



**JBC** | JOHANNESBURG  
Bible College

## **1 Year Ministry Training** Structured Continued Professional Development (CPD) **Application Form 2022**

*We thank God for you and we pray that the Lord would draw you to himself to equip and inspire you for the good works he has prepared for you to do, as you prepare to study with us in 2022.*

### **VERY IMPORTANT**

Please read the instructions carefully and complete all required sections.

- 1. South African citizens/residents - you must attach a *certified* copy of your ID to this form.**
- 2. International applicants please contact us before applying.**
- 3. We will not accept or process incomplete application forms.**
- 4. Only ONE (1) application form per applicant and there is NO application fee.**
- 5. You will receive an email OR SMS regarding the outcome of your application, therefore check that your cell phone and email information is correct. *Please allow 3 weeks before checking on the status of your application.***
- 6. We will register all students with the Association of Christian Religious Practitioners (ACRP).**

*Johannesburg Bible College (JBC) is an affiliate of the Association of Christian Religious Practitioners (ACRP).*

**PLEASE NOTE:**

**We will not accept or process incomplete application forms.  
You must attach the following documents to this application:**

***Certified copies cannot be older than 3 months, we cannot accept photos of documents.***

- A *certified* copy of your South African Identity Document
- If you are applying for a bursary (***Appendix C of this form***), and 3 months bank statements **OR** a police affidavit declaring that you cannot afford to pay the fees.
- International applicants, if you are not a South African citizen or permanent resident you need to submit a *certified* copy of your passport and a valid permit (examples: asylum/study/work). These documents must be valid at time of application and registration.

Please enter the name of the JBC staff member that you talked to or that helped you complete this form.

JBC Staff Member Name:

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## STATEMENT OF PERSONAL INFORMATION (POPIA)

**Legal basis** - I understand that the South African Constitution recognises my right to privacy as a fundamental right. The Protection of Personal Information Act, 2013 protects me from harm by protecting my personal information. There are also other laws with this aim. You are a private accredited institution and when you deal with me, you are performing public functions in terms of the Higher Education Act, 1997. This means that I need to give you some of my personal information when I apply to study at the Johannesburg Bible College (JBC) and when I register as a student. You use this information to carry out your mission to equip and inspire men and women for Bible teaching ministries.

**Aim of this statement**- This statement tells me about my rights to my personal information. It also tells me about your rights to the personal information that I give you and that you get from others. The statement deals with my and your rights when I apply for admission to an academic programme, when I register as a student and when I am no longer registered at JBC.

**What is personal information?** Personal information is any information that can identify me as an individual. Examples of personal information are my name, personal identification number, contact information, background information, photograph, academic qualifications, details of academic performance and results from educational institutions that I attend at present or attended in the past. It may also include my National Benchmark scores.

**The basis on which I provide you with personal information and you obtain personal information about me**- I give you my personal information with my consent. If I am under the age of 18 years, the law treats me as a minor. You then also need the consent of the person who may legally consent to actions or decisions concerning me. So, I promise that I would submit my application and register as a student with such consent, if it is needed. I give you my personal information voluntarily. I understand that you must have my personal information to process my application and to provide education to me when I register as a student. I also understand that you cannot deal with my application or provide education to me if I do not give you the personal information you need. I also consent that you may get personal information that you need to consider my application and to provide education to me from others (for example, the Department of Basic Education, other educational institutions and the Department of Home Affairs). When you get information from others, you will need to give them some of my personal information. I consent and agree to this.

**Your purposes for processing my personal information** - You need to consider my personal information when you determine whether I meet the selection and admission requirements to study at JBC. When I register as a student, you need my personal information to provide education to me and carry out the academic administration relating to the programme for which I register. You use electronic learning platforms to provide a range of learning options. This may include from time-to-time platforms like Blackboard Collaborate, Zoom, Microsoft Teams, YouTube and WhatsApp. Since it is voluntary for me to share video, audio and text on these platforms, the privacy risk for me is limited. You collect analysis data when I use these platforms to improve your services to students and in the interest of my learning progress and support. When I graduate, you need my personal information to keep in contact with me as an alumnus and to verify that I have obtained the qualifications or have undertaken the studies that I represent to others I have obtained from you of undertaken with you. You need my personal information when your records are audited and when you carry out your statutory reporting duties.

**Right to information and access** - I have the right that you provide me with information about my personal information that you process. This statement provides me with the information I am entitled to receive. I may ask you to tell me whether you have personal information about me. You must answer me free of charge.

**Right to object**- I may object or protest that you process my personal information. You must do what I ask. However, that will end my application and you may then not be able to provide education to me.

**Right to destroy, correct, delete or update**- I may ask you to destroy, correct, delete or update my personal information. I must do so by filling in Form 2 that I can find in the Regulations relating to the Protection of Personal Information, 2018. You must do what I ask, unless the law requires you to keep the information that you have. There may also be another justifiable reason for you to keep the information. I understand that if I ask you to delete or destroy my personal information, you will no longer have the information that you need to deal with my application or to provide education to me. If this happens, it will

end my application and you may not be able to provide education to me.

**Right to complain-** I have the right to complain to the Information Regulator if I am of the view that you violate my rights regarding my personal information. I can visit the website of the Information Regulator ([www.justice.gov.za/inforeg](http://www.justice.gov.za/inforeg)) for further information.

**Specific instances where you share my personal information with others** -You share my personal information when the law requires you to do so, for example for purposes of the national learner database maintained by the Department of Higher Education/Quality Council for Trades and Occupations .You share my personal information when it is in the interest of my academic progress or support, for example in communication with my parents, guardians or bursary sponsors. You share my name and contact details to your Alumni database and to potential employers or if ministry opportunities arise.

**How long do you keep my personal information?** You will generally retain my personal information in accordance with your archive rules. But I understand that since the aim of my studies will be to obtain a qualification from an accredited institution that will benefit me for life, you need to retain certain of my personal information indefinitely.

**Other instruments** - Further to the above, I understand that my personal information is also protected in terms of section 50 of the Electronic Communications and Transactions Act, 2002 (ECT Act). In terms of section 51 of the ECT Act, I hereby provide my express written permission to you for the collection, collation, processing and/ or disclosure of any of my personal information as may be required, without prejudice to other legal grounds upon which you are permitted or required to do so. The Student Agreement that I conclude with you when I register, contains contractual terms relating to the processing of personal information

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Signature of applicant

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Date

## CAMPUS

**We have campuses in Alexander, Auckland Park and Soweto, please select which campus and course(s) you would like to apply for.**

*We have limited space at our campuses and therefore you might not be able to study at your preferred campus.*

**PLEASE NOTE: our courses are carefully put together for people in ministry and are ordered in a manner whereby they build on each other, as a result**

- We expect you to register for Mondays if you can only attend 1 day.
- We expect you to register for Mondays and Tuesdays if you want to register for Wednesdays.
- We expect you to register for Mondays if you want to register for (Thursdays) - Women Serving Christ Course.
- We expect you to register for Mondays & Tuesdays if you want to register for (Thursdays) – Engaging with God’s World.

*This only applies to Auckland Park Campus & Klipspruit, Soweto Campus morning courses.*

### **Which campus would you prefer to study at?**

Please select one and mark the box with an **X**

- Alexander Campus**  
**Morning Courses: 8am-12:30pm.**

Please select the course you would like to apply for, mark the relevant box(es) with an **X**

*We expect you to register for Mondays if you can only attend 1 day.*

- Mondays  
 Tuesdays  
 Wednesdays

- Auckland Park Campus**  
**Morning Courses: 8am-12:30pm.**

Please select the course you would like to apply for, mark the relevant box(es) with an **X**

- Mondays  
 Tuesdays  
 Wednesdays  
 Thursdays - Women Serving Christ  
OR  
 Thursdays - Engaging with God’s World

- Soweto Campus**  
**Morning Courses: 8am-12:30pm.**

Please select the course you would like to apply for, mark the relevant box(es) with an **X**

- Mondays
- Tuesdays
- Wednesdays
- Thursdays & Women Serving Christ
- OR
- Thursdays & Engaging with God's World

- Soweto Evening Course – This is only offered at our Soweto Campus, over 2 years. Monday and Thursday Course: 6:30pm -9:00pm**

**PERSONAL DETAILS (YOU MUST COMPLETE THIS SECTION)**

How did you find out about Johannesburg Bible College? Please select one and mark with an **X**

- Friend
- JBC student/staff
- Church
- Brochure/pamphlet
- Internet/ JBC website
- Social Media
- Other

If you selected OTHER, please give us more information.

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Title – Please select one and mark with an **X**

- Dr
- Revd
- Mr
- Mrs
- Ms
- Miss

Initial(s)

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Surname - last name (as stated in your ID)

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First names in full (as stated in your ID)


South African Identity number

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Passport or Asylum document number (International applicants only)

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Country of citizenship

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Date of birth

<b>D</b>	<b>D</b>	<b>M</b>	<b>M</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>

Please select one and mark with an **X**

MALE		FEMALE	
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Cell phone number

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Do you have WhatsApp?

YES		NO	
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If you selected YES, what is your WhatsApp number?

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**EMPLOYMENT INFORMATION**

Are you currently employed? Please select one and mark with an **X**

YES		NO	
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If you selected YES, where are your employed? (Name of your workplace)

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Work telephone number

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What is your position?

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How long have you been employed in your current position?

**Months**   **Years**

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**CHURCH OR MINISTRY INFORMATION (YOU MUST COMPLETE THIS SECTION)**

Church/Ministry name

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Your pastor's name and surname

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Church/Ministry's contact number

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Church/Ministry's email address

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How long have you been a member of the church/ministry?

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Do you **teach the Bible** in the church/ministry? Please select one and mark with an **X**

YES		NO	
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If you selected YES, what type of **Bible teaching** ministry are you involved with? Please select one and mark with an **X**

- I am the senior pastor of my church
- I am a pastor/leader at my church
- I teach Sunday school
- I teach Youth
- I am the leader of a Bible study/Cell/Home group
- Other

If you selected OTHER, please give us more information:


1) How and when did you become a Christian?


2) Give a summary of the type of ministry you are involved in or if not currently involved in ministry, what type of ministry will you want to be involved in?


3) Please give a summary of any work experience so far.


4) How do you see Johannesburg Bible College helping you with your future?


**EMERGENCY CONTACT INFORMATION (YOU MUST COMPLETE IN THIS SECTION)**

In case of an emergency who should we contact on your behalf?

Emergency contact's title. Please select one and mark with an **X**

- Dr
- Revd
- Mr
- Mrs
- Ms
- Miss

Emergency contact's first name & surname


Emergency contacts' phone number

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What is your relation? (Example: mother, friend, co-worker)

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**EDUCATIONAL BACKGROUND (YOU MUST COMPLETE OUT THIS SECTION)**

Do you have Matric? Please select one and mark with an **X**

YES		NO	
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Are you currently studying at, or have you graduated from another accredited institution?

Please select one and mark with an **X**

YES		NO	
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If you selected YES, please complete the table below.

**Supply full details of studies at higher education institution(s), accredited studies only. You must submit a *certified* copy of your accredited certificates/degree(s) with this application form.**

Year from	Year to	Higher education institution	Field of study (e.g. BA, BCom, etc)	Result (e.g. cancelled, failed, degree obtained)

How would you rate your ability to understand English? Please select one and mark with an **X**

- Excellent
- Good
- Average
- Poor

How would you rate your ability to write in English? Please select one and mark with an **X**

- Excellent
- Good
- Average
- Poor

How would you rate your ability to read in English? Please select one and mark with an **X**

- Excellent
- Good
- Average
- Poor

**OTHER PARTICULARS (YOU MUST COMPLETE THIS SECTION)**

Do you have a disability?

Please select one and mark with and **X**

Yes		No	
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**Please note:** Selection is not based on your disability. The information is gathered to ensure that we have facilities and resources available to accommodate you.

If you selected YES, please select one and mark with an **X**, the nature of your disability.

Physical		Visual		Learning		Hearing		Speech	
Cerebral Palsy		Blindness		Dyslexia		Deafness		Speech impairment	
Paraplegic		Low vision		ADD/ADHD		Partial hearing			
Quadriplegic		Partially sighted		Dyscalculia					
Impaired mobility									

Other


What is the nature of your disability? Please give us more information, so that JBC can ensure that we have the facility and resources available to accommodate you.


## FINANCIAL ARRANGEMENTS (YOU MUST COMPLETE THIS SECTION)

Please refer to the course prospectus for the fee structure.

Who will be paying your fees while studying at Johannesburg Bible College?

Please select one and mark with an **X**

- I will pay
- Sponsor -You must fill out **Appendix A**.
- Church/Organization. You must fill out **Appendix B**.
- I will pay a part of the fees and I would like to apply for a partial bursary for the rest of the fees. You must fill out **Appendix C** and submit the relevant documents with this form.
- A sponsor will pay a part of the fees and I would like to apply for a partial bursary for the rest of the fees. You must fill out **Appendix A & C** and submit the relevant documents with this form.
- I would like to apply for a full bursary. You must fill out **Appendix C** and submit the relevant documents with this form.

How will you be pay your registration fee?

*This is non-refundable & is not covered by the bursary*

- Once off (at registration)
- Monthly
- Other

If you selected OTHER, please give us more information


**Incomplete forms will not be accepted or processed. Before submitting this application make sure you have attached the following documents** (photos of documents will not be accepted). **Incomplete forms will not be processed.**

Please select the relevant statement(s) and mark with an **X**

- I have completed all relevant sections of the application form.
- I have attached a *certified* copy of my ID OR passport and valid permit or Asylum document.
- Matriculants and/or graduates/students of other accredited institutions – I have attached *certified* copies of these documents.
- Bursary applicants – I have attached 3 months banks statements or a police affidavit declaring my lack of funds to pay fees.

## APPLICATION AGREEMENT 2022

1. The applicant, by signing this document, hereby consents to the use of his/her personal information contained herein and confirms that:

- 1.1 the information is supplied voluntarily, without influence from any party and not under any duress.
- 1.2 the information supplied herewith is mandatory for the purposes of the agreement and that without such information, the Johannesburg Bible College will not enter into agreement with the applicant.

2. The applicant acknowledges that he/she is aware thereof that he/she has the following rights regarding such personal information that is hereby collected. The right to.

- 2.1 access the information at any reasonable time for purposes of rectification thereof.
- 2.2 object to the processing of the information, in which case this agreement will terminate in accordance with the provisions contained herein.
- 2.3 lodge a complaint to the Information Regulator.

I hereby declare that the information in this document is correct

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Full name(s) and surname of applicant (name in print)

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ID/Passport Number

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Signature of applicant

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Date



## APPENDIX A - Sponsor's Information

ONLY COMPLETE THIS SECTION IF SOMEONE ELSE WILL BE PAYING YOUR FEES.

Name & surname of applicant (student)

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Sponsor's first name and surname


Sponsor's contact number

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Sponsor's email address

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Signature of sponsor

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Date

## APPENDIX B

**ONLY COMPLETE THIS SECTION IF YOUR CHURCH OR ORGANIZATION WILL BE PAYING YOUR FEES.**

Name & surname of applicant (student)

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Name of church/organization

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Authorised person's name & surname

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Authorised person's contact number

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Authorised person's email address

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Signature of authorised person

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Date

# APPENDIX C – Bursary Application

## BURSARY INFORMATION

1. We offer fee bursaries only.
2. You need to pay your registration fee of R1000.00.  
*(This is payable at registration in 2022 and non-refundable).*
3. The bursary does not cover registration, travel, food, or accommodation.
4. Once we have processed your application, we will contact to meet with you. This will happen in January or February 2022.
5. You need to attach the following documents to this form: 3 months banks statements **OR** a police affidavit stating your lack of income/reason you can't afford to pay the fees.

Why are you applying for a bursary? Please provide more information about yourself and your current financial situation.


Are you applying for a full or partial bursary? Please select one and mark with an **X**

- Full
- Partial

Are you able to pay any amount towards your fees? (This excludes the R1000.00 registration fee).

Please select one and mark with an **X**

- Yes
- No

If you selected YES or Partial Bursary, how much can you pay towards your fees (excluding the R1000.00 registration fee).

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What will your payment plan be? Please select one and mark with an **X**

- Pay monthly
- Pay quarterly
- Other

If you selected OTHER, please explain what your payment plan will be.


I hereby declare that this information is correct

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Full name(s) and surname of applicant (name in print)

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Signature of applicant

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Date