



## Enrolment Application – Submission of Interest

Surname \_\_\_\_\_

Given names \_\_\_\_\_

### Enrolment Application Information

This is an application only and does not guarantee that a place will be offered to you. The achievement of matriculation with a Bachelor's Pass is required for an enrolment to be considered in any of Cedar's Bachelor programmes.

Applications may be followed by an entrance exam and enrolment interview. A formal examination/interview invitation will be forwarded if your application is successful. An offer of enrolment is at the discretion of the Board of Directors.

\*Please note that because Cedar International Academy is a private institution, NSFAS funding is not available. Bursaries are only provided for State operated Universities.

**Cedar International Academy NPC**

Administration  
Kranskop 3268

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## CEDAR INTERNATIONAL ACADEMY NPC

Educating teachers is a multifaceted task. The vision of Cedar International Academy NPC (Cedar) is to train teachers, equipping them with the necessary skills to make a difference in their communities. The spiritual grounding and growth of a person is at the core of all teaching and learning experiences. Within this context, students are provided quality education in a safe and supportive environment to encourage spiritual and academic progress. Cedar is a distinctly Christian organisation, founded on the understanding that the Bible is the Word of God and the basis for every activity and behaviour.

During 2021, Cedar became an independent private provider of higher education. The institution has provisional registration until 31 December 2024. Cedar operates as a ministry of Kwasizabantu Mission subject to the principles and values of the Mission. Cedar is registered in accordance with the provisions of section 54(6)(b) of the Act and Regulation 16.

The task of selecting a suitable education provider is not to be taken lightly. We encourage you to browse the website (<https://www.cedar.ac.za/>) providing an overview of what Cedar has to offer. An enrolment application is included if you wish to register your interest.

Your application will only be considered if you have achieved a Bachelor's Pass with an APS score of at least 24 and if you can produce a verified certificate as evidence. If you are still completing Year 12 and have not yet received a Bachelor's Pass certificate, you can still go ahead and submit an enrolment application. However, Cedar may provide you with a provisional enrolment agreement, subject to a Bachelor's Pass being produced in due time. Should a Bachelor's Pass certificate not be forthcoming, the provisional enrolment agreement will automatically become void.

Subject to these requirements, you may complete the attached enrolment application form and submit it to Cedar administration for consideration.

We look forward to providing you with valuable education opportunities.

Warm regards,

Cedar Board of Directors



## Fee Schedule per Academic Year- 2025

	Due before:	Tuition Fees:	Accommodation Cost: (Includes meals)	Tuition/Accom. Total:
1 <sup>st</sup> Quarter	31 January	R 6 955.00	R 4 225.00	R11 180.00
2 <sup>nd</sup> Quarter	25 April	R 6 955.00	R 4 225.00	R11 180.00
3 <sup>rd</sup> Quarter	25 July	R 6 955.00	R 4 225.00	R11 180.00
4 <sup>th</sup> Quarter	26 September	R 6 955.00	R 4 225.00	R11 180.00
	Total:	R 27 820.00	R 16 900.00	R 44 720.00

### Banking Details

Bank Account: Nedbank

Branch Code: 198765

Swift Code: NEDSZAJJ

Account No: 1203555296

### Enrolment application

No enrolment fee is required when submitting your Enrolment Form. However, an enrolment application does not guarantee a place at Cedar, as it is only the first step in the enrolment process. Should your enrolment be successful, Cedar will issue an enrolment offer for your consideration after the interview and examination stage.

### Additional costs

Students are expected to provide and maintain their own laptop for their studies. Additional items such as camps, field trips, extracurricular activities, textbooks, and annual class photos, are not covered by the above tuition fees. Please note that students must provide their own stationery. Travel expenses related to Work Integrated Learning placements are included in the annual fee.

### Payment of Fees

Payments of fees can be made by cash or direct deposit into Cedar's bank account (bank details appear above and on Fee Statements). If paying by card, a card transaction fee may be applicable. Your preferred method of payment can be indicated on the Fee Commitment form. Any costs incurred in collecting outstanding fees will be your responsibility.

Fees are subject to change each year.

Cedar takes no responsibility for money prior to receipting. If making payments at the office, please wait for a receipt.

Please note that Cedar provides pre-paid education and accommodation. Students will not be registered in a module unless the relevant payments are made. Examinations will not be available if tuition and/or accommodation fees are in arrears.



**CONSENT TO COLLECT AND PROCESS PERSONAL INFORMATION IN TERMS OF THE PROTECTION OF PERSONAL INFORMATION ACT 4 OF 2013 (POPI)**

Concluded between

**Cedar International Academy NPC**

and any affiliates of KwaSizabantu Mission, hereinafter referred to as the “Organisation”

And

Name \_\_\_\_\_

ID/Passport number \_\_\_\_\_

In terms of POPI, a “Responsible Party” herein referred to as the “Organisation” has a legal duty to process a “Data Subject’s” Personal and Special Personal Information of the following nature in a lawful, legitimate and responsible manner:

<b>Students</b>	
Biographic information	race, gender, pregnancy, marital status, nationality, citizenship, birth date, age, physical or mental health, disability, language, next of kin, socioeconomic status
Biometric information	images, video
Identification	any identifying number, symbol, e-mail address, physical address, telephone number, location information, online identifier or other particular assignment to the person
Historical Information	information relating to the education or the medical, financial, criminal or employment history, behavioural notes, attendance records, academic records, beliefs and opinions

In order to discharge this duty, the Organisation requires your express and informed permission to collect and process your Personal and Special Personal Information.

**PURPOSE OF COLLECTION AND PROCESSING**

The reasons for the Organisation requiring your Personal and Special Personal Information are as follows:

- To fulfill all reporting functions required under South African Higher Education Law, such as the requirements of the Higher Education Act;
- For the purposes of billing and processing fee payments;
- Database and academic record keeping functions for purposes such as academic certification and reporting to Government departments;
- To organise Work Integrated Learning (WIL) at placement schools as part of the relevant programmes;
- For marketing purposes, such as publications in newsletters or the Organisation’s website;
- Any other lawful and reasonable purposes which may necessitate the collection and processing of your Personal and Special Personal information by the Organisation.

**STORAGE, RETENTION AND DESTRUCTION OF INFORMATION**

All Personal and Special Personal Information which you provide to the Organisation may be held and/or stored securely for the purposes listed above. Your Personal and Special Personal Information may be stored in hard copy and/or electronically, both of which mediums will be accessible to certain of the Organisation’s staff members who have been designated as “Information Handlers”. Your Personal and Special Personal Information may be archived safely and securely for as long as necessary according to the purpose of collection and as per legal requirements, or longer, should this be required by any other law applicable in South Africa. Thereafter, all your Personal Information will either be deidentified or permanently destroyed.

Initial \_\_\_\_\_

**CONSEQUENCES OF WITHHOLDING CONSENT OR PERSONAL INFORMATION**

Should you refuse to provide the Organisation with the required consent and/or Personal and Special Personal Information, the Organisation may regrettably be unable to facilitate your ongoing enrolment.

**RIGHT TO OBJECT**

In terms of S11(3) of POPI, you have the right to object in the prescribed manner to the Organisation’s processing of your Personal and Special Personal Information. On receipt of your objection, the Organisation will place a hold on any further processing until the objection has been resolved.

**QUERIES OR COMPLAINTS**

You have the right to address any queries or complaints to the Organisation’s Information Officer, the details of whom can be accessed on the Organisation’s website, or to the Information Regulator.

**ACCESS TO INFORMATION BY THE DATA SUBJECT**

You have the right at any time to ask the Organisation to provide you with the details of any of your Personal or Special Personal Information which the Organisation holds on your behalf. Instructions for this can be obtained from our PAIA manual which is available on our website.

**ACCURACY OF INFORMATION AND ONUS**

The POPI Act requires that your Personal and Special Personal Information supplied be complete, accurate and up to date. Whilst the Organisation endeavours to ensure that the information we hold is accurate and reliable, it will be your responsibility to advise the Organisation’s Information Officer of any changes to, or errors in, your Personal and Special Personal Information, as and when these may occur.

**RIGHT TO WITHDRAW CONSENT**

You have the right to withdraw consent of the Organisation’s processing of your Personal and Special Personal Information. Such withdrawal will only affect your enrolment status if the affected information forms an integral part of the requirements of maintaining your enrolment.

**DECLARATION AND INFORMED CONSENT**

I declare that all Personal and Special Personal Information supplied to the Organisation for the purposes stated above is accurate, up-to-date, not misleading and is complete in all respects. I furthermore give the Organisation permission to process my Personal and Special Personal Information, as provided above, and acknowledge that I understand the purposes for which it is required and for which it will be used.

I confirm that this document has been explained to me in \_\_\_\_\_  Translation not necessary

Signed at \_\_\_\_\_ on this the \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

Signed (Student): \_\_\_\_\_ Date: / /

(if applicable)  
\*Signed:(Parent/Guardian) \_\_\_\_\_ Date: / /

Signed: (Witness) \_\_\_\_\_ Date: / /

\*Parent/Guardian consent required if under 18

## Candidate Information

Identity / Passport Number \_\_\_\_\_

Surname \_\_\_\_\_ Given names \_\_\_\_\_ Title: Mr/ Ms / Mrs

Preferred Name \_\_\_\_\_ Date of birth \_\_\_\_\_ Male  Female

Residential address \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Contact Number \_\_\_\_\_ Email \_\_\_\_\_

Are you a South African Citizen? YES / NO If NO, Country of citizenship \_\_\_\_\_

## Background Information

- I hold a Bachelor's Pass or  I am still completing Matric
- I have completed non-South African schooling
- I have undertaken further learning
- I am seeking admission through Recognition of Prior Learning (RPL)

## Next of Kin Contact Information

(Alternative contact person)

Next of Kin (preferably a parent)

Relationship to Candidate: \_\_\_\_\_ Surname \_\_\_\_\_

Given names \_\_\_\_\_ Title \_\_\_\_\_

Contact No. \_\_\_\_\_ Email of contact person \_\_\_\_\_

## Additional Information

Which programme are you applying for? BEd Foundation Phase  BEd Senior Phase and FET

How did you hear about Cedar?

- Word of mouth
- Internet
- Advertising
- Brochure
- Magazine
- Radio
- Friends or family
- Other

## Declaration

- The information that I have provided is true and correct and I will notify Cedar whenever this information changes
- I understand that Cedar is under no obligation to offer an enrolment position based on the information I provide
- I understand that Cedar is provisionally registered with the Department of Higher Education and Training until 31 December 2024 as a private higher education institution under the Act. Registration certificate No.2021/HE08/001

## Document Checklist

- copy of my Identification/Passport
- a recent photograph of myself
- copy of my Bachelor Pass Certificate   OR    Bachelor's Pass Certificate not available yet (still completing Matric)

Candidate Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

(if candidate under 18 years of age)

Parent/Carer Name: \_\_\_\_\_

Parent/Carer signature: \_\_\_\_\_



[www.cedar.ac.za](http://www.cedar.ac.za)

DHET Registration Certificate No.2021/HE08/001

Company Reg. No. 2016/531101/08