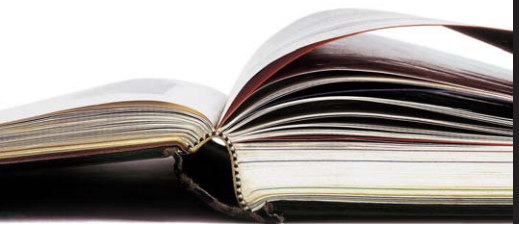

Varsity College
School of Business and Technology
Part-Time Programmes

Contract of Enrolment

GAUTENG

SANDTON:
Waterstone Drive, off Benmore Road
Benmore Gardens, Sandton 2196
P.O. Box 1514, Craighall 2024
Tel: (011) 784 6939 Fax: (011) 783 8068

PRETORIA:
116 Clearwater Road, Cnr. Clearwater &
Glenwood Roads, Lynnwood Glen, Pretoria 0081
P.O. Box 35522, Menlo Park 0102
Tel: (012) 348 2551 Fax: (012) 348 2561

WESTERN CAPE

CAPE TOWN:
Varsity Place, Belmont Office Park, Belmont Road
Rondebosch 7700
P.O. Box 420, Rondebosch 7701
Tel: (021) 685 5021 Fax: (021) 685 3060

KWAZULU-NATAL

DURBAN NORTH:
12 Radar Drive, Durban North 4051
P.O. Box 20592, Durban North 4016
Tel: (031) 563 2212 Fax: (031) 563 2308

WESTVILLE:
1 Link Road, Cnr. St James Avenue & Link Road
Westville 3630
P.O. Box 1279, Westville 3630
Tel: (031) 266 8400 Fax: (031) 266 9029

PIETERMARITZBURG:
St Charles' College, Harwin Road, Scottsville
Pietermaritzburg 3201
Private Bag X7, Scottsville 3209
Tel: (033) 386 2376 Fax: (033) 346 0571

EASTERN CAPE

PORT ELIZABETH:
1st Floor, Mercantile Bank Plaza, Ring Road
Greenacres, Port Elizabeth 6045
P.O. Box 27436, Greenacres 6057
Tel: (041) 363 4223 Fax: (041) 363 5355

IMPORTANT: It is in the interest of students and Varsity College alike that students investigate courses thoroughly before enrolment. Detailed literature is available from Varsity College.

www.varsitycollege.co.za

STUDENT	Mr	Mrs	Miss	First Names		Surname	
TELEPHONE	H		W		CELL		
HOME ADDRESS						Postal Code	
POSTAL ADDRESS						Postal Code	
NAME & ADDRESS OF EMPLOYER							
					Postal Code	Tel	
POSITION HELD				E-MAIL ADDRESS			
SEND MY CORRESPONDENCE TO	Home Address		Work Address		Postal Address		

COURSE FEES

A. Cash Payment..... = R.....
(Total Contract Amount)

OR

B*. Deposit + No. of consecutive monthly instalments x Monthly amount = Total Contract Amount

R..... + ... x R..... = R.....

NOTE:
1. The total contract amount should equal the cash payment or the deposit plus subsequent instalments.
2. The cash payment or the deposit is due and payable on or before the course commencement date.
3. Should students contract for the cash fee and fail to pay on due date, the contract amount will automatically become the terms fee prevailing at time of enrolment.
4. *Method B is more expensive than method A

DATE OF BIRTH				GENDER			
RACE (For statistical purposes only)	African		Coloured		Indian		White		
	Other	(Please specify)							
I.D. NUMBER	(Please attach a certified copy of your I.D. or any relevant permits)								
HIGHEST QUALIFICATION									
PAYMENT TO BE MADE BY: STUDENT		SPONSOR		EMPLOYER					
NAME OF NEXT OF KIN									
ADDRESS OF NEXT OF KIN									
TELEPHONE NO. OF NEXT OF KIN									

EXTERNAL EXAMINING BODY:

FIRST SEMESTER SUBJECTS/MODULES		SECOND SEMESTER SUBJECTS/MODULES	
1.	2.	1.	2.
3.	4.	3.	4.

CONDITIONS OF CONTRACT - PLEASE READ CAREFULLY

1. The signatories to this contract hereby undertake and agree –
1.1. to be jointly and severally liable in favour of the Institute for the full contract amount stipulated above;
1.2. that any failure by the student to attend lectures will not reduce liability for the full contract amount;
1.3. that this contract may not be cancelled. Should any monies due under this contract not be paid on due date, the student may be excluded from attending further lectures until such time as all monies due have been paid, without prejudice to any other rights of the Institute under this contract;
1.4. if any instalment due under this contract remains unpaid for a period of two months after the due date thereof, the entire remaining balance will immediately become due and payable;
1.5. that 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 for all purposes, of the amount owing by ourselves in terms hereof;
1.6. they will be liable for all costs and collection charges on an attorney and client scale if attorneys are instructed to recover any amounts due, if applicable;
1.7. to be liable for interest on overdue amounts at the rate of 2% per month.
1.8. that the student will abide by the rules outlined in the Student Code of Conduct. Copies are available on request or in the library.
2. The parties hereby choose domicilium citandi et executandi at the following addresses -

Signature .....
(The above named student)

Physical address .....

.....

Postal Code ..... Date.....

Signature .....
(Sponsor / Employer where applicable. Please attach supporting letter)

Print name .....

Physical address .....

.....

Postal Code ..... Date .....

NB: COMPLETE IF STUDENT IS A MINOR

Signature .....
(Legal Guardian)

Date .....

Physical address .....

..... Postal Code.....

FOR OFFICE USE ONLY

DATE RECEIVED	AMOUNT PAID	DATE CONF. LETTER SENT	ACCOUNT NO.

THE INDEPENDENT INSTITUTE OF EDUCATION

Varsity College is an educational brand of The Independent Institute of Education (Pty) Ltd which is registered with the Department of Education as a private further and higher education and training institution under the Further Education and Training Colleges Act, 2006 (reg. no. 2009/FE07/003, prov. to 31/12/2014) and the Higher Education Act, 1997 (reg. no. 2007/HE07/002).