



The Maritime School

“Moving in the right direction”

APPLICATION FOR ADMISSION 2022

FOR OFFICE USE ONLY

Application Number: 2022/ _____

Full Name of Applicant: _____

Programme of Study:

- National Certificate: International Trade
- National Certificate: Freight Forwarding & Customs Compliance
- Further Education & Training Certificate: Shipping

Application and Documentation Status:

- 1x Certified copy of applicant’s ID document
- 2x Colour ID photo’s of the applicant
- 1x Certified copy of ID of applicant’s parent / legal guardian / surety
- 1x Certified copy of applicant’s Grade 12 certificate with final results
- 1x Certified copy of Covid-19 vaccination card/certificate
- Certified copy(s) of applicant’s academic record and certificates from previous institutions (if applicable)
- Section D signed by applicant?
- Section E signed by parent/legal guardian/surety?

Payment Method:

- Full fees payment
- Payment plan

Application Status:

- Accepted
- Pending
- Declined

Reason(s) for application pending/declined:

SIGN HERE

ADMINISTRATOR

Full Name(s): _____ Date: _____ Signature: _____

GUIDELINES AND INFORMATION FOR APPLICANTS

1. Registration

- Places are limited and subject to availability therefore it is in the applicants' best interest to submit their application prior to the closing date.
- Due to the current Covid-19 pandemic all applications must be submitted via email to cnaidoo@maritimeschool.co.za or administration@maritimeschool.co.za or dropped off in the Applications Drop Box at the school.
- Applicants' must ensure that they complete the application form in full and attach all required documentation *as per the checklist on page 3*.
- Application forms that are not fully completed and do not include all the required documentation will not be processed.

2. Selection of Students

- Submission of a completed application form does not mean that the applicant has been accepted has a student.
- All applicants will be notified of the outcome of their application in writing.
- The Maritime School reserves the right to admission.

Should the applicant be accepted to study at The Maritime School:

- The applicant must pay the deposit amount within 3 working days in order to secure their place.
- The applicant must forward proof of payment for the deposit amount to the Administration office:
Email to cnaidoo@maritimeschool.co.za or administration@maritimeschool.co.za or Fax to 0313607099.
- Applicants will be required to attend an Orientation Day.

3. Fees

Please contact the Administration office for the fees structure via email cnaidoo@maritimeschool.co.za or administration@maritimeschool.co.za or Call on 0313683727.

Please Note:

- The Maritime School does not accept cash payments at our offices.
- The Maritime School accepts EFT payments and direct deposits made into our bank account.
- Proof of payment must be forwarded to the Administration office for every payment made via Email cnaidoo@maritimeschool.co.za or administration@maritimeschool.co.za or Fax 0313607099.
- Statement of account is only available upon request.

BANKING DETAILS

BANK:	NEDBANK
ACCOUNT NAME:	P AND R DEVELOPMENT AND TRAINING PTY LTD
ACCOUNT NUMBER:	1305882865
BRANCH CODE:	130526
REFERENCE:	APPLICANT'S NAME AND SURNAME AS PER THEIR ID DOCUMENT

4. Programmes of Study

- The Maritime School courses are accredited with the TETA SETA and our accreditation number is TETA08-112.
- The programmes offered are full time study for a period of 11 months.
- Tuition and academic activities at The Maritime School is presented in English and take place from Monday to Friday.
- The Maritime School will provide students with learning manuals. Students are required to obtain their own stationery.
- Excursions and/or other class activities/requirements will be for the students own cost.

5. Contact us

- Physical Address: 54 Bay Terrace, Durban
- Telephone no. 0313683727 Fax no. 0313607099
- E-mail: cnaidoo@maritimeschool.co.za or administration@maritimeschool.co.za
- Website: www.maritimeschool.co.za Facebook: www.facebook.com/maritimeschools.co.za

CHECKLIST FOR APPLICANTS

***Please note that this application form cannot be processed if the applicant has not attached all of the relevant supporting documents. Applicants are to use the checklist below to ensure that they have attached all the required documents before they submit their application.**

- 1x Certified copy of applicant's ID document
- 2x Colour ID photo's of the applicant
- 1x Certified copy of ID of applicant's parent / legal guardian / surety
- 1x Certified copy of applicant's Grade 12 certificate with final results
- 1x Certified copy of applicant's Covid-19 vaccination card/certificate
- Certified copy(s) of applicant's academic record and certificates from previous institutions (if applicable)
- Section D signed by applicant?
- Section E signed by parent/legal guardian/surety?

SIGN HERE **APPLICANT**

I _____ accept that if any of the above mentioned is not included that this application will not be finalised.

Signature: _____

Date: _____

APPLICATION FOR ADMISSION

Use CAPITAL LETTERS to complete this form or tick the applicable box. Please use a black pen. Kindly complete the form in full and answer all the questions. Application forms that are not fully completed and do not include all the required supporting documentation will not be processed.

➤ SECTION A Proposed Programme of Study

What would you like to apply for?

Please indicate by ticking the applicable box

- National Certificate: International Trade (Pre-requisite - Grade 12 with Mathematics)
- National Certificate: Freight Forwarding & Customs Compliance (Pre-requisite - Grade 12 with Mathematics & National Certificate in International Trade)
- Further Education & Training Certificate: Shipping (Grade 12 with Mathematics & National Certificate in International Trade and National Certificate in Freight Forwarding & Customs Compliance)

➤ SECTION B Personal Details

TITLE:	<input type="checkbox"/> Mr <input type="checkbox"/> Ms <input type="checkbox"/> Mrs <input type="checkbox"/> Other If other, please specify: _____
INITIALS:	
SURNAME:	
FIRST NAME(S) IN FULL:	
PREFERRED NAME:	
DATE OF BIRTH:	
IDENTITY NUMBER:	
HOME LANGUAGE:	
MARITAL STATUS:	<input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed
GENDER:	<input type="checkbox"/> Male <input type="checkbox"/> Female
RACE GROUP:	<input type="checkbox"/> African <input type="checkbox"/> Coloured <input type="checkbox"/> Indian <input type="checkbox"/> White
NATIONALITY/RESIDENCE STATUS:	<input type="checkbox"/> South African citizen <input type="checkbox"/> Foreign with permanent residence permit <input type="checkbox"/> Foreign with temporary residence permit <input type="checkbox"/> Foreigner not a resident in South Africa If you are not a citizen of South Africa kindly provide: Passport Number: _____ Expiry Date: _____

COVID-19 VACCINATION STATUS:	<input type="checkbox"/> Fully Vaccinated <input type="checkbox"/> Partially Vaccinated <input type="checkbox"/> Not Vaccinated
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DISABILITIES/SPECIAL NEEDS:	<p>This information will not disadvantage your application.</p> <p>Do you have any disabilities/special needs?</p> <input type="checkbox"/> Yes <input type="checkbox"/> No
	<p>If yes, please indicate:</p> <input type="checkbox"/> Sight (conditions corrected with spectacles are not applicable) <input type="checkbox"/> Hearing (even with a hearing aid) <input type="checkbox"/> Communication (talking, listening) <input type="checkbox"/> Physical (moving, standing) <input type="checkbox"/> Intellectual (difficulties in learning) <input type="checkbox"/> Emotional (behavioural or psychological) <input type="checkbox"/> Multiple
	<p>Please provide more details regarding your disability/special needs (e.g. partially sighted, wheelchair user, etc.):</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>

ANY MEDICAL CONDITIONS:	<p>Please provide details regarding any medical condition you may have:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
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THE FOLLOWING INFORMATION MUST BE COMPLETED IN FULL BY ALL APPLICANTS

*Please note that it is the responsibility of the applicant to inform The Maritime School in writing should any of the below information change.

POSTAL ADDRESS AND CONTACT DETAILS:	<p>Postal Address: _____</p> <p>_____</p> <p>_____</p> <p style="text-align: right;">Postal Code: _____</p> <p>Telephone Number (Home): _____</p> <p>Telephone Number (Work): _____</p> <p>Telephone Number (Cell): _____</p> <p>E-mail Address: _____</p>
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HOME/RESIDENTIAL ADDRESS AND CONTACT DETAILS:

Home/Residential Address: _____

_____ Postal Code: _____

Telephone Number (Home): _____
Telephone Number (Work): _____
Telephone Number (Cell): _____
E-mail Address: _____

THE FOLLOWING INFORMATION MUST BE COMPLETED IN FULL BY ALL APPLICANTS

*Please note that it is the responsibility of the applicant to inform The Maritime School in writing should any of the below information change

NAME AND ADDRESS TO WHICH ACCOUNTS MUST BE POSTED:

Full Name(s): _____

Postal Address: _____

_____ Postal Code: _____

Telephone Number (Home): _____
Telephone Number (Work): _____
Telephone Number (Cell): _____
E-mail Address: _____

**NEXT OF KIN DETAILS:
Parent/legal guardian/spouse's details**

Full Name(s): _____

Postal Address: _____

_____ Postal Code: _____

Telephone Number (Home): _____
Telephone Number (Work): _____
Telephone Number (Cell): _____
E-mail Address: _____

I, THE APPLICANT AM AT PRESENT:	<input type="checkbox"/> A grade 12 school leaver <input type="checkbox"/> A student at another institution <input type="checkbox"/> Employed <input type="checkbox"/> Unemployed <input type="checkbox"/> Other If other, please specify: _____ _____
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➤ SECTION C Educational Details

NAME OF HIGH SCHOOL:	
ADDRESS OF HIGH SCHOOL:	_____ _____ _____ _____ _____ Postal Code: _____
FINAL HIGH SCHOOL YEAR:	
GRADE 12 EXAMINATION NUMBER:	
SUBJECTS DONE IN GRADE 12:	_____ _____ _____ _____ _____ _____ _____ _____
ACTIVITIES, ACHIEVEMENTS, LEADERSHIP POSITIONS HELD AT HIGH SCHOOL:	_____ _____ _____ _____ _____ _____ _____ _____
PREVIOUS TERTIARY QUALIFICATIONS: If you have attempted or are currently registered for any tertiary or TETA qualifications, you must complete this section.	Student No: _____ Year: _____ Programme: _____ Institution: _____

<p>If you have not fully completed your previous tertiary or TETA qualifications, a letter of de-registration from your previous institution is required.</p>	<p>Student No: _____</p> <p>Year: _____</p> <p>Programme: _____</p> <p>Institution: _____</p>
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➤ SECTION D Declaration by Applicant

If I am admitted as a student to The Maritime School, I undertake to:

1. Perform such work as may be assigned to me by members of staff and to conform to all the rules and regulations laid down by The Maritime School.
2. Acquaint myself with all the rules, regulations and instructions applicable to the course for which I enroll; I have also acquainted myself with the fees payable as stipulated by The Maritime School.
3. I acknowledge that the rules and regulations and instructions referred to in 1 and 2 above are subject to amendment without notice and further agree that I will be under the disciplinary control of The Maritime School as from the day on which I register as a student until The Maritime School accepts a notice of withdrawal in writing from myself.
4. I undertake to immediately notify the Administration office in writing if I change or cancel my registration. I further undertake, if applicable to me, to immediately notify my legal guardian and/or the person who assumes liability for payment of the fees owing by me if I change or cancel my registration and to provide the said person with all the accounts received from The Maritime School. I further acknowledge that such cancellation is not valid unless given in writing.
5. I am aware that my registration is valid only if it complies with the regulations of the course concerned, notwithstanding the acceptance of this registration by The Maritime School.
6. The fees and conditions shall be determined by Management of The Maritime School and are subject to amendment without prior notice. I undertake to pay all fees prescribed by The Maritime School in respect of any course for which I register, by the due date as well as all other fees, which may be owing by me to The Maritime School. I further note and accept liability for payment of interest as stipulated by The Maritime School from time to time in the event of my failing to pay fees for which I am liable by the prescribed date. In the event of The Maritime School instituting legal action against me for the recovery of any amounts owing, due and payable or the enforcement of any legal rights of The Maritime School, I shall be liable to pay all legal costs incurred on an attorney and client scale, including collection commission and interest. I agree that The Maritime School may provide me with statements of account and any other communiqués by way of electronic messages. These electronic messages may be sent to the cellular number and/or email address provided by myself. I am also prepared to accept such messages at my address(s) nominated by myself in writing. I further accept and understand that all monies paid to The Maritime School for fees including the deposit upon registration is non-refundable.
7. I accept that my learning material, results, certificate and study record may be withheld under the following circumstances:
 - in the event of my fees being in arrears.
 - in the event of any disciplinary matter pending against me and/or where I am excluded or expelled from The Maritime School.
8. I accept that I will be excluded from writing examinations under the following circumstances:
 - in the event of my fees being in arrears or
 - in the event of any disciplinary matter pending against me where I am excluded or expelled from The Maritime School.
9. I understand and accept that I will wear my student card at all times whilst at The Maritime School and that I will be liable for the costs of a replacement student card if one needs to be issued to me.
10. I understand that if after registration it is found that my fees or any other monies including the costs of replacement learning material owing to The Maritime School have not been paid by the prescribed date, my registration may be cancelled.
11. I will immediately notify the Admissions office, in writing, if I change my address(s).

12. Should I, during the course of my studies at The Maritime School sustain any injuries or contract any illness or suffer any loss or damages, I hereby undertake not to institute any claim against The Maritime School on account thereof, irrespective of the cause of such damages or loss which I may sustain whilst registered as a student at The Maritime School, acknowledging that my participation in any activity at The Maritime School, shall be at my sole and absolute risk. In the event of my death during the course of my studies, this undertaking shall be binding on the executor of my estate and my heirs and successors-in-title. Under the circumstances referred to, I or my executor, administrator, heirs and successors-in-title (in the event of my death) hereby indemnify The Maritime School in respect of any damages suffered by me from any of the causes referred to above.

13. I further agree that I accept liability for damage to The Maritime School property howsoever caused by myself and indemnify The Maritime School against any loss or damage caused in respect of property left at The Maritime School by myself. I also indemnify The Maritime School against any claim whatsoever for damages howsoever caused or arising which I may sustain whilst registered as a student at The Maritime School, acknowledging that my participation in any activity at The Maritime School, shall be at my sole and absolute risk.

14. I understand that The Maritime School may in its discretion report to my parent/legal guardian/principal co-debtor of fees such breaches of the rules by myself as The Maritime School deems necessary and further to report on any matter concerning progress, conduct, well-being or my health, and further that The Maritime School may take all such steps as it considers reasonable in the event that I become ill or require medical attention.

15. I understand and accept that any work produced by me during my studies or research at The Maritime School which may be the object of an intellectual property right, as well as any data or information collected or obtained by me, shall remain the property of The Maritime School and I undertake not to alienate, transfer or make known such to any other party without the written permission of The Maritime School.

16. Upon registration I accept responsibility for ensuring that I am registered for the correct course.

17. I accept and understand that The Maritime School keeps documents, including records and other correspondence in original and it will be made available upon written request to The Maritime School by myself and my parent/legal guardian/co-debtor of fees.

18. The information furnished by me herein is to the best of my knowledge, true, correct and complete.

19. An applicant who submits any document in support of this application, which contains false statement, is altered or forged, will be prosecuted both criminally as well as in terms of the student disciplinary code.

SIGN HERE

APPLICANT

Full Name(s): _____

Date: _____

Signature: _____

➤ **SECTION E Declaration by Applicant's Parent/Legal Guardian/Surety**

If the applicant is paying their own fees they must complete this section. If the applicant is under 18 years, their parent/legal guardian must complete this section. If the applicant is 18 years or older and their parent/legal guardian will be paying their fees, their parent/legal guardian must complete this section. If the applicant does not have parents or a legal guardian, a responsible adult family member (next of kin) or other responsible adult who is prepared to make the declaration and the undertaking to pay fees must complete and sign this section.

TITLE:	<input type="checkbox"/> Mr <input type="checkbox"/> Ms <input type="checkbox"/> Mrs <input type="checkbox"/> Other If other, please specify: _____
FIRST NAME(S) IN FULL:	
SURNAME:	
IDENTITY NUMBER OF PARENT/LEGAL GUARDIAN/SURETY	
HOME ADDRESS:	Postal Code:
TELEPHONE NUMBERS:	(Home) (Work) (Cell)
E-MAIL ADDRESS:	
RELATIONSHIP TO APPLICANT:	

1. I agree and consent to the declarations, undertakings, waivers and indemnity by the applicant.
2. I confirm that I am the parent/legal guardian of the applicant and agree to the provisions contained in the declaration of the applicant.
3. I agree to any change in course that the applicant may take. The Maritime School shall not be responsible if the applicant abandons his/her studies or leaves The Maritime School.
4. I apply on behalf of the applicant in my personal capacity for his/her registration as a student at the Maritime School and hereby bind myself as surety and principal co-debtor for all fees due and payable owing to the Maritime School by the applicant.
5. Insofar as it may be applicable to me, I undertake, should the applicant be admitted to The Maritime School to:
 - comply with all the rules and regulations of The Maritime School.
 - acquaint myself with all the rules, regulations and instructions applicable to the course for which the applicant enrolls.
6. I shall be personally liable for payment of all fees, which may become due to The Maritime School in terms of this application and I renounce the benefits of exclusion, division and cession of action should any action be taken by The Maritime School for the recovery of fees owing, due and payable to The Maritime School by either myself or the applicant.
7. I indemnify The Maritime School against any claim against The Maritime School arising out of any injuries, loss or illness suffered or contracted by the applicant, myself or any third party representing myself or the applicant during the course of or arising out of the applicants studies at The Maritime School, irrespective of the cause of such damages, illness or loss.
8. I undertake not to institute any claim against The Maritime School on account of any injuries or loss suffered or illness contracted by the applicant during the course of or arising during the applicant's studies at The Maritime School.
9. The fees and conditions shall be determined by the Management of The Maritime School and are subject to amendment without prior notice. I undertake to pay all fees prescribed by The Maritime School in respect of any course for which the applicant register by the due date as well as other fees, which may be owing to The Maritime School. I further note and accept liability for payment of interest as stipulated by The Maritime School from time to time in the event of my failing to pay fees for which I am liable for by the prescribed dates. In the event of The Maritime School instituting legal action against me for the recovery of any amounts owing, due and payable or the enforcement of any legal rights of The Maritime School, I shall be liable to pay all legal costs incurred on an attorney and client scale, including collection commission and interest.

I have furthermore noted that all accounts in respect of the applicant will be sent to the applicant to check for accuracy and that it is the said applicant's duty to make accounts concerned available to me for settlement. I further accept and understand that all monies paid to The Maritime School for fees including the deposit upon registration is non-refundable.

10. I agree that The Maritime School may provide me with statements of account and any other communiqués by way of electronic messages. These electronic messages may be sent to the cellular number and/or e-mail address provided by the applicant. I also accept that such messages may be received by myself at the cellular and/or e-mail address provided by the student in terms of paragraph 6 of Section D.

11. I understand that the registration of the applicant may be cancelled and/or learning material, results, certificate and study record withheld, if I fail to pay any fees owing, due and payable to The Maritime School in respect of the applicant on the due date without any prejudice to any rights, which The Maritime School may have in respect of the recovery of such fees.

12. I declare that the information provided by me on this form is, to the best of my knowledge, true and correct.

SIGN HERE	PARENT/LEGAL GUARDIAN/SURETY
<p>Full Name(s): _____</p> <p>Date: _____ Signature: _____</p>	