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# ESWATINI COLLEGE OF TECHNOLOGY

## APPLICATION FOR DIPLOMA ADMISSION (2024)

- COMPLETE ALL SECTIONS IN INK AND RETURN TO THE REGISTRAR'S OFFICE, ESWATINI COLLEGE OF TECHNOLOGY, BEFORE 5<sup>TH</sup> APRIL 2024, WHICH IS THE CLOSING DATE FOR SUBMISSION.
- A CERTIFIED COPY OF A STATEMENT OF RESULTS OF YOUR HIGCSE / IGCSE / SGCSE / O'LEVEL / S.A. SENIOR CERTIFICATE RESULTS & / OR CERTIFICATE.
- AN APPLICATION FEE OF E150.00 FOR ESWATINI CITIZENS AND A FEE OF E200.00 FOR NON-ESWATINI CITIZEN PAYABLE AT ANY STANDARD BANK ACCOUNT NUMBER 911/00/04140144.
- AN ORIGINAL STANDARD BANK RECEIPT MUST ACCOMPANY THE APPLICATION. THE FEE IS NON-REFUNDABLE.
- PROGRAM APPLIED FOR:

### 1. PERSONAL DETAILS: (USE CAPITAL LETTERS)

TITLE: MR/MRS/MS/MISS/DR (Circle one)	
SURNAME:	FIRST NAME(S):
MAIDEN SURNAME: (WHERE APPLICABLE):	
DATE OF BIRTH:	(DATE/MONTH/YEAR)
MARITAL STATUS: SINGLE/MARRIED/DIVORCED/WIDOWED (Circle one)	
GENDER:	MALE/FEMALE (Circle one)
CITIZENSHIP:	CELL NUMBER:
PERSONAL IDENTIFICATION NUMBER (PIN):	
CORRESPONDENCE ADDRESS: (Response to your application will be sent to this Postal and Email address)	
P. O. BOX / PRIVATE BAG	
TOWN/CITY:	COUNTRY:
EMAIL ADDRESS:	
RESIDENTIAL AREA:	
DETAILS OF NEXT OF KIN: PARENT/GUARDIAN/SPOUSE: (Circle one)	
FULL NAMES :	
POSTAL ADDRESS:	
TELEPHONE NUMBER :	CELL NUMBER:
PERSONAL IDENTIFICATION NUMBER (PIN):	

**2. INFORMATION OF APPLICANT:  
YOU APPLY AS:**

**(TICK)**

▪ A HIGH SCHOOL LEAVER WHO HAS DONE O'LEVEL/IGCSE/HIGCSE/SGCSE EQUIVALENT	
▪ A HIGH SCHOOL LEAVER WHO HAS DONE S.A. SENIOR CERTIFICATE	
▪ A HIGH SCHOOL LEAVER WHO HAS DONE 'A' LEVEL/EQUIVALENT	
▪ A CANDIDATE WHO HAS A POST HIGH SCHOOL PROFESSIONAL QUALIFICATION	
<b>ACADEMIC QUALIFICATIONS: (Which examination have you written)</b>	
▪ CAMBRIDGE O'LEVEL	
▪ G.C.E. (LONDON)	
▪ SOUTH AFRICAN SENIOR CERTIFICATE	
▪ IGCSE/SGCSE	
▪ HIGCSE	
▪ OTHER (SPECIFY)	

➤ **Foreign qualifications should be submitted for evaluation with the Eswatini Qualifications Authority.**

**3. POST HIGH SCHOOL INSTITUTIONS ATTENDED: (i.e. College, Technikon, University, etc)**

NAME OF INSTITUTION	PERIOD OF STUDY	QUALIFICATION

- PRESENT OCCUPATION: .....
- YEAR ON WHICH YOU FIRST WROTE YOUR HIGH SCHOOL EXAMINATIONS: .....
- IF OVC ATTACH PROOF THEREOF – ATTACH LETTER FROM SCHOOL

**4. ENTER YOUR HIGH SCHOOL RESULTS AND YEAR OF EXAMINATION  
(O'LEVEL / IGCSE/HIGCSE/ S. A. SENIOR CERTIFICATE HOLDERS/ OTHER)**

SUBJECT	GRADE LETTER	SYMBOL NUMERICAL	MONTH/ YEAR WRITTEN
ENGLISH AS A FIRST LANGUAGE			
ENGLISH AS A SECOND LANGUAGE			
ENGLISH LITERATURE			
RELIGIOUS EDUCATION			
HISTORY			
GEOGRAPHY			
FRENCH			
SISWATI			
ZULU			
MATHEMATICS			
ADDITIONAL MATHEMATICS			
AGRICULTURE			
PHYSICS			
CHEMISTRY			
BIOLOGY			
PHYSICAL SCIENCE			
LIFE SCIENCES			
SCIENCE (CHEMISTRY-BIOLOGY)			
COMBINED SCIENCE			
DESIGN & TECHNOLOGY			
METAL WORK			
TECHNICAL DRAWING			
WOOD WORK			
FOOD AND NUTRITION			
FASHION & FABRIC			
HOME ECONOMICS/ CONSUMER SCIENCE			
COMMERCE			
ACCOUNTS			
BUSINESS STUDIES			
ECONOMICS			
INFORMATION TECHNOLOGY			
MATHEMATICAL LITERACY			
LIFE ORIENTATION			
TOURISM			
ENTREPRENEURSHIP			
TECHNICAL STUDIES			
OTHER: (SPECIFY)			

**5. SPONSORSHIP:**

IF ENROLLED BY THE INSTITUTION, WHO WILL BE YOUR SPONSOR?

**(TICK)**

GOVERNMENT	
PARENT	
GUARDIAN	
COMPANY	
SELF	
OTHER (SPECIFY)	

**6. PLEASE CHECK IF YOU HAVE DONE THE FOLLOWING:**

**(TICK)**

COMPLETED ALL SECTIONS (Incomplete data will disqualify the Application Form)	
ENCLOSED ORIGINAL STANDARD BANK RECEIPT	
FOR HIGH SCHOOL LEAVER: ENCLOSED CERTIFIED COPY/COPIES OF YOUR HIGH SCHOOL RESULTS	
CERTIFIED PASSPORT COPY OR IDENTITY DOCUMENT	
CERTIFIED ACADEMIC RECORD & CERTIFICATE OF CONDUCT (IF PREVIOUSLY ENROLLED AT ANOTHER TERTIARY INSTITUTION)	
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PROOF OF OVC STATUS	
OTHER (SPECIFY):	

## 7. DECLARATION BY APPLICANT:

I ..... (Full name and Surname)  
Identity Number ..... the undersigned, hereby apply/register as a student of the  
Eswatini College of Technology (ECOT), subject to the following terms and conditions.

1. I undertake to:

- 1.1. Comply with rules and regulations of the Eswatini College of Technology (should my application be successful).
  - 1.2. Inform the Registrar's Office immediately, if I change my address.
  - 1.3. Acquaint myself each year/semester, with all the Rules and general Regulations including class, residence and other relevant fee increase that relate to the programme for which I am applying.
    - 1.3.1. I hereby undertake to acquaint myself, abide by and comply with ECOT statutes, all the rules, regulations, policies and procedures of the Institution as amended from time to time.
    - 1.3.2. I agree that the Institution, through the Educational policy, Higher Educational Bill and its normal Governance bodies may amend any Regulation, Policy or Procedure and that I shall be bound to any such amendment as soon as it may take effect.
  - 1.4. Make alternate arrangements for accommodation should the College accept me for a Degree/Diploma and cannot offer me Accommodation.
    - 1.4.1. I acknowledge that the curriculum of the Degree/Diploma/Certificate/ programme for which I am applying/ registering has been approved by the College governing body and the Ministry of Education and Training.
  - 1.5. I agree that a change to my regulated curriculum may only be effected with the approval of the curriculum advisor – Heads of Faculties or executive dean-Vice Principal (Academic) in question and any such change may be effected in accordance with the prescribed procedure and within the appointed period and be signed by or on behalf of the Principal of Institution /or his duly authorized Representative.
2. I hereby accept liability for the payment of all tuition fees which may be charged by the College as a result of my/his/her studies at the College.
- 2.1. I acknowledge that tuition; residence and other fees are revised annually by the College/Ministry of Education and Training and increased accordingly.
  - 2.2. I agree that in the event that the Institution instructs Attorneys to take any steps against myself for the recovery of any amounts due to the Institution by myself, that I shall pay all costs as between Attorney and Client, inclusive of collection commission.
3. I am aware that my enrolment is valid only if it complies with the regulations of the Degree/Diploma/Certificate concerned, irrespective of the acceptance of this application by the institution. Your admission at the College does not guarantee sponsorship from Government.
4. I accept the responsibility of submitting all documents required by the Institution before the stipulated due dates.
5. I agree that the Institution has the right to cancel my registration if I provide incorrect information or documentation in an application for admission and registration including but not limited to the official /school leaving certificate in respect of my ECOT admission; any previous study record and certificate of conduct or if I fail to provide material information or documentation.

6. I declare that:
  - 6.1. I make this application and give the declarations and understandings with the knowledge and consent of my parent/guardian/employer.
  - 6.2. I warrant that the information contained herein is true and correct and the Institution shall be entitled to declare the contract void and cancel my registration if I have made any misrepresentation or omission on this application.
  - 6.3. Foreign Students:
    - 6.3.1. I am aware that I am responsible to renew my study permit three (3) months prior to the expiry date.
    - 6.3.2. Refugee: I am aware that I am responsible to renew my study permit one (1) month prior to its expiry date.
7. I hereby absolve the Institution, its Staff, Employees, Representatives and/or agents from any claims which I/the student may acquire as a result of any injuries which I/the student may receive and/or damages which I/the student may suffer as a result of any happening, incident, accident, injury, illness or death, however it may have resulted, or as a result of my/his/her participation in any Sport/excursion/visit or transport which may take place during my/his/her studies at the Institution.
  - 7.1. I accept that I shall participate in the activities Mentioned in paragraph 7 on my/his/her own responsibility and shall voluntarily accept the risk incidental thereto.
8. The terms of payment of the Institution (including Tuition and Boarding and Lodging fees) are as follows:

60% of fees must be paid (upon registration by the end of the first semester) and the balance within the second month of the second semester.

  - 8.1. I confirm that, in the event of my failure to pay any amount due by or demand of me on the due date, all outstanding fees owing to the Institution at that point shall become due and payable in one sum with immediate effect.
  - 8.2. Respect of students not fulfilling their financial obligations on time and as prescribed, the Institution retains the right to:
    - a. Exclude students from campus residence;
    - b. Withhold students' examination results or Diplomas/Degree;
    - c. Cancel students' registration after the specified dates and to hold them liable for payment of the outstanding amounts as agreed upon signed in the special arrangement made by the Institution.
    - d. Not to allow students to register if the previous year's fees have not been paid in full.
    - e. Not to issue transcript or certificate of conduct; and
    - f. To institute legal action against students, who will be liable to all ECOT legal costs.
9. If I take up the Institution's accommodation or residence, I hereby undertake to :
  - 9.1. Duly complete and sign the registration with regard to my year of entry and name of residence.
  - 9.2. Make myself familiar with all the rules, regulations, policies and procedures pertaining to residence or accommodation and to comply with these regulations and abide by these rules, policies procedures and as amended from time to time.
  - 9.3. Students within the Mbabane Corridor and/or within proximity will be required to be off-campus when the Accommodation facilities/College Residences are congested.

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Signature of Student

.....  
Date

.....  
National ID Number

.....  
Signature of Parent/  
Guardian/Spouse

.....  
Date

.....  
National ID Number

.....  
Signature of Commissioner of Oaths

.....  
Date

**I DECLARE THAT ALL THE ABOVE INFORMATION IS CORRECT AND TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF. I AGREE THAT IF I AM ACCEPTED AT THE COLLEGE I SHALL BE UNDER THE DISCIPLINARY CONTROL OF THE COLLEGE AUTHORITIES AND UNDERTAKE TO CONFORM TO ALL THE RULES AND REGULATIONS OF THE COLLEGE.**

Signed at .....on this day of .....