

student's name: First name/s _____ Surname: _____

I, Mr Ms _____

Postal address: _____

_____ code: _____ cell 'phone: () _____

email address: _____@_____ student no: _____

enrolled in: Interior Design Graphic Design Design Foundation
 Interior Decorating Architectural Draughting

in: Johannesburg Pretoria Cape Town Durban

year 20_____ Year 1 Year 2 Year 3

application for duplicate or updated document

I hereby apply for a duplicate of my:

certificate / diploma academic report / transcript Student Card

I attach proof of payment of a R 200.00 administration fee. (See Bank Deposit slip on /documents page)

I accept that there will be a three week delay before the document can be issued.

OR

I hereby apply for a UPDATED CERTIFICATE OF COMPLETION (*no payment necessary*)

Signed: _____ Date: _____

application for exemption / RPL

I hereby apply for an exemption from the following module/s in my course:

1) _____ 2) _____ 3) _____ 4) _____

I attach certified copies of evidence that I have an equivalent recognised qualification or RPL.

I attach herewith the completed Inscape "Recognition of Prior Learning" (RPL) application form

I accept that the exemption process shall be conducted in terms of Inscape "RPL Policy and Procedures"

I accept that any exemption shall not alter the conditions of my original contract with Inscape and such conditions continue to be binding on me.

Signed: _____ Date: _____

application for replacement courseware

I hereby apply for the replacement of my course notes:

Subject: _____ Module: _____

I attach proof of payment of a R 200.00 administration fee. (See Bank Deposit slip on /documents page)

I accept that it may take up to 10 days for the notes to be issued.

Signed: _____ Date: _____

office use

Fee status: up to date in arrears Academic: satisfactory unsatisfactory

Authorised? granted not granted done by _____ Date: _____

Remarks: _____

Signed by Principal: _____ Date: _____