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Market Photo Workshop is a division of The Market Theatre Foundation

**Course Application Form**

**Select Course:**

Foundation Course

Intermediate Course

Advanced Photography Programme

Photojournalism and Documentary Programme

**Office Use**

<b>LEARNERSHIP REGISTRATION NUMBER</b>	
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<b>STUDENT NUMBER</b>											<b>COURSE CODE</b>										
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**Personal Information**

Title .....

Surname .....

Full Names as they appear on ID/PP .....

Date of birth .....

Preferred Gender Identity Male  Female  Other  If Other, please specify .....

Marital Status .....

Nationality .....

ID type (book/card/passport/ birth certificate) .....

ID/Passport Number .....

Citizenship .....

Type of Permit ..... 

<b>Expiry Date</b>									
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Permit Number 

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Home Language .....

Other Languages .....

Ethnic Group Black  White  Coloured  Indian  Other

If Other, please specify .....

Home Address .....  
.....  
.....

Province ..... Code .....

Address while studying .....

Province ..... Code .....

Tel Home ..... Work Number .....

Cellphone Number ..... E-mail .....

Fax number .....

Website/ Blog .....

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**Next of Kin**

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1. Name of a Family Member ..... Contact Number .....

(State relation) .....

2. Name of a Family Member ..... Contact Number .....

(State relation) .....

3. Name of a Family Member ..... Contact Number .....

(State relation) .....

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**Employment Background**

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Present Employment Please state name of company, position, and duration you are/were employed.	<hr/> <hr/> <hr/>
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**High School Education**

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Previous High School name .....

Physical Address .....

Province ..... Code .....

Highest Grade Completed .....

Year Completed .....

**Tertiary Education**

Name of Institution .....

Qualification Obtained  
All qualifications .....

Year Completed .....

**Computer Literacy**

<b>MS Word</b>		<b>MS Excel</b>		<b>MS PowerPoint</b>		<b>Adobe Light Room</b>	
None	<input type="checkbox"/>	None	<input type="checkbox"/>	None	<input type="checkbox"/>	None	<input type="checkbox"/>
Entry level	<input type="checkbox"/>	Entry level	<input type="checkbox"/>	Entry level	<input type="checkbox"/>	Entry level	<input type="checkbox"/>
Intermediate	<input type="checkbox"/>	Intermediate	<input type="checkbox"/>	Intermediate	<input type="checkbox"/>	Intermediate	<input type="checkbox"/>
Advanced	<input type="checkbox"/>	Advanced	<input type="checkbox"/>	Advanced	<input type="checkbox"/>	Advanced	<input type="checkbox"/>
<b>Adobe Photoshop</b>		<b>Adobe Premier</b>		<b>Audacity</b>		<b>Email</b>	
None	<input type="checkbox"/>	None	<input type="checkbox"/>	None	<input type="checkbox"/>	None	<input type="checkbox"/>
Entry level	<input type="checkbox"/>	Entry level	<input type="checkbox"/>	Entry level	<input type="checkbox"/>	Entry level	<input type="checkbox"/>
Intermediate	<input type="checkbox"/>	Intermediate	<input type="checkbox"/>	Intermediate	<input type="checkbox"/>	Intermediate	<input type="checkbox"/>
Advanced	<input type="checkbox"/>	Advanced	<input type="checkbox"/>	Advanced	<input type="checkbox"/>	Advanced	<input type="checkbox"/>
<b>Internet (Research)</b>		<b>Social Networking</b>		<b>Blogging</b>		<b>Computer Type</b>	
None	<input type="checkbox"/>	None	<input type="checkbox"/>	None	<input type="checkbox"/>	<b>PC</b>	<input type="checkbox"/>
Entry level	<input type="checkbox"/>	Entry level	<input type="checkbox"/>	Entry level	<input type="checkbox"/>	<b>Mac</b>	<input type="checkbox"/>
Intermediate	<input type="checkbox"/>	Intermediate	<input type="checkbox"/>	Intermediate	<input type="checkbox"/>		<input type="checkbox"/>
Advanced	<input type="checkbox"/>	Advanced	<input type="checkbox"/>	Advanced	<input type="checkbox"/>		<input type="checkbox"/>

Do you have photographic experience? Yes  No  If any please state .....

Where did you hear about the Market Photo Workshop?.....

**Medical Background**

Do you suffer from any pre-existing medical conditions?  Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, please name the condition  ..... .....	How should you be treated should this happen while you are on the premises?  ..... .....	Supply name of Next of Kin or Medical Practitioner to be informed should anything occur while on the premises.  ..... .....
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Disability Status      Sight  Hearing  Physical  Intellectual  Emotional  Other

If any please specify .....

Do you have a criminal record? .....

If yes, what was the conviction? .....

**Financial Information**

How do you intend to pay for your study fees      Self       \*MPW Bursary       Loan       Other

If Self or Other please specify .....

\*MPW offers limited bursaries of up to 50% of study fees only. Our bursaries are subject to availability of funds.

I declare that all the information provided by me on this form is true and that myself photographed the images contained in the portfolio.

The Market Photo Workshop has the right to enquire further regarding images where there is suspicion of images not being photographed by the applicant.

- Please ensure that you submit **certified copies** of your ID or Passport or other legal documents regarding your residency status and relevant educational qualifications with this document.
  - The Market Photo Workshop is not obliged to return any submitted material back to the applicant. Please ensure that you send copies of all documents / images and not originals.
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Application date: .....

Signature of applicant: .....

Signature of parent or legal guardian: ..... Date: .....  
(If under 18 and parent or legal guardian is responsible for paying fees)

**Course Application Conditions and Procedures**

1. A non-refundable application fee of R100.00 is required on submission of an application form. On acceptance, a registration fee of R 1000.00 will be required to confirm the student's place within the course. All payment must be deposited into the Photo Workshop bank account and proof of payment provided within two weeks. All applicants must complete the Course Application form and, if applicable, a Bursary Application form.
2. If a student decides to cancel a course, the registration fee of R1000 will be forfeited.
3. For FC and IC 50% of the course fee is payable one week before the course starts and for PDP and APP refer to the payment schedule.
4. The outstanding amount must be settled according to the payment schedule for each particular course. The onus lies with the student to consult with Course Coordinators or Administration Office to find out when this deadline is.
5. International students have to pay all fees upon registration. This may, however, be waived on application, if the student is a legally documented asylum seeker, or is from the Southern African region and is applying for a bursary and can prove financial need. Separate terms and conditions govern bursary applications.
6. Applications will only be processed once the application fee has been paid and proof of payment has been received.
7. Enrolment is confirmed with a letter of registration.
8. Once a student is registered for a course, he or she is responsible for the full amount payable, regardless of whether the course is completed.
9. Once registered, a student cannot postpone, defer or change courses unless extraordinary circumstances prevail, and an application is made three weeks prior to the course starting. In such a case, a written request must be presented to the Manager: Administration and Operations and a fee of R100 will be levied for every change of course.
10. After the payment agreement has been correctly completed and signed by the student or a guardian (for students younger than 18), no changes or alterations will be allowed, unless they have been authorised by the Manager: Administration and Operations or the Head of Market Photo Workshop.
11. If a student fails to finalise payment, the following procedure is enacted:
  - a) A reminder letter is sent requesting payment. If all outstanding fees have not been settled after this request, a warning letter will be issued.
  - b) Once a warning letter is received, a student will have five working days to settle the outstanding amount, failing which, the student will be excluded from all classes and deregistered. The student will remain liable for the outstanding amount and could be blacklisted.
12. Financial assistance is available depending on the availability of funds subject to specific terms and conditions being met, these may be set by a particular funder, and/or the Market Photo Workshop. Students from the Southern African Development Community (SADC region) as well as legally documented asylum seekers may apply for bursaries not exceeding 50% of course fees. Bursary applicants are required to prove financial need, as well demonstrate an interest in photography. Applicants may be required to present a portfolio of their work to supplement their application.
13. The Market Photo Workshop reserves the right to reschedule or cancel courses. If this occurs, refunds to students will be paid in full. Students will be required to complete a refund form.
14. Should the Market Photo Workshop incur costs for debt collection, the student will be liable for these costs
15. All work produced by a student throughout the duration of an attended course may be used by the Market Photo Workshop for archival, marketing and publicity purposes. No further or prior consent will be sought in such a case. For more information see the Market Photo Workshop's latest policy on copyright, issued during orientation.
16. Although the Market Photo Workshop is doing its best to ensure smooth learning during days of load shedding, the Market Photo Workshop will not be held liable for any inconveniences that could be attributed to load shedding. Please note that classes could be altered in the event of load shedding.
17. The Market Photo Workshop will not be held liable for the loss of data or work. The onus lies with the student to ensure that work is backed up and formatted correctly. If the student has completed the course, the data can only be stored for six months and will be deleted after.
18. All students are required to familiarise themselves with the official code of conduct issued during orientation, failure to do so will not indemnify any student in the case of an infringement or contravention. Admission to the premises, use of facilities, and participation in projects, exhibitions, and public programmes is strictly reserved.
19. Please note that the Market Photo Workshop reserves the right to market its events, projects and exhibitions to all registered students unless they opt out in writing.
20. Plagiarism is a serious academic offense. Should a student be found to have submitted photographs that are not his/her own, the Market Photo Workshop reserves the right to exclude the student from the course.
21. I consent to my examination results being made available to the relevant bursary donors, sponsors and / or parents or legal guardian.

I, the undersigned, agree to the above stated terms and conditions.

Signature of student:.....

Date:.....

Please check that all documents have been submitted

**FOR OFFICIAL USE ONLY:**

Application form:	Submitted: <input type="checkbox"/>	Completed: <input type="checkbox"/>
Questionnaire (PDP/APP):	Submitted: <input type="checkbox"/>	Completed: <input type="checkbox"/>
Curriculum Vitae (PDP/APP)::	Submitted: <input type="checkbox"/>	
Portfolio (IC/PDP/APP)::	Submitted: <input type="checkbox"/>	Completed: <input type="checkbox"/>
Supporting Documents:	Submitted: <input type="checkbox"/>	Certified: <input type="checkbox"/>

Date Application received: .....

Status of application:    Successful                       Unsuccessful                       Pending

Applicant contacted regarding status of application:

Date of enrolment: .....

End date of program .....

Achievement Status .....

Training Provider .....

Achievement Status .....

Training Provider .....

Assessor Registration Number .....

Assessments Date .....

Moderator Registration Number .....

Moderation Date .....

Achievement Date .....

Qualified ID .....

**Acceptance of Certificate:**

Student Names: .....

Student Number: ..... Course Code:.....

Student's Signature:..... Date Collected:.....

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