

Information guide
to all prospective
students

2022



DISCLAIMER



This communication is sent to all 2022 provisionally accepted applicants and senior students who were registered in 2021. Please note that this communication does not mean that provisionally accepted applicants have been registered at Boland College.

All first-time students entering (students who are applying for the first time in a specific programme) must ensure that they comply with all the admission requirements of their chosen programme of study and have received confirmation.

The content of this communication is further subject to the prevailing Covid-19 related conditions and applicable regulations. Further communication will be provided. Please also regularly visit the Boland College website for related information.

HOW TO APPLY

1

Explore your options (see what we have on offer)

2

Make sure you meet the criteria
Look at the minimum entry requirements

3

Apply before the closing date
(30 September for prospective students)

5

Track your applicant status. Check
emails regularly

4

We will review your
application, that's
when the work
starts!

6

Accept our offer.
Stick to the 2 day deadline

7

Make it official. Indicate YES or NO in order to become part of the Boland Family

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1. Online onboarding and welcoming programme:

Boland TVET College has developed an exciting new online onboarding programme for all provisionally accepted first year students, which will be running during the month of January 2021. This will orient you to our campuses and help you prepare for your studies. Everything you need to know about our college and your faculties would be shared via videos of students sharing ways to cope with academics, a virtual campus tour, and info on available support are easily available. Please note that access to this programme does not mean you have been accepted to the college.

2. Registration Procedures

Option 1: Online Application

Who is eligible to apply?

Applicants must have a valid e-mail address and cell phone number in order to apply online. All communication with regard to your application will be sent via e-mail/ sms. Should you not have a valid e-mail address you can create an e-mail account using Gmail, Yahoo Mail or any other e-mail provider you may prefer.

The online application has been tested and can be accessed via a PC or laptop. When uploading documents, ensure that the scanned file is a maximum of 2MB, and that all documents are scanned in any of the following file types: tiff, pdf, jpg or gif. Each document must be scanned and uploaded as separate attachments. Documentation must be certified (not less than 3 months old). Poor pictures of documents taken with your cellphone is not accepted.

Our online application process requires that you visit www.bolandcollege.com and find the **Apply Now** area on the webpage. Should you need assistance, you can also visit one of our campuses and make use of our Online Application facilities.

Note: The **Apply Now** area will only be active when applications are open, so check from time to time!**What documents do you need ready before you enter the online application area on the website?**

- Certified copy of your ID saved in PDF format.
- Certified copy of your Next of Kin saved in PDF format.
- Certified copy of your latest school / academic results saved in PDF format.
- Certified copy of your Proof of Residence saved in PDF format.

Online applications are **NOT** a REGISTRATION for a program, it is only your application.

- Visit the website, find the apply now area and **register yourself as a user** of the online applications portal. Create a password you will remember to login again when you need to.
- You will be required to enter your personal information to register yourself as a user on the system and can go back to the portal to change information e.g., phone numbers or upload documents.
- Follow the steps on the screen by selecting the program and campus where you want to study. You will need to apply for different programs separately.
- Upload the abovementioned **documents in PDF format** as indicated on the system. These can be uploaded later, but NO documents = NO processing of the application.
- Your information and documents that you have uploaded will be **checked and verified**. You will receive an e-mail stating the application is now **Pending Approval or Outstanding Documents**.
- The Selection and Placement Committee will check your application and approve or decline it based on entry requirements for the specific program.
- You will be invited for a **placement test** (PACE or CAP) to help identify any academic support you may require during your studies. NO placement test = NO processing of the application.
- When your application is APPROVED, you will receive an e-mail. You will need to **ACCEPT or REJECT** the offer to study at the college.
- You need to respond to the APPROVED e-mail in **48 hours**, or you will be moved to the Waiting List for the program and might lose your seat in the program.

- If you **ACCEPT** the offer, you need to login on the Application Portal on our website and **print and sign the Pre-Enrolled Letter**. Bring the original certified documents to the campus with this letter.
- The **Pre-Enrolled letter** will give you access to the campus during the completion of your registration on a date that will be communicated to you via SMS / E-Mail. This letter reserves your seat in the program.
- **Note:** Tuition Bursary & Allowance Applications are not part of the Academic Program approval. Visit the NSFAS webpage for bursary applications, or the bursary office at the campus.

On - campus Registration

You might be requested to visit a campus to complete some pre-registration activities, after you have been pre-approved. This will happen after you applied on the on-line system from where you are, OR at a campus. This will help fast-track your registration before classes start. You might have to bring along the following documents to create your student file, or to assist you with uploading some outstanding documents:

- Certified copy of ID
- Certified copy of latest school results
- Certified copies of Parents / Guardian / Spouse
- Certified proof of residence
- Your proof of income (if applicable)
- Parents / Guardian / Spouse proof of income
- SASSA grant recipients do not need to submit proof of income



The campus will also assist you during this visit to apply online for a NSFAS Bursary, if needed.

If you accepted your offer to study with us, printed and signed the Pre-Enrolled letter from the online platform, you will be informed when to visit the campus to complete your registration.

You will be notified when and where to report to finalise your registration, receive Proof of Registration, Student Card, Time Table and Textbooks.

Note: Gr 12 applicants use their mid-year / latest results to apply, and have to provide their final results during the physical registration at campus to finalise their registration. No final results = no registration.

3. Student Support Services: What is Student Support Services:

A Student Supporter (SS) is situated on every campus, and they are committed to support, assist and develop

students at Boland College. Health & Wellness Various health & wellness programmes take place on a basis. Student Support Services is a function created with the goal to assist students to cope more efficiently the demands of a tertiary institution.

It is a way of assisting students to maximise their potential.

- Student support is a function to assist students in eliminating barriers regarding studies.
- Student Support Services contributes to the holistic development of all students by means of providing opportunities for students to participate in co-curricular activities which develops students on social as well as physical level.
- A Student Supporter (SS) is situated on every campus, and they are committed to support, assist and develop students at Boland College.

Health and Wellness:

- Various health and wellness programmes take place on a quarterly basis. These programmes include awareness of heat exhaustion, VCT testing, testing of sugar levels and blood pressures, choices, drug and alcohol awareness, sex education, contraception and distribution of condoms.
- Recreational sports take place on a monthly basis on individual campuses.

Counselling

- Confidential personal or emotional support in the form of counselling sessions is offered by the Student Supporter. Counselling is available to assist those who may be facing crisis situations or adjustment issues.
- Career counselling and advice are offered to students to ensure that they make informed career choices.

Financial Aid Services: (NSFAS)

- NSFAS exists to provide financial aid to eligible students at TVET colleges ;
- NSFAS identifies eligible students, provides bursaries & allowances; and,
- NSFAS supports access to, and success in, higher education and training for students from poor and working-class families who would otherwise not be able to afford to study.

HOW DO I QUALIFY FOR THE NSFAS BURSARY?

1. You must be a **South African** Citizen.
2. The NSFAS Bursary is available only for full-time NC(V) and Report 191 (N1-N6) registered students (TVET colleges).
3. Must be in need of financial assistance, NSFAS will do a Means Test to see if you are eligible for the bursary.
4. Your parents/legal guardian or spouse's income is used to determine financial eligibility and it must **NOT exceed R350 000 per annum combined**
5. **You a student differently abled, your combined household income does not exceed R600 00 per annum**
6. **You are a SASSA grant recipient**
7. You must be applying or accepted & register into an NC(V) or a NATED programme at a TVET College.
8. Returning students must demonstrate proven and accepted academic performance (academically deserving) in line with the College's progression policy or the progression prescriptions of the Bursary Rules and Guidelines (whichever is higher);
9. You will **NOT** qualify for the NSFAS bursary if your family income is more than R350 000 per annum combined, not academically progressing to the next level or if you were previously funded by NSFAS on a particular level or you were funded for an equivalent or higher level on a different course or changed courses.

What type of allowances do I qualify for? 4 types of allowances

- **Personal Care**
All qualifying bursary beneficiaries
- **Travel**
Students qualify who travel 0 – 39.9 kms to campus
- **College Residence**
NOT available for Semester 1
- **Private Accommodation**
Students qualify who lives 40 km or more from campus

4. Education and Training

Education and training at the college is coordinated across our campuses; especially where courses are offered on more than one campus. Lecturers share best practices and standardised assessment to ensure that all students have the benefit of the combined knowledge and experience of all our lecturers. We pride ourselves in excellent academic achievement and student support. We follow a blended learning approach with face-to-face classes and a zero-rated online learning management system (Moodle) as well as various other forms of communication with our students to ensure they are well prepared.

Student Cards

Student cards will be issued to all new registered students during the registration process or later as arranged by the campus. Student cards are required to enter the premises of the various campuses. Returning students must use their student card issued during the first registration. Lost cards can be re-issued at a cost payable by the student