

## Application/Registration form for Radio Academy certificate courses

**NOTE: Please complete all sections of the application form and attach the following documents:**

- 1) *Your CV and ID*
- 2) *Copies of matric and other educational certificates.*

**APPLICATIONS WILL NOT BE CONSIDERED UNLESS THEY INCLUDE ALL REQUIRED DOCUMENTS**

### Section 1

- Are you applying for the Advanced Radio Certificate?

(NOTE: It is possible to enrol for one or several of these courses. However, please note that if you wish to obtain the Advanced Radio Certificate, you will have to choose five courses: Radio Foundations and four other options.)

Yes     No

- Please check the courses you are applying for :

Radio Foundations     Radio Presentation     Local Radio Journalism     Radio Management  
 Radio Sales and Marketing     New and Social Media for Radio     Radio Programming & Production

Surname: \_\_\_\_\_

First Names: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Citizenship: \_\_\_\_\_

ID / Passport Number: \_\_\_\_\_

Contact Numbers: Work: \_\_\_\_\_

Cellular: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Educational Background: \_\_\_\_\_

Current Employment: \_\_\_\_\_

Position: \_\_\_\_\_



**WITS**  
Journalism

## **Section 2**

### **My experience of radio :**

*In 300 – 500 words, tell us a personal experience you have had with radio, either as a listener or working in the medium*

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### **Facing a challenge :**

*In 300 – 500 words, tell us about a challenge you faced in your life and how you dealt with it*

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### **My future :**

*In a paragraph, tell us where and how you see yourself in 10 years' time*

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### **Section 3 - Billing Details or Bursary Application**

Name of organisation/person responsible for payment. If you are paying for yourself, fill in 'Self'

Company/Sponsor : \_\_\_\_\_

Contact person and Position at Company: \_\_\_\_\_

Method of Payment:

EFT	Credit Card	Cash	Cheque	Bursary	Other <i>(please specify)</i>
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Phone No: \_\_\_\_\_

Postal Address: \_\_\_\_\_

E mail Address: \_\_\_\_\_

Date: \_\_\_\_\_

**Official Stamp of Company/Organisation responsible for payment**

### **Section 4:**

I, \_\_\_\_\_, accept the terms and conditions as set out below and sign in acknowledgement.

- 1) Course fees are to be paid in full prior to commencement of the course or a relevant purchase order from the company/organisation to be provided as guarantee of payment.
- 2) Two weeks' notice of cancellation for non-attendance is required prior to course commencement.
- 3) If cancellation takes place less than two weeks in advance, 30% of the regular course fee will be payable.
- 4) If cancellation takes place less than a week in advance, 50% of the course fee will be payable. .
- 5) If cancellation takes place one day before the course begins, or if the student does not turn up, the full course fee will be forfeited.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**Bursaries: A limited number of bursaries are available for students from community radio. If you would like to apply for such a bursary, you must attach:**

- **A Letter or Motivation**
- **A letter of support from your station**
- **Curriculum Vitae (CV)**
- **Matric Results**
- **Other Academic Transcripts**