

Registration Contract 2012

Sandton (011) 784 6939 / Midrand* (011) 026 6935 / Pretoria (012) 348 2551 / Westville (031) 266 8400
Durban North (031) 573 2038 / Pietermaritzburg (033) 386 2376 / Cape Town (021) 685 5021 / Port Elizabeth (041) 363 4223



www.varsitycollege.co.za

Please indicate which campus you would like to study at: Sandton Midrand Pretoria Westville
 Durban North Pietermaritzburg Cape Town Port Elizabeth

1A. COURSE INFORMATION

Please indicate which short learning programme you are registering for:

- | | |
|---|--|
| <input type="checkbox"/> Bookkeeping | <input type="checkbox"/> Sales & Marketing |
| <input type="checkbox"/> Financial Accounting | <input type="checkbox"/> Operations Management |
| <input type="checkbox"/> Management Accounting & Finance | <input type="checkbox"/> Project Management |
| <input type="checkbox"/> Marketing Management | <input type="checkbox"/> Fundamentals of Project Management |
| <input type="checkbox"/> Introduction to Public Relations | <input type="checkbox"/> Purchasing Management |
| <input type="checkbox"/> Office Administration | <input type="checkbox"/> Event Management |
| <input type="checkbox"/> Sales Management | <input type="checkbox"/> Entrepreneurship for Small Business Development |
| <input type="checkbox"/> Human Resource Management | <input type="checkbox"/> Introduction to Personal Computing |
| <input type="checkbox"/> Business Management | <input type="checkbox"/> Pastel Accounting |
| <input type="checkbox"/> Business Management & Administration | <input type="checkbox"/> Computer Architecture |

Other:

COURSE START DATE:

1B. EXTERNAL EXAMINING INSTITUTION INFORMATION (For part-time UNISA and IMM students only)

Please indicate which course you are registering for:

UNISA (part time)

IMM (part time)

Student Number:

KEY FOR S (SEMESTER): Semester 1 : 1 Semester 2 : 2

	SUBJECT/MODULE	S	CODE (UNISA ONLY)		SUBJECT/MODULE	S	CODE (UNISA ONLY)
1				5			
2				6			
3				7			
4				8			

2. STUDENT INFORMATION

Title (eg: Mr/ Miss): First Name:

Middle Name: *Gender: M F

Surname: Birth Date: Y Y Y Y M M D D

Birth City: *Race: A W I C Other

Birth Province:

Home Language:

Details of any existing medical conditions : Disability: Y N Specify:.....

.....

Are you a South African Citizen? Y N **If Yes** ID Number:

If No Passport Number: Expiry Date: Y Y Y Y M M D D

Nationality:

Study Permit Number:

Expiry Date of Study Permit: Y Y Y Y M M D D

Home Address :

City: Postal Code:

Province:

Country:

Tel (Home): Tel (Work):

Cell:

Email:

Tick Box if Home Address is the same as Postal Address

Postal Address :

City: Postal Code:

Province:

Country:

Name of Employer:

Address of Employer:

Position / Title:

(* Statistical information required by the Department of Education)

EMERGENCY CONTACT NUMBER:

Name:

Contact Number:

Relationship to Student:

3. EDUCATION INFORMATION

HIGHEST QUALIFICATION (South Africa Only)

Institution Name:

City:

Province: Year(s) of Study:

Qualification: Qualification Completed? Y N

Foreign Qualification:

Initial/ s:

4. DETAILS OF PERSON RESPONSIBLE FOR PAYING ACCOUNT:

Tick box if the person responsible for paying the account is the same as section 2 (student information).
If not, complete the section below:

Relationship to Student:
 Title (eg: Mr/ Mrs): First Names:
 Surname:

ID Number: Passport number (foreign citizen):

OR

Company Name*:
 VAT Registration Number:
 Name of Contact Person:

Address:

City: Postal Code:
 Province: Country:

Tel (Home): Tel (Work):

Cell:

Email:

Postal Address:

City: Postal Code:
 Province: Country:

*Sponsor/employer to attach supporting letter.

5. COURSE FEES:

Please note you are required to complete section A.
Should you wish to select the terms option, please complete that section in addition, and tick that option.

TICK HERE	PAYMENT OPTION	DEPOSIT AMOUNT	DEPOSIT DUE DATE	NUMBER OF CONSECUTIVE MONTHLY INSTALMENTS	INSTALMENT AMOUNT	FULL PAYMENT OR FIRST INSTALMENT DATE	FINAL INSTALMENT DATE	TOTAL COST
<input type="checkbox"/>	A. Full Settlement	N/A	N/A	N/A	N/A	___/___/___	N/A	R
<input type="checkbox"/>	B. Terms	R	___/___/___		R	___/___/___	___/___/___	R

NOTE:

- Where full settlement is selected, payment is due and payable on or before the course commencement date.
- Where terms option is selected, the deposit is due and payable on or before the course commencement date.
- Should students contract for the full settlement and fail to pay on due date, the contract amount will automatically become the Terms fee.
- Payment option B is more expensive than option A.

Please select your payment method for option B:

- Debit Order - Please complete the Debit Order Instruction in Section 6 below.
- Post-dated Cheques - Please lodge post-dated cheques for the instalments selected above with this form.
- Direct Deposits

Signature:

6. DEBIT ORDER INSTRUCTION

I/ We....., hereby authorise you to draw against my/our account with the below mentioned bank (or any other bank or branch to which I/we may transfer my/our account) the amount necessary for payment of the monthly instalment due in terms of the Registration Contract on the day of each month of the agreed repayment period. All such withdrawals from my/our bank account by Varsity College shall be treated as though they had been signed by me/us personally. I/we agree to pay any bank charges relating to this Debit Order Instruction. I/we understand that I/we shall not be entitled to any refund of amounts that have been withdrawn while this authority is in force if such amounts were legally owing to Varsity College. This authority may only be cancelled by me/us on the proviso that the outstanding amount owing has been settled and that Varsity College is given 30 days notice, in writing, sent by prepaid registered post.

Receipt of this instruction by Varsity College shall be regarded as receipt thereof by my/our bank.

BANK ACCOUNT DETAILS:

Bank: Branch: Branch Code:
 Account Name: Account Number:
 Type of Account: Current/ Cheque Savings Transmission

Signed: Date:

Account Signatory

7. TERMS AND CONDITIONS OF THE REGISTRATION CONTRACT

The signatories to this contract agree to the following terms and conditions of registration with The Independent Institute of Education (Pty) Limited ("The Institute")

7.1. Financial

- 7.1.1. The signatory/ies acknowledge/s that he/she/they will be jointly and severally liable to The Institute for payment in full of all fees and other charges (the contract amount) as detailed in the registration contract, subject to the terms and conditions set out below, and that, having regard to all his/her/their financial obligations, he/she/they has/have sufficient funds to make all the payments in terms of this contract on due date.
- 7.1.2. Payment of the contract amount in full in terms of payment Method A must be received on or before the due dates as set out in Section 5 above. Should this payment not be received by the due date, the contract amount as set out in Method B of this registration contract may, at the sole discretion of The Institute, be charged and The Institute may, at its election, issue the signatory/ies with new payment details in accordance therewith.
- 7.1.3. By signing these terms and conditions the signatory/ies is/are committing to make payment of the full contract amount referred to in 7.1.2 above; except as set out in 7.1.7 below, any failure by the student to attend lectures will not reduce liability for payment of the full contract amount.
- Student:** _____ **Guardian:** _____ **Account Payer:** _____
- 7.1.4. This contract may not be cancelled unless —
- 7.1.4.1. the student fails to satisfy the entrance requirements of the applicable external provider or examining body or The Institute (in which event the signatory/ies shall be entitled to a refund of the contract amount, or any portion thereof paid to date); or
- 7.1.4.2. insufficient enrolments are received by The Institute to justify, at The Institute's sole discretion which will not be unreasonably exercised, the running of the programme for which the student has enrolled (in which event the signatory/ies shall be entitled to a refund of the contract amount, or any portion thereof paid to date); or
- 7.1.4.3. the student has been expelled following due process (in which event the fees will not be refunded and the signatory/ies will remain liable for the balance of fees outstanding).
- In the event of 7.1.4.1 or 7.1.4.2 above, The Institute will refund all monies calculated as due and payable in terms of the Cancellation Policy as specified in 7.1.7.
- 7.1.5. If a student is unable to attend a short learning programme for a reason approved by The Institute, they may attend another offer of the programme at any time within 12 months from the date of first enrolment, provided that the programme is offered again, there are places available on the programme, application is made on the prescribed application form at least two weeks prior to the commencement of the programme and the required returning student fee is paid.
- 7.1.6. If a student is suspended from attendance for any reason whatsoever, but not expelled, following due process, the fees payable by the signatory/ies will not be adjusted or reduced at all as a consequence of non-attendance and the signatory/ies will remain liable for payment of the full contract amount.
- 7.1.7. Students who wish to cancel their registration must submit a written and signed notice of intention to discontinue attendance to the Campus Principal; provided however that the signatory/ies remain/s liable, for the balance of the fees on the following scale:
- | | |
|-------------------------------------|--------------------------------|
| Fees due if student cancels: | Percentage fee payable: |
| 1. Before class commences: | liable for 100% of deposit |
| 2. Within first 2 weeks: | liable for 50% of total fee |
| 3. After first 2 weeks: | liable for 100% of total fee |
- 7.1.8. Should any monies due by the student or the signatory under this contract not be paid on the due date, the student may be excluded from (i) attending further lectures, and/or (ii) access to the Campus and all other facilities until such time as all monies due have been paid in full. This is without prejudice to any other rights of The Institute. Exclusion, as set out above, will not relieve the signatory/ies of any obligation to pay the contract amount, or any balance then outstanding.
- 7.1.9. The Institute reserves the right to withhold the student's examination or any other assessment results until such time as the contract amount, or any balance then outstanding shall have been paid in full.
- 7.1.10. The signatory/ies will remain liable for all expenses incurred by The Institute as a result of any breach on his/her/their part of this contract and acknowledge that this may include legal, tracing and collection costs.
- Student:** _____ **Guardian:** _____ **Account Payer:** _____
- 7.1.11. If any payment due under this contract remains unpaid for a period of thirty (30) days after the due date thereof, the entire outstanding balance will immediately become due and payable. In addition thereto interest on the outstanding amount due will be charged at the maximum rate permitted by law, from time to time, as determined by the National Credit Act (Act 34 of 2005).
- 7.1.12. A certificate issued under the hand of a director of The Institute certifying the balance owing from time to time shall be good and sufficient proof (prima facie proof) for all purposes of the amount owing by the signatory/ies in terms hereof.
- 7.1.13. The campus finance department of Varsity College must be informed immediately, in writing, should the signatory/ies hereto change address, or should the student change his/her module(s) or programme(s), subsequent to submission of the registration documentation.
- 7.1.14. Should the signatory/ies choose to make payment in cash, Varsity College will not be held responsible for loss of cash unless this is personally handed to the cashier and an official Varsity College receipt is received for the cash payment. The Institute prefers that payments not be made in cash and reserves the right not to accept cash.
- 7.1.15. Payment by cheque must be made payable to Varsity College and the cheque must be crossed and marked not transferable.

7.2. Indemnity

- 7.2.1. The Institute or any of its representatives shall not be liable for any loss or damage, howsoever sustained whilst the student is enrolled at Varsity College. The signatory/ies hereby indemnify/ies The Institute against all and any claims made by any person whatsoever in respect of any damage arising out of any grossly negligent or intentional acts or omissions by the student.
- 7.2.2. The signatory/ies accept/s liability for damage to The Institute's property, injury to, death of any student, or loss or damage to personal effects and possessions as a result of the actions of the student whilst the student is on campus and he/she/they hereby indemnify The Institute accordingly.
- 7.2.3. All signatories to the contract —
- 7.2.3.1. Consent to the student participating in the activities of Varsity College, whether conducted on or off campus, including but not limited to, games, cultural, social and sporting activities and tours and excursions;
- 7.2.3.2. Understand and accept that such activities shall be undertaken at the student's own risk and undertake on behalf of themselves, their spouses, executors and the student to indemnify, hold harmless and absolve The Institute, its associated companies and its employees and representatives, acting in such capacity, against all and any claims whatsoever which may arise in connection with any loss, damage or injury to the person or property of the student in the course of such activities;
- 7.2.3.3. Confirm that in the event of the student being injured whilst participating in any activity, an employee or representative of The Institute is hereby authorised to attend to such injury and to act with the same authority as the parent (in loco parentis) where the student is a minor and to consent to any medical treatment on behalf of the student should consent be required for medical reasons on an urgent basis and should it not be possible for the person specified in section 2 as the emergency contact person or the parents to be contacted timeously.
- Student:** _____ **Guardian:** _____ **Account Payer:** _____

7.3. General

- 7.3.1. The signatory/ies warrant/s that the information submitted on the registration contract is both true and correct.
- 7.3.2. The Institute reserves the right to cancel and/or amend certification, programme syllabi, commencement and termination dates and timetables without prior notice, which discretion shall be exercised reasonably, to accommodate changing circumstances.
- 7.3.3. The Institute, at its sole discretion, which discretion shall be exercised reasonably, may cancel tuition in any programme or module advertised and offered, on an insufficient demand basis; provided that the contract amount shall be adjusted accordingly.
- 7.3.4. The onus remains on the student to ensure that he/she is registered for the correct subject (s)/module(s), programme or qualification. The student must familiarise him/herself with the registration requirements, subject selection criteria, rules, regulations and prospectus, as well as any rules regarding the maximum completion time for the chosen qualification. Accordingly, the signatory/ies, and more specifically the student, warrant/s that he/she/they has/have investigated the programme concerned to his/her/their satisfaction prior to the signing of this contract.
- 7.3.5. The signatory/ies acknowledge/s that he/she/they is/are aware of who the conferring body is for the qualification or programme of study for which the student registers as well as any particular information in relation to accreditation and registration of this programme of study. The signatory/ies acknowledge/s that he/she/they is/are responsible for registering with the external examining body, if any, for the qualification or programme of study for which the student registers and otherwise complying with any of the requirements of the external examiner including the payment of any fees.
- 7.3.6. The student and other signatories hereby confirm that the student will be provided with a copy of The Institute's rules/regulations and student code of conduct within 7 days of commencement of classes. The student has 21 days within which to read and acquaint him/herself with the content thereof, and to familiarise him/herself with their application to the modules/programme/qualification for which the student is registering. Thereafter it will be assumed that the student has read and understood such rules, regulations and code of conduct and that he/she has undertaken to abide by and comply with the terms thereof, as they may be amended from time to time.
- 7.3.7. By signature hereof the signatory/ies consent/s to The Institute utilising electronic methods of communication (including sms and email) in matters of an academic nature, or relating to scheduling of lectures, or similar issues.
- Student:** _____ **Guardian:** _____ **Account Payer:** _____
- 7.3.8. The Institute may from time to time institute rules and regulations deemed necessary relating to module attendance, student conduct and other related matters.
- 7.3.9. Academic integrity is taken very seriously. Any violations of academic integrity by the student including, but not limited to, cheating or plagiarism, will result in disciplinary action being instituted against the student which could result in expulsion. The provisions of 7.1.7 and/or 7.1.8 will be applicable.
- 7.3.10. In the event of an act of God, war, insurrection, industrial or student unrest, natural disasters or other such events that may cause the temporary cessation of tuition or classes, The Institute shall use its best endeavours to resume lectures as soon as is practically possible; however no guarantees can be made in this regard.
- 7.3.11. The student and other signatories acknowledge that Varsity College has the right to view and obtain the student's results from external examining bodies.
- 7.3.12. The student and other signatories cede and assign to The Institute, all rights, title and interest in and to any intellectual property that may be created in the course of any study or research project that the student undertakes or may undertake at Varsity College or that the student develops or may develop with the assistance of Varsity College's equipment and/or facilities. The student and other signatories furthermore acknowledge that and consent to the outcomes of any work undertaken by the student being used by The Institute in marketing and promotion activities (including any competitions in to which student work is entered by The Institute).
- 7.3.13. Varsity College may, at its discretion, report to the parent, guardian or bursar of the major fee contributor, any breach of rules and regulations by the student or on any other matter concerning the progress, conduct, well being or health of the student. The student consents to this.
- 7.3.14. As the Immigration Act, 1992 does not permit the Department of Home Affairs to issue study permits to foreign students for the purposes of Short Learning Programmes (SLP), foreign students who are not in possession of a permanent resident permit must have any pre-existing permit that allows the person to be in the country legally for the duration of the SLP except that in the case of a Visitor's Permit, the person may not register for a course that is more than 3 months in duration.
- 7.3.15. No guarantees, promises or representations of any nature are made by Varsity College pertaining to the student's enrolment for programme(s) selected by the student with regard to the student's success or failure or otherwise.
- 7.3.16. Varsity College may use any images (photograph or other) taken of the student in any advertising without restriction. The student consents thereto.
- 7.3.17. The signatory/ies choose/s his/her/their address for service and delivery of legal notices and communications (domicilium citandi et executandi) at the address set out in section 2 and 4 of the registration contract.
- 7.3.18. The onus is on the student to ensure that the campus has copies of the documents required and to resubmit as may be required. In the case of foreign students referred to above the provision of the necessary permits or documentation is a requirement for registration.

I/We the undersigned have read, completed and understand the entire contents on pages 1,2,3 and 4 and hereby jointly and severally accept all terms and conditions.

1. Signed: Date:
(Student)

2. Signed: Date: 3. Signed: Date:
(Parent / Legal Guardian-if student is a minor) (Party responsible for payment of fees)

FOR ADMIN PURPOSES ONLY

SOUTH AFRICAN CITIZENS FOREIGN STUDENTS CAPTURING DETAILS

Certified Copy of ID		Certified Copy of Passport	Captured by:	
		Copy of Study Permit	Date Captured:	
Certified Copy of Payer's ID		Certified Copy of Payer's ID/Passport	Date Checked:	

Debit Order	<input type="checkbox"/>	Deposit Amount R _____	Student Number: _____
Post-dated Cheque	<input type="checkbox"/>	Receipt No. (Dep): _____	Date Confirmation _____
Letter Sent: _____		Date Received: _____	

The following information must be submitted with the Registration Form & Contract of Enrolment:

SOUTH AFRICAN CITIZENS

- Certified copy of the student's ID (first time registration)
- Where applicable, proof of registration with external examining body

FOREIGN STUDENTS

- Certified copy of the student's Passport (first time registration)
- Certified copy of valid Study Permit made out to the IIE (if applicable)
- Where applicable, proof of registration with external examining body.