



# DSV Empowerment Trust

## APPLICATION PROCESS NOW OPEN

In 2023 the DSV Empowerment Trust is offering employees and dependents of DSV employees the opportunity to fulfil their dreams of furthering their education and preparing for a career. Need help in making a study and career choice?

### WHO

An **ELIGIBLE CANDIDATE** is a Black South African citizen who is an **EMPLOYEE** (current permanent employee of DSV) or **DEPENDANT** (legal or financial dependant of a current permanent employee of DSV).

**Full-time students must have been provisionally accepted into their institution of choice prior to applying for funding.**

### WHAT

A tertiary education qualification includes:

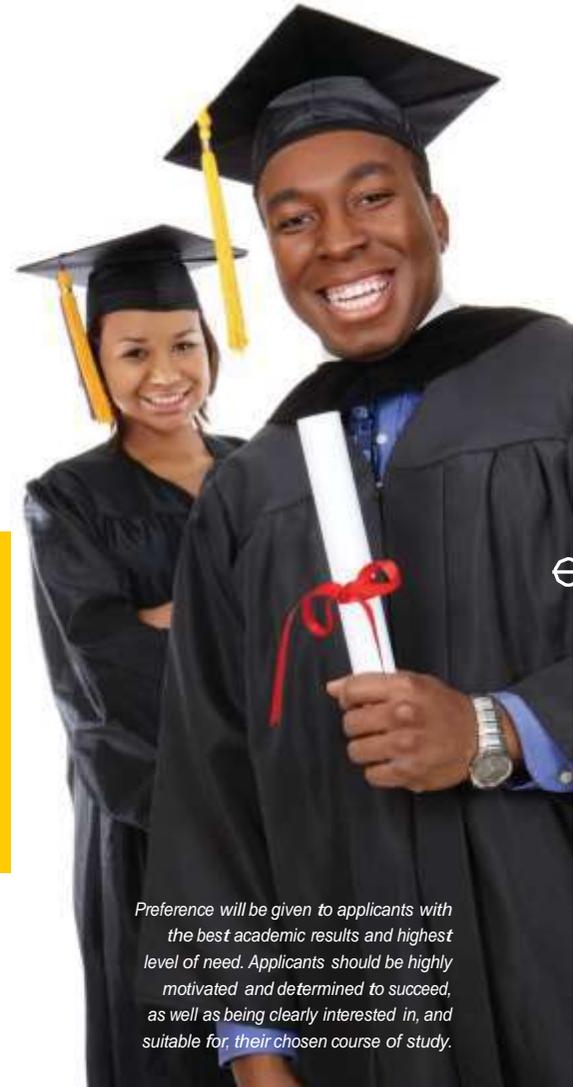
- any accredited course, diploma or degree\*
- at an approved university, college or FET college
- with a minimum study period of 3 years (excluding post-graduate courses).

\*Applicants may apply for accredited online qualifications from local/international institutions. Motivational letters to be included and qualification should align with SAQA regulations.

### APPLY TODAY

For further information refer to DSV Central, speak to your HR partner or contact Career Wise on 011 258 4464 or [dsvet@careerwise.co.za](mailto:dsvet@careerwise.co.za)

**APPLICATIONS CLOSE 11 NOVEMBER 2022.** Conditions apply.



*Preference will be given to applicants with the best academic results and highest level of need. Applicants should be highly motivated and determined to succeed, as well as being clearly interested in, and suitable for, their chosen course of study.*

## APPLICATION INFORMATION & GUIDELINES (2023)

| KEY TO TERMINOLOGY         |   |
|----------------------------|---|
| <b>DSV-ET</b>              | DSV Empowerment Trust   |
| <b>DSV</b>                 | any DSV company registered in South Africa<br>(see below for list of participating companies)   |
| <b>FUND ADMINISTRATORS</b> | Career Wise (Pty) Ltd   |
| <b>APPLICANT</b>           | a candidate that applied for educational funding from the DSV-ET . Would fall into one of the following categories: Employee or Dependant   |
| <b>BENEFICIARY</b>         | a candidate that applied to the DSV-ET for educational funding and was <b>successful</b> (either in the current or prior years). Would fall into one of the following categories: Employee or Dependant |
| <b>EMPLOYEE *</b>          | a DSV-ET applicant or beneficiary, that is a current permanent employee of DSV  |
| <b>DEPENDANT</b>           | a DSV-ET applicant or beneficiary, that was nominated to apply for funding by a current permanent employee of DSV – who <u>IS</u> their parent or guardian  |

\* If reference is being made to an employee that is NOT an applicant or beneficiary of the DSV-ET , it will be noted that they are employees of DSV

## FUNDING REGULATIONS & POLICIES

a) The following candidates are eligible to APPLY for DSV-ET educational funding:

- Any Black South African, who is a current permanent **employee** of DSV
- Any Black South African, who is a legal/financial **dependant** of a current permanent employee of DSV

***(Black includes African, Chinese, Coloured and Indian)***

b) Participating DSV companies include:

- DSV South Africa (Pty) Ltd
- DSV Solutions (Pty) Ltd
- DSV Mounties (Pty) Ltd
- DSV Road (Pty) Ltd
- DSV Shared Services (Pty) Ltd
- The Sisonke Partnership (Trading as DSV Healthcare)

c) Funding will only be provided for recognized (accredited) courses, diplomas or degrees of a **minimum three year** duration at an **approved** FET College, College, University of Technology (Technikon) or University.

## APPLICATION INFORMATION & GUIDELINES (2023)

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- d) Employees are only permitted to apply for courses that can be studied on a **part time** basis and are permitted to attend weekend or evening lectures, tutorials and any other academic support activity which may improve their chances of passing. Permission to attend these activities must be obtained from the fund administrator.

**Employees are encouraged to apply at Da Vinci Business School. To obtain more information regarding the courses offered and application procedures, please visit their website at: [www.davinci.ac.za](http://www.davinci.ac.za). You may also email [dsvet@careerwise.co.za](mailto:dsvet@careerwise.co.za) to obtain the brochures on courses offered.**

- e) Dependants must be unemployed, financially dependent and may only study on a **full time** basis.
- f) Only mainstream institutions will be recognized, unless prior approval has been obtained from the fund administrator. Please refer to the DSV intranet or contact the fund administrator for an updated, comprehensive list of approved institutions.
- g) Funding will be awarded to cover the cost of registration, tuition and prescribed textbooks. Funding may also cover the cost of accommodation, subsistence, meals, transport and/or prescribed equipment. The granting of this funding will be dependent on the applicant's personal circumstances and level of financial need.
- h) Only dependants may apply for accommodation, subsistence, meals and/or transport allowances.
- i) The fund administrators will only **deal directly with the beneficiary** and NOT with their parents/guardians/ /managers etc.
- j) Beneficiaries are not permitted to accept grant funding from any other source.
- k) Employees from DSV may be from any level of employment, no preference will be given based on the employees or nominators status within DSV.
- l) DSV employee nominators have no financial, or other, obligations to the applicant that they have nominated.
- m) There are no restrictions on the number of dependants a DSV employee may have on the programme at any one time.

## APPLICATION PROCEDURES

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- a) Completed application forms must be received by Career Wise on or before midnight on the **11<sup>th</sup> November 2022**. Late applications will not be considered.
- b) All applicants must submit their application by using the standard DSV-ET application form for the relevant year.
- c) Applicants may be required to conduct a telephonic interview between the **28 November 2022** and 09<sup>th</sup> December 2022.
- d) All applicants will be informed by no later than 28 November 2022 that their application has been RECEIVED by Career Wise.
- e) All applicants will be informed, by Email, by no later than the **20<sup>th</sup> December 2022** whether their application has been SUCCESSFUL or NOT.
- f) The fund administrators will only **deal directly with the applicant** and NOT with their parents/guardians/managers etc.

**APPLICATION INFORMATION & GUIDELINES (2023)**

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- g) Career Wise has been appointed by the Trustees to independently make all decisions related to selection and funding, according to predetermined criteria of academic performance and personal motivation. Therefore, all related **queries should be directed solely to Career Wise** and not to the management of DSV or the DSV-ET .

## APPLICATION INFORMATION & GUIDELINES (2023)

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- h) A limited budget is made available annually by the DSV-ET for educational distributions. The number of applications received far exceeds this amount, therefore it is not possible to provide part, or full funding, to every applicant.
- i) **The granting of educational funding to successful applicants will be conditional on their final/year-end results meeting the academic selection criteria.**
- j) Applications that do not provide the following information or documentation, **will not be considered and will be automatically rejected:**
- ALL RELEVANT SECTIONS OF THE APPLICATION FORM COMPLETED
  - Certified copy of South African identity document
  - Certified copy of final school-leaving certificate, ABET results or final Grade 11 marks report
  - Copy of a current DSV payslip for applicant (employee) or DSV nominator (dependant)
  - Letter from DSV nominator confirming your nomination. This must include their full name, employee code and ID number and your full name and ID number (dependants only)
  - Proof that DSV nominator is applicants' parent (birth certificate) or guardian (guardianship order or affidavit)
  - Certified copies of full higher education learning records to date
  - **Provisional proof of acceptance for 2023 from the tertiary institution (dependants only)**
- k) Applicants whose application forms were not received due to an administrative error on behalf of the fund administrator, will be permitted to submit a late application. Proof of the timeous submission of the application form will be required.
- l) **Applying to tertiary institutions, and for accommodation, is the responsibility of the applicant. Provisional acceptance from the institution for 2023 is required prior to applying for funding.** Payment of registration and/or deposits is the responsibility of the applicant if this is required prior to 20<sup>th</sup> December 2022, by when the applicant will be informed of the result of their application.
- m) After completing the selection process the fund administrator will submit a list of candidates recommended for funding to the Trustees for their approval.
- n) Unsuccessful applicants may reapply during the following year.

## SELECTION CRITERIA

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- a) Applicants must ensure that they meet, and in the case of full-time studies have been accepted, the academic entry requirements for their intended studies before applying.
- b) ABET results will be considered in the assessment of the past academic performance.
- c) For under-graduate courses, preference will be given to (but not necessarily restricted to) dependant applicants who are below 25 years of age.

## APPLICATION INFORMATION & GUIDELINES (2023)

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- d) Applicants whose previous academic progress and results are not of the standard required to succeed in their chosen direction of study must be amenable to taking an alternative course recommended to them by the fund administrator.
- e) Applicants whose academic performance and results to date do not confirm their ability to cope with their intended studies may be awarded funding on the condition that they register for a reduced curriculum (fewer courses) or access and introductory courses.
- f) Applicants are permitted to apply for funding for academic upgrade, access or bridging programmes.
- g) Preference will be given to applicants with the best academic results and highest level of need, are highly motivated and determined to succeed and are clearly interested in and suitable for their chosen course of study.**
- h) Applicants must show good potential to pass their chosen field of study.
- i) Preference will be given to dependants whose choice of study will improve their future employability and falls within the scarce skills spectrum.
- j) The fund administrator will approve each applicant's choice of study and institution and will only permit studies at mainstream and accredited institutions. The same will apply to residence and accommodation.

## CONTINUED FUNDING

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- a) Beneficiaries are required to make satisfactory academic progress, must pass a minimum of 80% of their courses and be promoted to the following year of study to be considered for funding for their next year of study.
- b) Beneficiaries are not required to reapply for funding each year. Funding is annually renewable based on the beneficiaries academic results and the availability of funds.
- c) Beneficiaries who have performed poorly or have failed the year due to proven personal difficulties e.g. illness, are entitled to apply to the fund administrators for continued funding based on special circumstances.
- d) Beneficiaries who pass less than 80% of their courses will have their funding terminated. They may however reapply for funding to the DSV-ET once they have passed the failed courses at their own cost.
- e) Courses that have been discontinued/deregistered, or examinations not written due to the denial of a due performance certificate or absenteeism, without an acceptable reason, will be counted as failed courses.
- f) Beneficiaries who successfully complete their undergraduate studies are entitled to apply for continued funding for their post-graduate studies.
- g) If an employee of DSV has been dismissed or voluntarily left the employment of DSV, the employee will no longer be eligible for continued funding.**
- h) If an employee of DSV is retrenched, deceased, retired or on extended sick leave the employee or nominated dependant may apply to the DSV-ET for continued funding.

## DISTRIBUTIONS

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- a) Payments will only be made directly to the institutions or the DSV-ET beneficiary. Therefore, **all beneficiaries are required to have a bank account in their name.**
- b) Tuition, residence and meals fees will only be paid directly to the institutions.
- c) Beneficiaries will be refunded for registration fees and/or deposits (relating to the academic year in which the funding has been awarded) they paid prior to being awarded the educational distribution.
- d) Registration and tuition fees for employees studying at UNISA will be paid to the institution in December/January, before the required date for registration, provided the beneficiary has provided the relevant quotation.
- e) Registration, tuition and residence fees for dependants will be paid directly to the institution in April/May. Beneficiaries will be provided with a letter to the institution during January/February confirming their educational distribution and the payment thereof.
- f) Textbook allowances for prescribed textbooks will be paid directly to the beneficiary, this is a predetermined annual amount unless the beneficiary justifies funding in excess of this and will be paid directly to the beneficiary in January/February.
- g) Beneficiaries in self catering residences will be paid a meal allowance directly, 50% in January/February and 50% in July.
- h) Transport and living allowances for beneficiaries who are not living in residence will be calculated on an individual basis and paid directly to the beneficiary, 50% in January/February and 50% in July.
- i) Funding does not cover the costs for membership fees for clubs and societies and this must be paid for by the beneficiary.
- j) Supplementary examinations will not be paid for by the DSV-ET and must be paid by the beneficiary.
- k) **No payments will be made until the fund administrator has received the required quotations and information from the beneficiary.** There will be a 36 hour delay between the payments being made and the beneficiary receiving the monies in his/her account, due to the use of electronic transfers.
- l) Beneficiaries can contact the fund administrator between 08h30 – 16h30 Monday to Friday with queries relating to payments.

## ACADEMIC SUPPORT AND MENTORING

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- a) Beneficiaries will be provided with a mentor from the fund administrators, whom they can contact queries and difficulties, including academic and personal support.
- b) The fund administrator will provide ongoing academic, personal, financial and vocational (career) counseling to all beneficiaries and they are encouraged to maintain regular contact by email or telephone with their allocated mentor. The mentor can be contacted at any time Monday – Friday 08h00-16h30 and after hours in emergencies.

## APPLICATION INFORMATION & GUIDELINES (2023)

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- c) Employees are entitled to attend additional academic support programmes, evening/weekend lectures, tutorials and excursions/activities required by their studies, which may improve their chances of passing. Dependent on the quality and suitability, these activities will be funded by the DSV-ET , if prior written permission is obtained from the fund administrator.
- d) Dependants may request additional academic assistance and tutoring from their mentor.
- e) All dependants will be required to attend an academic progress interview twice a year in April/May and August/September with their mentor. These interviews will take place at their institutions. The DSV-ET will be provided with a report of these discussions, including the beneficiaries' progress and results.
- f) Employees will be visited at their place of work in April/May and again in September for the purpose of a progress discussion. The DSV-ET will be provided with a report of these discussions, including the beneficiaries progress and results.
- g) All beneficiaries are required to provide their mentor with proof of their test, assignment and any other results at the progress discussion.
- h) Beneficiaries are required to submit their final end of year examination results to the fund administrator so that they can be considered for funding for the following year. These results will be confirmed with the institutions.
- i) Beneficiaries are responsible for informing the fund administrator of any changes to their studies, accommodation, personal and contact details.

## BEHAVIOURAL REGULATIONS

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- a) DSV-ET beneficiaries are not permitted to accept funding from any other source. Beneficiaries found to be in breach of this rule will have their DSV-ET funding terminated.
- b) Dependants are not permitted to enter into employment of a permanent nature nor any form of part time employment that may negatively impact on their studies. Beneficiaries found to be in breach of this rule will have their DSV-ET funding terminated.
- c) DSV-ET beneficiaries are expected to adhere to their institutions regulations and code of conduct at all times, and are required to maintain a standard of behavior that will at no time discredit or impact negatively on the DSV-ET . Breach of this rule may lead to the termination of their funding.
- d) The fund administrators will consider written requests for a change in courses, and their approval will be dependent on the applicant's reasons for the change as well as their academic progress and results to date.
- e) **Beneficiaries who are guilty of dishonesty, misstatement or misrepresentation on their application, dealing with the administrator or their institution will have their funding terminated.**

## APPLICATION FORM – 2023 ACADEMIC YEAR

### IMPORTANT INFORMATION FOR COMPLETING FORM

- Employees and dependants will be awarded funding for 2023
- Form to be completed by eligible applicants requiring funding for tertiary education for 2023
- Applications close at midnight on **11 November 2022**, late applications will NOT be considered
- Application forms should be delivered OR e-mailed to **Career Wise** by the due date
- Read the DSV-ET “**Application Information & Guidelines**” document BEFORE completing this form
- Ensure that you complete ALL relevant sections of the form, legibly and with a black pen**
- Incomplete applications will be **automatically rejected**, including lack of supporting documentation
- Existing DSV-ET beneficiaries are NOT required to complete this form
- Contact Career Wise if you require assistance completing the form

Attach a head  
& shoulders  
photo of  
yourself \

(ID size)

### CONTACT DETAILS FOR CAREER WISE

|               |                        |                  |  |
|---------------|------------------------|------------------|--|
| Telephone     | 011 258 4464           | Physical address | 25 Owl Street<br>Milpark<br>Johannesburg |
| Email queries | dsvet@careerwise.co.za |                  |  |

### CHECKLIST & APPLICANT DECLARATION

Please ensure the following documentation is attached to your application (Mark with “X”):

*Please do not submit originals*

- Certified copy of your South African identity document
- Certified copy of your final school-leaving certificate, ABET results or final Grade 11 marks (matriculants)
- Copy of a current DSV payslip for applicant (employee) or DSV nominator (dependant)
- Letter from DSV nominator confirming your nomination (dependants only)
- Proof that DSV nominator is applicants’ parent (birth certificate) or guardian (guardianship order/affidavit)
- Certified copies of full higher education learning records to date
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**The application will be automatically rejected if any of the above documentation is missing**

I hereby certify that the information provided is correct and complete. I understand that false information will invalidate this application. I have read, understood and complied with the DSV-ET “Application Information & Guidelines” document



|        |   |  |  |  |   |  |  |  |  |  |  |
|--------|---|--|--|--|---|--|--|--|--|--|--|
| Name   |   |  |  |  |   |  |  |  |  |  |  |
| Number | ( |  |  |  | ) |  |  |  |  |  |  |

**CATEGORY OF APPLICANT (All Applicants)**

Please indicate below which category you fall into (Mark with "X")

|                          |           |   |
|--------------------------|-----------|---|
| <input type="checkbox"/> | EMPLOYEE  | <i>Applicant that is a current permanent employee of DSV</i>                              |
| <input type="checkbox"/> | DEPENDANT | <i>Applicant nominated by an employee of DSV – who <u>IS</u> their parent or guardian</i> |

**It is very important that you select the correct category. If you require clarification, please refer to the DSV-ET "Application Information & Guidelines" document or contact Career Wise**

Relationship to DSV nominator (Dependants) (Mark with "X")

|                          |        |                          |          |
|--------------------------|--------|--------------------------|----------|
| <input type="checkbox"/> | Parent | <input type="checkbox"/> | Guardian |
|--------------------------|--------|--------------------------|----------|

**Attach proof that DSV nominator is your parent (birth certificate) or guardian (guardianship order/affidavit)**

**DSV EMPLOYMENT DETAILS OF APPLICANT (Employees only)**

|                 |  |              |          |  |
|-----------------|--|--------------|----------|--|
| Employee code * |  | Work address |          |  |
| Company name *  |  |              | Suburb   |  |
| Department *    |  |              | Town     |  |
| Paypoint *      |  | *Per payslip | Province |  |
| Line manager    |  |              | Code     |  |

**Attach a copy of your current DSV payslip**

**DETAILS OF DSV NOMINATOR (Dependants Only)**

**To be completed by the DSV Nominator that is the parent/guardian of the applicant**

Name & surname

Identity number

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
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|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|

Gender (Mark with "X")

|                          |        |
|--------------------------|--------|
| <input type="checkbox"/> | Male   |
| <input type="checkbox"/> | Female |

Work number

|   |  |  |  |   |  |  |  |  |  |  |  |
|---|--|--|--|---|--|--|--|--|--|--|--|
| ( |  |  |  | ) |  |  |  |  |  |  |  |
|---|--|--|--|---|--|--|--|--|--|--|--|

Population group (Mark with "X")

|                          |         |                          |         |                          |          |                          |        |                          |       |
|--------------------------|---------|--------------------------|---------|--------------------------|----------|--------------------------|--------|--------------------------|-------|
| <input type="checkbox"/> | African | <input type="checkbox"/> | Chinese | <input type="checkbox"/> | Coloured | <input type="checkbox"/> | Indian | <input type="checkbox"/> | White |
|--------------------------|---------|--------------------------|---------|--------------------------|----------|--------------------------|--------|--------------------------|-------|

|                 |  |              |          |  |
|-----------------|--|--------------|----------|--|
| Employee code * |  | Work address |          |  |
| Company name *  |  |              | Suburb   |  |
| Department *    |  |              | Town     |  |
| Paypoint*       |  | *Per payslip | Province |  |
| Line manager    |  |              | Code     |  |

Attach a copy of a current DSV payslip for your DSV nominator **and** a letter from them confirming your nomination

**GENERAL INFORMATION (Dependants Only)**

**Details of Father**

|                |  |
|----------------|--|
| Name & surname |  |
| Contact number |  |
| Occupation     |  |
| Employer       |  |

**Details of Mother**

|                |  |
|----------------|--|
| Name & surname |  |
| Contact number |  |
| Occupation     |  |
| Employer       |  |

Details of all members currently living in the same household as you

*(Including parents, siblings, children, spouses, grandparents, aunts, uncles, other)*

| Relationship to you | Age | Highest school grade passed | Post school education | Current occupation | Gross monthly income |
|---------------------|-----|-----------------------------|-----------------------|--------------------|----------------------|
|                     |     |                             |                       |                    |                      |
|                     |     |                             |                       |                    |                      |
|                     |     |                             |                       |                    |                      |
|                     |     |                             |                       |                    |                      |
|                     |     |                             |                       |                    |                      |
|                     |     |                             |                       |                    |                      |
|                     |     |                             |                       |                    |                      |
|                     |     |                             |                       |                    |                      |

Details of any academic, sporting, cultural or other achievements; as well as any leadership roles and initiatives or contributions made to your community

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Are you in receipt of a bursary, scholarship or student loan? (Mark with "X")

|                          |     |                          |    |
|--------------------------|-----|--------------------------|----|
| <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
|--------------------------|-----|--------------------------|----|

If "Yes", please provide details of award

|      |                      |        |                      |       |                      |
|------|----------------------|--------|----------------------|-------|----------------------|
| Name | <input type="text"/> | Nature | <input type="text"/> | Value | <input type="text"/> |
|------|----------------------|--------|----------------------|-------|----------------------|

Previous work experience (if applicable)

| Name of employer | Contact number | Period employed | Nature of work | Reason for leaving |
|------------------|----------------|-----------------|----------------|--------------------|
|                  |                |                 |                |                    |
|                  |                |                 |                |                    |

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**SECONDARY EDUCATION (All Applicants)**

**Details of secondary school attended/attending**

|                  |        |
|------------------|--------|
| Name of school   |        |
| Telephone number | (    ) |
| Education region |        |

Highest grade passed to date

|       |  |
|-------|--|
| Grade |  |
| Year  |  |

|                   |  |
|-------------------|--|
| Address of school |  |
| Suburb            |  |
| Town              |  |
| Province          |  |
| Code              |  |

**Final Results (Matric, Grade 11 or ABET)**

|    | Subject | Grade<br>(HG/SG) | Grade 11<br>(If <u>not</u> matriculated) | Matric<br>(If matriculated) | ABET<br>(If applicable) |
|----|---------|------------------|--|-----------------------------|-------------------------|
| 1  |         |                  |  |                             |                         |
| 2  |         |                  |  |                             |                         |
| 3  |         |                  |  |                             |                         |
| 4  |         |                  |  |                             |                         |
| 5  |         |                  |  |                             |                         |
| 6  |         |                  |  |                             |                         |
| 7  |         |                  |  |                             |                         |
| 8  |         |                  |  |                             |                         |
| 9  |         |                  |  |                             |                         |
| 10 |         |                  |  |                             |                         |
| 11 |         |                  |  |                             |                         |
| 12 |         |                  |  |                             |                         |

**Type of Matric certificate, if applicable (Mark with "X")**

|                          |  |
|--------------------------|--|
| <input type="checkbox"/> | Joint Matriculation Board Full Exemption                         |
| <input type="checkbox"/> | Grade 12 (National Senior Certificate with relevant endorsement) |
| <input type="checkbox"/> | National Certificate Vocational (N3, N4, N5, N6)                 |
| <input type="checkbox"/> | Independent Examination Board                                    |
| <input type="checkbox"/> | Senior Certificate (Before 2008)                                 |
| <input type="checkbox"/> | Other Matric (Specify):  |

Specify type of Matriculation endorsement, if applicable:

(certificate, diploma, degree etc)

Attach a certified copy of your final school-leaving certificate, ABET results or final Grade 11 report(if currently in matric)

**POST-SCHOOL EDUCATION (All Applicants)**

Details of courses undertaken since leaving school

| Date of course |    | Name of institution | Field of study<br>Name of course | Result<br>Passed, failed, cancelled etc |
|----------------|----|---------------------|----------------------------------|---|
| From           | To |                     |                                  |   |
|                |    |                     |                                  |   |
|                |    |                     |                                  |   |
|                |    |                     |                                  |   |
|                |    |                     |                                  |   |
|                |    |                     |                                  |   |
|                |    |                     |                                  |   |
|                |    |                     |                                  |   |
|                |    |                     |                                  |   |

Are you currently registered at a higher education institution? (Mark with "X")

 Yes

 No

If "Yes", provide details

Course

Academic year

Institution

Year started

Attach your full higher education learning records to date

**FUNDING REQUIREMENTS (All Applicants)**

Indicate 1<sup>st</sup> preference of institution and course (Mark with "X")

| Type of institution      | "X" | Name of institution | Name of course |
|--------------------------|-----|---------------------|----------------|
| University               |     |                     |                |
| University of Technology |     |                     |                |
| College                  |     |                     |                |
| FET College              |     |                     |                |

Indicate 2<sup>nd</sup> preference of institution and course (Mark with "X")

| Type of institution      | "X" | Name of institution | Name of course |
|--------------------------|-----|---------------------|----------------|
| University               |     |                     |                |
| University of Technology |     |                     |                |
| College                  |     |                     |                |
| FET College              |     |                     |                |



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**NB: PLEASE DO NOT SEND UNCLEAR APPLICATIONS AND WRITE LEGIBLY SO WE CAN READ YOUR HANDWRITING**