

ENROLMENT FORM

PART A: For Office use Only	Invoice No:	Student No:	Consultant:
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PART B: Course Information:	
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PART C: Payment Options:	Option A	Option B	Option C	Option D
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Starting Date:	
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PART D: Student Information	Surname :	
	First name:	
	ID number:	
	Postal address:	
	Code:	

Home address:	
Code:	

Telephone No:	(w):	Cell:
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Highest qualification	
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PART E: Parent/guardian	Surname:	
	name	Relationship:
	First name:	
	Telephone:	(w):

PART F: Company Information:	Approved by:	Initials:	Surname:
	Position:		
	Email address:		
	Company REG No:		
	Company VAT No:		
	Postal address:		
	Code:		

Physical address:		
Code:		
Telephone No :	(W):	Cell:

PART G: Medical Information	Medical aid scheme	
	Member number	
	Tel No	
	Any nature of illness	Specify:

PART H: ENROLMENT POLICIES AND PROCEDURES

PAYMENT CONDITION & AGREEMENT

- a. Payment should be made on the beginning of each month before the 7TH of each month.
- b. No refund will be made on any monies paid to the college in respect of registration, books, or fees
- c. Overdue amount shall be subject to the interest at the rate of 7% per month, calculated from the amount is overdue until date of payment.
- d. If any legal or other action can take by the college to recover any amount due in terms of this agreement, the application or student shall be liable for all cost including but not limited to collection commission, attorney or client cost, tracing cost etc.
- e. The college allows a once off payment of the whole program, however if the learner drops out of college he/she can be refunded the cash for all other remaining expect month.
- f. On withdrawal of the learner from the college, a full 3-month term notice period should be given with the parent /guardian authorization.
- g. Steps to be take should payment not done on time as expected:
 - Interest of 7% will be charge monthly.
 - No student will be allowed to attend classes until payment is settled.
 - No student will be allowed to sit for any test/examination until payment is settled.
 - All unsettled account of previous years will be submitted to lawyers in Febraury of every current academic year
- h. All payment shall be made at the bank and receipt shall be submitted at the administration office.
- i. Enrolment forms must be completed and returned before course begins.
- j. Full payment must be confirmed before course can commence.
- k. Students are expected to attend a minimum of 95% of the classes otherwise they will be asked to repeat the course at their own cost.
- l. If the company is paying for the course, the HR Dept. or Manager in charge of the student will be notified accordingly.

PART I: DECLARATION

I	COMPLETE IF COMPANY APPROVED
(Student name)	Approved by (Print Initials and Surname)
And we	
The sponsoring Company (where applicable)	(Print Position)
Hereby agree to jointly and severally liable for the total fee. I/We further agree that failure to attend lecture will not deduct My/our responsibility is to pay fees for the full course.	Invoice for the attention of:
Cancellation within 10 working days prior to course commencement date will incur a cancellation fee to the value of 50% of course fee	Signature: _____
Student Signature: _____	Company Stamp:
Date : _____	

PART J: ADMISSION POLICY AND PROCEDURE
Admission Criteria

Application must write a motivation letter so that the college can evaluate their current competence and commitment. Should applicant not meet the minimum criteria, they may be recommending for tests. These could include aptitude tests, literacy, reading skills, numeracy, reasoning skills and studying skills.

Registration Procedure

Step 1: Complete and sign the registration form

Step 2: Attach the required documentation as follows

- A copy of your latest school results
- A copy of I.D. document
- A copy of study permit (foreign students only)
- A copy of guardian I.D. document

Step 3: Attach two I.D. documents

Step 4: Pay the non-refunded registration fee of R650.00 into bank account or at the college reception

Step 5: Hand in original registration form to the college

Step 6: Await confirmation of registration letter or **SMS notification** from the college

PART K: CODE OF CONDUCT

- a. Learners will report to the college at least 10 minutes before classes commence.
- b. Every learner will be courteous and exemplary at all times.
- c. Learners will at all times adhere to the instruction issued by the facilitator or student representative.
- d. When in the college building, learners will be required to keep noise level at its minimum.
- e. Theft of the college property of any sort is strictly forbidden and will be dealt with as a criminal record.
- f. Taking of any intoxication or drugs is strictly prohibited.
- g. No violent or unlawful activity with or towards any person will be tolerated.
- h. Learners will report to college every day and leave on designated times as stipulated.
- i. No foul, abusive and abusive language at the college.
- j. Learners are permitted to elect a representative to liaise with the college box.
- k. All complaints, suggestions and problems are to be submitted in the college management.
- l. Learners will be required to display student card at all times.
- m. General cleanliness in and around the premises should be person responsible.
- n. School property damaged should be paid in by the person responsible.
- o. Seduction of fellow student and members of the staff is prohibited.
- p. No visitors are allowed during school hours unless or until needed.

PART L: LEGAL UNDERTAKING (COMPULSORY)

I, _____ ID/Passport number _____

Declare that all the particulars supplied by me in this form are true, complete and correct. I accept that any incorrect or misleading information could lead to the cancellation of this application.

- a. I undertake:
 - to comply with all the rules and regulations, including the disciplinary rules, of Forek Institute of Technology, including any amendment thereof as published from time to time and acquaint myself with all the provisions thereof;
 - to notify the relevant department immediately should:
 - o I cancel or abandon my studies
 - o I change my address
 - o Or any changes to information that has been submitted in this form.
 - To familiarise myself with and adhere to all the rules and general regulations applicable to the qualification for which I intend to enrol as well as the rules regarding the payment of fees.

- b. I undertake that I will not hold Forek Institute of Technology liable nor make any claim against the Institute for any compensation and/or any expenses incurred or damages suffered as a results of or in respect of any injury to me or illness or my death, irrespective of whether any such damages injury or death may have been attributable to any degree of negligence on the part of the institution or one or more of its employee or other person(s) for whose action it might, but for this undertaking, have been responsible.
- c. I am aware that my enrolment is only valid if it complies with the applicable prescripts and regulations governing the qualification concerned, notwithstanding the acceptance of this enrolment by the Institution
- d. I accept that, if I abandon, cancel or change my qualification or my studies at the Institution at any time, no cancellation or reduction of fees will be considered and that I remain liable for the payment of all fees in full.
- e. I agree and consent that the Institution may provide me with statement of account and other communiques by way of electronic communication through data messages or online services. These data messages may be sent to my cellular number, or email address provided by me.
- f. I undertake to accept the responsibility for payment of fees(registration, tuition and any other applicable)
- g. I hereby give permission that information about my academic progress be divulged to the person/bursar liable for payment of fess .I consent to personal information being used for Government and the Institution statistical purposes
- h. I agree, understand consent and irrevocably authorise Forek Institution of Technology to keep, use, process and verify information in paper and electronic format, including information supplied by me during the registration process.
- i. I agree ,understand consent and irrevocably authorise Forek Institution of Technology to account, communicate and report to my spouse ,parent or legal guardians or any person or body responsible for the payment of my tuition fees or bursary regarding my academic and general progress at Forek Institution of Technology and to communicate to my spouse parent or legal guardians or any person or body responsible for the payment of my tuition fee or bursary and any prospective employer any personal information required by such third party
- j. I hereby irrevocably authorise and expressly give my consent that Forek Institution of Technology may use, provider or disclose any information including my personal information that may reasonably be required by third parties for the purpose of research, educational opportunities and making bursary/sponsorship available to

prospective student at Higher education institution such as Forek Institution of Technology.

- k. I hereby irrevocably authorise and expressly consent that Forek Institution of Technology may use or disclose my

Personal information which information may reasonably be required for any research purposes, including statistical or historical purposes.

Signed at on this _____ **day** _____ **of 20** _____

Signature of applicant _____

Herein assisted as far as may be necessary while the applicant/student is still under the age of eighteen (18) years

I, _____ ID/Passport Number _____

The undersigned, hereby acknowledge myself to be jointly and separately responsible for monies which the above –mentioned applicant may at any stage be owing to Forek Institution of Technology in terms of the agreement that they've concluded with the institution, as set out above including any changes thereto.

Signed at on this _____ **day** _____ **of 20** _____

Signature of applicant _____

Signature of Parental/ Legal Guardian _____

N.B It is compulsory that this contract is signed by all parties concerned.