

HOW TO COMPLETE THIS FORM

1. Please print boldly using block letters. All sections must be completed.
2. Use a black pen to fill out this form.
3. Fill-out in CAPITAL / UPPER-CASE.
4. Enclose one set of supporting documents with this application. (All documents must be certified by a recognised authority, eg school, university or Monash South Africa representative.) This application will not be processed unless full documentation is attached. Fax copies are NOT acceptable.
5. This application is the property of Monash South Africa. Supporting documentation will NOT be returned.
6. Late applications will be accepted subject to availability of places.

STUDENT NUMBER: (For admin purposes)

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AGENT / REPRESENTATIVE STAMP:

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RETURN COMPLETED FORM TO: musa-admissions@monash.edu

PERSONAL DETAILS

Surname:	Given Names:										
SA ID Number or Passport Number:	Sex: Female <input type="checkbox"/> Male <input type="checkbox"/>										
Date of Birth: Day / Month / Year	Parent / Guardian Name:										
Citizenship:	Country of Birth:										
1. Do you have any physical and/or other disabilities or medical conditions that Monash should be aware of: Yes <input type="checkbox"/> No <input type="checkbox"/> If so please specify: _____ For more information on Disability Support, contact Student Development											
2. If you are not a South African citizen, do you have permanent residency in South Africa? Yes <input type="checkbox"/> No <input type="checkbox"/>											
3. Have you previously applied to Monash South Africa? Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, provide your Monash Student Number: <table border="1"><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table>										

ADDRESS DETAILS

Postal Address:	Home Address:
Postal Code:	Postal Code:
Country:	Country:
Tel: Home () Business: ()	Cellphone:
Fax: Home () Business: ()	Emergency Contact Person Cellphone:
Email Address (please write clearly):	
Alternate Email Address (Parent/Guardian):	

PERSON RESPONSIBLE FOR PAYMENT OF FEES

Full Name:	Tel: Cell
Email Address:	Tel: Home
Postal Address:	Postal Code:
Country:	

PROGRAMME PREFERENCES

(Please number in order of preference)

Programme applying for	Major	Intake				
<input type="checkbox"/> Diploma in Entrepreneurial & Small Business Operations						
<input type="checkbox"/> CIMA Certificate in Business Accounting						
<input type="checkbox"/> Bachelor of Business Science	Major/s (if known):					
<input type="checkbox"/> Bachelor of Business Science (specialising in Accounting)						
<input type="checkbox"/> Bachelor of Commerce in Law						
STARTING DATE: Year in which you wish to begin your course: <table border="1"><tr><td> </td><td> </td><td> </td><td> </td></tr></table>						

Monash South Africa reserves the right to amend intake arrangements.

ENGLISH LANGUAGE PROFICIENCY

Was English the language of instruction in previous studies completed? Yes <input type="checkbox"/> No <input type="checkbox"/>
If no, I will sit/have sat for and English language proficiency test: English test name: TOEFL <input type="checkbox"/> IELTS <input type="checkbox"/>
Date taken: Day / Month / Year Result (If known): TRF number:

SECONDARY AND TERTIARY STUDIES

SECONDARY STUDIES

Name of qualification	School	Country	Year completed

* Are you currently attempting final year qualification? Yes No If yes, please indicate the date results will be available: Day / Month / Year

Name of exam	School	Examination Number	Centre

TERTIARY STUDIES * Original or certified copies of statements / transcripts must be submitted including failures

Year of commencement:	Degree/Qualification:	Institution:	Country	Year completed/or last attempt

Are you currently awaiting results of post-secondary studies undertaken this year ? Yes No

If yes, please indicate the date the results will be available: Day / Month / Year

Name of institution and qualification:

To apply for credits for previous study, complete the application for advanced standing form available at www.msa.ac.za/study/apply/credit-previous-study/

RELATED WORK EXPERIENCE * You must have work experience to be eligible for this course

Employer:	Position:	Length of employment:
Brief job description:		
Is english the predominant business language in your workplace? Yes <input type="checkbox"/> No <input type="checkbox"/>		You must submit your cv with your application

IMPORTANT CHECKLIST * To be completed by all applicants

Have you written your email address clearly? <input type="checkbox"/>	Have you completed the application form in full? <input type="checkbox"/>	Office use only
Are you 24 years or older? <input type="checkbox"/>	Have you attached a certified copy of your Identity Document? <input type="checkbox"/>	
Have you included original or certified copies of results, qualifications, transcripts and English language proficiency, etc? <input type="checkbox"/>		
Have you attached a certified marriage certificate? * Necessary for students who have changed their surname by marriage. <input type="checkbox"/>		
Have you included certified copies of qualifications, English language proficiency and CV, etc? <input type="checkbox"/>		
Have you signed and dated the application form? <input type="checkbox"/>		

DECLARATION AND SIGNATURE

I declare that the information provided by me is true and complete in every particular.
I grant MSA permission to inquire and/or verify my information and qualifications from relevant bodies provided with this application and to vary or reverse any decision regarding admission made on the basis of incorrect or incomplete information.

Signature : _____ Date Day / Month / Year

TERMS AND CONDITIONS

1. I have read MSA's rules, statutes, regulations, policies and procedures and the relevant course information provided including course structure and requirements and undertake to abide thereto.
2. I warrant that the information I have entered on the application form, or provided in support of my application, is correct and complete.
3. I acknowledge that the provision of incorrect information or the withholding of relevant information relating to my application, including academic transcript/s may result in MSA refusing to assess my application, withdrawing an offer of a place or cancelling my enrolment.
4. I agree to pay all fees and charges due and payable by me to MSA, which includes:
 - 4.1 any arrears and interest on arrears;
 - 4.2 and any costs of recovery, including attorney-and-client scale fees and/or collection commission;
 - 4.3 fees even if I do not make use of MSA's facilities if I do not inform MSA in writing of withdrawal from studies or a course by the prescribed date(s).
5. I am aware of the estimated total course fees at MSA and living costs. I understand that the total course fees do not cover the cost of books, materials, field trips or any additional cost related to my course, unless otherwise specified.
6. Should MSA determine that I have submitted incorrect information or a false document, I consent to MSA disclosing this information to other relevant tertiary institutions.
7. I consent to any educational institution at which I have been a student and/or my current or any past employer, providing MSA with information which that institution or employer holds about me for the purpose of MSA verifying my attendance, conduct, grades and/or qualifications or experience in order to assess my eligibility for an offer and/or enrolment.
8. I understand that if any educational body or institution does not supply these records, it may impact the assessment by MSA of my application.
9. I agree that MSA may cancel my admission if its continuation may, in the option of MSA, place MSA in breach of any applicable law, including any law that implements UN sanctions.
10. I have read MSA's statement on privacy and the purposes for which my personal information will be used and I understand, accept and agree that MSA:
 - 10.1 may keep and process data and documents in electronic format, including the personal data supplied by me in any admission form and my image and fingerprints (both to be used solely for identification purposes);
 - 10.2 may use and transfer such data and use such documents in electronic or other formats, including submission of data for the National Learners' Record Database and other returns as required by the Department of Higher Education and Training;
 - 10.3 may place my records of qualifications awarded in the public domain;
 - 10.4 may process my personal information in accordance with its rules and policies for academic and administrative purposes, including disciplinary processes and that MSA may use electronically generated documents in place of the originals signed by me.

For international students intending to study at MSA, the following applies in addition to the above declaration statement:

11. I declare to have sufficient funds to support myself and my family unit members (if applicable) for the TOTAL period of my studies including proposed course fees for myself and any school-aged family members, Overseas Student Health Cover, living costs and travel costs, regardless of whether my dependants intend to accompany me.
12. I declare that I am medically and physically fit to undertake full time studies.
13. I declare that I am aware of the applicable study visa requirements to commence with my studies at MSA. In the event MSA forms the opinion that I did not adhere to the visa requirements MSA may refuse to assess my application, withdraw an offer of a place or cancel my confirmation of enrolment.
14. I waive all claims against MSA and indemnifies MSA of any damage or loss suffered from whatsoever cause arising while I am, or as a consequence of me being a MSA student.
15. If I am a minor, I have the consent of my parent(s) / guardian to submit this form.

Signature : _____ Date / /

OFFICE USE ONLY

Application checked and captured: _____
 MSA Representative Name: _____
 Admission Staff Name: _____
 CRM Unique Code: _____
 Date Received: _____
 Source: Email Online Walk-In Open Day Post
 Other _____

P	CO	O	R	P	CO	O	R

Decision: _____ Decision: _____
 Sign: _____ Sign: _____
 Date: _____ Date: _____
 Captured by: _____ Captured by: _____
 Letter date: _____ Letter date: _____

Note: _____ Note: _____