



**SETH MOKITIMI METHODIST SEMINARY NPC**  
**HIGHER CERTIFICATE IN CHRISTIAN MINISTRY (HCCM)**

Registered with the Department of Higher Education and Training as a private higher education institution  
under the Higher Education Act, 1997. Reg. No. 2010/HE08/00

**Student Application and Information Form**

PERSONAL INFORMATION			
TITLE: Rev / Mr / Mrs / Miss	INITIALS:	FIRST NAME:	
MIDDLE NAME:		PREFERRED NAME:	
SURNAME:		PREVIOUS SURNAME:	
SA ID NUMBER:		DATE OF BIRTH:	
ALTERNATE ID NUMBER:		ALTERNATE ID TYPE (I.E. PASSPORT):	
GENDER: Female / Male		EQUITY (RACE): African / Coloured / Indian / White	
NATIONALITY:			
DISABILITY: Yes <input type="checkbox"/> No <input type="checkbox"/>		If Yes, please specify	
CITIZEN RESIDENT STATUS: South African / Dual (SA plus other) / Permanent Resident / Unknown / Other			
HOME LANGUAGE:		OTHER LANGUAGES:	

CONTACT INFORMATION			
HOME ADDRESS:		POSTAL ADDRESS:	
PROVINCE:	POSTAL CODE:	POSTAL CODE:	
PHONE NUMBER: (H)		(W)	CELL NUMBER:
FAX NUMBER:		E-MAIL ADDRESS:	

FAMILY INFORMATION	
STATUS: Single/Married/Divorced/Widowed	
Spouse's Name:	Spouse's Tel No:

NEXT OF KIN INFORMATION			
KIN TITLE: Rev / Mr / Mrs / Miss	INITIALS:	KIN FIRST NAME:	
KIN SURNAME:		RELATIONSHIP:	
KIN CONTACT INFORMATION:			

SOCIO ECONOMIC INFORMATION						
EMPLOYED	UNEMPLOYED	SEEKING WORK	NOT WORKING (HOME-MAKER)	STUDENT	RETIRED	PENSIONER



## SETH MOKITIMI METHODIST SEMINARY NPC

### ACADEMIC INFORMATION

PROVIDE NAMES OF INSTITUTION (S), QUALIFICATION (S) RECEIVED, YEARS OF STUDY, ET CETERA

MATRIC: With Endorsement / Without Endorsement

NATIONAL SENIOR CERTIFICATE (NSC)

**NOTE: You must submit certified copies of all certificates and transcript without delay**

QUALIFICATION (PROGRAM)

YEARS OF STUDY

INSTITUTION

### ACADEMIC PROGRAM APPLYING FOR

HIGHER CERTIFICATE IN CHRISTIAN MINISTRY (HCCM):

### GENERAL INFORMATION (CHURCH AFFILIATION)

IF METHODIST, CIRCUIT NAME:

CIRCUIT NUMBER:

NAME OF SUPERINTENDENT:

SIGNATURE OF SUPERINTENDENT:

IF OTHER: PARISH/CHURCH/OR CONGREGATION NAME:

NAME OF CONTACT MINISTER:

SIGNATURE OF MINISTER:

I \_\_\_\_\_ (FULL NAMES) hereby apply for admission to the Higher Certificate in Christian Ministry (HCCM) at the Seth Mokitimi Methodist Seminary. I have read the conditions for enrollment for the programme being offered and declare my willingness to abide by them. I confirm that the information stated in this form is true, to the best of my knowledge.

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

**IMPORTANT NOTICE:** Kindly **advise us immediately** if any of the above information that you have provided **changes** after this form is completed.

### COURSE FEES AND MODE OF COURSE DELIVERY

The following fees will be payable by distance learning students who register to study for the HCCM programme:

#### 1. Annual Administration/Application Fee

Details	Amount
Prospective students are required to pay a once off non-refundable administration/application fee while applying. No application will be processed without a proof of payment.	R 200

**Note:** Payment of a non-refundable application fee **does not guarantee acceptance** into the HCCM programme. An official acceptance letter should guarantee admission to study towards the HCCM.



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### 2. Course Fee and Mode of Course Delivery

Two options are available as mode for course delivery. You either use **Option 1** or **Option 2**.

**Option 1:** Delivery of printable hard copies of Course Study Guide/material

Details	Course Fee	Study Guide and Materials	Postage & Packaging	Total Fees per Semester
Academic Writing Skills Reader	Nil	R90	R300	R2 770
1st Course for Semester	R1 100	R90		
2nd Course for Semester	R1 100	R90		

**Option 2:** Online Access to Course Study Guide/material

Details	Course Fee	Study Guide and Materials	Postage & Packaging	Total Fees per Semester
Academic Writing Skills Reader	Nil	R90	Nil	R2 470
1st Course for Semester	R1 100	R90		
2nd Course for Semester	R1 100	R90		

### 3. Repeat a Failed Assignment or a Failed Course

The following fee will apply in cases where a student is to repeat a failed assignment or an entire course.

Details	Course Fee	Study Guide and Materials	Postage & Packaging	Fees per Repeat
Repeat a failed Assignment	R100		Nil	R100
Repeat a failed Course	R750	Use the revised Course Material provided		R750

**Note:** Course fee and cost for study materials/Readers are subject to annual increment if need be.

PLEASE INDICATE WHICH OPTION YOU ARE REGISTERING FOR	
OPTION 1: Copies of Study Material to be delivered to my Address	
OPTION 2: Study Material to be accessed Online by the Student	

### Checklist before you submit the Application

Please ensure that you have sent the following items:

- Completed application form indicating the program you are applying for.
- Certified Copy of ID
- Certified copy of Matric Certificate (including transcripts)
- Proof of payment of application fee deposited in SMMS bank account (with your name as reference)

#### BANKING DETAILS

**Account Name:** Seth Mokitimi Methodist Seminary  
**ACCOUNT No:** 62216384876  
**SWIFT:** FIRNZAJJ

**Bank:** First National Bank (FNB)  
**BRANCH:** HAYFIELDS (PIETERMARITZBURG)  
**BRANCH CODE:** 221425