



# STUDENT INFO 2015

**BOLAND COLLEGE**

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## **LETTER FROM THE CAMPUS MANAGER**

Dear New/Current student

The Boland College - Stellenbosch Campus looks forward to receive you in 2015. We are going to make your period of study one of the best periods of your life! Boland College Stellenbosch Campus is going to make special efforts to welcome new first year students. During the orientation week, you will receive help with the preparation for the challenges of the academic and student life in the beautiful Stellenbosch area.

We also extend a warm welcome to the existing/senior students on campus. You are kindly requested to assist all new students on campus with academic and social activities. It is a pleasure to convey the information in this guide. Your attention is directed to the dates for registration at the beginning of the year for the first year and senior students respectively. Please note that the College will be closed for enquiries during the December holiday period on dates as indicated.

Please refer to the calendar contained in this document which indicates all exam dates as well as opening and closing dates of the College. Note that the College holidays are not the same as the school holidays for all terms. You are expected to make the necessary arrangements around this.

We look forward to receive you at Boland College.

*Ms N. Mtshela*

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**CAMPUS MANAGER**

# CALENDAR 2015

*Subject to change*

SEMESTER CALENDAR - Report 191 (N4-N6)						
SEMESTER	TERM	COLLEGE OPENS	CLASSES COMMENCE	CLASSES END	COLLEGE CLOSE	EXAMS COMMENCE
FIRST	FIRST	12 Jan	19 Jan	27 Mar	27 Mar	1-24 Jun
	SECOND	13 Apr	13 Apr	29 May	26 Jun	
SECOND	THIRD	15 Jul	20 Jul	02 Oct	02 Oct	12 Nov - 3 Dec
	FOURTH	12 Oct	12 Oct	11 Nov	11 Dec	

*Subject to change*

YEAR CALENDAR - NCV (L2-L4)						
SEMESTER	TERM	COLLEGE OPENS	CLASSES COMMENCE	CLASSES END	COLLEGE CLOSE	EXAMS COMMENCE
FIRST	FIRST	12 Jan	19 Jan	27 Mar	27 Mar	Supp: 16 Feb - 16 Mar
	SECOND	13 Apr	13 Apr	26 Jun	26 Jun	
SECOND	THIRD	15 Jul	16 Jul	02 Oct	02 Oct	14 Sep - 2 Oct
	FOURTH	12 Oct	12 Oct	29 Nov	11 Dec	23 Oct - 3 Dec

*Subject to change*

YEAR CALENDAR - Trimester (N1-N3)					
TRIMESTER	COLLEGE OPENS	CLASSES COMMENCE	CLASSES END	COLLEGE CLOSE	EXAMS COMMENCE
FIRST	12 Jan	19 Jan	27 Mar	20 Apr	30 Mar - 20 Apr
SECOND	04 May	11 May	21 Jul	11 Aug	22 Jul - 11 Aug
THIRD	31 Aug	07 Sep	13 Nov	11 Dec	16 Nov - 3 Dec

PLEASE CONSULT OUR WEBPAGE FOR ANY CHANGES IN THE ABOVEMENTIONED DATES

PLEASE NOTE: Dates differ from those of the schools calendar. Students must leave for the holidays as soon as they have finished their last subject in the June and November examinations. Students are required to attend classes up to the last day of lectures or examinations.

# REGISTRATION PROCEDURE

1<sup>st</sup> SEMESTER 2015

DATE	ACTIVITY
Mon – Fri 5-7 & 9 January	<b>PACE Testing – ALL New Students</b> All new applications not tested in November 2014.
Tuesday 13 January	<b>Registration: Residence Students - 1<sup>st</sup> Years</b>  Students and parents/guardians, follow the following steps for registration: <ul style="list-style-type: none"><li>• Complete programme registration template</li><li>• Payment &amp; Arrangements: class and residence fees - 1<sup>st</sup> semester</li><li>• Pictures taken for student card</li><li>• Information on sport/culture</li><li>• Hospitality students: order uniform</li><li>• Collect textbooks for 1<sup>st</sup> semester</li></ul>
Wednesday 14 January	<b>Registration: Private Students - 1<sup>st</sup> Years</b>  Follow steps above as on 13 January.
Thursday 15 January	<b>Registration: Private Students - Seniors</b>  Follow steps above as on 13 January.
Friday 16 January	<b>Registration: Residence - All</b>  Follow steps above as on 13 January.
Monday 19 January	<b>CLASSES COMMENCE</b>  Academic orientation of 1 <sup>st</sup> Year students during classes as per timetable. <b>ALL CLASSES COMMENCE OFFICIALLY</b>
Friday 30 January	<b>OFFICIAL OPENING</b>  All 1 <sup>st</sup> Year students are required to attend the official opening by the Campus Manager. Parents and guardians are welcome to attend.  Students will be introduced to the student council. A session with student support will also take place. Water Sports – all 1 <sup>st</sup> year students (Bring along suitable clothing and a towel)

TIME	VENUE
Each day	2hr Sessions at 08:30 and 12:30 daily.
08:00 - 15:00	<p>Students enter at the side-entrance of the main building and move towards the hall.</p> <p>Please Note:            Career guidance is available if required. Information on financial aid and bursaries is also available.</p>
08:00 - 15:00	As above.
08:00 - 15:00	As above.
08:00 - 13:00	As above.
08:00	
08:00 - 08:45	Campus Hall
08:45 onward	Rozenhof Park

**The Student Representative Council (SRC) welcomes you to Boland College!**

Dear Students

We would like to welcome you and hope you feel right at home! We hope that you will have a pleasant and blessed academic year with us.

You are invited to a fun day at Rozenhof Park on **Friday, 30 January 2015**.

Time: 11:00 all first years meet on Rozenhof Park.  
Dress code: Old clothes, bare feet or sports shoes – you are going to get wet.  
Bring along: Sunscreen to prevent sunburn and water in case you get thirsty.

The SRC is going to provide a light lunch to those who attend. Start 2015 with Education in Action!

We are looking forward to meeting you!

SRC team

**ALL CLASSES COMMENCE OFFICIALLY ON MONDAY, 19 JANUARY 2015.**

**PLEASE NOTE:** If you do not register on the dates listed above, Boland College accepts that you do not wish to continue with your studies. No seats will be kept for no-show students. Students on waiting lists will receive preference. **NO LATE REGISTRATIONS WILL BE ENTERTAINED.**

All first year students must bring along a certified copy of their Grade 12 results or last school results, I.D. as well as proof of address, if not already submitted.

All foreign students have to bring their study permits (which allow them to study at Boland College in South Africa as well as results verified by SAQA) for registration.  
No permit = No registration.

Refer to the schedule with the minimum fees and deposits for the various programmes.

A summary of fees is available on the Boland College website: [www.bolandcollege.com](http://www.bolandcollege.com)

## **CLASS FEES**

Minimum registration fees are payable at the time of registration for any particular year/semester/trimester. No student will be allowed to attend classes before the required fees are paid. Fees include the examination fees for that academic period.

NO CASH WILL BE RECEIVED ON THE CAMPUS FROM 2015.

Only Credit Card & Internet Payments will be available.

**Direct deposits are encouraged and can be made into:**

**Name:** Boland College - Stellenbosch Campus

**Bank:** ABSA Stellenbosch

**Account type:** Cheque Account

**Branch code:** 632 005

**Account number:** 407 887 9219

**PLEASE NOTE:** Use your STUDENT NUMBER as reference and bring proof of payment during registration and bring along a copy.

## **RESIDENCE FEES**

See the attached schedule for a breakdown of Residence Fees.

## **BURSARIES AND FINANCIAL AID**

All enquiries can be made to the Financial Aid Clerk: Me Erna Lessing on 021 887 3027 or [ernal@bolandcollege.com](mailto:ernal@bolandcollege.com)

Students who receive College bursaries, but do not comply with the prescribed requirements for class attendance and who do not pass their subjects could forfeit the bursary and be de-registered.

### **Financial Aid at Boland College**

Boland College offers financial assistance in the form of bursaries through the national educational bursary scheme, administered by the National Student Financial Aid Scheme (NSFAS), where applicable.

Bursaries are awarded on merit, academic potential and according to financial need. Students must complete the relevant bursary application forms and they must ensure that all documentation is completed and submitted correctly.

Applications can only be made on the day of registration. Required documents must be available on the day of registration to complete registration.

## TERMINATION OF STUDIES

Students, who abandon their studies or residential commitments during the course of the semester/year, will be held responsible for the outstanding class or residence fees for that whole period.

Should you have to abandon your studies due to unforeseen circumstances, please take the following steps:

Step 1: Make an appointment with your programme head and discuss your planned action.

Step 2: Complete the required forms at the Cashier Desk.

Step 3: Hand in all required documentation.

Step 4: Notify the Residence Administrator: Ms René Pentz

Ensure that you read the Boland College Application Form properly with regard to your financial obligations and other important academic matters before committing to it.

## VEHICLES AND PARKING

Students that use their own vehicles do so at their own risk. The College takes no responsibility for any damage or loss of/to vehicles. Residence students pay for allocated parking. The inappropriate use of vehicles on the campus could result in disciplinary action.

The demand for parking space exceeds the supply. We cannot guarantee a parking bay per student. Students are encouraged to travel by other means of transport other than private vehicles to campus e.g.: bicycles, public transport, etc.

## PRESCRIBED TEXTBOOKS

Textbooks will be made available at no cost to students after registration. Students will sign for textbooks received. These will become the student's property at the end of the semester/year.

## EXAMINATIONS AND TESTS

Continuous evaluation of students takes place by means of internal tests and assignments. External examinations take place during June and November. The requirements to continue to a next level are prescribed within different programmes.

## RE-EXAMINATIONS: NATIONAL DEPARTMENT OF HIGHER EDUCATION

Students that qualify for re-examinations must pay an additional fee per subject. **Registration for re-examination is the responsibility of the student.** Dates and fees are available from the Examination office.

Examination results from the National Department of Higher Education are normally available at the start of the next semester. As soon as results become available Boland College posts it on the webpage and notice boards. No results will be made available over the telephone to any student. Only official print-outs from the DHET will be provided to students when received.

Boland College is not responsible for releasing results, but only do so after receiving it from the National Department of Higher Education and Training.



## **SMOKING AND DRUG POLICY**

Boland College is a drug, alcohol and smoking free environment, where students commit themselves to this policy. All buildings, entrances and stairs of Boland College are smoke-free zones.

Students can make use of designated areas to smoke. Fines will be issued for not complying.

## **CLASS ATTENDANCE AND EVALUATION MARK**

The College is committed to extending a culture of learning amongst the students. The College Council expects a minimum attendance record of 100%. A minimum year-mark for examination admission is expected in each subject. The continuous evaluation mark may not be less than 10% under the pass mark in a subject.

Students must abide by these criteria to receive admission to the examination, as agreed on, on the registration documents and Code of Conduct received.

## **EXTRA-MURAL ACTIVITIES**

Students are encouraged to maintain a balanced lifestyle. Participation in various activities can help achieve this. Enquire on campus about social and sport activities available.

## **EXIT LEVELS/CERTIFICATES/DIPLOMA CEREMONY**

Boland College presents an annual Ceremony where students are invited to receive their certificates for a programme. This event provides a platform to show pride in students who have obtained their qualifications.

## **MERIT AWARDS**

Students who excel are awarded certificates of merit at a yearly function on campus.

## **DRESS CODE**

It is expected of all students to be properly dressed when attending classes and visiting the College premises. **Shoes must be worn at all times.** There will be events that also require specific dress codes. Where programmes require specific a dress code for practical training the prescribed dress code must be followed.

## **PRACTICAL TRAINING (Workplace Training)**

Students who follow the Report 191 programmes (N4-N6) are required to do in-service training for two weeks during the June and December holidays. Students choose and arrange their own in-service training at a suitable establishment.

Students who follow the NCV programmes (L2-L4) are encouraged to do in-service training during the June and December holidays. Students choose and arrange their own in-service training at a suitable establishment.

All students of Boland College must participate in practical training during the time of their studies. Refer to programmes for specific training requirements.

## **SECURITY ON CAMPUS**

Boland College will take all steps required to ensure a safe environment on the premises and at the residences. Staff and students are required to report any event in order to resolve and prevent future occurrences. You are required to wear your student card visibly when on the premises.

## **OPEN LEARNING CENTRE**

Where the facilities are available, students will have access to computer facilities to do research and study. Refer to notice boards on campus for information.

## **STUDENT SUPPORT SERVICE**

Boland College has highly qualified staff to help support students with academic and emotional problems. Do not hesitate to make contact with them or visit their offices.

## **LANGUAGE POLICY**

The Boland College Policy provide for both Afrikaans and English to be used in lecturing and communication. When textbooks are available in both languages, students can select the language of choice.

## **CODE OF CONDUCT**

Boland College prescribes to a firm code of conduct for students. This code will be issued to students on the date of registration. Students will sign for the code and acknowledge that they will adhere to it. Disciplinary steps will be taken against students who transgress.

## **GENERAL**

Students are expected to dress neatly and appropriately at all times when they attend classes at the College. Hospitality and Catering students are expected to wear the compulsory uniforms for the practical classes.

Please inform the College per fax or e-mail if you should wish to cancel an application.

Best wishes for your studies!

## CONTACT DETAILS

### STELLENBOSCH CAMPUS

t: 021 887 3027

f: 021 887 0774

- **Campus Manager**  
Ms N Mtyela  
e: stel@bolandcollege.com
- **Faculty Manager: Services (Hospitality, Tourism, Sport & Educare)**  
Mr W van der Westhuizen  
e: wickusvdw@bolandcollege.com
- **Faculty Manager: Business Sciences (Marketing, Financial, Secretarial & IT)**  
Ms I van der Westhuizen  
e: inavdw@bolandcollege.com
- **Financial Management**  
Ms S Quickfall  
e: sharonq@bolandcollege.com
- **Marketing**  
Ms P Cupido  
e: petroviennec@bolandcollege.com
- **Hospitality & Catering**  
Ms S Loubser  
e: susanl@bolandcollege.com
- **Management Assistant/  
NCV Office Administration**  
Ms R Redelinghuys  
e: ronelr@bolandcollege.com
- **Sport**  
Mr H Smit  
e: hendres@bolandcollege.com
- **Tourism**  
Ms C Swart  
e: claudias@bolandcollege.com
- **Educare**  
Ms D Bruwer  
e: daleneb@bolandcollege.com
- **Information Technology &  
Computer Science**  
Ms L v Vreden  
e: lynettev@bolandcollege.com
- **NCV Fundamentals: Life Skills**  
Ms N Mcombring  
e: nateshiam@bolandcollege.com
- **Skills & Occupational Training**  
Mr D Lötter  
e: daniel@bolandcollege.com
- **Residence Administrator**  
Ms R Pentz  
e: renep@bolandcollege.com
- **Student Supporter**  
Ms H Daniels  
e: hildegardd@bolandcollege.com
- **Student Administration**  
Ms D Adonis  
e: dedirea@bolandcollege.com  
Ms M Wanza  
e: moniquew@bolandcollege.com
- **Creditors Clerk**  
Ms D Fredericks  
e: deidref@bolandcollege.com
- **Application Officer/Receptionist**  
Ms R Engelbrecht  
e: renee@bolandcollege.com
- **Debtors Clerk**  
Mrs D Joubert  
e: dinahj@bolandcollege.com
- **Bursary Clerks**  
Ms E Lessing  
e: ernal@bolandcollege.com
- **Job Placement Clerk**  
Ms R Stark  
e: rochelles@bolandcollege.com

## PROMOTION TO THE NEXT NCV LEVEL – 2015 (A summary)

### NCV L2

1. Students will only be allowed to move to L3 if at least 5 subjects have been completed successfully in the examinations at L2.
2. Students are responsible to enrol themselves for the supplementary examinations, at no cost, on or before 16 January 2015 – this will NOT be done automatically by the College staff.
3. Successfully completed subjects written in the supplementary examinations can be taken on the next level in the next academic year.
4. Entries to the supplementary examinations will only be allowed where:
  - A medical certificate from a doctor can be provided, or
  - The subject was failed in the November exams with a variance of no more than 10% below the pass mark required.
5. Subjects carried over from previous levels will impact on bursary allocations. Only subjects taken for the first time will be covered by a bursary.

### NCV L3 & L4

1. Students are NOT allowed to move to L4 where any L2 subject is outstanding. The L2 subjects will have to be completed on a full-time basis (attend classes) to obtain a new ICASS and ISAT mark to qualify for the examination.
2. Students will only be allowed to move to L4 if at least 5 subjects in L3 have been completed successfully in the examinations, with no L2 subjects outstanding.
3. Students are responsible to enrol themselves for the supplementary examinations, at no cost, before 16 January 2015 – this will NOT be done automatically by the College staff.
4. Successfully completed subjects written in the supplementary examinations can be taken on the next level in the next academic year.
5. Entries to the supplementary examinations will only be allowed where:
  - A medical certificate from a doctor can be provided, or
  - The subject was failed in the November exams with a variance of no more than 10% below the pass mark required.
6. Subjects carried over from previous levels will impact on bursary allocations. Only subjects taken for the first time will be covered by a bursary.

Campus Management  
November 2014

## VALIDITY OF YEAR/SEMESTER/TRIMESTER MARKS

Dear student

As per the 2013 Department of Higher Education and Training (DHET) Guidelines for Report 191 (N4-N6) and Guidelines for NCV (L2-L4), the following refer:

### NCV (L2-L4)

The NCV Policy requires an achievement of a sub-minimum for Internal and External Assessments and relates to the ICASS and ISAT components. The required achievement results are:

- All Vocational Subjects: 50%
- Life Orientation & First Additional Languages: 40%
- Mathematics & Mathematical Literacy: 30%

**ISAT mark** will be **valid for a period of 3 years** to complete a qualification.

**ICASS mark** is **valid up to the first supplementary exam** immediately following the November examinations. NO ICASS marks can be carried over to the next year – all must be re-done at own cost.

College storage policy determines the management of the assessment material (tests, tasks, etc.) Students failing to return marked assessments for safe keeping will have to redo those assessments.

### Report 191 (N1-N6)

Report 191 (N1-N6) semester marks are **valid for a period of four consecutive exam sittings**, Trimester mark are **valid for a period of three exam sittings**.

All assessment material should be available during the period of study for external moderation by DHET. College storage policy determines the management of the assessment material (tests, tasks, etc.)

Boland College requires an achievement of a sub-minimum per subject in the Semester/Trimester Mark equivalent to the Examination pass mark together with a minimum attendance to receive permission to sit for the external Examination.

**PLEASE NOTE:** At least three of the four subjects per level in a semester must be passed to move forward/register onto the next level.

Students that have a semester mark older than specified above will have to discuss their options with the relevant academic manager.

### Campus Management

November 2014