephone

## Application Fee

Your application will be considered upon receipt of this application form, including all the supplementary documentation required, plus a non-refundable application fee of R500 for national applicants (within South Africa) and a non-refundable application fee of R1000 for international applicants. If you wish to pay the application fee by direct deposit or electronic transfer, please refer to page 5 for our banking details. In such cases, a copy of the deposit of transfer confirmation must be attached to the application. International applicants must cover bank charges incurred during international transfers and a net amount of ZAR1000 must reach Stenden South Africa.

## Name Badges:

Please fill in your details for your name badge.

Name

Surname

## Statement of Application:

I hereby submit my application to be enrolled as a first year student at Stenden South Africa, Port Alfred.

This application is for:      July 2021                       January 2022       July 2022

B.Com Hospitality Management Degree                       BBA Disaster Relief Management Degree

## How did you get to know about us?

Website  Word of Mouth  Newspaper  School Presentation  Career Evening  Other

Specify where possible (please provide further details on your choice above).

## Accommodation:

A number of options exist in terms of accommodation. Stenden South Africa offers residential accommodation. Alternatively, students can take responsibility to organise accommodation privately.

I will arrange my own accommodation.

I require Stenden South Africa to provide accommodation.

## Academic Requirements:

Please refer to the Admission Policy Statement of Stenden South Africa. Relevant documentary proof of all qualifications and experience are required, including the latest school results received. Please ensure all certificates are certified.

## Educational Experience:

Please fill out the following details about your studies at secondary school, university or professional levels.

Name of Institution	Type (Public/Private)	Highest Qualification
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

## Work Experience (If applicable):

Please provide us with any details regarding previous work experience.

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## Personal Interests:

Please list your principal extra-curricular activities, including hobbies, in their order of importance to you. Feel free to make comments or mention accomplishments, such as sporting achievements.

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## Personal Essay:

Applicants are required to submit a personal essay (300-400 words, in English) that covers the topics/questions mentioned in their respective field of study, listed on page 1 of this document.

## Applicant Responsibilities:

This section needs to be completed and signed in order for this application to be deemed complete.

1. **The Student**
  - 1.1 You must ensure that the information you have supplied is correct. If the information is incorrect, Stenden South Africa is entitled to reject your application, terminate your admission or cancel your registration immediately.
  - 1.2 During your time as a student, you need to follow the rules and regulations of Stenden South Africa, which are published on the Stenden South Africa Groups Drive or Student Manager, and you will also receive these digitally upon arrival.
  - 1.3 You need to pay all registration, tuition, class residence and any other fees set out in the Stenden South Africa Fee Structure and this must reflect on your account once registered. Should Stenden South Africa need to take legal action against you, you will be liable for all Stenden South Africa's legal costs.
  - 1.4 Stenden South Africa will charge interest on overdue amounts at a rate of 15.5%. Stenden South Africa will commence with interest charges at the end of the first month after the amounts due by you should have been paid.
  - 1.5 Stenden South Africa is entitled to refuse your entry to examinations, withhold your examination results, refuse to register you for any further courses, or withhold your graduation certificate should your account not be paid up in full. Stenden South Africa may also apply all four measures.
  - 1.6 Should you require emergency medical treatment, Stenden South Africa will source such assistance, but you will be required to pay all treatment related costs.
  - 1.7 The following terms are very important, because they limit your ability to claim any harm to you, your property or the loss of property. If you do not understand these terms, please ask for an explanation.

1.7.1 If you suspect that you have an infectious or contagious disease, it is extremely important to get immediate medical assistance. You will be required to withdraw from all Stenden South Africa activities and accommodation, as well as to take all necessary steps to ensure that you do not infect other students and staff. Should you fail to take these steps, you will be held responsible for any claims that are made against Stenden South Africa. (In legal terms, you must indemnify Stenden South Africa against these claims). Should legal action be taken against Stenden South Africa, you will be liable for all legal costs.

1.7.2 Stenden South Africa will not be held responsible for any harm to you or your property or loss of property, except for claims which fall under Section 1.7.3.

This means Stenden South Africa will not be liable to you or dependants, even while you are:

- 1.7.2.1 On Stenden property;
- 1.7.2.2 Participating in an activity relating to your studies or training;
- 1.7.2.3 Participating in recreational activities;
- 1.7.2.4 Using any of Stenden South Africa's premises, buildings, equipment or facilities;
- 1.7.2.5 Staying in or visiting any of Stenden South Africa's residences or other accommodation.

1.7.3 You will only be able to bring a claim for harm to your or your property or loss of property if it is caused because you had access to property or equipment that was defective or unsafe, or if you were not given proper instructions or warnings. In other words, the only claim you can make falls within Section 61 of the Consumer Protection Act 68 of 2008. If this application is accepted, it will constitute part of the contract with Stenden South Africa.

Signature of Applicant: \_\_\_\_\_

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

## Stenden South Africa's Banking Details:

**Stenden South Africa**  
**First National Bank**  
**Branch No: 210917**  
**Account No: 62241 6655 48**  
**Current Account**  
**Reference: Applicant's Name**  
**Swift Code: FIRNZAJJ**

Electronic Funds Transfer (EFT) or direct deposit payments are preferred. Permission from Stenden South Africa is required before bank drafts, cash transactions or cheques will be accepted. Cheques must be made out to Stenden South Africa BV Incorporated.

## Sponsor/Guarantor Details:

Sponsor to complete section below. If applicant is paying for his/her own fees, applicant to complete section below:

Sponsor Full Names:

Sponsor Email:

Sponsor Address:

Sponsor Mobile:

Sponsor Signature:

Sponsor Telephone:

## Legal Guardian/Sponsor/Guarantor Responsibilities

The applicant's parent/guardian must sign this form, whether you are 18 years of age or not.

### 2. The Parent/Guardian

- 2.1 By signing this application form, you become a surety and co-principle debtor for the debts of the student. This means that Stenden South Africa can hold you liable for any debt owed by the student, whether the student acted with your consent or not.
- 2.2 You consent to the agreement between the student and Stenden South Africa, and specifically to the terms set out in Section 1 above. This means that, if the student is a minor, you are ratifying the agreement concluded by the student.
- 2.3 You agree that Stenden South Africa can claim the entire amount that is owed by the student from you without claiming against the student first. (In legal terms, you are jointly and severally liable as surety and co-principle debtor). If you do not understand what this means, you should obtain legal advice.
- 2.4 You must read Section 1 very carefully, as you will be held responsible if the student does not comply with any of the terms. In particular, you will be liable for any of the fees mentioned in Section 1.3.
- 2.5 **You must read section 1.7 very carefully, as it limits Stenden South Africa's liability for any harm to the student, the student's property or loss of property. In addition, Stenden South Africa will not be held responsible for any harm to you, or your property or loss of property when you are on Stenden South Africa property or participating in an activity relating to the student's studies. You will not be able to claim in terms of Section 1.7.3 on behalf of yourself or the student, except if the student was a minor at the time of injury or damage.**

If you are married in community of property, then both you and your spouse are required to sign.

Parent/Guardian Signature(s):

Capacity (Father/Mother/Guardian):

Full name of Parent/Guardian:

Date Signed:

## Stenden South Africa's Addresses:

### Postal Address:

Stenden South Africa  
P.O. Box 2821  
Port Alfred  
6170  
South Africa

### Physical Address:

Stenden South Africa  
1 Grand Street  
Port Alfred  
6170  
South Africa