

APPLICATION FOR ADMISSION AS STUDENT FOR THE YEAR

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To be admitted to the Academy for Environmental Leadership SA (Pty) Ltd (AEL) the Applicant must provide proof of the ability to do higher certificate/tertiary level course work in English. All students must have passed matric or obtained other equivalent secondary school completion qualifications.

PLEASE READ THE FOLLOWING BEFORE COMPLETING THE APPLICATION FORM

1. This application form must be completed by all persons applying to the Academy for Environmental Leadership SA (Pty) Ltd for admission.
2. It is in your own interest to ensure that this form is completed in full and that copies of the following supporting documents are enclosed:
 - 2.1 **Certified** identity document or passport;
 - 2.2 **Certified** school end certificate or national senior certificate or other equivalent secondary school exemption certificate;
 - 2.3 If you are currently in grade 12, please submit your **certified** grade 11 final exam results. You will in due course have to submit a **certified** copy of your final school certificate for final approval of your application;
 - 2.4 Applicants who did not follow the formal secondary school route in the South African schooling system must:
 - Submit a **certified** school leaving certificate issued by the appropriate authority in the relevant country where the certificate was obtained as well

as a list of the subjects passed, and the percentage acquired in each of those subjects; and

- Qualify for a certificate of complete or conditional exemption from the matriculation endorsement requirements of the South African Matriculation Board. Holders of foreign qualifications may lodge online applications for the evaluation of their foreign qualifications. The South African Qualifications Authority (SAQA) can be contacted at +27 (0) 12 431 5000; web: www.saga.org.za. A successful applicant may provisionally register as student at the AEL subject to obtaining the certificate within four weeks of registration.

2.5 Non-South African applicants must, in addition to the above, submit the following:

- A certified permit for study in South Africa;
- Proof of medical insurance to cover all medical and hospital expenses;
- Proof of insurance to cover the costs of possible repatriation to his/her country of origin in the case of serious illness, injury, or death; and
- Proof of ability to pay all fees.

3. **All applicants must attach an essay (250 - 300 words) motivating their application. The essay must be in the applicant's own words and must be dated and originally signed by the applicant. An electronic signature or name is not acceptable.**

4. The fully completed application must be sent to: application@ael.ac.za

5. Please note that the submission of this application form, duly completed, as well as compliance with the requirements for admission to the AEL is no guarantee that your application will be successful. Admission is in the sole discretion of the AEL.

6. All applications received are screened for compliance with the AEL admission requirements. If your application is fully compliant you will be called upon to make payment of a non-refundable application fee of R500. No application will be submitted to the admissions committee before payment of the application fee has been made and proof of payment received by the AEL.

7. Further payments in the sum of R197 080 shall be made as follows, although full payment can be made upfront:
- Upon acceptance, a deposit of R39 900
 - The compulsory first instalment of R39 900 in respect of student fees is payable in full no less than 7 days prior to the date of registration.
 - R39 900 is payable on or before 31 March 2026,
 - R39 900 on or before 30 June 2026 and
 - R36 980 on or before 30 September 2026.
 - Interest at ABSA's prime rate will be charged on all arrear payments.
8. All payments must be made by electronic funds transfer to the following account:
- ABSA
BRANCH NO. 632 005
ACCOUNT NAME: ACADEMY FOR ENVIRONMENTAL LEADERSHIP SA (PTY) LTD
ACCOUNT NO. 408 422 8977
Reference (Use name and surname for payment of application fee)
9. Should an applicant who has been accepted for study at the AEL for whatever reason fail or be unable to register at the AEL, the deposit will be refunded, subject however to a deduction of a reasonable cancellation fee, to be determined in the sole discretion of the AEL board of directors.
10. A student whose enrolment is terminated on or before 30 June shall remain liable for all payments outstanding as at that date. A student whose enrolment is terminated at any time after 30 June remains liable for the payment due on 30 September and all other outstanding payments. All such payments shall become immediately due and payable unless the board of directors in exceptional circumstances decides otherwise.

APPLICANT'S DETAILS

1. **How did you hear about the AEL?**

Facebook	Google	Article or Newspaper Please specify below.	Word of Mouth	School	Radio	TV
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If other, please specify:

2. **Applicant's personal details:**

Title: _____ Initials: _____

Surname: _____

First names: _____

Preferred name: _____

Date of birth: _____

Gender: _____

Marital status: _____

Nationality: _____

Identity number / Passport number: _____

Home language/s: _____

Other languages: _____

3. **Contact details:**

Home (street) address: _____

Home (postal) address: _____

Postal code: _____

Mobile number: _____

Email address: _____

4. **Parent or legal guardian's contact details:**

Title: _____ Initials: _____
Surname: _____
First names: _____
Identity no / passport no: _____
Relationship to student: _____
Home (street) address: _____
_____ Postal code: _____
Mobile number: _____
E-mail address: _____

5. **Additional contact person:**

Title: _____ Initials: _____
Surname: _____
First names: _____
Identity no / passport no: _____
Relationship to student: _____
Home (street) address: _____
_____ Postal code: _____
Mobile number: _____
E-mail address: _____

6. **References:**

Provide two references and their full contact particulars as well as their job titles and/or relationship to the applicant. At least one reference should be a person from the school which you attended, or if homeschooled, from a tutor.

Reference one:

(School reference or tutor if homeschooled)

Title: _____
Name and Surname: _____
Position at school: _____
School name: _____
Contact email: _____
Contact number: _____

Reference two:

Title: _____
Name and Surname: _____
Relationship: _____
Contact email: _____
Contact number: _____

Make sure to inform all of your references, prior to submitting your application with their positions and contact details.

7. **Academic and school background:**

7.1 Matriculation or equivalent:

Year in which completed / to be completed: _____
Name of school / College: _____
Address of school / College: _____
_____ Postal code: _____
Telephone number: _____

7.2 Did you take part in any cultural activities?

YES _____ NO _____

If yes, please furnish full particulars

7.3 Give full particulars of any leadership position you occupied at school.

7.4 In which sport(s) did you participate, and at what level?

7.5 What hobbies do you pursue?

8. **Post matriculation information:**

If you have been registered at any tertiary institution in the past, please complete this section:

PERIOD	NAME OF INSTITUTION	QUALIFICATION ENROLLED FOR	STUDY SUCCESSFULLY COMPLETED	
			YES	NO

Important: Supply a certified copy of your Progress Report (academic results) at the relevant institution with modules studied and the marks obtained.

Have you ever been barred from continuing your studies?

YES _____ NO _____

If yes, give details:

9. **Medical information:**

9.1 Blood group: _____

9.2 Do you have any chronic medical condition or allergies?

YES _____ NO _____

If yes, please provide details:

9.3 Do you have any medically prescribed dietary requirements?

YES _____ NO _____

If yes, please provide details and supporting documents:

Should your dietary requirements involve any additional costs, these will be for your own account. Please note that the AEL may not be able to accommodate all special dietary requirements.

9.4 Do you take any chronic medication?

YES _____ NO _____

If yes, please provide details, i.e. the name and dosage of medication, as well as the condition for which it has been prescribed:

9.5 Do you suffer from any physical, psychological, or mental impairment?

YES: _____ NO: _____

If yes, please complete the section: **ADDITIONAL INFORMATION REQUIRED IN RESPECT OF PERSONS WITH IMPAIRMENTS, DISABILITIES OR SPECIAL LEARNING NEEDS**

9.6 Should hospitalisation be necessary please indicate (if applicable):

Name of medical aid society: _____

Medical aid number: _____

Name of principal member of medical aid: _____

Contact details of principal member: _____

Contact details of medical practitioner: _____

Emergency contact person: _____

Surname: _____

First names: _____

Relationship to student: _____

Mobile number: _____

In the event of urgent medical treatment being required the AEL will endeavour to obtain the assistance of a doctor or physician. The student will be liable for all costs of such treatment.

9.7 Do you use or are you addicted to any habit-forming substance(s)?

YES: _____ NO: _____

If yes, provide full particulars on a separate sheet of paper.

10. **Other Information**

10.1 Do you have any dietary or other personal requirements which are not medically prescribed?

YES: _____ NO: _____

If yes, please furnish full particulars and motivation on a separate sheet of paper. Should your requirements involve any additional costs, these will be for your own account. Please note that the AEL may not be able to accommodate all dietary or other personal requirements.

10.2 Have you ever been convicted of a crime:

YES: _____ NO: _____

If yes, when and where: _____ (Provide full particulars of a separate sheet of paper)

CONFIDENTIALITY

1. The AEL has the right to verify all information that you give us. The AEL will keep the information furnished to it and all information about you that we receive from third parties confidential.
2. The AEL respects its students' privacy. Parents or guardians do not have a right to students' information, including test or exam results, which will only be disclosed after consultation with the student.
3. A student's personal information will only be disclosed to third parties if the AEL is legally required to do so, or if the student has given written consent.

4. Should your dietary requirements involve any additional costs, these will be for your own account. Please note that the AEL may not be able to accommodate all special dietary requirements.

CONTRACT

1. General

- 1.1 Should your application for admission to the AEL be successful, this form and addenda submitted with it, together with the AEL Code of Conduct for Students and AEL Campus Rules which apply at any given time will constitute your contract with the AEL. You will also be subject to all relevant AEL policies and rules which may apply from time to time.
- 1.2 Students will be evaluated on an ongoing basis. The board of directors reserves the right to terminate the enrolment of any student who, in the discretion of the Board, has no reasonable prospect of successfully qualifying for the NQF Level 5 Higher Certificate in Conservation Ecology at the end of the academic year. This decision may be taken at any time during the academic year. Should this decision be taken at any time after 30 June the student shall remain liable for all payments outstanding as at that date, including the payment due on 30 September. Refunding of fees already paid for the remainder of the academic year, or waiver of any payments due, will only be considered in exceptional circumstances. The decision shall be in the sole discretion of the board of directors.

2. AEL's responsibilities:

- 2.1. The AEL undertakes to deliver a proper academic programme by suitably qualified personnel and/or instructors to ensure that students are equipped to qualify for the NQF Level 5 Higher Certificate in Conservation Ecology on successful completion of the academic programme.
- 2.2. The AEL shall ensure that its property, equipment and facilities are safe. Where appropriate, students will be properly instructed on the safe use of equipment and/or facilities.

- 2.3. The AEL shall not be held liable for any loss of or damage to property of students, whether such loss occurred on the AEL campus or elsewhere.

3. **Students' responsibilities:**

- 3.1. All students must adhere to the AEL Campus Rules and the AEL Code of Conduct for Students. It is every student's responsibility to ensure that he/she at all times knows and understands these rules and codes. All students must adhere to the AEL Campus Rules, the AEL Code of Conduct for Students and all relevant AEL protocols and policies. It is every student's responsibility to ensure that he/she at all times knows and understands these documents. Failure to comply with the rules and codes may lead to disciplinary action, including the possibility of expulsion.
- 3.2. Students are personally responsible for timeous payment of all fees or other financial obligations, even if the student's parent or guardian are paying the fees. Failure to make payments when due may lead to the cancellation of enrolment. If the AEL has to institute legal action to enforce compliance with your obligations, you will be liable for all legal costs incurred.

4. **Photographs:**

The AEL records certain activities of students on camera, to be used for purposes of marketing. Unless you indicate to the contrary we accept that you agree that photographs on which you may appear may be used for that purpose:

5. **Amendments:**

The AEL reserves the right in its absolute and sole discretion to at any time amend the content of the AEL academic programme as well as any of its policies, codes and/or rules.

6. **Personal information:**

By completing this application form, you are disclosing personal information as envisaged in the Protection of Personal Information Act, 4 of 2013 and you are deemed to have consented to the collection and storing thereof. Your personal information will be used only for legitimate purposes and will only be disclosed to AEL staff to the extent necessary for the proper performance of their functions. Your personal information may be stored for historical

reasons, marketing, research, and statistical purposes. Failure to furnish all information fully and accurately may result in your application being refused. You may at any time withdraw your consent, but that would have the effect of cancelling your application or enrolment. Our privacy policy and further information may be obtained from our website.

DECLARATION BY APPLICANT

I hereby declare that all the information supplied by me in this application is true, correct and complete. I accept that incorrect or misleading information could lead to the refusal of this application or to the cancellation of my enrolment, should my application be successful.

I have acquainted myself with the AEL Code of Conduct for Students and the AEL Campus Rules of the Academy for Environmental Leadership SA (Pty) Ltd as well as the requirements regarding payment of fees and I undertake to comply therewith.

In case of urgent medical treatment being required I hereby agree to the performance of such treatment including anaesthesia and surgery, as the attending doctor or physician may deem necessary, and I accept liability for payment of any costs so incurred.

SIGNED AT _____ ON THIS _____ DAY OF _____ 20 _____

SIGNATURE OF APPLICANT

DECLARATION BY PARENT OR GUARDIAN

I, the undersigned, declare that I am the legal guardian of the above minor signatory and that I hereby assist, approve and agree to the above minor signatory signing this document. I also acknowledge and agree to be jointly and severally responsible for the fees which the abovementioned applicant may at any stage be owing to the Academy for Environmental Leadership SA (Pty) Ltd in terms of the contract that he / she concluded with the Academy for Environmental Leadership SA (Pty) Ltd and undertake to pay such fees promptly on due date.

In case of urgent medical treatment being required by my child/ward I hereby agree to the performance of such treatment including anaesthesia and surgery as the attending doctor or physician may deem necessary and I accept liability for payment of any costs so incurred.

SIGNED AT _____ ON THIS _____ DAY OF _____ 20 _____

SIGNATURE OF PARENT / LEGAL GUARDIAN

INDEMNITY BY PARENT / GUARDIAN

I, the undersigned

(Full names and surname of parent/guardian)

ID/Passport Number: _____

hereby declare:

1. That I am the custodian parent and/or legal guardian of

(full names and surname of student) (hereinafter “the student”).
2. That the student wishes to attend the academic programme for acquiring the Higher Certificate in Conservation Ecology (NQF Level 5) offered by the AEL at the Uizip Campus near Upington and other locations to which the student may be required to go for purposes of the academic programme.
3. That I have been given the opportunity to familiarise myself with the nature and content of the academic programme as reflected in the curriculum, year programme, study guides and other features of the academic programme. Applicants and parents/guardians are urged to familiarize themselves with these documents before signing this indemnity.
4. That I have been given every opportunity to obtain such further information concerning the academic programme as I may have required.
5. I am aware that a substantial part of the academic programme will be conducted in a nature area and that there are elements of risk in any programme or activity associated with the outdoors. I am aware that attendance of the academic programme may expose the student to activities presenting risk of damage, injury or death. I am also aware that the student may from time to time travel by vehicle, raft, on foot or otherwise and that this involves risk of damage, injury or death. I appreciate that medical assistance may not be readily available while the student is involved in activities of the AEL.

6. I hereby consent to the student attending the academic programme and its related activities arranged, organized or offered by the AEL including the student being transported to and from these activities by means of transport made available or arranged by the AEL for that purpose.
7. I agree and undertake not to hold the AEL, its directors, employees, or representatives liable, nor institute action for damages or loss of whatever nature flowing directly or indirectly from the student's participation in the AEL programme irrespective of whether it results from negligence on the part of the AEL, its directors, employees or representatives or as a result of any cause whatsoever.
8. The prospective student will not be registered as a student if this Consent and Indemnity form is not completed in full and signed.

SIGNED AT _____ ON THIS _____ DAY OF _____ 20 _____

SIGNATURE OF PARENT/LEGAL GUARDIAN

FULL NAME OF WITNESS

SIGNATURE OF WITNESS

INDEMNITY BY STUDENT

I, the undersigned

(full names and surname of student)

ID/Passport Number: _____

hereby declare:

1. That I wish to attend the academic programme for acquiring the Higher Certificate in Conservation Ecology (NQF Level 5) offered by the AEL at the Uizip Campus near Upington and other locations to which I may be required to go for purposes of the academic programme.
2. That I have been given the opportunity to familiarise myself with the nature and content of the academic programme as reflected in the curriculum, year programme, study guides and other features of the academic programme.(Applicants are urged to familiarize themselves with these documents before signing this indemnity.
3. That I have been given every opportunity to obtain such further information concerning the academic programme as I may have required.
4. I am aware that the academic programme will be conducted in a nature area and that there are elements of risk in any programme or activity associated with the outdoors. I am aware that attendance of the academic programme will expose me to activities presenting risk of damage, injury or death. I am also aware that I will from time to time travel by vehicle, raft, on foot or otherwise and that this involves risk of damage, injury or death. I appreciate that medical assistance may not be readily available while I am involved in activities of the AEL.
5. I agree and undertake that I shall not hold the AEL liable nor make any claims against the AEL for any compensation and/or any expenses incurred, or damages suffered as a result of any damage, injury death or prejudice that I may suffer, irrespective of whether it results from any negligence on the part of the AEL or any of its employees or representatives associated with the academy.

6. I understand that I will not be registered as a student if this Consent and Indemnity form is not completed in full and signed.

SIGNED AT _____ ON THIS _____ DAY OF _____ 20 _____

SIGNATURE OF STUDENT

FULL NAME OF WITNESS

SIGNATURE OF WITNESS

**INFORMATION REQUIRED IN RESPECT OF PERSONS WITH IMPAIRMENTS, DISABILITIES OR SPECIAL
LEARNING NEEDS**

1. It is the policy of the AEL to accept as far as possible all applicants who meet the academic requirements for admission to the AEL, including applicants with impairments, disabilities or special learning needs. Applicants with different impairments may have differing needs and the AEL may, due to financial or other constraints, not be in a position to accommodate all students with challenges.
2. As a substantial part of the AEL programme is fieldwork, it may not be possible to accommodate persons who have significant mobility impairments or are wheelchair bound.
3. **It is essential to furnish full particulars of your impairment, disability or special learning need** to enable us to understand your needs and to make a fully informed decision on whether the AEL can reasonably accommodate your needs in a manner that will ensure full participation in the AEL's academic programme. **Should your application for admission be successful and you have failed to make full disclosure, your failure may lead to cancellation of your admission as student.**
4. Should the Admissions Committee by reason of the information disclosed in this form be uncertain as to the advisability of admitting you to the AEL, the Admissions Committee may request that you be evaluated by a suitably qualified occupational therapist and/or any other expert as circumstances may require. All such evaluations shall be conducted at the cost of the applicant. Failure to accede to such request may disqualify you from being considered for admission.
5. The AEL respects your privacy and will treat your information as confidential. The information will be disclosed only on a need-to-know basis.
6. This form and all supporting documents must be forwarded electronically to application@ael.ac.za The Admissions Committee reserves the right to call for the original of any document so supplied.

Contact details:

Name and surname: _____

Identity number / passport number: _____

Date of birth: _____

Mobile number: _____

Email address: _____

Home address: _____

Particulars of your disability or impairment:

You may use a separate sheet of paper for your response to any question.

1. Please specify and describe your disability or impairment in sufficient detail to enable the Admissions Committee to understand the kind of support that you would need.

2. Furnish full particulars of any support or assistance you received at school (or at any other institution) to accommodate your disability or impairment.

3. Are you receiving treatment for the disability or impairment, and if so, what is the nature of the treatment? Full particulars are required.

4. If you have a mobility impairment of which you have not furnished full particulars in item 1 above, please furnish all such particulars as would enable the Admissions Committee to make a fully informed decision on your application.

5. If you use any assistive device, please describe the type of device and what you would need to enable you to participate in practical fieldwork, educational tours, and other activities.

6. If you would require assistance to move about on campus, please furnish full particulars.

7. Would you need assistance in the student accommodation and ablution facilities? If so, please provide full particulars.

Special learning needs

8. Please specify and describe your special learning needs in sufficient detail to enable the Admissions Committee to understand the kind of support that you would need.

9. Furnish full particulars of any support or assistance you received at school (or at any other institution) to accommodate your learning needs.

10. If you would need any assistance during tests, examinations or other assessments, please indicate what assistance would be required:

- ☐ Extra writing time: _____mins/hour
- ☐ Spelling concession
- ☐ Handwriting concession
- ☐ Reader
- ☐ Scribe
- ☐ Amanuensis (read questions and write answers)
- ☐ Separate venue
- ☐ Other, please specify: _____

NB: To qualify for assistance during tests or examinations this form must be accompanied by an appropriate report from a medical professional (i.e., a medical practitioner, psychologist, psychiatrist, or occupational therapist, depending on your specific learning needs). The report

must specify the learning challenge(s) in question and must recommend appropriate concessions. **Reports and recommendations for concessions received previously (up to NQF Level 4 (Grade 12 or equivalent)) do not automatically transfer to tertiary studies.** If similar concessions would be required for the AEL it should be specifically motivated for the AEL.

General

11. Furnish any other information which should be disclosed to enable the Admissions Committee to make a fully informed decision on your application for admission to the AEL.

12. Where appropriate please furnish medical or expert reports or recommendations to substantiate any of the information furnished in items 1 to 10 hereof.

13. All documents submitted must be certified.

SIGNATURE OF APPLICANT

SIGNATURE OF PARENT/LEGAL GUARDIAN

DATE: _____

DATE: _____