



In partnership & internationally approved by:



**APPLICATION FOR ADMISSION TO STUDY PROFESSIONAL QUALIFICATION
CULINARY ARTS – INSERVICE
2019**

PLEASE NOTE:

*This form should be clearly completed by the applicant in black ink.
Please provide us with as much information as possible.
Applicants are required to complete and submit **ALL** pages.*

GENERAL INFORMATION: The Mills Academy with CTH, GORDON RAMSAY & Tante Marie

1. CTH In-service Culinary Qualification (12 months) - Feb'19-Feb'20

STUDENT INFORMATION:

Last Name / Surname: _____
First Name: _____
Date of Birth: (Y/M/D) _____
Identity Number: _____ Age: _____
Sex: Male () Female ()
Nationality: _____
Home Language: _____
Second Language: _____
Telephone Number: (_____) _____
Mobile Number: _____
E-mail Address: _____

Postal Address: _____

_____ Postal Code: _____

BASIC EDUCATION DETAILS:

If you have matriculated already, please submit a certified copy of your matric certificate

School / College Attended: _____

Town / City: _____



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Final Year: _____

Highest Qualification: _____

Any Learning Disabilities: _____

Computer Literate: YES () NO ()

MEDICAL INFORMATION:

Name of Fund: _____ Membership No: _____

Principal Member: _____

Have you had any serious illness, operation or injury in the last 5 years? Yes () No ()

If "yes", please specify: _____

Are you presently on medication or any other medical treatment? _____

Please specify any food allergies: _____

Are you on any chronic medication? Yes () No ()

If "yes", please specify: _____

Have you ever been treated for alcohol or drug abuse? Yes () No ()

If "yes", please specify: _____

ADDITIONAL PERSONAL DETAILS:

Please provide us with the details of a contact who can be contacted in the event of **an emergency**.

First Name: _____ Last name / Surname: _____

Relationship: _____

Tel: (_____) _____ Cellular Number: _____

E-mail Address: _____



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REFEREE DETAILS:

Please provide us with the details of one Referee. They should not include friends or family members

Company Name (if relevant) _____

First Name: _____ Last name / Surname: _____

Prefix / Title: Mr () Mrs () Ms () Miss () Other ()

Relationship: _____

Tel: (_____) _____ Cellular Number: _____

E-mail address: _____

BILLING INFORMATION:

Please provide us with the details of the person responsible for paying your **TUITION FEES**

Please indicate your choice of **PAYMENT OPTION** as per the attached Terms and Conditions

Payment Option 1 ()
(Payment upfront)

Payment Option 2 ()
(monthly payments)

Please indicate method of payment: EFT () Debit Order () Cash deposit ()

Please specify: Self () Parent () Guardian () Sponsor ()

Company name: (if relevant) _____

Company registration number: _____

First Name: _____ Last name / Surname: _____

Prefix / Title: Mr () Mrs () Ms () Miss () Other ()

Date of birth: _____

I.D.no: _____

Billing Address (Postal) _____

Postal Code: _____



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Telephone Number: (_____) _____

Fax: (_____) _____

Cellular Number: _____

E-mail Address: _____

Sponsor's Signature: _____

You are **ONE** step closer to becoming a part of **THE MILLS ACADEMY family...**

Required Enclosures:

In order for us to process your application, we require that the following documentation be included:

- Your Motivational Letter
- Reference letter
- Matric certificate / recent school results
- Copy of ID book
- Copy of ID book of person responsible for tuition fee's
- Deposit (plus proof of payment)
- Equipment deposit (plus proof of payment)
- Signed & returned application form
- Signed & returned 'C.A.S.' (Confirmation of Acceptance of studies)

Terms and Conditions:

Please study the following terms and conditions carefully

1. Should my application for enrolment in any of The Mills Academy courses be successful, I agree to abide by the accompanying terms and conditions of acceptance, the Student code of conduct and the tariff of fees outlined here.
2. The deposit(s) specified must accompany the application. This deposit(s) will only be refunded in the event of the application not being accepted.
3. Should the successful applicant decide that he/she will not be attending the course The Mills Academy must be advised in writing, stating this 8 weeks prior to the commencement date of the



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course that has been applied for. Should the applicant fail to notify The Mills Academy of such intention they will be liable for the full payment of all the fees on the dates specified, regardless of whether or not they have attended the course.

4. South African law stipulates that foreign students have to pay their full course fee in advance before their visa can be issued. The Department of Home Affairs will then consider their application for a student visa.
5. The Mills Academy cannot be held liable for any loss, injury or damage of any nature sustained by any student on the course of his/her tuition.
6. Applicants must agree to abide by all the rules pertaining to the day to day running of The Mills Academy – see Code of conduct. The use of drugs or the abuse of alcohol, sighting without acknowledgement in test and examinations or theft will result in a disciplinary hearing and could result in the immediate expulsion from The Mills Academy. Any student who consistently disrupts lectures and has to be asked to leave the class on more than two occasions may be liable to a disciplinary hearing and could result in the immediate expulsion from The Mills Academy.
7. Absenteeism or failure to attend the set curriculum for any reason whatsoever, including expulsion from The Mills Academy will not provide grounds for any student's failure to pay any outstanding fees.
8. Absenteeism or failure to attend the set curriculum for any reason whatsoever could result in the student having to "catch up" lectures at his/her own cost outlined in the terms & conditions
9. Any student who is absent from 6 classes or more (without reasonable notice given to the Head Chef/Lecturer), will not be admitted for the final examinations and could face a disciplinary enquiry unless special permission is obtained in exceptional circumstances.
10. All outstanding tuition fees must be paid in full, prior to the students being admitted to their final examinations.
11. Course fees quoted may be subject to change without written notice. Interest will be charged at prime overdraft rate on all overdue fees.
12. All outstanding student accounts, with The Mills Academy, need to be paid for in full, before any student can partake in a Graduation Ceremony & receive their certificate(s) & before receiving their black buttons/jackets.
13. The applicant will be liable for all legal costs incurred by The Mills Academy on the scale as between client and attorney, whilst recovering outstanding fees, including attorney client collection fees.
14. The application does not constitute a contract between the applicant and The Mills Academy until such time as the applicant receives written notice of acceptance – CAS – confirmation of acceptance of studies – signed & returned to The Mills Culinary Academy.
15. Any Internal re-makes or re-writes will be charged for at industry related prices of: R480.00 as well as the provision of his/her own ingredients for a food related re-make & R300.00 for a theory re-write.



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16. Should a student need to replace any of their standard issue equipment or their own issue equipment, due to loss or being in a unhygienic state – goods will be charged for at industry related prices.
17. Students are liable for the cost of any medical treatment that might be necessary due to any unforeseen accidents.
18. By signing this form the parent or guardian of an applicant under 21 binds himself/herself as surety for and co-principal debtor in solindum with the applicant for the due payment of all tuition fees and charges for which the applicant will become liable to The Mills Academy if the applicant is accepted as a student at The Mills Academy.
19. The surety renounces the benefits of excursion, division and cession of actions, the full meaning and effect, of which he/she knows and understands.
20. Proof of payments: all proof of payments, either by EFT or Cash (no cash deposits) whether in full (option1) or monthly (option 2), must be forwarded to the principle; admin@millsacademy.co.za, for up-to-date record keeping.
21. Students will be suspended in the event of their accounts being in arrears for more than thirty days – only once full payment is made will the student be allowed to return to the academy. It will be up to the student to make up missed lectures at his/her own additional cost.
22. All bank charges for cash deposits fees will be for your account. If you prefer, rather hand the cash in at the office to avoid additional deposit fees being charged.
23. My deposit(s), a copy of my Identity Document, a 150 word written motivation, a copy of my matric certificate or latest school report(s) and my signed CAS accompanies my application.
24. When partaking in outside Catering Events, with Roost Restaurant or any other Catering and Events Companies – students are to be dressed in the appropriate clothing, no misconduct will be tolerated. Appropriate disciplinary action will follow in the event of any misconduct – which could result in the expulsion from The Mills Academy.
25. Students may from time to time, drive in a licenced vehicle with a valid licenced driver from The Mills Academy. The Mills Academy nor any of their employees, can be held liable for any loss, injury or damage of any nature sustained by any student while on events.
26. Accommodation for The Mills Academy students will be arranged with our Realter Agent. Deposit and first month's rent will be required before student can move in, in some cases the students can share a flat and this makes it more affordable for the parents.
27. Any student disobeying the rules of their lease contract will face a disciplinary hearing & the findings thereof could result in the immediate expulsion from the accommodation & the forfeiting of your deposit could be the result of your actions.
28. In-Service Practical Training: students are required to obtain a minimum of 1200 hours of signed off, practical training acquired from their 12months course.



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29. In-Service Practical Training: a minimum of 1000 hours needs to be signed off before going into In-Service training Dec/Jan. a minimum of 200 hours need to be signed off from Dec/Jan.

Fees and Payment Options: '19

Please study the terms and conditions carefully. Sign (initial each page) and return with your application form.

<u>Option 1: Payment Upfront</u>	<u>Option 2: Monthly Thirteen (13) month plan</u>
<p>Course Fee R95'600.00 Refundable Equip Dep. R 1'500.00 Total Due = <u>R 97'100.00</u></p> <p>Upfront: In order to qualify for the above fee structure tuition Fees are to be settled on or before the 01.02.19</p> <p>please e-mail proof of payment to: admin@millsacademy.co.za</p>	<p>Course Fee <u>R 95'600.00</u></p> <p>Less Deposit R 10'000.00 Plus Equip Dep. <u>R 1'500.00</u></p> <p>Balance Due = <u>R 84100.00</u></p> <p>Per Month x 13mnths R 6470.00</p> <p>Monthly: In order to qualify for the above monthly fees structure your' Deposit of R10'000.00 + R1'500.00 refundable equipment deposit needs to be paid before 01.02.19.</p> <p>The monthly payments of: <u>13 x R6470.00</u> payments due on 1st day of every month from Feb '19 until / incl Feb'20</p> <p>e-mail proof of payment to: admin@millsacademy.co.za</p>

Bank Account Details:



Acc. Name: Mills Culinary Academy
 Acc No.: 627 9455 5379 – Chq account
 Branch Code: 210-515, Jeffreys Bay
 Ref: Your Name & Surname



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Acknowledgement

By signing this form, I hereby confirm that the information filled above is true and correct. I accept the terms and conditions of this agreement. I understand and accept that if the information filled is incorrect, the Mills Culinary Academy reserves the right to suspend the applicant from the course or reject my application.

Student's Signature

Parent, Guardian or Sponsor's Signature

Date Signed: _____

FOR MORE INFORMATION CONTACT;

Leigh-Ann Le Roux:

079 448 2453

admin@millsacademy.co.za

Principle, Academic support, Finance, CEO

E&O.E