

NON-GOVERNMENTAL ORGANIZATION

NO. 41

26 JANUARY 2018

**REGULATIONS FOR THE REGISTRATION OF
PRIVATE HIGHER EDUCATION INSTITUTIONS, 2016
APPLICATION FOR AMENDMENT FORM
(Form APX-02)**

Note: Applicants must consult the document: *A Guide for Completing the Application for Amendment* (Guide APX-02)

A. ADMINISTRATIVE DATA

1. Legal name of the institution
2. Registration Number issued by the Department of Higher Education and Training (DHET)
3. Attach a copy of the covering letter, on the institution's official letterhead, which provides a summary of the application. The letter must be dated and signed by the CEO and attached as a first page to the application.

B. TYPES OF AMENDMENT

4. By means of an (X), indicate the amendment/s for which you wish to apply:



4.1 Legal name of the institution

4.2 Type of company

4.3 Programmes

4.4 Mode of delivery

4.5 Sites of delivery

C. AMENDMENT TO THE LEGAL NAME

5. What is the proposed new legal name of the institution?
6. What is the proposed new abbreviation, acronym or translation of the new name?

D. AMENDMENT TO THE TYPE OF COMPANY

7. What is the proposed new type of company?

E. AMENDMENT TO REGISTERED PROGRAMMES**E.1 Addition of programme/s**

8. The name of each programme to be added and its details must be supplied in Table 01 below.

Table 01: Programme/s to be added

Title of Programme	NQF details			Mode of delivery		Site/s on which the programme/s will be added
	Field	Level	Credits	Contact	Distance	

Bachelor of Arts	6	7	240	✓	Boksburg: 2 Water Street, Boksburg, 3201 [A]

9. In the light of the answer to 8 above, the anticipated effects of the increase in registered programmes on staff and student totals must be indicated in Table 02 below:

Table 02: Proposed changes to staff and student totals

	Current totals	Increase	New totals
Students			
Academic Staff			
Full time			
Part time			
Support staff			
Service staff			

E.2 Discontinuation of programme/s

10. The details of each programme to be discontinued must be supplied below in Table 03 below.

Table 03: Programme/s to be discontinued

Title of Programme	NQF details			Mode of delivery		Site/s on which the programme/s will be discontinued and the date thereof
	Field	Level	Credits	Contact	Distance	
Bachelor of Arts	6	7	240	√		Boksburg: 2 Water Street, Boksburg, 3201 [A]

11. In the light of the answer to 10 above, the anticipated effects of the reduction in registered programmes on staff and student totals must be indicated in Table 04 below:

Table 04: Proposed changes to staff and student totals

	Current totals	Decrease	New totals
Students			
Academic Staff			
Full time			
Part time			
Support staff			
Service staff			

E.3 Change in title of programme/s

12. The title of each programme to be changed and its details must be supplied in Table 05 below:

Table 05: Details of programme/s title to undergo name change

Old Title of Programme	NQF details			Mode of delivery		New title of programme
	Field	Level	Credits	Contact	Distance	
Bachelor of Arts	6	7	240	✓		Bachelor of Arts in Graphic Design

F. AMENDMENT TO MODE OF DELIVERY

F.1 Addition of mode

13. The name of each programme for which you wish to add a new mode and its details must be supplied in Table 06 below:

Table 06: Mode to be added

Title of Programme	NQF details			Current Mode of delivery		Sites on which the programme is currently offered	Mode of delivery to be added	
	Field	Level	Credits	Contact	Distance		Contact	Distance
Bachelor of Arts	6	7	240	✓		Boksburg: 2 Water Street, Boksburg, 3201 [A]		

14. In the light of the answer to 13 above, the anticipated effects of the addition of mode on staff and student totals must be indicated in Table 07 below:

Table 07: Proposed changes to staff and student totals

Current totals	Decrease	New totals
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Students			
Academic Staff			
Full time			
Part time			
Support staff			
Service staff			

F.2 Discontinuation of mode

15. The name of each programme for which you wish to discontinue a mode and its details must be supplied in Table 08 below.

Table 08: Mode to be discontinued

Title of Programme	NQF details			Current Mode of delivery		Sites on which the programme is currently offered	Mode of delivery to be discontinued	
	Field	Level	Credits	Contact	Distance		Contact	Distance
Bachelor of Arts	6	7	240	✓	✓	Boksburg: 2 Water Street, Boksburg, 3201 [A]	✓	

16. In the light of the answer to 15 above, the anticipated effects of the discontinuation of mode on staff and student totals must be indicated in Table 09 below:

Table 09: Proposed changes to staff and student totals

	Current totals	Decrease	New totals
Students			
Academic Staff			
Full time			
Part time			
Support staff			

Service staff			
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G. AMENDMENT TO SITE/S OF DELIVERY

G.1 Addition of site/s

17. The physical address of each site to be added and its details must be supplied in Table 10 below:

Table 10: Site/s to be added

Physical address of site	Programme/s to be offered	NQF details			Mode of delivery	
		Field	Level	Credits	Contact	Distance
Boksburg: 2 Water Street, Boksburg, 3201	Bachelor of Arts	6	6	240	✓	

18. In the light of the answer to 14 above, the anticipated effects of the addition to sites on staff and student totals must be indicated in Table 11 below:

Table 11: Proposed changes to staff and student totals

	Current totals	Increase	New totals
Students			
Academic Staff			
Full time			
Part time			
Support staff			
Service staff			

G.2 Discontinuation of site/s

19. The physical address of each site to be discontinued and its details must be supplied in Table 12 below:

Table 12: Site/s to be discontinued

Physical address of site	Programme/s currently offered	NQF details			Mode of delivery	
		Field	Level	Credits	Contact	Distance
Boksburg: 2 Water Street, Boksburg, 3201	Bachelor of Arts	6	6	240	√	

20. In the light of the answer to 16 above, the anticipated effects of the reduction to sites on staff and student totals must be indicated in Table 13 below:

Table 13: Proposed changes to staff and student totals

	Current totals	Decrease	New totals
Students			
Academic Staff			
Full time			
Part time			
Support staff			
Service staff			

ANNEXURES

ANNEXURE A: Proof of change of legal name, as issued by CIPC.

ANNEXURE B: Proof of change of type of company, as issued by CIPC.

ANNEXURE C: Report on programme feasibility.

ANNEXURE D: Declaration on application for accreditation.

ANNEXURE E: Report on programme discontinuation.

ANNEXURE F: Report on addition of mode of delivery.

ANNEXURE G: Report on discontinuation of mode of delivery.

<u>ANNEXURE H:</u>	Report on site and programme feasibility.
<u>ANNEXURE I:</u>	Declaration on site control and administration.
<u>ANNEXURE J:</u>	Report/s and certificate on occupational health and safety compliance audit.
<u>ANNEXURE K:</u>	Report on site discontinuation
<u>ANNEXURE L:</u>	Report on accreditation by the CHE.
<u>ANNEXURE M:</u>	Report on registration of the qualification/s on the NQF.