



SETH MOKITIMI METHODIST SEMINARY NPC

HIGHER CERTIFICATE IN CHRISTIAN MINISTRY (HCCM)

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.

I hereby also consent that SMMS may collect, use, distribute and process my personal data and information for all required administrative processes pertaining to my studies, and share my personal information with the Department of Higher Education and Training, the Council of Higher Education, the South African Qualification authority, and other third parties rendering various services to the Seminary and which may lawfully require the information for legal obligations and/or investigations.

Signature: _____ Date: _____

COURSE FEES AND MODE OF COURSE DELIVERY

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 220

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.

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	R100	R400	R150	With Aramex R3 220
1st Course for Semester	R1 260	R100			With PEP R2 970
2nd Course for Semester	R1 260	R100			

NOTE: R520 to be charged for Cross- border Courier

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	R100	Nil	Nil	R2 820
1st Course for Semester	R1 260	R100			
2nd Course for Semester	R1 260	R100			

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

3. Supplementary Exam and Repeat of a Failed Course

The following fee will apply where a student is to take a Supplementary Exam or repeat a failed Course

Details	Fee	Study Guide and Materials	Postage & Packaging
Supplementary Exam	R125	Use the revised Course Material provided	Nil
Repeat a failed Course	R800		

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

IMPORTANT NOTICE: The Seminary respects your right to privacy and complies with the legal requirement of the POPI Act 4 of 2013 in regulating the collection, processing, storage, sharing and destroying/disposing of any personal information you provided to us. **Kindly advise us immediately of any change to the above information that you have provided.**

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 (R220) with your name and surname as reference.

APPLICATION CLOSING DATE: 30th November 2022

BANKING DETAILS

Account Name: Seth Mokitimi Methodist Seminary, **Bank:** FNB, **Account no:** 62216384876, Hayfields branch (code: 221425) **Reference:** Student Name and Surname.