



REGISTRATION FORM

7 Bank Lane • Opera Plaza • Pretoria • 0002

CALL NOW: TOLL FREE 0800 21 23 22

student@collegesa.co.za • www.collegesa.co.za

SECTION 1 - Student Details:

Title: Mr Mrs Miss Ms Dr Other

Name: _____ Surname: _____

ID number: (Please attach a certified copy of your ID document / Passport)

Have you registered/studied at College SA before? Y N If yes supply student no.

Race: White African Coloured Indian Gender: Male Female

Please note that this information is required by the Department of Education - only for students who are citizens or permanent residents of South Africa.

Marital status: Single Married Divorced Widowed Home Language: English Afrikaans Other

Nationality: SA Other Date of Birth: Day Month Year

Highest qualifications attained: _____

Please attach copies of your highest qualification achieved to the registration form & copy of ID

SECTION 2 - Communication Details:

Your contact numbers (You must provide at least 2 contact numbers)

Work: Code Number Home: Code Number

Fax: Code Number Cell: Code Number

Email Address: _____ / Skype Address: _____

Your Postal Address for delivery of all correspondence (including study material) _____

Suburb _____

City _____ Postal Code _____

Country: SA Yes No If not SA please specify _____

Residential / Physical address (for deliveries via courier) _____

Suburb _____ City _____ Postal Code _____

Country: SA Yes No If not SA please specify _____

May we send you important information by mail, email or SMS? Yes No

Preferred method: Mail e-mail or sms

Student Card photo taken: Yes No If no, E-mail to: photo@collegesa.co.za OR send us your photo using normal mail. Please include ID number, Name & Surname as a reference

SECTION 3 - Work Details:

Work Address: _____

Tel nr: _____ Name of Manager: _____

Are you: Employed full time Employed part-time Contract Unemployed At school

I am employed by _____

Job Title: _____ Years in job: Less than 1 1 to 3 More than 3

Can we disclose information about your studies to your employer? Y N

Initials:.....

SECTION 7 - Terms and Conditions:

Terms and conditions

The Student hereby accepts that College SA shall have the right to vary the course syllabus at any time, without prior notification and without furnishing reasons therefore.

College SA shall have the right at its sole discretion, to cancel any course or subject initially advertised and offered, on the basis of insufficient demand. In the event of the signatories to this agreement, other than College SA, having completed this form incorrectly, or the payment details herein not being in accordance with the requirements of College SA, then such incorrect information or payment details shall be deemed to have been amended so as to be in accordance with the requirements of College SA, without further notice. College SA shall be deemed to include any division of College SA or any other juristic person to whom the rights and obligations of College SA, as contained herein may be ceded and/or assigned.

We, the undersigned declare that the information in this application is complete and correct. We authorise College SA to verify information contained in this application form, and make any other enquiries that may be necessary. We understand that if any part of it is found to be incomplete, false or misleading, College SA may cancel this registration.

The College does not facilitate examinations and cannot be held accountable for the venues. The programme fees exclude institute examination fees. College SA does not accept responsibility for a student's eligibility or entry for public examinations. Course material will be supplied to the student in parts as and when tests/assignments/exams are completed.

The applicant takes responsibility for the payment of all fees and other charges due to College SA. The applicant agrees to be liable for all costs of debt recovery, including professional fees and collection commission. Postage on all material sent to College SA is payable by the student. The replacement of study materials will be for the account of the student.

The monthly installment will be due by the 25th of every month.

Person dealing with the College on the Student's behalf

The college will only correspond and deal with the student. The college will not enter into correspondence with anybody or organisation representing the student, except for: the Ombudsman; a parent or guardian (only in the case where the student is a minor); a person representing a relevant accrediting body or institute; or the Student's lawyer.

The college will specifically not engage in further servicing, communication or correspondence with a student once that student has cancelled. The cancellation process brings to an end the relationship between college and student.

Adhering to Entrance Criteria

The student is responsible to ensure that he/she is on the correct course and that he/she adheres to the latest and correct entrance criteria. The college will not accept students who do not adhere to the entrance criteria for the course on which they register. The college will cancel students who register without adhering to the entrance criteria for the course on which they register.

Updates to Study Material

The college is responsible to ensure that study material is up to date. Up to the point where the student request a specific set of study material, the college automatically updates the study material.

Once a student has requested and received a specific set of study material, the college remains responsible for keeping that material up to date for a period of three months. If in that period there are significant changes of an academic nature to the study material, the college will send the student updated study material at no cost. If there is significant changes of an academic nature to the study material issued to a student, but these changes happen more than three months after the student was issued with the study material, the college will inform the student of the changes, and give the student the option to buy the updated study material from the college.

Capacity to enter into Agreement

For a Business: The contracting party (the business) hereby warrants to College SA that the signatory (representing the business) has the required legal capacity to enter into, and be bound by these terms and conditions. The business accepts all the terms and conditions of the entire agreement.

For the Individual: I hereby declare that there is no legal impediment to my concluding this agreement and that I am legally bound to this contract, and accept all the terms and conditions of the entire agreement.

Client Data: I undertake to notify College SA in writing of any changes in my contact details, including but not limited to: my business, postal or residential addresses, my home, work or cellphone number(s), and my e-mail address, within 7 (seven) days of such change.

Contractable Address: I choose the address as disclosed herein as my domicilium citandi et executandi for all purposes arising from this agreement.

Other: College SA reserves the right to:

(a) use your information to provide the materials to you and otherwise perform our obligations and enforce our rights under this Agreement.

This agreement is subject to acceptance by College SA. This agreement constitutes the whole agreement between the Parties.

I, the undersigned applicant / student undertake to abide by the policies and rules of College SA.

I, the undersigned parent/guardian give permission to the above-mentioned applicant to enroll at College SA.

COOLING OFF PERIOD AND CANCELLATIONS

You have a 7-day cooling off period, within which you can cancel with full refund minus the cancellation fee.

After the 7-day cooling off period, this agreement is binding and you are fully responsible for all fees.

Cancellations are dealt with as per the cancellation form and policy.

If a student pays course fees in advance, and then cancels, that student might be eligible for a partial refund of fees.

The college will refund the "unused" part of such fees paid in advance by a student.

The "unused" part of the fees are calculated by adding up the original registration fee, plus the number of months the student studied (inclusive of the months in which studies start, and the month in which the student cancels) times the original monthly fee, plus a cancellation fee of R500; and then subtracting this amount from the monies the student paid in advance, minus any exam, membership or other institute fees. Institute related fees are not refundable.

The student, applicant, account/fee payer, lawful guardian and/or sponsor are herein collectively referred to as the "Student". By acceptance to College SA the Student shall be jointly and severally responsible for the fulfilment of all terms of the agreement.

College SA reserves the right to cancel a student's registration without having to give a reason for such cancellation. Students who are on monthly payment plans, will not and cannot claim any refund if the college cancel their registration, since monthly payments are for the availability and/or delivery of items and tuition up to the end of the current month for which the student has paid. If the college choose to cancel the registration of a student who has paid the course in advance, such a student is entitled to a refund as per the cancellation policy.

In the event of any Student desiring to terminate studies, for any reason whatsoever, this shall not absolve the Student from full liability for the payment of fees and any other charges.

The Student's failure to make progress in his or her studies or to complete a programme of study, for whatever reason shall in no way entitle him/her to a reduction in fees, nor will it absolve him/her from full liability for the payment of fees and other charges.

No cancellation of this contract shall be of force or effect without written consent thereto by an authorized officer of College SA; The right to tuition and examinations is not transferable;

Cancellations and Refunds

If a student is not satisfied with the services delivered by the college, but continues studying, the college will continue to service the student and work towards satisfying the student's requests. The college will also continue charging the student in this period. The student is specifically not eligible for a refund based on the period in which the student is or was registered with the college. The only way a student can stop the college charging for the availability of services, is to cancel. As long as a student is not cancelled, the student is responsible for all fees up to and including the end of the current month.

Student fees

1. In the event of any fees due by the Student being unpaid on due date, the full balance of such fees remaining unpaid shall become immediately due and payable.
2. The Student will not receive reports, diplomas or exam results unless the account is paid up in full.
3. A Student who has failed academically shall not receive any reimbursement of their tuition fee.

Please initial each page to indicate that you have read and understood these terms and conditions.

Signature: Applicant / Learner: _____ Date: _____

Signature: Parent/Guardian: _____
(if student is under 18)

Signed on Behalf of College SA _____

Date _____

Initials:.....