



APPLICATION FORM FOR STUDENT ADMISSION 2018

Please complete this form and return it to:

Admissions – Pace Business Institute Physical address: 2223 Mncube Drive, 2nd floor unit 19 Ekhaya Centre, Dube, Soweto

Tel: +27(0)11 027 1737; email: info@pacebizinstitute.co.za

Notes

- Applications can take up to two weeks to process.
- This form can be emailed to info@pacebizinstitute.co.za, together with the required supporting documents.
- Please read the additional notes on the last page of this application form.
- Correspondence with you will mainly be by email or SMS. Please ensure that your email address and your cell - phone number are clearly legible.
- All sections of this form must be completed in full. Failure to do so will result in your application not being processed.
- Deadlines for submission

Please **TYPE** all your details in this form where possible but note that all signatures must be handwritten.

Please provide details of the course you are applying for (i.e. Course name and course code)	
Code	Course
1 st	
2 nd	

Section 1 – Applicant details

If you have ever been issued with a student number, please state it in this box

Personal details

Title	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Dr <input type="checkbox"/>	Other (please specify)	
First name		Middle name(s)	
Surname			
ID/Passport No.			
Gender	Male <input type="checkbox"/> Female <input type="checkbox"/>		
Nationality			
Race			
Home Language			
Other language(s)			

Date of birth	<div> <div>D</div> <div>D</div> <div>/</div> <div>M</div> <div>M</div> <div>/</div> <div>Y</div> <div>Y</div> <div>Y</div> <div>Y</div> </div>
Disability	Yes <input type="checkbox"/> No <input type="checkbox"/> If indicated any of the above, please provide details:
Criminal Record	Yes <input type="checkbox"/> No <input type="checkbox"/> , if Yes Please specify:

Address details

Current residential address	
Address	
City/Town	Postcode
Country	
Telephone number	<div> <div>Country code</div> <div>Number</div> </div>
Mobile number	<div> <div>Country code</div> <div>Number</div> </div>
Personal email address (please print very clearly)	

Postal Address

Address	
City/Town	Postal code
Country	

Current employment address

If you are currently unemployed, please tick here

☐

Company name	
Position/Job title	
Company address	
Postal city/town	Postcode
Country	
Telephone number	<div> <div>Country code</div> <div>Number</div> </div>

Postal city/town		Postcode		
Country				
Telephone number	Country code		Number	

Section 5 – Next of kin			
Name (BLOCK CAPITALS)		Relationship	
Address			
Telephone number			

Name (BLOCK CAPITALS)		Relationship	
Address			
Telephone Number			

Section 5 – The applicant's declaration

This section must be signed by applicant.

I understand that completing the application form does not deem me an accepted and registered student. Acceptance is confirmed by the Student Recruitment, Admission and Selection Committee and receipt of a Pace Business Institute Acceptance letter.

Print Name

Signature

Date:

DEPARTMENT OF HIGHER EDUCATION AND TRAINING STUDENT DECLARATION

I _____ (student name and surname) _____ (student number), am fully aware that the programme I have applied for admission, that is the with SAQA ID is approved by the Department of Higher Education and Training to the Pace Business Institute.

I acknowledge that I have familiarised myself with the relevant programme and certify that the information given in this form is accurate and complete in all respects.

Signature of applicant:

Signature of witness:

*Print name:

Print name:

Date:

- I apply to the Registry for admission as a Student of Pace Business Institute.
- I confirm that I am a fit and proper person to be admitted as a Student of the Pace Business Institute.
- I confirm that I do not have any criminal convictions, other than any arising under the Road Traffic Acts, and any I have detailed on the attached separate sheet, and that I am not aware of any incidents in which I have been involved that might lead to a criminal charge or conviction against me.
- I have not, either in the UK or elsewhere:
 - been declared Bankrupt;
 - or made subject to any current Individual Voluntary Arrangement under the Insolvency Act 1989 (as amended from time to time);
 - been censured, disciplined or publicly criticised by any professional body to which I belong or belonged;
 - or been dismissed from any office or employment;
 - or been excluded from a university course for misconduct;
 - or refused entry to any profession, association or occupation.
- I am not aware of any circumstances that would make me unsuitable for studentship of the Institute and Faculty of Actuaries.
- If my application is approved, I understand and agree:
 - to conform to the Bye-Laws, Rules and Regulations of the Institute and Faculty of Actuaries and the Actuaries' Code as now exists, or as may in future be altered, amended or enlarged, and I will, to the best of my ability, promote the objects of the Institute and Faculty of Actuaries.
 - that I shall be subject to the Disciplinary Rules of the Institute and Faculty of Actuaries, and the disciplinary scheme of the FRC for the Actuarial Profession.
- I understand that to withdraw from membership I must inform the Membership Team of my resignation and that after payment of any arrears, delivery of books, papers or other property of the Institute and Faculty of Actuaries, I

will be free from these obligations.

Name (BLOCK CAPITALS)

Signature

Date

Please complete the following

I have attached enclosed **certified copies of all education certificates** referred to in the application

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I have attached all the **ID documents** and they are certified

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I have attached all the **proof of residence** for all the physical addresses mentioned

☐

I have signed and dated the **applicant's declaration**

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Notes for Applicants – please read carefully

1	The admission criteria can be found on the website at www.pacebizinstitute.co.za
2	Applicants who do not have the capacity to gain a good honours degree, or who do not have adequate proficiency in English, are likely to experience difficulty with the examinations.
3	<p>Applicants must send proof of qualifications along with their applications. You should send <u>certified</u> photocopies of these.</p> <p>If you do not hold a mathematical 'A' level, then in addition to copies of your degree certificate you will need to send a copy of the degree syllabus and results to demonstrate the mathematics you have covered.</p>
4	This form can be signed, then scanned and sent by email, but we retain the right to ask individuals to provide original or certified certificates at any time in the future.
5	If your application is successful you will be issued, by email or SMS, with a Student Number which should be quoted in all correspondence with us.
6	All applicants are required to have their application form signed by two referees. A referee should normally be a person of good standing, e.g. university professor, lawyer, doctor, Minister of Religion, Fellow of the Institute and Faculty of Actuaries, or other professionally qualified person, who has known the applicant personally for at least two years. Members of an applicant's own family cannot be accepted as referees.