

Enrolment Contract:2024

PROGRAMME DETAILS

"N" DIPLOMA ☐ SETA ☐ DISTANCE ☐
QCTO ☐ SKILLS ☐ CONTACT ☐

CAMPUS, FACULTY AND TITLE

CAMPUS: _____

FACULTY: _____

Qualification Programme Opt 1: _____ Qualification Programme Opt 2: _____

Alpvest Institute For Futuretech (Pty) Ltd, Company Registration Number. 2002/ 009280/07 is registered with the Department of Higher Education & Training, as a Private Education College under the Continuing Education (Act No. 16 of 2006) and accredited by UMALUSI, QCTO and various SETA's to offer Occupational Diplomas and Certificates on the levels 1 to 8 on the National Qualification Framework.

SOURCE OF FUNDING (to be completed by the party responsible for the payment of total fees)

Student	Complete All Sections
Parent/Guardian	Complete Section C and Section D
Employer	Complete Section D
Employer Bursary	Complete Bursary Section and above <input type="checkbox"/> Alpvest Institute For Futuretech Bursary Application <input type="checkbox"/>

SECTION A – STUDENT DETAILS

New Student											Returning Student											Student No.											
Year of Study	1 st	2 nd	3 rd	Semester/Trimester										1 st	2 nd	3 rd																	
Title	Name																																
Surname																																	
Date of Birth	D	D	M	M	Y	Y	Y	Y	Gender	Male	Female	Home Language																					
ID/Passport No.																					Nationality	RSA	Other										

SECTION B – STUDENT CONTACT DETAILS

Residential Address (Street)																																
Suburb											City											Code										
Tel No.											Cell No.																					
Postal Address (St/Box)																																
Suburb											City											Code										
Email																																

SECTION C – PARENT / GUARDIAN DETAILS

Name											Relation	Mother	Father	Other																		
Surname																																
Tel No.											Cell No.																					
Postal Address (St/Box)																																
Suburb											City											Code										
Email																																
Next of Kin											Cell No.																					

SECTION D – EMPLOYER DETAILS

Company Name											Contact Person																					
Trading As											Registration No																					
Postal Address (St/Box)																																
Suburb											City											Code										
Tel No.											Cell No.																					

Campus Manager Initials: _____

Student's Initials: _____

Parent or Guardian's Initials: _____

SECTION E – ACADEMIC PROGRAMME REGISTRATION

Programme Title												FEES PAYABLE												
ITS Programme Code											/				Amount									
Year	1 st	2 nd	3 rd	Semester/ Trimester			1 st	2 nd	3 rd	Total fees for the year	R								,	0	0			
Module/Subjects			Yes	No	Module Code				Add new electronic device or upgrade		R									,	0	0		
1										Add Prior Year's fees outstanding	R									,	0	0		
2										Less Deposit paid herewith	R									,	0	0		
3											Total Net Balance outstanding	R									,	0	0	
4										Payment Plan		Monthly Instalment												
5											Cash	3	4	8	10									
										Instalment Date	1 st	5 th	15 th	20 th	25 th	31 st								
6										Monthly Instalment	R									,	0	0		
Indicate highest qualification after your national senior certificate (tick)																								
Higher Certificate				Diploma				Degree				Not Achieved				Other								

I/We hereby confirm that I/we have received the appropriate career counselling in respect of the above programme and the final decision is mine/our own choice.

(Student Signature)

(Parent/Guardian/Surety **Signature**)

SECTION F – ACCOUNT PAYER DETAILS

[illegible]

SECTION G – PAYMENT METHOD (TICK PREFERRED OPTION)

	Bank Transfer (EFT)	R		Bursary	R
	EasyPay	R		Debit/credit Card	R
	Cellphone Banking	R		SnapScan Payment	R

Campus Manager Initials: _____

Student's Initials: _____

Parent or Guardian's Initials: _____

SECTION H – COMPANY BANKING DETAILS

Stop Order details are as follows:

Bank	Standard Bank Of South Africa	Type of Account	Current:
Account Holder	Alpvest Institute For Futuretech (Pty) Ltd		
Branch Name	Tongaat	Branch No.	057729
Account No.	052497585	Reference: (Student No./ID No. only)	

SECTION I – CONSENT AND INDEMNITY

I, _____ BEING THE PARENT / GUARDIAN OF _____
(Full name / parent / guardian)

_____ ID NO. _____
(Full name of child /ward)

Hereby give my consent for my child to take part in extramural activities of Alpvest Institute For Futuretech (Pty) Ltd, whether conducted on/off the campus premises including games, athletics tours and excursions of vocational, educational, social, or general interest and to participate in work integrated learning at employer premises

I fully understand and accept that such activities shall be undertaken at my child/my ward's own risk and hereby, on behalf of myself, my spouse, my executors and my child/ my wards (if applicable), indemnify, hold harmless and absolve Alpvest Institute For Futuretech (Pty) Ltd and their employees against any loss, damage and expense arising out of any damage to person or property of myself/my child/myward in the course of such activities (save for damage incurred due to the wilful or grossly negligent conduct of Alpvest Institute For Futuretech (Pty) Ltd). Furthermore, I hereby indemnify, hold harmless and absolve Alpvest Institute For Futuretech (Pty) Ltd against all claims of whatsoever nature made against Alpvest Institute For Futuretech (Pty) Ltd in respect of any loss, damage or expense arising out of any wilful or negligent conduct by me/my child/my ward.

Signature: _____
(Student)

Signature: _____
(Parent/Guardian)

SECTION J – STUDENT DECLARATION TO Alpvest Institute For Futuretech (PTY) LTD

I, _____ Student Name)
_____ (Student Number.) am fully aware that the programme I have enrolled on, that is, the _____
(Full title of programme/qualification) with SAQA ID: _____
(SAQA/Qualification ID), is registered with the Department of Higher Education and Training to Alpvest Institute For Futuretech (Pty) Ltd, as indicated on the registration certificate .This declaration is signed by both parties dated as required by the Director: Private Education Institutions.

Signature: _____
(Student)

Signature: _____
(Parent/Guardian)

Signature: _____
(Campus Manager)

SECTION K – PREFERRED METHOD OF COMMUNICATION

Whatsapp ☐ Email ☐ Sms ☐ Call ☐ PC/ Microsoft 365 Email ☐

Any special instructions: _____

SECTION L- POPIA POLICY

The College, is committed to respecting and protecting the privacy rights of all clients, customers, in terms of the provisions of the Protection of Personal Information Act of 2013 ('POPIA' or 'the Act'). By sending us your application, academic records, qualifications or any other personal information as defined by POPIA: You have disclosed up to date and accurate records; and you agree to us keeping your records in our data base as per our retention policy.

Declaration: By agreeing to the terms herein you give the College the authority to process your personal information. The consent will remain valid until such time as have received instructions from you to request, subject to any applicable law and where appropriate, the correction, updating or deletion of your personal information held by us.

Signature: _____
(Student)

Signature: _____
(Parent/Guardian)

Signature: _____
(Campus Manager)

Campus Manager Initials: _____

Student's Initials: _____

Parent or Guardian's Initials: _____

SECTION M— TERMS AND CONDITIONS OF REGISTRATION

Alpvest Institute For Futuretech (Pty) Ltd, Company Registration Number. 2002/ 009280/07 is registered with the Department of Higher Education & Training, as a Private Education College under the Continuing Education (Act No. 16 of 2006) and accredited by UMALUSI, QCTO and various SETA's to offer Occupational Diplomas and Certificates on the levels 1 to 8 on the National Qualification Framework.

The Student agrees that by signing this form, a binding Registration Agreement comes into existence between the College and the Student which is conditional upon the student paying the minimum required deposit as required. It is recorded that the Registration Agreement that comes into existence pursuant to the successful registration at the College is concluded for 1 (one) academic period only and the Student will be required to re- register for the next academic period. Unless extraordinary circumstances prevail, an academic period is either a semester (maximum 6 months) or a full academic year (maximum 12 months), depending on the academic modules registered for. It is the Student's responsibility to fully read, understand and agree to all the terms and conditions of this Registration Agreement. By agreeing, the Student confirms that they possess a full understanding of all the terms and conditions herein, and willingly accepts all such terms.

1. GENERAL

- 1.1. A non-refundable application fee of R250.00 is payable.
- 1.2. The following minimum required deposit applies to become a registered Student at the College.

NATED programmes	:R2000
FET Programmes	:R2500
Skills Programmes	:R1500
QCTO Programmes	:R2500
- 1.3. In the event that the Student want to cancel this contract with the College, the student shall provide within 21 business days (Cooling off period) from the date of registration written notice thereof to the College. The Student will remain liable from the date of registration for any amount owing to the College up until the date of cancellation. A cancellation fee of R1 500 will apply to all successful cancellations.
- 1.4. Should the student wishes to cancel his studies after the 21 business days Cooling off period the Student will remain liable for the full year's fees.
- 1.5. In the event that a Student stop attending classes for any reason whatsoever, which includes expulsion, this contract will stay in force and the student will remain liable for the full academic year fees.
- 1.6. The College reserves the right to amend/ cancel the registration of a Student in the event of insufficient registrations for a particular course.
- 1.7. The College reserves the right to amend the syllabus in line with industry requirements or at the discretion of the College Senate or delegated subcommittee.
- 1.8. The College reserves the right to cede the debt and collection of fees to a Debt Collection Agency. The Student will become liable for costs and fees in terms of the Debt Collections Act, 114 of 1998, payable to the Agency.
- 1.9. It is recorded that the College is registered with the Department of Higher Education, thereby ensuring that it meets its Teaching and Learning obligations to Students.
- 1.10. The application fee incorporates a component which guarantees the Student a proportionate refund by the Department of Higher Education if the College can no longer, or if it discontinues, a programme under certain circumstances.
- 1.11. The College will/can communicate with all Students via SMS, iEnabler, print media, Moodle, WhatsApp, letters, telephone, personal email and PC Microsoft 365 email.
- 1.12. International applicants must be in possession of, and produce, a valid passport, valid study permit, and proof of residence. International students will be obliged to pay a minimum of 50% of the course fee prior to acceptance of the Students application & completion of registration.
- 1.13. The College is not responsible for any loss or damage to clothing or any personal property of the Student although reasonable pre-cautions will be taken regarding them.
- 1.14. By his/her signature hereto, the Student/parent/guardian chooses the residential address of the Student on page 1 of this enrolment contract to be his/her domicile citandi et executandi.
- 1.15. By his/her signature hereto, the Student/parent/guardian consents to the jurisdiction of the Magistrate's court having jurisdiction over his/her person in respect of any action or proceedings which may be brought against him/her by the College under or arising from this contract even if the amount in issue would otherwise exceed the jurisdiction of such court. Notwithstanding such consent, the College shall be entitled to bring proceedings in any other court of competent jurisdiction without penalty as to the issue of costs.
- 1.16. In the event that either party breaches this contract, the defaulting party shall be liable for any attorney and own client costs, including collecting commission, which may be incurred by the other party.
- 1.17. Should a Student wish to de-register within the period, the Student will be liable to pay the cost of the electronic device issued to them as indicated in the pricelist.

- 1.18. In terms of the Consumer Protection Act, 2008 (Act No. 68 of 2008) this enrolment form does not constitute a fixed term contract.
- 1.19. In the event of the account being in default, the person signing this agreement hereby consents to the College divulging the personal information contained herein to any 3rd party for the recovery thereof for the outstanding debt. This information that any 3rd party may be privileged to may explicitly be used only to aid in the recovery of the outstanding debt.
- 1.20. The Student hereby cedes and assigns to the College any existing, future or contingent copyright or any other intellectual property right that may arise from any incomplete or completed work, including, without limitation, any creative output, any paper, article, assignment, dissertation, thesis or minor-dissertation, that may in any way whatsoever have originated or originate from any study or research project the Student may have undertaken or have launched or may undertake or launch at the College, irrespective of whether such work has been or may be accepted for examination, in accordance with national legislation and the College's policy related to intellectual property.

2. Student Study Fees

- 2.1. Student fees are payable as per the payment options communicated by the College at any Standard Bank branch or Campus.
- 2.2. Under no circumstances may Student fees be paid cash to any staff member or office bearer of the college.

The Student or any individual who makes payment on behalf of the Student, shall retain the proof of payment made to the College.

The onus vests with the Student/payer to retain copies of all receipts for the duration of his/her study and must be produced in the event of any disputes.
- 2.3. Should a Student wish to transfer to another the College campus, an administration fee of R1 000 will be charged, subject to availability of space at the campus to be transferred to.
- 2.4. Should a Student wish to upgrade and/or change his/her course, this should be completed by 15 MARCH of the year of registration at no charge to the Student (15 AUGUST for mid-year enrolments). Thereafter if a student wishes to change Programmes the student will have to discuss the available options with a student success advisor and an administration fee of R1 500 will be payable.
- 2.5. Students who request for the following will incur an additional cost as follows:
 - 2.5.1. New or Replacement Laptop: As indicated in the current price list
 - 2.5.2. New or Replacement Student Card: R200
 - 2.5.3. Reprinting of Result Sheet: R250
 - 2.5.4. Duplicate Certificate: R300
 - 2.5.5. Academic Record: R250
- 2.6. Students who request a remark of examination scripts will incur a cost of R500 after consultation with the Chief Academic Officer.
- 2.7. A supplementary examination fee of R250 is applicable per exam.
- 2.8. All payment plan installments are due on the 1st of each month and the final payment should be made according to the selected payment plan.
- 2.9. In the event of a Student defaulting on payment of fees, the College reserves the right to:
 - 2.9.1. Withhold the Student's assessment results;
 - 2.9.2. Withhold the qualification certificate and academic transcript of a graduating Student, and refuse the Student participation in the College graduation ceremony;
 - 2.9.3. Refuse to register a Student for any further modules or courses;
 - 2.9.4. Recover all outstanding amounts from the Student, as per this Registration Agreement.
- 2.9.5. In the event of a Student defaulting on payment of fees on a year module, the College reserves the right to cancel the Student's registration and exclude the Student from access to the College's premises and systems during the academic year, unless the Student has entered into a formal, approved payment arrangement with the College.
- 2.9.6. In the unfortunate event of the Student becoming incapacitated or otherwise unable to continue their studies with the College, or the Student passing away, the Student, his/her estate, and/or Co-principal Debtor may become entitled, subject to the sole discretion of the College, to a pro-rata refund of tuition fees already paid in the proportions paid by different parties.
- 2.9.7. No reduction in fees or refund will be applicable where Students do not attend class, or otherwise do not take part in the prescribed learning activities of the institution or are

suspended for a period of time.

- 2.10. Failure to pay any single instalment timeously shall result in the Student's payment plan being automatically extended to the next available longer dated payment plan. If the student is already on the maximum period payment plan, then the full balance due for the academic period will become immediately due and payable
- 2.11. A medical certificate by a registered practitioner must be produced if the Student is absent for any assessments, tests, or examination within 24 hours of the paper written.
- 2.12. An Electronic device will be issued by the College to the Student upon payment of the minimum required deposit on qualifying programmes. A replacement device will only be issued to the Student at the cost indicated in the current Price List. Any warranty claims on electronic devices must be addressed with the relevant Hardware Manufacturer.
- 2.13. The Student and the Account Payer for payment confirm that the information disclosed in this agreement is true and correct and it shall be a material breach of this agreement if the information is found out to be fraudulent, untrue or incorrect.
- 2.14. The Student and the Account Payer for payment undertake to notify us in writing of any changes to their personal information.
- 2.15. The Student and/or Account Payer consents to us obtaining, using and disclosing their personal information to an attorney or Debt Collection Agency.
- 2.16. Refunds will only be processed according to the College Refund Policy and the Student must make a formal application in writing providing detailed explanation for the refund. In addition to the College Refund Policy, the refund will only be payable within 28 working days from date of request. The College reserves the right to withhold any refunds until a student completes his/her final year of studies.
- 2.17. Should a student drop out, the deposit and any other fees paid will be forfeited, in addition, the student will be liable for all remaining fees for that academic year. Any refunds that is due to a student must be claimed within 6 months of the date of last payment.

3. STUDENT CODE OF CONDUCT AND RULES AND REGULATIONS

- 3.1. Every student, by signing an official registration form, becomes subject to the rules of the College ("the Rules"). The Rules are also found in the Prospectus, exam writing material, Log Books and memos issued.
- 3.2. When a charge of having committed an offence as defined in the rules is pending against a Student, or when, in the opinion of the College, such a charge ought to be instituted against a Student, or when a Student has been charged with a serious crime in a court of law, the College may order that, until the final disposition of the charge, The Student shall
 - 3.2.1. Cease attending lectures or classes;
 - 3.2.2. Cease participating in such other activities of the College as may be specified; and/or
 - 3.2.3. Not enter the premises of the College or any specified part thereof.
- 3.3. The registration of any Student who, while a registered Student of the College, has been convicted of a serious crime (by a court of law) may at any time be cancelled at the discretion of the College.

The CEO has the power to, at any time, in his/her discretion, to expel any Student who breached a rule of the College.
- 3.4. Poster or notices emanating from Students shall not be displayed without the prior approval of the Student Representative Council and Campus Manager.
- 3.5. A Student's Representative Council shall obtain the prior permission of the College for any tour or similar activity which involves the absence of Student from classes.
- 3.6. A Student who intentionally or negligently causes damage to any property owned, possessed or occupied by the College shall make good such damage.
- 3.7. A Student shall comply with all laws of the Republic of South Africa, whilst on any property or premises owned or controlled by the College and/ or relating to their studies or any other activity with the College.
- 3.8. A contravention of any of the following rules is an offence (as defined in the rules):
 - 3.8.1. No Student shall intentionally or negligently misuse, damage, deface or destroy, or without authorisation, use any building, furniture, equipment, computer, vehicle, books, notes, documents or by any member of staff of the College or by any fellow Student of the College;
 - 3.8.2. No Student shall bring into, possess, use or supply drugs as defined in section 1 of the Drug Trafficking Act, 1992 (Act 140 of 1992), as amended; on to the College.

Campus Manager Initials:

Student's Initials:

Parent or Guardian's Initials:

SECTION M– TERMS AND CONDITIONS OF REGISTRATION

<p>Ltd premises</p> <p>3.8.3 No Student shall be in possession of a firearm or dangerous weapon while on the College premises.</p> <p>3.9 No Student shall:</p> <p>3.9.1 Unlawfully and intentionally or negligently cause the death of any person on property owned or controlled by the College;</p> <p>3.9.2 Unlawfully assault or inflict any physical injury on any other person;</p> <p>3.9.3 By acts or threats, unlawfully assaults or attempt to assault, any person in a manner designed or intended to achieve sexual intercourse, or any other form of sexual gratification, of whatever nature or degree with the person assaulted;</p> <p>3.9.4 Commit in respect of or upon the person of any other person any act of physical indecency, or by words, conduct or writing threaten to perform any act of physical indecency upon such person;</p> <p>3.9.5 While on any premises owned or controlled by the College or while participating in any College activity, by word or gesture address any person in a way that is obscene, indecent or offensive;</p> <p>3.9.6 By words, conduct or writing, propose, suggest or imply to another Student, visitor, or member of the staff of the college, any activity of a sexual nature if the Student knows, or foresees, that the other person would consider such proposal, suggestion or implication is by reason of its sexual nature, offensive, demeaning or intimidatory to the person to whom it is addressed;</p> <p>3.9.7 Steal or attempt to steal any money, property or other valuables;</p> <p>3.9.8 By deed, word or writing abuse or seriously impair the self-respect or reputation of a Student, visitor, member of staff of the College; or</p> <p>3.9.9 Unlawfully invade the privacy of a Student, visitor, and member of the staff of the College.</p> <p>3.10 No Student shall cheat in any the College examination. For the purposes of the rule, cheating shall include:</p> <p>3.10.1 No Study material or any electronic device are permitted to the exam room.</p> <p>3.10.2 The possession, use, or attempted use, during an examination of any book, note, document, cellphone, or other device or instrument capable of storing, sending, or receiving information, or any other article containing information the use of which is not authorized by the examiner or other examination officer;</p> <p>3.10.3 The removal or attempted removal from an examination room of any examination book or writing paper supplied by the College for the purposes of answering an examination;</p> <p>3.10.4 The use of a false name or identity number in an examination; and/or</p> <p>3.10.5 Intentionally or negligently assisting another Student to cheat.</p> <p>3.11 A Student shall not obstruct, or attempt to obstruct any member of the staff of the College, or any contractor employed or retained by the College, in the performance of their duties.</p> <p>3.12 A Student shall not occupy or be present upon any property or premises owned or controlled by the College after being required to leave such property or premises by a member of staff of the College acting within the scope of his or her duties.</p> <p>3.13 No Student shall engage in conduct which disrupts or is likely to disrupt teaching, study; research; meeting; ceremonial or social activity at the College.</p> <p>3.14 No Student shall unlawfully express, proclaim, publish or disseminate in speech, writing, print or other medium, any views, beliefs or ideology which unlawfully infringes upon the dignity or individual human rights of another Student of category, group or class of Student or any member of the staff of the College, or a person invited by the College to speak or lecture at the Institute.</p> <p>3.15 No Student shall behave in a manner which is indecent or improper and which thereby brings the College into disrepute.</p> <p>3.16 No Student shall offer, present, deliver or tender any officer of the College, any document which the Student knows, or ought reasonably to know to be a false or a forgery, and which causes prejudice to the administrative, financial or academic interests of the College or which has the potential to cause such prejudice.</p> <p>3.17 No Student shall agree to give, of offer or tender to any staff member of the College, any pecuniary consideration or other reward in return for any inaction by the staff in an official capacity.</p> <p>3.18 No Student shall set fire to any property belonging to another Student or to the College or</p>	<p>a member of the staff of the College with the intent to injure such person or cause damage to the College.</p> <p>3.19 No Student shall unlawfully break into and enter any building room, store, or premises owned or controlled by the College.</p> <p>3.20 A contravention of the following rules is a misdemeanour (as defined in these rules):</p> <p>3.20.1 No Student shall, while on any property owned or controlled by the College, or at a the College function or ceremony, behave in a noisy or riotous manner, or in such a way as to be a nuisance to other Students or to any member of the staff or guests of the College;</p> <p>3.20.2 A Student shall obey any lawful order of a member of the staff of the College as well as any lawful instruction of the College;</p> <p>3.20.3 A Student shall produce a Student identity card upon lawful request by any member of the staff;</p> <p>3.20.4 No member shall organise, institute or engage in any form of initiation of Students, or any campus or residence raids.</p> <p>3.21 No Student are permitted to eat/drink in the computer laboratories / lecture rooms / common areas.</p> <p>3.22 No Student is allowed to smoke any products including electronic cigarettes (vaping), consume alcohol or drugs on any property or premises owned or controlled by the College.</p> <p>3.23 Students using any computer or other facilities must be done under the supervision/authority of the campus/course administrator.</p> <p>3.24 Students are responsible for resources under their control.</p> <p>3.25 No software may be loaded, developed or executed on the College's computers unless they are proven to be virus free and approved by the Campus Manager in writing.</p> <p>3.26 The Student shall accept all results of the College examinations as final, subject to the standard procedures regarding remarks and disputes.</p> <p>3.27 Students are encouraged to seek the assistance of Companies that offer Work Integrated Learning (WIL).</p> <p>3.28 During WIL, Students should abide by the Host Companies policies and procedures.</p> <p>3.29 Assignment submission is compulsory, and marks will be capped on resubmission or late submission</p> <p>3.30 The College does not provide "scope" for exams, but structure of the exam paper</p> <p>3.31 It is compulsory for all learners to have an 80% attendance in order to write the National Exam.</p> <p>4. STUDENT DECLARATION AND UNDERTAKING</p> <p>4.1. To administer your application, it is necessary for the College to process some of your personal information, including but not necessarily limited to: Identifying information, biometric information, contact information (including address), demographic details, academic details regarding prior learning, employment details where applicable and in some cases, supporting documentation. Provided that there is no unfair discrimination on the grounds of race, gender, sex, marital status, ethnic or social origin, colour, sexual orientation, age, language or birth, information pertaining thereto may be processed. Should your application be successful, and you are registered, the College will also process information on your academic progress, assessment of learning and correspondence.</p> <p>4.2. The College respects the right to privacy and will only process your personal information for the following purposes:</p> <p>4.2.1. Delivering academic services (including but not limited to: administering Student and prospective Student admissions, enrolment, registration, education, engagement, and validation of qualifications);</p> <p>4.2.2. Providing information on additional academic service offerings;</p> <p>4.2.3. Fee payment or collection;</p> <p>4.2.4. Any additional purposes to which you consent; and</p> <p>4.2.5. As otherwise required by law.</p> <p>4.3. By accepting this privacy notice, you give consent that the College and its approved representatives may:</p> <p>4.3.1. process your personal information for the purposes stated above as well as any other directly related purposes, including cloud storage of your information outside the RSA;</p> <p>4.3.2. obtain information concerning your academic certificate and/ or transcript from any school, university or other educational institution previously attended and use it to validate your qualifications;</p> <p>4.3.3. Share your personal information with qualification verification agencies, who in turn may enter your qualification information into the National Learners' Records Database;</p> <p>4.3.4. Share your personal information with third party service providers engaged by the College for</p>	<p>the purposes listed above;</p> <p>4.3.5. contact you with information about additional academic service offerings with the option to opt out of further similar correspondence;</p> <p>4.3.6. process as confidential information any health information provided by you for the purpose of accommodating disability or sick leave;</p> <p>4.3.7. process your personal information as needed to meet security requirements, and the requirements of government, professional bodies and other regulatory authorities; and</p> <p>4.3.8. in the event of any reorganisation, merger, or acquisition of the College, your personal information may be transferred as part of the transaction to the acquirer, whether inside or outside the RSA.</p> <p>4.4. In addition - If successfully admitted as a Student of a corporate account:</p> <p>4.4.1. You consent to the College receiving your personal information necessary for the application and registration process from your employer.</p> <p>4.5. All applicants – By accepting this privacy notice you also make the following declaration:</p> <p>4.5.1. I hereby certify that I will provide information that is correct and complete. I understand that false or incomplete information will invalidate this application.</p> <p>4.5.2. Signature denotes acceptance of the College privacy policy and declaration.</p> <p>PART B: PARENT/GUARDIAN/FEE PAYER (CO-PRINCIPAL DEBTOR) (If applicable)</p> <p>1.1. The Co-principal Debtor hereby bind(s) themselves to the College, jointly and severally with the Student and/or other Co-principal Debtors where applicable, for the payment of all fees and other charges due by them to the College in terms of this Registration Agreement.</p> <p>1.2. The Co-principal Debtor agrees that the College may recover, at its discretion and in no specific order of preference, such monies in full from either the Student or the Co-principal debtor(s), or in part from both/all the aforementioned parties.</p> <p>1.3. This Registration Agreement can only be cancelled or withdrawn with the College's written permission.</p> <p>1.4. The Co-principal Debtor agrees to the jurisdiction of the Magistrate's Court, in respect of any legal proceedings that may be instituted arising from or in respect of this Registration Agreement, notwithstanding the fact that the amount in dispute may exceed the jurisdiction of the Magistrate's Court and select as their domicilium citande et executandi for all purposes the address indicated below.</p> <p>2. CREDIT CHECK</p> <p>2.1. By completing and submitting the Registration Agreement, the Co-principal Debtor authorizes the College to access any information available to assess his/ her application, and also gives the College permission to conduct a credit check with any National Credit Regulator (NCR) registered credit bureau or third party.</p> <p>3. PAYER DECLARATION AND UNDERTAKING</p> <p>3.1. To administer the application, it is necessary for the College to process some of the Co-principal Debtor's personal information, including but not necessarily limited to: Identifying information, biometric information, consumer credit information, contact information (including address), demographic details, and employment details where applicable and in some cases, supporting documentation. Provided that there is no unfair discrimination on the grounds of race, gender, sex, marital status, ethnic or social origin, colour, sexual orientation, age, language or birth, information pertaining thereto may be processed.</p> <p>3.2. The College respects the right to privacy and will only process the Co-principal Debtor's personal information for the following purposes:</p> <p>3.2.1. fee payment or collection;</p> <p>3.2.2. any additional purposes to which the Co-principal Debtor consents; and</p> <p>3.2.3. as otherwise required by law.</p> <p>3.3. By accepting this privacy notice, the Co-principal Debtor consents that the College and its approved representatives may:</p> <p>3.3.1. process the Co-principal Debtor's personal information for the purposes stated above as well as any other directly related purposes, including cloud storage of your information outside the RSA;</p> <p>3.3.2. in the event of any reorganisation, merger, or acquisition of the College, the Co-principal Debtor's personal information may be transferred as part of the transaction to the acquirer, whether inside or outside the RSA.</p>
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Campus Manager Initials: _____

Student's Initials: _____

Parent or Guardian's Initials: _____

SECTION M – TERMS AND CONDITIONS OF REGISTRATION

I, _____ and I/We _____
(Student) (Parent/Guardian)

fully understand and agree that this contract may only be cancelled within 21 days from the date of this signed document. After this period, my place at the institution is deemed reserved and I will be held fully liable for the total fee for the year. I further agree that failure to attend lectures or discontinuation of studies during the year will not absolve me of this liability or make me eligible for any refund of payments made to the institution.

Signature: _____ Signature: _____ Date: _____
(Student) (Parent/Guardian)

Signature: _____ Signature: _____ Date: _____
(Campus Manager) (Witness)

SECTION N – DOCUMENTATION AND INFORMATION

<i>COPY OF NATIONAL SENIOR CERTIFICATE (CERTIFIED)</i>		<i>INVOICE PRINTED AND ISSUED</i>	
<i>COPY OF LEARNER I.D/PASSPORT (CERTIFIED)</i>		<i>ADMISSION CRITERIA MET</i>	
<i>PARENT/GUARDIAN ID DOCUMENTS (CERTIFIED)</i>		<i>REGISTRATION CAPTURED</i>	
<i>PARENT/LEARNER SIGNED APPLICATION</i>		<i>EASYPAY INVOICE PRINTED AND ISSUED</i>	
<i>PROOF OF ACADEMIC TRANSCRIPT (IF APPLICABLE)</i>		<i>STUDENT CARD ISSUED</i>	
<i>ACADEMIC ADVISORS SIGNATURE</i>		<i>REGISTRATION PACK ISSUED</i>	
<i>PROOF OF RESIDENCE</i>		<i>LAPTOP PC ISSUED</i>	
<i>ACCOUNT PAYERS LATEST 3 MONTHS BANK STATEMENT</i>		<i>CAPTURE OF LAPTOP SERIAL NO. ON ITS</i>	
<i>ACCOUNT PAYERS LATEST PAYSIP</i>			

ITS Captured -**Student Advisor:** _____ Signature: _____ Date: _____

ITS Verified Name: _____ Signature: _____ Date: _____

Campus Manager: _____ Signature: _____ Date: _____

ITS Programme Manager: _____ Signature: _____ Date: _____

CONFIRMATION OF MEETING ADMISSION REQUIREMENTS BASED ON STUDENT RECORDS (Matric Results/RPL) FOR PROGRAMME BY HOD/DEAN

Indicate highest qualification as per the student's Matric Result Sheet or RPL Application Form:

Matric Results:

- ☐ Higher Certificate
☐ Degree
☐ Diploma
☐ Not achieved
☐ Other

Matric Subjects:

- ☐ ENGLISH
☐ AFRIKAANS
☐ ISIZULU
☐ XHOSA
☐ MATHAMATICS
☐ MATHS LITERACY
☐ LIFE ORIENTATION
☐ _____
☐ _____
☐ _____
☐ _____

Name of Campus Manager/HOD/**Pogramme Manager:** _____

Signature: _____ Date: _____