



INSTITUTE OF  
**CHRISTIAN  
PSYCHOLOGY**

**FIRST APPLICATION/REGISTRATION FORM 2012**

Please complete the following application form in clear PRINT (black/blue ink).  
Incomplete application/registration forms and/or application/registration forms without the R300 application fee cannot be processed.

**APPLICATION SECTION**

- Applying for: BA Degree Psychology   
 BA Degree General   
 Postgraduate Course in Christian Psychology   
 Basic Christian 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, Congregation & Leader   
 16. Occupation   
 17. Have you ever been convicted of a criminal offence?  Yes  No   
 18. If yes, state the nature thereof   
 19. Do you have any disabilities – If yes, state the nature thereof   
 20. ICP Student Number (returning students only)   
 21. Where did you hear about the ICP?

**B. CONTACT DETAILS**

1. Contact details of applicant

1.1. Postal address   
  
  
Code   
Province

1.2. Street address   
  
  
Code   
Province

1.3. Home tel

1.4. Cell

1.5. Work tel

1.6. Fax

1.7. Email address

1.8. Do you prefer your study letters to be:  Posted   Emailed

1.9. May the ICP provide your contact details to fellow students organising social events, study and prayer groups?  Yes  No

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

2.1. Title

2.2. Initials

2.3. Surname

2.4. First Name(s)

2.5. Identity no:

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

2.6. Postal address   
  
  
Code

2.7. Street address   
  
  
Code

**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

2.9. Cell

2.10. Work tel

2.11. Fax

2.12. Email address

2.13. Do you prefer your account to be:  Posted   Emailed

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

3.1. Title

3.2. Initials

3.3. Surname

3.4. Identity No:

3.5. Postal address

3.6. Street address

NB: Initial each page: \_\_\_\_\_

Code  Code

3.7. Home tel  3.8. Cell

3.9. Work tel  3.10. Fax

3.11. Email address

4. Contact details of applicant's employer

4.1. Title  4.2. Initials

4.3. Surname

4.4. Company Name

4.5. Company Registration No:

4.6. Postal address

4.7. Street address

Code  Code

4.8. Work tel

**C. QUALIFICATION DETAILS**

1. Matric/Grade 12 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 <sup>st</sup> /2 <sup>nd</sup> 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   No

2. Tertiary qualification details

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

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   No

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

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

**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: R650.00 - payable upon acceptance	<input checked="" type="checkbox"/>
Collected	<input checked="" type="checkbox"/>
Speed Services via SA Post Office: R500.00 counter to door – payable upon acceptance	<input checked="" type="checkbox"/>

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

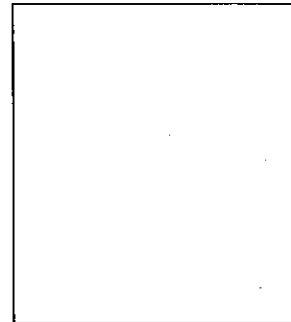
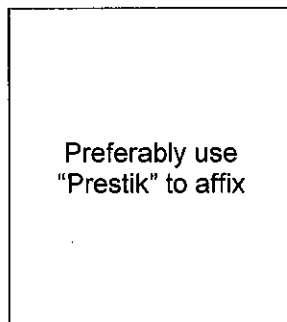
\*\* The ICP cannot be held responsible for parcels not delivered by the SA Post Office; it is the student's responsibility to follow up on the study material packages.

\*\*\* If you have selected collect and failed to collect your study material after seven calendar days of being notified to collect your study material, your package will be posted via SA Post Office.

2. Student Cards:

2.1 Please affix 2x colour ID photos here:

(Student card cannot be issued without photos)



**REGISTRATION SECTION**

<b>BA Degree</b>			
<b>General</b> <input checked="" type="checkbox"/>	<b>Psychology</b> <input checked="" type="checkbox"/>		
Indicate the subjects for which you are registering for <b>2012</b> :			
<b>First year level subjects</b>			
Psychology 1A	<input checked="" type="checkbox"/>	Psychology 1B	<input checked="" type="checkbox"/>
Christian Psychology 1C	<input checked="" type="checkbox"/>	Psychology 1D	<input checked="" type="checkbox"/>
Industrial Psychology 1A	<input checked="" type="checkbox"/>	Industrial Psychology 1B	<input checked="" type="checkbox"/>
Sociology 1A	<input checked="" type="checkbox"/>	Sociology 1B	<input checked="" type="checkbox"/>
Communication 1A	<input checked="" type="checkbox"/>	Communication 1B	<input checked="" type="checkbox"/>
Education 1A	<input checked="" type="checkbox"/>	Education 1B	<input checked="" type="checkbox"/>
English 1A	<input checked="" type="checkbox"/>	English 1B	<input checked="" type="checkbox"/>
Biblical Studies 1A	<input checked="" type="checkbox"/>	Biblical Studies 1B	<input checked="" type="checkbox"/>
Maths Bridging 1A (if applicable)	<input checked="" type="checkbox"/>	Maths Bridging 1B (if applicable)	<input checked="" type="checkbox"/>
<b>Second year level subjects</b>			
Psychology 2A	<input checked="" type="checkbox"/>	Psychology 2B	<input checked="" type="checkbox"/>
Christian Psychology 2C	<input checked="" type="checkbox"/>	Christian Psychology 2D	<input checked="" type="checkbox"/>
Industrial Psychology 2A	<input checked="" type="checkbox"/>	Industrial Psychology 2B	<input checked="" type="checkbox"/>
Sociology 2A	<input checked="" type="checkbox"/>	Sociology 2B	<input checked="" type="checkbox"/>
Communication 2A	<input checked="" type="checkbox"/>	Communication 2B	<input checked="" type="checkbox"/>
Christian Ethics 2A	<input checked="" type="checkbox"/>	Christian Ethics 2B	<input checked="" type="checkbox"/>
<b>Third year level subjects</b>			
Psychology 3A	<input checked="" type="checkbox"/>	Christian Psychology 3B	<input checked="" type="checkbox"/>
Christian Psychology 3C	<input checked="" type="checkbox"/>	Psychology 3D	<input checked="" type="checkbox"/>
Industrial Psychology 3A	<input checked="" type="checkbox"/>	Industrial Psychology 3B	<input checked="" type="checkbox"/>
Sociology 3A	<input checked="" type="checkbox"/>	Sociology 3B	<input checked="" type="checkbox"/>
Communication 3A	<input checked="" type="checkbox"/>	Communication 3B	<input checked="" type="checkbox"/>
Statistical and Research Methods 3A	<input checked="" type="checkbox"/>	Statistical and Research Methods 3B	<input checked="" type="checkbox"/>

<b>Basic Christian Counselling Course</b>			
Indicate the subjects for which you are registering for <b>2012</b> :			
Christian Counselling A	<input checked="" type="checkbox"/>	Christian Counselling B	<input checked="" type="checkbox"/>
Marriage Counselling A	<input checked="" type="checkbox"/>	Counselling the Adolescent B	<input checked="" type="checkbox"/>
Biblical Studies A	<input checked="" type="checkbox"/>	Biblical Studies B	<input checked="" type="checkbox"/>
Crisis and Trauma Counselling A	<input checked="" type="checkbox"/>	Crisis and Trauma Counselling B	<input checked="" type="checkbox"/>

Postgraduate Course in Christian Psychology			
Indicate the subjects for which you are registering for 2012:			
Christian Psychology 1C	<input checked="" type="checkbox"/>	Christian Psychology 2D	<input checked="" type="checkbox"/>
Christian Psychology 2C	<input checked="" type="checkbox"/>	Christian Psychology 3B	<input checked="" type="checkbox"/>
		Psychology 3D	<input checked="" type="checkbox"/>
Biblical Studies 1A	<input checked="" type="checkbox"/>	Biblical Studies 1B	<input checked="" type="checkbox"/>

### Payment (see Annexure A)

Total course fees 1<sup>st</sup> semester:

R

Total course fees 2<sup>nd</sup> 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: 011 827 1954 / 086 572 2695**

### Payment procedure

- Enclosed with this application must be an application fee (non-refundable) of R300.
- 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 R3 000.00 (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 R12 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 R300 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.

NB: Initial each page: \_\_\_\_\_

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.

#### Automatic Cancellation procedure

- Students who fail to pay their due fees by 1 March will be automatically cancelled, with no option of reregistering in the same study year.
- ~~Students who fail to pay their due fees by 25 July will be automatically cancelled, with no option of reregistering in the same study year.~~

#### 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 to 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 8) of this Application/Registration Form.

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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

Please note that no faxed applications will be accepted.

*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](mailto:studentadmin@icp.org.za) (preferred method).*

NB: Initial each page: \_\_\_\_\_

Page 8 of 8

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

**Annexure A: Costs for 2012**

**BA Degree Course fees:**

Psychology 1A	R 1 900-00
Psychology 1B	R 1 900-00
Christian Psychology 1C	R 1 900-00
Psychology 1D	R 1 900-00
Industrial Psychology 1A	R 1 700-00
Industrial Psychology 1B	R 1 700-00
Communication 1A	R 1 700-00
Communication 1B	R 1 700-00
Sociology 1A	R 1 700-00
Sociology 1B	R 1 700-00
Education 1A	R 1 700-00
Education 1B	R 1 700-00
English 1A	R 1 700-00
English 1B	R 1 700-00
Biblical Studies 1A	R 1 700-00
Biblical Studies 1B	R 1 700-00
Maths Bridging 1A (if applicable)	R 1 550-00
Maths Bridging 1B (if applicable)	R 1 550-00
Psychology 2A	R 2 050-00
Christian Psychology 2C	R 2 050-00
Psychology 2B	R 2 050-00
Christian Psychology 2D	R 2 050-00
Industrial Psychology 2A	R 2 700-00
Industrial Psychology 2B	R 2 700-00
Communication 2A	R 2 700-00
Communication 2B	R 2 700-00
Sociology 2A	R 2 700-00
Sociology 2B	R 2 700-00
Christian Ethics 2A	R 1 630-00
Christian Ethics 2B	R 1 630-00
Psychology 3A	R 3 900-00
Christian Psychology 3C	R 2 050-00
Christian Psychology 3B	R 2 050-00
Psychology 3D	R 2 050-00
Industrial Psychology 3A	R 3 900-00
Industrial Psychology 3B	R 3 900-00
Sociology 3A	R 3 900-00
Sociology 3B	R 3 900-00

Communication 3A	R 3 900-00
Communication 3B	R 3 900-00
Statistical and Research Methods 3A	R 2 050-00
Statistical and Research Methods 3B	R 2 050-00

**Postgraduate Course in Christian Psychology fees:**

Christian Psychology 1C	R 1 900-00
Christian Psychology 2C	R 2 050-00
Christian Psychology 2D	R 2 050-00
Christian Psychology 3B	R 2 050-00
Psychology 3D	R 2 050-00
Biblical Studies 1A	R 1 700-00
Biblical Studies 1B	R 1 700-00

**Basic Christian Counselling Course fees:**

Christian Counselling A	R 1 050-00
Marriage Counselling A	R 1 050-00
Crisis and Trauma Counselling A	R 1 050-00
Biblical Studies A	R 1 700-00
Christian Counselling B	R 1 050-00
Counselling the Adolescent B	R 1 050-00
Crisis and Trauma Counselling B	R 1 050-00
Biblical Studies B	R 1 700-00

**General Additional fees:**

Application fee (non-refundable)	R 300-00
Cancellation of studies fee	R 300-00
Supplementary exam	R 350-00
Remark assignments and exams	R 500-00
International student levy (Africa)	R 3 000-00
International student levy (Other)	R 12 000-00

## 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 BPsych degrees.
  2. The Post Graduate Course in Christian Psychology and the Basic Christian 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 R300 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.