



INSTITUTE OF CHRISTIAN PSYCHOLOGY

FIRST APPLICATION/REGISTRATION FORM 2010

Please complete the following application form in clear PRINT (black/blue ink).
Incomplete application/registration forms and/or application/registration forms without the R250 application fee cannot be processed.

APPLICATION SECTION

- Applying for: BA Degree
- Postgraduate Bridging Course in Christian Psychology
- Basic Christian Counselling Course
- Advanced Counselling Course
- Non-Degree purposes

A. PERSONAL DETAILS

1. Title (e.g. Mr / Mrs / Ms / Rev) 2. Initials
3. Surname
4. Maiden Name / Previous Surname
5. First Name(s)
6. Preferred Name
7. Date of Birth / / 8. Identity Number

NB: Please attach a certified copy of your identity document to your application form.

9. Marital Status: Single Married Divorced Widowed
10. Gender: Male Female 11. Language Preference: English Afrikaans
12. Home Language
13. Race: White Black Indian Colored Other
14. Country of Origin: South Africa Other
15. Religious Affiliation
16. Occupation
17. Have you ever been convicted of a criminal offence? Yes No
18. If yes, state the nature thereof
19. ICP Student Number (returning students only)

B. CONTACT DETAILS

1. Contact details of applicant

1.1. Postal address	<input type="text"/> <input type="text"/> <input type="text"/>	1.2. Street address	<input type="text"/> <input type="text"/> <input type="text"/>
Code	<input type="text"/>	Code	<input type="text"/>
Province	<input type="text"/>	Province	<input type="text"/>
1.3. Home tel	<input type="text"/>	1.4. Cell	<input type="text"/>
1.5. Work tel	<input type="text"/>	1.6. Fax	<input type="text"/>
1.7. Email address	<input type="text"/>		
1.8. Do you prefer your study letters to be:	<input type="checkbox"/> Posted <input type="checkbox"/>	<input type="checkbox"/> Emailed <input type="checkbox"/>	
1.9. May the ICP provide your contact details to fellow students organising social events, study and prayer groups?	<input type="checkbox"/> Yes <input type="checkbox"/>	<input type="checkbox"/> No <input type="checkbox"/>	

2. Contact details of person responsible for the account (*compulsory*)

2.1. Title	<input type="text"/>	2.2. Initials	<input type="text"/>
2.3. Surname	<input type="text"/>		
2.4. First Name(s)	<input type="text"/>		
2.5. Identity number	<input type="text"/>		

NB: Please attach a certified copy of the person responsible for the account's identity document to the application form.

2.6. Postal address	<input type="text"/> <input type="text"/> <input type="text"/>	2.7. Street address	<input type="text"/> <input type="text"/> <input type="text"/>
Code	<input type="text"/>	Code	<input type="text"/>

NB: Please attach a copy of an electricity, telephone or similar bill which confirms the person responsible for the account's physical address.

2.8. Home tel	<input type="text"/>	2.9. Cell	<input type="text"/>
2.10. Work tel	<input type="text"/>	2.11. Fax	<input type="text"/>
2.12. Email address	<input type="text"/>		
2.13. Do you prefer your account to be:	<input type="checkbox"/> Posted <input type="checkbox"/>	<input type="checkbox"/> Emailed <input type="checkbox"/>	

3. Contact details of applicant's parent/guardian/next of kin (should be different from 2.) (*compulsory*)

3.1. Title	<input type="text"/>	3.2. Initials	<input type="text"/>
3.3. Surname	<input type="text"/>		
3.4. Postal address	<input type="text"/> <input type="text"/> <input type="text"/>	3.5. Street address	<input type="text"/> <input type="text"/> <input type="text"/>
Code	<input type="text"/>	Code	<input type="text"/>
3.6. Home tel	<input type="text"/>	3.7. Cell	<input type="text"/>

3.8. Work tel 3.9. Fax

3.10. Email address

4. Contact details of applicant's employer

4.1. Title 4.2. Initials

4.3. Surname

4.4. Company Name

4.5. Postal address

4.6. Street address

Code

Code

C. QUALIFICATION DETAILS

1. Matric details

1.1. Matric Year 1.2. Name of High School

1.3. Town/City of High School

1.4. Complete the following:

Grade 12 subjects (state whether language(s) is/are 1 st /2 nd language(s))	HG/SG	Result

NB: Please attach a certified copy of your matric National Senior Certificate/South African Senior Certificate and a certified copy of your school report to your application form.

1.5. Do you have matriculation or conditional exemption? Yes x No x

2. Tertiary qualification details

2.1. Have you ever studied at another tertiary institution? Yes x No x

2.2. Complete the following:

Year from	Year to	Tertiary institution	Field of study	Student number	Result

NB: Please attach certified copies of your academic record(s) and your degree certificate(s), diploma(s) and/or certificate(s). Also include a certificate of conduct from the tertiary institution(s) you previously studied at.

2.3. Do you want exemption for courses previously completed? Yes x No x

2.4. Are you currently registered at another university for degree purposes? Yes x No x

2.5. If yes, supply: The name of the institution

NB: Initial each page: _____

The degree registered for

2.6. Have you ever been refused continuation of your studies at any tertiary institution?

Yes

No

2.7. If yes, supply: The name of the institution

The reason refused

The year refused

Y	Y	Y	Y
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D. GENERAL

1. Study Material

1.1 Do you prefer your study material to be:

Posted via the SA Post Office	<input checked="" type="checkbox"/>
Couriered: R 500.00 per semester - payable upon registration*	<input checked="" type="checkbox"/>
Collected	<input checked="" type="checkbox"/>

**Courier costs include two study material parcels per semester; additional courier costs will be for the student's account.*

2. Student Cards:

2.1 Please affix 2x colour ID photos here:

(Student card cannot be issued without photos)

Preferably use "Prestik" to affix

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REGISTRATION SECTION

BA Degree			
Indicate the subjects for which you are registering for 2010 :			
First year level subjects			
Psychology 1A	<input type="checkbox"/>	Psychology 1B	<input type="checkbox"/>
Christian Psychology 1C	<input type="checkbox"/>	Psychology 1D	<input type="checkbox"/>
Industrial Psychology 1A	<input type="checkbox"/>	Industrial Psychology 1B	<input type="checkbox"/>
Sociology 1A	<input type="checkbox"/>	Sociology 1B	<input type="checkbox"/>
Communication 1A	<input type="checkbox"/>	Communication 1B	<input type="checkbox"/>
English 1A	<input type="checkbox"/>	English 1B	<input type="checkbox"/>
Biblical Studies 1A	<input type="checkbox"/>	Biblical Studies 1B	<input type="checkbox"/>
Second year level subjects			
Psychology 2A	<input type="checkbox"/>	Psychology 2B	<input type="checkbox"/>
Christian Psychology 2C	<input type="checkbox"/>	Christian Psychology 2D	<input type="checkbox"/>
Industrial Psychology 2A	<input type="checkbox"/>	Industrial Psychology 2B	<input type="checkbox"/>
Sociology 2A	<input type="checkbox"/>	Sociology 2B	<input type="checkbox"/>
Communication 2A	<input type="checkbox"/>	Communication 2B	<input type="checkbox"/>
Christian Ethics 2A	<input type="checkbox"/>	Christian Ethics 2B	<input type="checkbox"/>
Third year level subjects			
Psychology 3A	<input type="checkbox"/>	Christian Psychology 3B	<input type="checkbox"/>
		Psychology 3D	<input type="checkbox"/>
Industrial Psychology 3A	<input type="checkbox"/>	Industrial Psychology 3B	<input type="checkbox"/>
Sociology 3A	<input type="checkbox"/>	Sociology 3B	<input type="checkbox"/>
Communication 3A	<input type="checkbox"/>	Communication 3B	<input type="checkbox"/>
Research Psychology 3A	<input type="checkbox"/>	Research Psychology 3B	<input type="checkbox"/>

Basic Christian Counselling Course			
Indicate the subjects for which you are registering for 2010 :			
Christian Counselling A	<input type="checkbox"/>	Christian Counselling B	<input type="checkbox"/>
Marriage Counselling A	<input type="checkbox"/>	Counselling the Adolescent B	<input type="checkbox"/>
Biblical Studies A	<input type="checkbox"/>	Biblical Studies B	<input type="checkbox"/>
Crisis and Trauma Counselling A	<input type="checkbox"/>	Crisis and Trauma Counselling B	<input type="checkbox"/>

Advanced Counselling Course			
Indicate the subjects for which you are registering for 2010 :			
Counselling Techniques A	<input type="checkbox"/>	Personality Theory B	<input type="checkbox"/>
Developmental Theory A	<input type="checkbox"/>	Family Counselling B	<input type="checkbox"/>
HIV/AIDS Counselling A	<input type="checkbox"/>	DID Counselling B	<input type="checkbox"/>
Christian Ethics A	<input type="checkbox"/>	Christian Ethics B	<input type="checkbox"/>

Postgraduate Bridging Course in Christian Psychology

Indicate the subjects for which you are registering for **2010**:

Christian Psychology 1C	<input type="checkbox"/>	Christian Psychology 2D	<input type="checkbox"/>
Christian Psychology 2C	<input type="checkbox"/>	Christian Psychology 3B	<input type="checkbox"/>
		Psychology 3D	<input type="checkbox"/>
Biblical Studies 1A	<input type="checkbox"/>	Biblical Studies 1B	<input type="checkbox"/>

Payment (see Annexure A)

Total course fees 1st semester:

R

Total course fees 2nd semester:

R

Total fees for the year:

R

Method of payment: Cash Internet Transfer
 Cheque Bank Deposit

Banking details:

Institute of Christian Psychology
 ABSA account: 4049 4309 61
 Branch: Wadeville
 Ref: Initials & Surname

**NB: When making a bank deposit/internet transfer the deposit-
 /internet transfer slip must be faxed to the ICP immediately.**

Fax: +27(0)86 572 2695 or +27(0)11 827 1954.

Payment procedure

- Enclosed with this application must be an application fee (non-refundable) of R250.
- Registration fee (non-refundable): 50% of the total first semester fees, payable upon notification of acceptance by the Institute of Christian Psychology (hereafter ICP). Deposit- or internet transfer slip must be faxed to the ICP immediately.
- No study material will be supplied without proof of payment.
- Should any study material be returned to the ICP and requires to be re-mailed the student will be liable for all additional costs.
- 100% of the total first semester fees must be paid no later than 15 April of the study year.
- 50% of the total second semester fees must be paid no later than 30 June of the study year.
- 100% of the total second semester fees must be paid no later than 31 August of the study year.
- Additional costs incurred by the ICP as a result of students studying outside of the RSA will be for the students' account.
- International students residing inside and outside the RSA must pay their full study fees for each study year upon registration.
- International students from the African Continent residing outside of the RSA must pay an annual levy of R2000.00 (non-refundable) in addition to their study fees upon registration.
- International students from other continents residing outside of the RSA must pay an annual levy of R10 000 (non-refundable) in addition to their study fees upon registration.

Cancellation procedure

- Students who wish to cancel any or all subjects must do so in writing.
- It is the students' responsibility to confirm with the ICP that their cancellation was received.
- Students who cancel all of their subjects will be charged a cancellation fee of R250 payable immediately.
- Students who cancel first semester subjects before 15 April of the study year will remain liable for 50% of the cancelled subjects.
- Students who cancel first semester subjects after 15 April of the study year will remain liable for 100% of the cancelled subjects.
- Students who cancel second semester subjects after 15 April and before 31 July of the study year will remain liable for 50% of the cancelled subjects.
- Students who cancel second semester subjects after 31 July of the study year will remain liable for 100% of the cancelled subjects.
- Financial obligations other than subject fees will not be affected by the cancellation of subjects.

After cancellation of, discontinuation of or inactivity (with effect that studies cannot be completed in relevant study year) in terms of studies the student will not be entitled to receive study material regardless of payments made to the Institute.

International Student Requirements

- International students residing inside the RSA must be in possession of a valid study permit and a certified copy must be attached to the application form.
- International students residing inside the RSA must attach proof of medical cover to the application form.
- International students residing inside and outside the RSA must attach a certified copy of their IELTS test results.

Failure to fulfil financial obligations

In respect of students not fulfilling their financial obligations on time, the Institute retains the right to **cancel the student's registration**, withhold study material, refuse admission to lectures, practicals and examinations, withhold certificates, withhold examination and assignment results, refuse registration for the following year, refuse to issue a certificate of conduct for studies at another tertiary institution and institute legal proceedings against such students, as well as the person accepting responsibility for the account. The Institute cannot assure timeous delivery of study material and/or any other services if students fail follow the payment procedure. The student and person responsible for the account will be liable for all costs incurred in the recovery of any outstanding debt.

Declaration by applicant (and parent/guardian if applicable) and person responsible for the account

I hereby declare that all the details given in this application/registration form are true and correct. I understand and agree that the acceptance of this application/registration by the ICP will result in a binding contract. I understand and agree that this contract will be treated as a business transaction; with amongst other things the implementation of reasonable credit control measures, e.g. a credit check on the person responsible for the account. I, as the person responsible for the account (as in B2. in application section) hereby certify that I have the means to fulfil the financial obligations. I further declare that I understand and agree to all the stipulations of this agreement, especially the implications of the **failure to fulfil financial obligations** at the relevant due dates and the **financial obligations resulting from cancellation of studies or subjects** before or after the relevant cut off dates. I hereby consent, should I default in making payments in terms of this agreement, to the personal information I have supplied being submitted to a credit bureau and, should I abscond or leave either or both of the addresses supplied by me on this Application, that I may be traced through a credit bureau. I also agree to pay all tracing and collection costs incurred. I undertake to comply with the rules, regulations, procedures and decisions of the ICP, and any amendments thereto, and that I am aware of and considered advice that may be applicable to students in general and/or to the course for which I am registering. I undertake to inform the ICP in writing **within 21 calendar** days of any changes to information in application section A and B of this form. I understand and agree that any marriage contract entered into by me while obligated under this contract will not nullify its applicability to me.

Signature of applicant

Date

Signature of parent/guardian
(if applicant is under 21 years of age)
(as in B3. in application section)

Date

Signature of person responsible for
the account (as in B2. in application section).

Date

Important Note: All signatories are required to initial **each page** (total of 7) of this Application/Registration Form.

The application/registration form must reach the ICP no later than 31 January of the study year and may be either posted to:

Institute of Christian Psychology
Application
PO Box 15040
Lambton, Germiston
1414

Or hand delivered to the ICP offices: 8 Cachet Road, Lambton, Germiston, 1401.

NB: Please confirm that your application documents were received by the ICP administration by phoning +27(0)11 021 8930 or email: studentadmin@icp.org.za (preferred method).

**INSTITUTE OF CHRISTIAN PSYCHOLOGY:
APPLICATION/REGISTRATION FORM ANNEXURES A & B
(May be detached from application/registration form)**

Annexure A: Costs for 2010

BA degree course fees:

Psychology 1A	R 1 900-00
Psychology 1B	R 1 900-00
Christian Psychology 1C	R 1 650-00
Psychology 1D	R 1 550-00
Industrial Psychology 1A	R 1 550-00
Industrial Psychology 1B	R 1 550-00
Communication 1A	R 1 550-00
Communication 1B	R 1 550-00
Sociology 1A	R 1 550-00
Sociology 1B	R 1 550-00
English 1A	R 1 550-00
English 1B	R 1 550-00
Biblical Studies 1A	R 1 550-00
Biblical Studies 1B	R 1 550-00
Psychology 2A	R 2 450-00
Christian Psychology 2C	R 1 650-00
Psychology 2B	R 1 850-00
Christian Psychology 2D	R 1 850-00
Industrial Psychology 2A	R 2 400-00
Industrial Psychology 2B	R 2 400-00
Communication 2A	R 2 400-00
Communication 2B	R 2 400-00
Sociology 2A	R 2 400-00
Sociology 2B	R 2 400-00
Christian Ethics 2A	R 1 450-00
Christian Ethics 2B	R 1 450-00
Psychology 3A	R 3 650-00
Christian Psychology 3B	R 1 850-00
Psychology 3D	R 1 850-00
Industrial Psychology 3A	R 3 650-00
Industrial Psychology 3B	R 3 650-00
Sociology 3A	R 3 650-00
Sociology 3B	R 3 650-00
Communication 3A	R 3 650-00
Communication 3B	R 3 650-00
Research Psychology 3A	R 1 850-00
Research Psychology 3B	R 1 850-00

Postgraduate Bridging Course in Christian Psychology course fees:

Christian Psychology 1C	R 1 650-00
Christian Psychology 2C	R 1 650-00
Biblical Studies 1A	R 1 550-00
Christian Psychology 2D	R 1 850-00
Christian Psychology 3B	R 1 850-00
Psychology 3D	R 1 850-00
Biblical Studies 1B	R 1 550-00

Basic Christian Counselling Course fees:

Christian Counselling A	R 950-00
Marriage Counselling A	R 950-00
Crisis and Trauma Counselling A	R 950-00
Biblical Studies A	R 1 550-00
Christian Counselling B	R 950-00
Counselling the Adolescent B	R 950-00
Crisis and Trauma Counselling B	R 950-00
Biblical Studies B	R 1 550-00

Advanced Counselling Course fees:

Counselling Techniques A	R 1 850-00
Developmental Theory A	R 1 550-00
HIV/AIDS Counselling A	R 1 200-00
Christian Ethics A	R 1 450-00
Personality Theory B	R 1 200-00
Family Counselling B	R 1 200-00
DID Counselling B	R 1 200-00
Christian Ethics B	R 1 450-00

General additional fees:

Application fee (non-refundable)	R 250-00
Academic credit application	R 150-00
Cancellation of studies fee	R 250-00
Supplementary exam	R 300-00
Remark assignments and exams	R 500-00
Courier costs (per annum)	R 1 000-00
International student levy (Africa)	R 2 000-00
International student levy (Other)	R 10 000-00

Annexure B: General Information

1. The Institute of Christian Psychology is a department of Die Afrikaanse Protestantse Akademie (an Association incorporated under Section 21), which is registered with the Department of Education as a private education institution under the Higher Education Act 1997. Registration Certificate No 1999/HE01/001 allows the APA to present the BA and B Psych degrees.
2. The Post Graduate Bridging course in Christian Psychology, the Basic Christian Counselling Course and the Advanced Counselling Course are short courses and are not accredited (*in process of accreditation*).
3. The following documents must be enclosed with the application/registration form:
 - Certified copy of applicant's identity document (or passport for international students)
 - Certified copy of person responsible for account's identity document
 - Certified copy of applicant's matriculation certificate/National Senior Certificate (if applicable)
 - Certified copy of the applicant's school report (if applicable).
 - Certified copy of matriculation board document confirming applicant's exemption status (if applicable)
 - Certified copy of applicant's tertiary academic record(s) (if applicable)
 - Certified copy of applicant's degree certificate(s), diploma(s) and/or certificate(s) (if applicable)
 - Certificate of conduct from tertiary institution(s) the applicant previously studied at (if applicable)
 - Copy of an electricity, telephone or similar bill which confirms the person responsible for the account's physical address
 - Proof of payment of application fee
 - Additional documentation (International Students): Certified copy of your valid study permit, proof of medical cover, and certified copy of you IELTS test results.

Note: Copies must be certified by a Commissioner of Oath.

Each page of the application/registration form must be initialled by all the signatories.

Incomplete application/registration forms and/or application/registration forms without the R250 application fee cannot be processed. Contact the ICP for assistance.

4. Students should note that they are personally responsible for obtaining their own copies of prescribed books. The ICP will assist students who have difficulties obtaining these books.
5. International students are responsible for the exam paper postage costs.
6. The ICP cannot be held responsible if DVDs are incompatible with your DVD player.
7. Note for returning students: If you are reregistering for subjects previously failed please give an indication of those subjects and include it in your application.
8. Courses will be presented if student numbers permit.