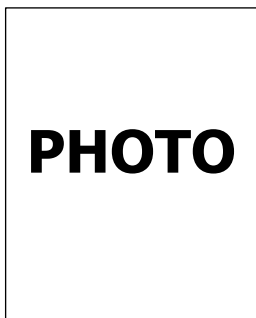


## TSiBA EDUCATION ADMISSION 20\_\_



FOR OFFICE USE ONLY		
<b>Name of applicant:</b>		
<b>Applicant number:</b>		
<b>Date received:</b>		
<b>Outstanding documents:</b>	<b>YES</b>	<b>NO</b>
<b>Previous application</b>	<b>YES</b>	<b>NO</b>
<b>Late application:</b>	<b>YES</b>	<b>NO</b>
<b>Application decision:</b>	<b>YES</b>	<b>NO</b>
<b>Year matriculated:</b>		
<b>Year Grade 11 (CPBA):</b>		

Closing date is 30 September 2017 or as listed on the TSiBA website: [www.tsiba.ac.za](http://www.tsiba.ac.za)

Late applications are subject to a late application penalty fee.

Please tick (✓) your preferred qualification below:

Qualification	1 <sup>st</sup> choice	2 <sup>nd</sup> choice	Campus		Programme
			EDEN (Karatara)	CAPE TOWN (Pinelands)	Full-Time
Certificate in Practical Business Administration (CPBA) NQF 4, 140 credits, SAQA:61595 (EDEN ONLY)					
Higher Certificate in Business Administration (HCBA) NQF 5, 130 credits, SAQA:84186					
Bachelor of Business Administration (BBA) NQF 7, 369 credits, SAQA:61469 (CAPE TOWN ONLY)					

**TSiBA Eden applicants only:**

Do you need accommodation?

YES/NO

**TSiBA Cape Town applicants**

Would you like to be considered for the HCBA if you are not successful in your application for the BBA?

YES/NO

**The following qualities will enhance your chances of selection:**

- You want to use your education to ignite opportunity for others too.
- You are involved in your community.
- You have a positive and proactive attitude.
- You have an entrepreneurial mind-set.
- You are emotionally mature.
- You display leadership potential.

1 APPLICANT INFORMATION							
Title (Miss, Mrs, Mr)							
First Name							
Surname							
Preferred Name							
S.A. ID Number							
Passport Number							
Nationality			Home Language				
Place of Birth (TOWN)			Place of Birth (PROVINCE)				
Marital Status							
Race (FOR STATISTICAL REASONS)		Black	Coloured	White	Indian	Asian	Other
Home Address			Study Address				
Postal Code		Postal Code					
Contact Details		Cell					
		Home		Work			
		Alternative Number					
Email Address							
Do you have any disabilities?		(IF YES PLEASE PROVIDE DETAIL)					
Do you have a criminal record?							
2 PARENT/GUARDIAN CONTACT DETAILS							
Title (Miss, Mrs, Mr)							
First Name							
Surname							
ID Number							
Passport Number							
Home Address			Postal Address (IF DIFFERENT FROM HOME ADDRESS)				
Postal Code		Postal Code					
Contact numbers		Home					
		Work					
		Cell					
Email Address							

<b>3 EMERGENCY CONTACT DETAILS</b>	
<b>Title (Miss, Mrs, Mr)</b>	
<b>First Name</b>	
<b>Surname</b>	
<b>Relationship</b>	
<b>Contact Number #1</b>	
<b>Contact Number #2</b>	
<b>Email Address</b>	
<b>4 SCHOOL REFEREE CONTACT DETAILS</b>	
<b>Title (Miss, Mrs, Mr)</b>	
<b>First Name</b>	
<b>Surname</b>	
<b>Job Title at school</b> (E.G. MATH TEACHER)	
<b>Name of school</b>	
<b>Contact Number</b>	
<b>Email Address</b>	
<b>5 COMMUNITY LEADER CONTACT DETAILS</b>	
<b>Title (Miss, Mrs, Mr)</b>	
<b>First Name</b>	
<b>Surname</b>	
<b>Relationship</b>	
<b>Contact Number</b>	
<b>Email Address</b>	

- Please attach a certified copy of your National Senior Certificate (NSC), or proof of highest level of schooling. If you are currently in Grade 12, your final Grade 11, or June Grade 12 report.
- If you are applying for the CPBA attach your final Grade 11 report.
- Foreign applicants are required to submit a letter of verification from the South Africa Qualifications Authority (SAQA).
- RPL applicants are required to submit a report of their highest grade passed.

**TSiBA REQUIREMENTS FOR QUALIFICATIONS**

<b>Requirements</b>	
<p>Certificate in Practical Business Administration (<b>CPBA</b>)</p> <p>NQF 4, 140 credits, SAQA:61595</p>	<ul style="list-style-type: none"> <li>• Highest Grade pass Grade 11</li> <li>• If you are 18 years or older and do not have a matric certificate, you can apply to TSiBA Eden for Recognition of Prior Learning (RPL)</li> <li>• Languages at NQF level 3</li> <li>• Your <b>English</b> is good (<i>read, write and understand</i>)</li> <li>• Your <b>Mathematical Literacy</b> at NQF level 3</li> <li>• <b>Computer Literacy</b> at NQF level 3 will be an advantage</li> </ul>
<p>Higher Certificate in Business Administration (<b>HCBA</b>)</p> <p>NQF 5, 130 credits, SAQA:84186</p>	<p>You <b>have</b> passed (or are busy with) <b>Grade 12</b> and can produce your most recent results (June exam results are accepted for application purposes). All subjects are considered and a Bachelors level endorsement is not necessary. Higher Certificate in Business Administration passes will be considered for entrance into the Bachelor of Business Administration</p> <ul style="list-style-type: none"> <li>• If you are <b>25 or older</b> and do not have a matric certificate you can apply to TSiBA for <b>Recognition of Prior Learning (RPL)</b></li> <li>• You are willing and able to <b>study full-time</b></li> <li>• You are <b>interested in business</b></li> <li>• Your <b>Mathematical</b> understanding is good (<i>algebra / calculations</i>)</li> <li>• Your <b>English</b> is good (<i>read, write and understand</i>)</li> <li>• Admission to HCBA is dependent on admission tests and interviews</li> </ul>
<p>Bachelor of Business Administration (<b>BBA</b>)</p> <p>NQF 7, 369 credits, SAQA:61469</p>	<ul style="list-style-type: none"> <li>• You <b>have</b> passed (or are busy with) <b>Grade 12</b> and can produce your most recent results (June exam results are accepted for application)</li> <li>• If you are <b>25 or older</b> and do not have a matric certificate you can apply to TSiBA for <b>Recognition of Prior Learning (RPL)</b></li> <li>• You are willing and able to <b>study full-time</b></li> <li>• You are a <b>South African citizen</b> or have the relevant documents to study in SA</li> <li>• Your <b>Mathematical</b> understanding is good (<i>algebra/calculations</i>)</li> <li>• Your <b>English</b> is good (<i>read, write and understand</i>)</li> <li>• A mix of grade 12 subject will be an advantage</li> <li>• Endorsement of Bachelor's pass</li> <li>• Admission to BBA is dependent on admissions tests and interviews</li> </ul>

### A. Post-Grade 12 Studies

Please attach certified copies of all relevant certificates

Course Name	Year	Institution	Completed	If no, state reason
1.			Yes/No	
2.			Yes/No	
3.			Yes/No	

### B. RPL Candidates

If you are older than 25 and do not have matric, you are required to submit a Recognition of Prior Learning (RPL) portfolio together with this application. Applicants who meet the following criteria may apply for RPL status:

1. Person should be over the age of 25 years at the time of application
2. Person should not be in possession of a National Senior Certificate (NSC) or equivalent

Should an applicant meet the above criteria, and wish to apply for RPL status, the following procedure is followed:

- Applicants must proceed with the normal application for admission to TSiBA.
- Applicants that successfully go through the selection procedure and who would have been accepted with a National Senior Certificate may then apply for RPL by:
  1. Writing a motivational letter of no more than 300 words.
  2. Scoring within an acceptable range compared to their cohort of non-RPL applicants.
  3. Submit a Portfolio of Evidence showing:
    - Proof that basic scholastic skills in fundamental mathematics and language have been achieved
    - Proof of involvement in community development
    - Proof of entrepreneurial endeavours

**Submissions that meet all the above criteria will be submitted to the Selection Panel for a final decision.**

### C. Foreign Applicants

TSiBA will accept foreign applications and may admit a quota of foreign students into its academic programmes, provided that the intake does not exceed 10% of the student intake for that year.

#### Conditions

- 1) The applicant is required to apply to SAQA for evaluation of their results before being accepted onto an academic programme.
- 2) The applicant is further required to submit a study permit that is valid for a full academic year and proof of financial support together with the application form.
- 3) The applicant must submit a language competency certificate.
- 4) Should the applicant fail to provide the SAQA evaluation, a valid study permit and proof of financial support, TSiBA may cancel the application and refuse admittance to its academic programmes.

#### Refugees

Refugee applicants must be in possession of a valid Section 41 permit/refugee identity document which grants them permission to study. If this document is not supplied, the application may be cancelled.

If you do not have these documents please visit the following websites:

- [www.home-affairs.gov.za](http://www.home-affairs.gov.za)
- [www.saqa.org.za](http://www.saqa.org.za)
- [www.govpage.co.za/higher-education-south-africa-hesa](http://www.govpage.co.za/higher-education-south-africa-hesa)

#### Language requirements:

TSiBA education language of instruction is English. Foreign applicants that have obtained, or are in the process of obtaining an international equivalent of National Senior Certificate are expected to have a pass in English and an additional language.

**7**

**FINANCIAL STATUS AND SUPPORT**

Every student registered at TSiBA for the **first time** on the **CPBA, HCBA or BBA is awarded a one-year full tuition scholarship**. This scholarship is offered to **full-time students only**. After the first year, normal programme rates apply to repeat courses in the CPBA and HCBA. In the **second year of registration BBA students** are required to pay a percentage of the scholarship in the form of a **sliding-scale tuition fee**. All students enrolling for the BBA degree will pay fees based on a means test, this includes students who have received 'named' scholarships. The means test used by TSiBA is based on the fair practice of linking household earnings with the number of people supported by that income.

**Please complete the table below, filling in the details of your financial situation.**

7(a) Who lives in the house with you? Please list everyone in the house.

Full Name	Age	Relation to you	If the person is not part of your immediate family, state why the person is a dependent	Pre-schooler, scholar, student or adult?	Indicate the type of income received by dependents. Wages/salary/pension/child support etc.	
						R
						R
						R
						R
						R
					<b>Total</b>	

7(b) Do you have an external financial support structure (i.e. someone that doesn't live with you, but is supporting you or your family financially)? If so, please provide their full name and relationship with you below.


7(c) How will you support yourself financially if you study full time at TSiBA?


7(d) What kind of a structure do you live in? (circle)

Informal settlement	Wendy house	Flat	Freestanding brick house	Other: (specify)
---------------------	-------------	------	--------------------------	------------------

7(e) Do you have any of the following in the house where you live? (circle)

Electricity	Yes	No
Running Water	Yes	No

7(f) Parents/Guardian's highest level of education e.g. Grade 4, Grade 11, diploma, degree?

Mother		Completed	Yes/No
Father		Completed	Yes/No
Guardian		Completed	Yes/No

7(g) How will you travel to TSiBA (if your application is successful)? (circle)

Own Car	Parents	Train/Taxi/Bus	Bicycle	Other: (specify)
---------	---------	----------------	---------	------------------

**8**

**ABOUT YOURSELF**

In the space provided below, please indicate why you would like to study towards a business qualification


What is your dream job/career?


In the space provided below, please indicate how you think South Africa in general and your community in particular will benefit from having you successfully completing your post-school qualification. What are you going to contribute to society in the next four years and after graduation?


Give an example of something you achieved and are proud of in the last 12 months.


What is your involvement in your community, your school and your home?


Tell us of an event in your life where you showed leadership potential.


How did you **first** hear about TSiBA? / Who **first** told you about TSiBA?


Are you able to study elsewhere or is this your only option?


In the space below, tell us what you will do if you are NOT accepted at TSiBA.


### CHECKLIST

Completing this checklist will help you check whether you have fully completed the application form. Please remember that only fully completed application forms will be considered for selection. **Place a tick in the box provided next to the checklist.**

Have you filled in all the information requested on the form?	
Have you attached a certified copy of your ID document or your birth certificate?	
If you are applying for a qualification and do not have a matric certificate, have you attached a Recognition of Prior Learning (RPL) portfolio to this application?	
Have you attached a letter of reference from your school?	
Have you attached a letter of reference from a community leader?	
Have you attached a certified copy of your National Senior Certificate or proof of highest level of schooling? <ul style="list-style-type: none"> <li>• If you are currently in Grade 12, your final Grade 11 or June Grade 12 report.</li> <li>• If you are applying for the CPBA attach your final Grade 11 report.</li> </ul>	
Have you attached your ID photo on the application form?	
Have you completed the appendices that were applicable to your application?	
If you are under 18, has your parent/guardian signed the form?	
Have you signed the application form?	

#### Foreign Applicants

Have you submitted a <b>certified copy of your passport?</b>	
Have you provided a <b>letter</b> from the person or organisation who will be providing you with financial support while you study in South Africa?	
Have you attached the <b>South Africa Qualifications Authority's (SAQA) certificate of evaluation</b> of your high school/ secondary qualification?	
Have you submitted a <b>language competency certificate?</b>	
Have you provided a <b>copy of your study permit</b> or proof that you have applied for a permit?	

I certify that all the information submitted is true and correct. I understand that TSiBA reserves the right to verify any of the details supplied in this form. I understand and accept that TSiBA's decision on whether I/ the applicant is accepted or not is theirs and is final.

**Please ensure that all the necessary documentation is attached to page 9. Should any documentation be missing from the application form, it will be regarded as incomplete and will not be processed.**

If you have any questions about any of these attachments/requirements, please contact:

**Cape Town Campus:** Kwanele Magwaca, Student Recruitment Officer +27 (0) 21 532 2750 extension 173/[study@tsiba.ac.za](mailto:study@tsiba.ac.za)

**Eden Campus:** Marilyn Meyer, Training & Recruitment Officer +27 (0) 44 356 2789/[tsibaeden@tsiba.ac.za](mailto:tsibaeden@tsiba.ac.za)

#### Cape Town Postal

Mupine, 307 Forest Drive  
Extension  
Pinelands 7405  
P.O. Box 13071, Mowbray  
Cape Town  
7705

#### Eden Postal

15 Main Street  
Karatara  
6580  
PO Box 4, Karatara  
6580



**Please secure all necessary attachments to this page.**

## Programme Outlines

### Certificate in Practical Business Administration (CPBA) (NQF 4, 140 credits, SAQA: 61595)

Core	Fundamentals	Business
Self-management in business Business Administration Business Management *	Business Communication Business Calculations	Business Management*

\*Contains Core and Elective courses

### Higher Certificate in Business Administration (HCBA) (NQF 5, 130 credits, SAQA:84186)

Core	Fundamentals	Business
Entrepreneurship Leadership & Self Development	Business Communication End User Computing (including Google (G-Suite)) Basic Mathematics * Logic, Critical thinking and Problem Solving *	Business Management Economics Financial Accounting

Please note: Only one of the courses marked with an \* will be allocated depending on marks attained in matric Mathematics.

### Bachelor of Business Administration (BBA) (NQF 7, 369 credits, SAQA:61469)

Year 1	Year 2	Year 3
<b>Core:</b> Entrepreneurship Leadership & Self Development <b>Fundamentals:</b> Business Communication End User Computing (including Google (G-Suite)) Quantitative Business Applications (Maths) Research <b>Business:</b> Business Management Economics Financial Accounting Marketing	<b>Core:</b> Entrepreneurship Leadership & Self Development Research <b>Fundamentals:</b> Business Communication <b>Business:</b> General Management Financial Management Human Resource Management Marketing Management * Business Law * E-Marketing * Financial techniques & Analysis * Taxation * Investment Management Administration * (Note: New electives are being developed)	Entrepreneurship Leadership and Self Development Corporate Finance Retail Marketing Investment Management Administration Strategic Management Applied Strategic Management Industry Practical Project

\* Elective courses

Registered with the Department of Higher Education and Training as a private higher education institution under the Higher Education Act, 1997. Registration certificate no. 2007/HE08/001



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### Cape Town Postal

Mupine, 307 Forest Drive  
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P.O. Box 13071, Mowbray  
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### Eden Postal

15 Main Street  
Karatara  
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PO Box 4, Karatara  
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[@TSiBA\\_Education](https://twitter.com/TSiBA_Education) [fTSiBAEducation](https://www.facebook.com/TSiBAEducation)

**Closing date is 30 September 2017 or as listed on the TSiBA website: [www.tsiba.ac.za](http://www.tsiba.ac.za)**

**Late applications are subject to a late application penalty fee**