



**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, NOT LOOKING	HOME-MAKER (NOT WORKING)	SCHOLAR/STUDENT (NOT WORKING)	PENSIONER/RETIRED (NOT WORKING)	NOT WORKING - DISABLED	N/A: INSTITUTION



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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	LOCAL PREACHER STATUS	ON-TRIAL LOCAL PREACHER	YES	NO
	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 210

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 Materials	Aramex Courier	PEP PAXI Postage	Total Fees per Semester
Academic Writing Skills Reader	Nil	R90	R300	R150	With Aramex R2 995
1st Course for Semester	R1 212.50	R90			With PEP
2nd Course for Semester	R1 212.50	R90			R2 845

Option 2: Online Access to Course Study Guide/material

Details	Course Fee	Study Materials	Aramex Courier	PEP PAXI Postage	Total Fees per Semester
Academic Writing Skills Reader	Nil	R90	Nil	Nil	R2 695
1st Course for Semester	R1 212.50	R90			
2nd Course for Semester	R1 212.50	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	R780	Use the revised Course Material provided		R780

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:

- Electronic ID colour photo of yourself. Face and shoulders must be clear.
- Completed Application form indicating the program you are applying for.
- Certified Copy of ID book.
- Certified copy of Matric Certificate (including transcripts)
- Proof of payment of application fee (R210) deposited in SMMS bank account (with your name as reference)

BANKING DETAILS

Account Name: Seth Mokitimi Methodist Seminary
ACCOUNT No: 62216384876
SWIFT: FIRZAJJ

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