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PART TIME ONLINE REGISTRATION

STUDENT GUIDE

2021



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THE INTRODUCTION

As a prospective student you will be required to complete the following steps.

Part 1

Step 1 - Complete your Qualification and Module details

Step 2 - Complete your personal information - including education history

Step 3 - Complete Account Payer details

Step 4 - Upload all required certified documents

Step 5 - Read the Terms of Registration and accept the T & C's

Step 6 - Submit Part 1 of your Online Registration Contract

Part 2

Step 7 - One of our staff members will contact you to confirm your contract details

Step 8 - Confirm your payment and registration details

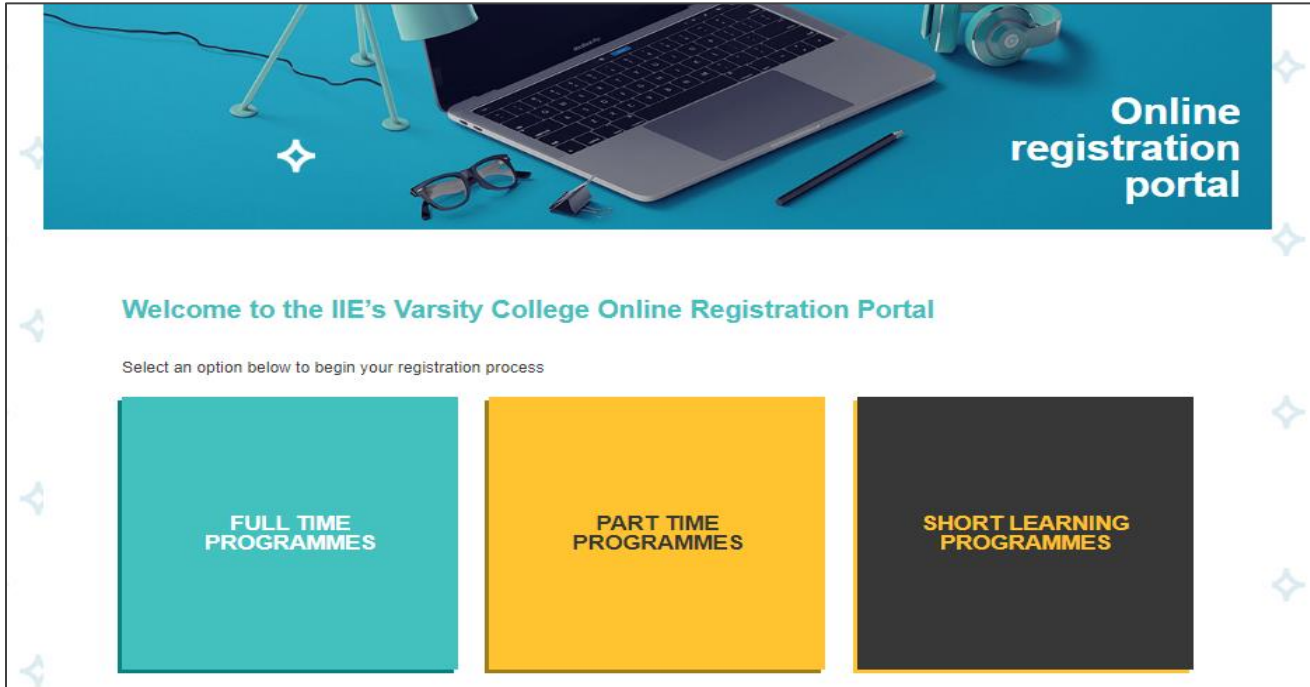
Step 9 - Submit Part 2 of your Online registration contract

Step 10 - Finally proceed to complete your online registration and pay your fees.

PART TIME ONLINE REGISTRATION

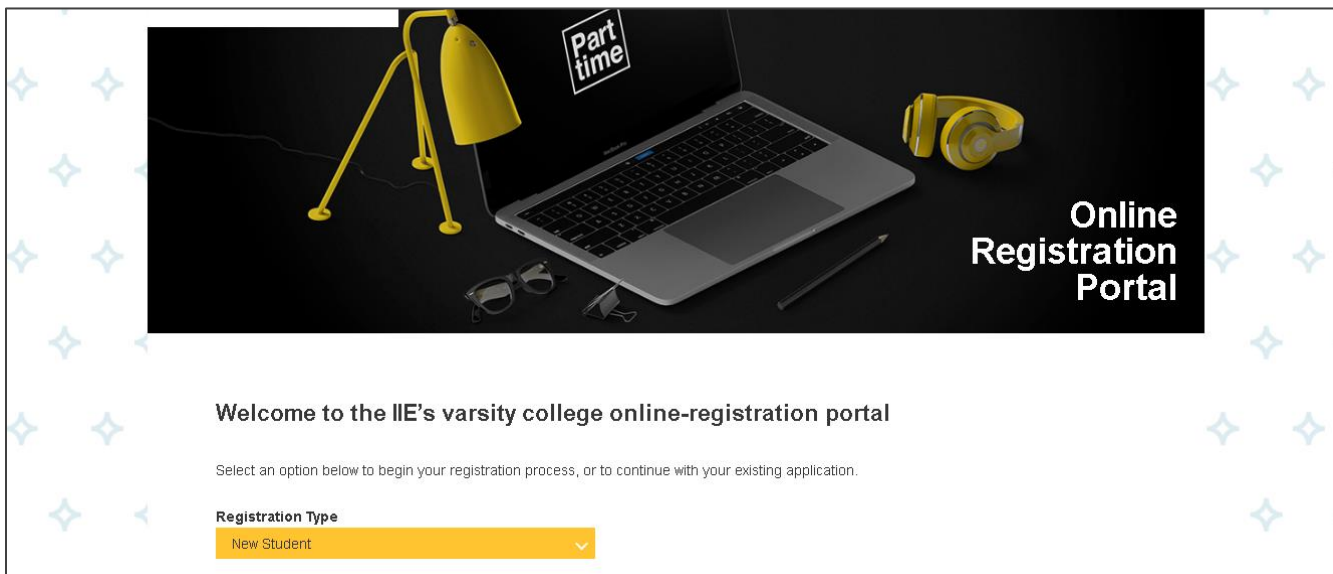
THE LANDING PAGE

You will be able to access Online registration on our website – Click on Part Time Programmes to select Part Time Online Registration. access the below.



THE LOGIN PAGE

You will be presented with the login authentication page below – where you will be asked to enter your Application ID or Student number and your personal email address or vcconnect email. This will create your online profile or allow you to access your existing one.



THE ORIENTATION PAGE

This is the orientation page where the steps for online registration are outlined. You must follow the steps presented below in order to complete your online registration.

Welcome to the IIE's Varsity College Part Time Online Registration. Please follow the steps indicated below and complete required fields where necessary. Please note that if you are a returning student you are not required to provide us with your personal details again - unless they have changed. We have populated this data where applicable - however if any of your details have changed since your last registration, please ensure that these details are amended. You must ensure that you use your student number to register or your information will not populate. Alternatively – if your information does not populate – please complete the relevant information.

Part 1

- Step 1 - Complete your Qualification and module details
- Step 2 - Complete your personal information - including education history
- Step 3 - Complete your Account Payer details
- Step 4 - Upload all required certified documents
- Step 5 - Read the Terms of Registration and accept the T & C's
- Step 6 - Submit Part 1 of your Online Registration Contract

Part 2

- Step 7 - One of our staff members will contact you to confirm your contact details
- Step 8 - Confirm your payment and registration details
- Step 9 - Submit Part 2 of your online registration contract
- Step 10 - Finally ... proceed to complete your online registration and pay your fees.

Should you have any questions in this regard, please contact your campus or examination centre directly. We look forward to engaging with you further on your future studies with us.

BACK NEXT

ONLINE REGISTRATION CONTRACT: SECTION 1 - THE QUALIFICATION PAGE

The qualification page provides you with the option to select your qualification, registration campus and core disciplines (if applicable) – depending on your mode of Study.

PART 1

QUALIFICATION INFORMATION

**SECTION 1: QUALIFICATION INFORMATION
(PLEASE NOTE STUDENTS MUST ENSURE ALL ADMISSION REQUIREMENTS HAVE BEEN MET)**

PERSONAL INFORMATION & EDUCATION HISTORY

ACCOUNT PAYER, EMERGENCY CONTACT & RELATED DETAILS

UPLOAD ALL REQUIRED CERTIFIED DOCUMENTS

SUBMIT PART 1 OF YOUR ONLINE REGISTRATION CONTRACT

Have you ever studied at an IIE campus?

Yes

If you answered "YES", please confirm Campus and Programme

Previous Campus

VC Online

Previous Programme

PART 2

To be completed after one of our staff members has contacted you to confirm your contract details.

CONFIRM YOUR PAYMENT AND REGISTRATION DETAILS

SUBMIT PART 2 OF YOUR ONLINE REGISTRATION CONTRACT

Mode of Delivery*

Contact

Registration Campus*

VC Pretoria

Qualification*

Bachelor of Commerce Honours in Management

**Higher Certificate Students
(If applicable, please indicate what Degree you would like to articulate into a later stage)**

HC

ONLINE REGISTRATION CONTRACT

PART 2
To be completed after one of our staff members has contacted you to confirm your contract details.

CONFIRM YOUR PAYMENT AND REGISTRATION DETAILS

SUBMIT PART 2 OF YOUR ONLINE REGISTRATION CONTRACT

Mode of Delivery*
Distance (Online)

*Please note that you will be registered with the IIE's VC Online.

Qualification*
Bachelor of Commerce - Distance (Online)

Higher Certificate Students (If applicable, please indicate what Degree you would like to articulate into a later stage)

Core Discipline
(if applicable)

IIE BA

- English & Communication Science
- English & Psychology
- Communication Science & Psychology

IIE BCOM

- Strategic Management *
- Marketing Management *
- Financial Management
- Finance & Accounting

Please Note: These core disciplines are also offered to students studying Part Time (Distance)

Examination Centre
(Only for Online Students)

If you are studying in the distance mode –choose the Qualification Type as - “Distance” and your respective Examination Centre. If you cannot attend at one of the specified examination centres- you will have the option to specify an “Alternative Exam Centre” by selecting “Other”. An Alternative Examination Centre must then be entered as appropriated by you the student. The Examination Centre can be any one of the 8 Varsity College campuses, the IIE MSA, VEGA and Rosebank college. Please note that if “Other” is selected and an Alternate Venue is specified – an assessment venue is applicable per module – as indicated below:

- Non – IIE SA Venue – R 300 per module
- Non – IIE International venue – R 900 per module

Examination Centre

--Please Select--

--Please Select--

Durban North

Durban Westville

Pietermaritzburg

Cape Town

Port Elizabeth

Waterfall

Pretoria


Sandton

Rosebank College

IIE MSA

VEGA

Other

Alternative Exam Centre**Other (Please specify)***

Please indicate an alternative assessment venue if you are not able to attend at one of the IIE examination centres in the list above. There is an assessment venue fee, per module, for non-IIE venues. The identification and securing of an assessment venue is the student's responsibility. Once you have secured your assessment venue – we require a letter confirming availability from the assessment venue (educational or religious institution) you have chosen. If an assessment venue change is required – it is again the student's responsibility to locate a new venue and provide the confirmation letter together with the supporting documentation which details the reason for the assessment venue change. Once confirmed however – the assessment venue cannot be changed later than eight weeks prior to the summative examination.

ONLINE REGISTRATION CONTRACT: SECTION 2 - THE STUDENT INFORMATION PAGE

The student information page requires that you complete all your personal information. PLEASE NOTE - however that if you are a returning student you are NOT required to populate all the information again as certain sections of the contract will be populated with your data from prior registrations. It is therefore imperative that you provide your student number when accessing your online profile. Should your details have changed – you do have the option of updating your personal details as well. This also applies to your registration documentation – if you have already provided us with the documents – it is not necessary to provide us with these documents again – unless they have changed OR unless they are required to be submitted annually i.e. like study permits, medical aid details etc.

The screenshot shows a web form for 'SECTION 2: STUDENT/PERSONAL INFORMATION'. On the left, there is a navigation menu with 'PART 1' and 'PART 2' sections. The main content area contains a list of fields for personal information, each with a yellow input box. A note at the top of the section states: 'Please note that if you are a Returning student you are not required to complete the pre-populated fields below unless your details have changed. Please check your details carefully if they appear and make changes where necessary.' The fields are: Title* (dropdown), First Name* (text), Middle Name (text), Surname* (text), Application Number* (new students only) (text, value: 545646), Student Number* (returning students only) (text), Gender* (dropdown, value: Select a Gender), and Birth Date* (dropdown, value: 01/01/2020).

It is important to note that at the end of each section there is a verification box which you must tick which indicates that you have checked and verified that all information is correct.

The screenshot shows the 'International Qualification Evaluation (If applicable)' section of the form. It contains several dropdown menus for selecting results and marks. The fields are: NSC/NCV Results (dropdown), Please indicate if you completed Maths Core or Maths Literacy (dropdown, value: --Please Select--), Please indicate the mark obtained (dropdown), Please indicate if you completed English (dropdown, value: --Please Select--), Please indicate the mark obtained (dropdown), International Qualification Evaluation (If applicable) (dropdown, value: --Please Select--), and Evaluation Status (dropdown, value: --Please Select--). A note below the fields states: 'Please note that if you have any additional Higher Education/Undergraduate Qualifications evidence and your academic transcript under section 8, if this will support your admission.' At the bottom, there is a verification box: Please verify that the information above is correct* (Required). Two buttons, 'BACK' and 'NEXT', are located at the bottom right.

ONLINE REGISTRATION CONTRACT: SECTION 3 - THE EDUCATION PAGE

The Education page requires that you complete your Education History. If you are a returning student – this information is not required to be completed again – unless you have additional information to provide.

SECTION 3: EDUCATION INFORMATION (NEW STUDENTS ONLY)

Are you an International Student? If yes, please complete the fields below:

High School*
Select a High School

Completion Year*
Select a Year

School Leaving Results*
--Please Select--

School Leaving Equivalent Prior to 2008*
(ie Senior Certificate)
--Please Select--

NSC/NCV Results*
--Please Select--

Please indicate if you completed Maths Core or Maths Literacy
--Please Select--

Please indicate the mark obtained
--Please Select--

Please indicate if you completed English
--Please Select--

Please indicate the mark obtained
--Please Select--

ONLINE REGISTRATION CONTRACT: SECTION 4 - THE ACCOUNT PAYER INFORMATION

Your Account payer information must also be entered. There are a range of options to choose from – please complete the section relevant to you.

PART 1

QUALIFICATION INFORMATION

PERSONAL INFORMATION & EDUCATION HISTORY

ACCOUNT PAYER, EMERGENCY CONTACT & RELATED DETAILS

UPLOAD ALL REQUIRED CERTIFIED DOCUMENTS

SUBMIT PART 1 OF YOUR ONLINE REGISTRATION CONTRACT

SECTION 4: ACCOUNT PAYER DETAILS

Are You (THE STUDENT) Responsible For The Account?*
--Please Select--

**If Yes - Complete SECTION 4A And 4D (if applicable).
If No - Complete SECTION 4B or 4C.**

Account Payer Details*
--Please Select--

PART 2

To be completed after one of our staff members has contacted you to confirm your contract details.

CONFIRM YOUR PAYMENT AND REGISTRATION DETAILS

SUBMIT PART 2 OF YOUR ONLINE REGISTRATION CONTRACT

SECTION 4A: COMPLETE IF ACCOUNT PAYER IS THE STUDENT

What is Your Occupation?*
(position and title)

Employer/Company Name*

Employer Contact Details*

Company Email address*

Employer/Company Address*

ONLINE REGISTRATION CONTRACT: SECTION 5 & 6

Please note that Section 5 & 6 are not missing, they are completed in Part 2 of the Contract.

ONLINE REGISTRATION CONTRACT: SECTION 7 - EMERGENCY CONTACT DETAILS

You are required to provide us with additional and emergency contact details.

SECTION 7: EMERGENCY/ADDITIONAL CONTACT DETAILS

Relationship To Student*
[Redacted]

First Name*
[Redacted]

Surname*
[Redacted]

Home Address*
[Redacted]

Email Address*
[Redacted]

ONLINE REGISTRATION CONTRACT: SECTION 8 - BURSARIES

SECTION 8: BURSARY APPLICATION

Would you like to apply for a bursary?
Yes

If Yes (Please Specify)
Family Loyalty Awards

Other
[Redacted]

Evidence Submitted
Yes

Applications will only be considered if supported by the necessary documentation. Please refer to the Student Handbook for details of the bursary categories available and for T & C's. Bursary approval by Management is final.

Please verify that the information above is correct*
*Required

* Mandatory Fields

BACK **NEXT**

ONLINE REGISTRATION CONTRACT: SECTION 9 - THE REGISTRATION DOCUMENT PAGE

Important registration documents are required to be uploaded for the registration to be completed. If you are a returning student - this is not required unless the registration documentation is required to be updated annually.

- Click on “Upload Documents”
- Select the document to be uploaded and then click on “Upload”.
- Multiple documents can be uploaded.
- The documents required are listed below for both International and South African students.
- All required documents must be submitted and uploaded before your registration can be finalised.

QUALIFICATION INFORMATION

PERSONAL INFORMATION & EDUCATION HISTORY

ACCOUNT PAYER, EMERGENCY CONTACT & RELATED DETAILS

UPLOAD ALL REQUIRED CERTIFIED DOCUMENTS

SUBMIT PART 1 OF YOUR ONLINE REGISTRATION CONTRACT

PART 2
To be completed after one of our staff members has contacted you to confirm your contract details.

CONFIRM YOUR PAYMENT AND REGISTRATION DETAILS

SUBMIT PART 2 OF YOUR ONLINE REGISTRATION CONTRACT

SECTION 9: REGISTRATION DOCUMENTATION REQUIREMENTS

Please note that the following ORIGINAL CERTIFIED documents are required to be submitted in order to finalise your registration.

Please note that if you are a returning student we already have your documentation – however should you wish to provide us with further supporting documentation or updated or outstanding documentation - please ensure that you submit this with your contract – upload here:

Please note that no photographic evidence of required documentation will be accepted.

No file chosen

UPLOAD DOCUMENTS

UPLOADED DOCUMENTS

SA STUDENTS

- Certified copy of Student ID
- Certified copy of Account Payer ID
- Certified copy of Senior Certificate /National Senior Certificate /Statement of Results / Undergraduate Qualification/Transcript/Degree/Diploma or Higher Certificate

THE PAYMENT GUARANTEE LETTER

The payment guarantee letter must also be uploaded if your account payer is a company sponsor, this can be downloaded from the platform and then uploaded as part of the required Registration documentation. Please see below.

**THIRD PARTY UNDERTAKING AND
FEE PAYMENT GUARANTEE**

With reference to the agreement in the form of a Registration Contract entered into by and between the following parties:

STUDENT

ACCOUNT PAYER
and
THE INDEPENDENT INSTITUTE OF EDUCATION (PTY) LTD
(hereinafter referred to as the "The Institute")

I/we, _____ (Full Name), _____ (Id Number/Registration Number)

hereby undertake to pay the contract amount to The Institute, its nominee, successors or assigns, in accordance with the below table and the terms of registration.

TICK HERE	PAYMENT METHOD	DEPOSIT AMOUNT	DEPOSIT DUE DATE	NUMBER OF CONSECUTIVE MONTHLY INSTALMENTS	INSTALMENT AMOUNT	FIRST INSTALMENT OR FINAL PAYMENT DATE	FINAL INSTALMENT DATE	TOTAL COST
<input checked="" type="checkbox"/>	A. FULL SETTLEMENT	N/A	N/A	N/A	N/A	_ / _ / 20__	N/A	R_____
<input type="checkbox"/>	B. TERMS	R_____	_ / _ / 20__	__ months	R_____ pm	_ / _ / 20__	_ / _ / 20__	R_____

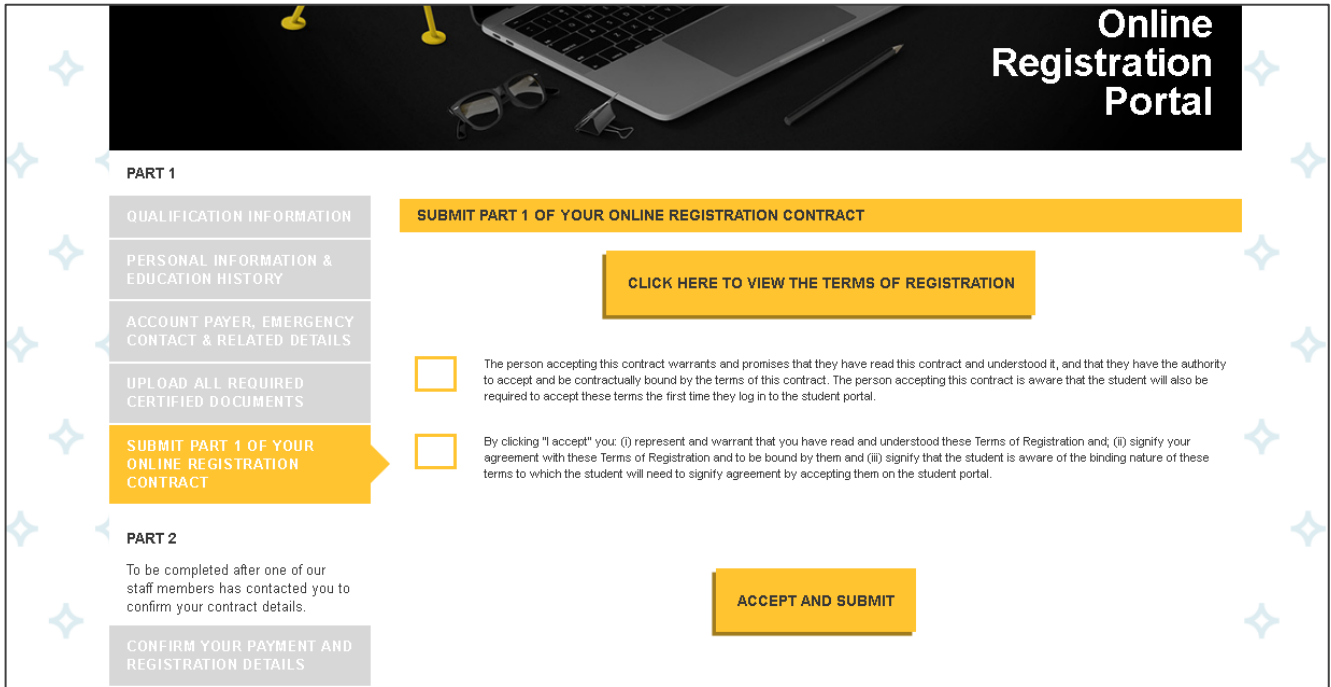
SIGNED at _____ on this the _____ day of _____ 20__.

Signature: _____

Name of signatory: _____

TERMS OF REGISTRATION

There is also a terms and registration page where you are required to read and accept the terms of registration. Once you have read the terms of registration you are required to tick the tick boxes and submit the registration.



Online Registration Portal

PART 1

- QUALIFICATION INFORMATION
- PERSONAL INFORMATION & EDUCATION HISTORY
- ACCOUNT PAYER, EMERGENCY CONTACT & RELATED DETAILS
- UPLOAD ALL REQUIRED CERTIFIED DOCUMENTS
- SUBMIT PART 1 OF YOUR ONLINE REGISTRATION CONTRACT**

SUBMIT PART 1 OF YOUR ONLINE REGISTRATION CONTRACT

[CLICK HERE TO VIEW THE TERMS OF REGISTRATION](#)

The person accepting this contract warrants and promises that they have read this contract and understood it, and that they have the authority to accept and be contractually bound by the terms of this contract. The person accepting this contract is aware that the student will also be required to accept these terms the first time they log in to the student portal.

By clicking "I accept" you: (i) represent and warrant that you have read and understood these Terms of Registration and; (ii) signify your agreement with these Terms of Registration and to be bound by them and (iii) signify that the student is aware of the binding nature of these terms to which the student will need to signify agreement by accepting them on the student portal.

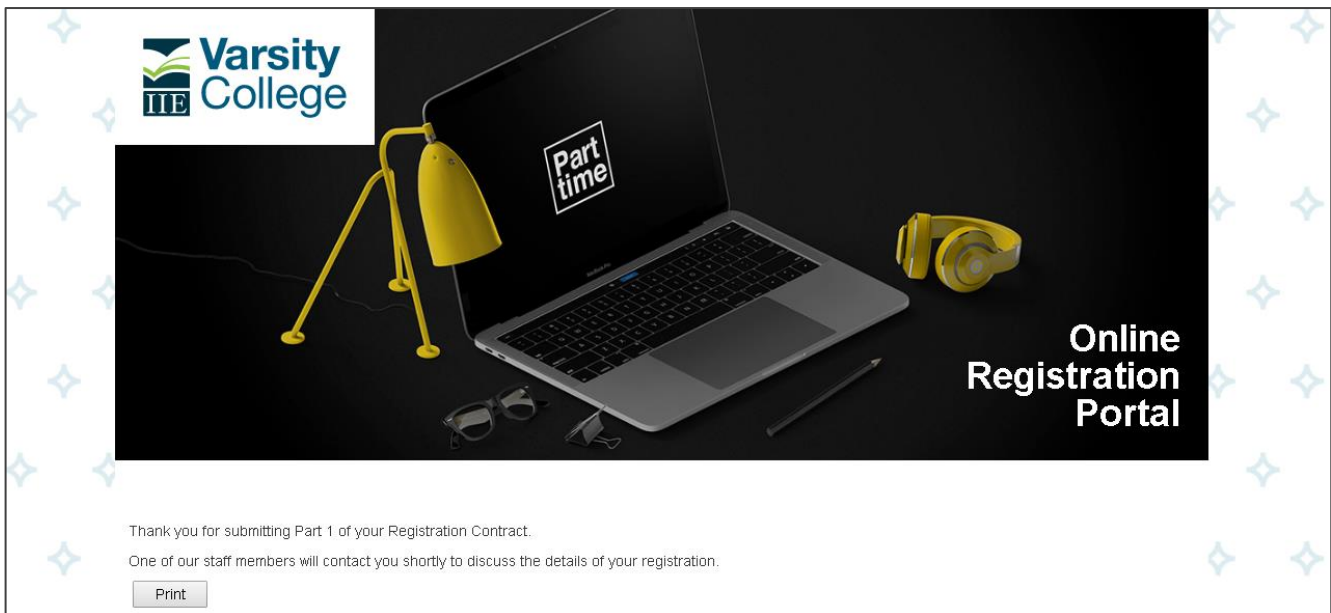
PART 2

To be completed after one of our staff members has contacted you to confirm your contract details.

[ACCEPT AND SUBMIT](#)

CONFIRM YOUR PAYMENT AND REGISTRATION DETAILS

Once you have accepted the T &C's - click on accept and submit and the following page below will display. This concludes part 1 of your registration process.



Varsity College

Part time

Online Registration Portal

Thank you for submitting Part 1 of your Registration Contract.

One of our staff members will contact you shortly to discuss the details of your registration.

[Print](#)

STUDENT EMAIL 1 - PART 1 OF THE CONTRACT

Once PART 1 of the Online Registration has been submitted, you will receive an email confirming receipt.

REGISTRATION INFORMATION RECEIVED FOR

Taneille Smith

Taneille - New - Part Time Distance - Bachelor of Commerce - Distance (Online)

Good day,

Please note that a **new pending registration** has been received for the Bachelor of Commerce - Distance (Online) - Part Time Distance that requires your attention.

Please attend to this as soon as possible.

Thank you

VC TEAM

A consultant will contact you to discuss the details of your contract – including the modules and workshops (if applicable) to be undertaken as well as the fees, payment options and any outstanding documents that are required to finalise your registration. Once the balance of your details have been finalized – you will receive an email to confirm and accept the final details of your contract.

This is PART 2 of your contract and once accepted will generate your final contract.

STUDENT EMAIL 2 - GENERATING PART 2 OF THE CONTRACT

You will receive the email below and will be prompted to click on the link below in order to access the details that you discussed with the consultant or AOC.

REGISTRATION AND PAYMENT DETAILS FOR

Taneille Smith

Taneille - New - Part Time Distance - Bachelor of Commerce - Distance (Online)

Dear Prospective Student,

Please complete part 2 of your registration with the IIE's Varsity College [HERE](#). You may also confirm your registration and payment details already captured.

Once you are satisfied, please proceed to payment. You have the option of paying now or paying later. However, your registration will remain conditional until such time as confirmation of payment is received or confirmed.

Kind regards,

VC TEAM

By clicking on the link above it will take you to Part 2 of the contract and a summary of the payment details completed by the relevant Staff member in consultation with you. Please check the details and ensure that all is in order as this will conclude the contract.

PART 2 OF THE CONTRACT

Once you click on the above link - part 2 of the contract will appear as below - with the details of your qualifications, modules, repeat modules and workshops - if applicable.

confirm your contract details.

CONFIRM YOUR PAYMENT AND REGISTRATION DETAILS

SUBMIT PART 2 OF YOUR ONLINE REGISTRATION CONTRACT

SECTION 5 - PAYMENT DETAILS

Programme fees may differ depending on the programme selection. The IIE's Varsity College reserves the right to recalculate the fees due without prior notice, should the account payer default on the payment method selected. Payment Method A (Full Settlement) is a higher value amount than payment Method C (Early Settlement) where Method C is applicable. Please refer to the relevant section in the Student Handbook for more information.

5A MODULES, WORKSHOPS AND TUTORIALS

Modules (Including Repeat Modules)

CODE	NAME	SEMESTER
mod	mod	1

Workshops And Tutorials

CODE	NAME	SEMESTER
mod	mode	1

5B TUITION COSTS

Payment Methods	Deposit	Deposit Due Date	Consecutive Instalment Amount	First Payment Date	Final Payment Date	Total Tuition Cost
Module Costs (Including Repeat Modules)						
TERMS	R 500	02-01-2019	2x R 500	02-01-2019	02-01-2019	R 1500
Workshop and Tutorial Costs						
TERMS	R 500	02-01-2019	2x R 500	02-01-2019	02-01-2019	R 1500
Total TUITION Costs						R 3000

- Please note that only one Payment method may be selected
- Deposits or 1st instalments (10 mths) are due by the earlier of - 18 January 2020 or on registration
- *A minimum of 50% is payable at the point of registration - the balance is due by the final payment date mentioned in the table above. Please note that should we not receive the registration contract and confirmation of payment before 18th January 2020 - Returning Students will be levied a Late Registration Fee - details below.
- **These payment methods are not available for International students or students registering for modules offered in one semester only

5C ADDITIONAL COSTS - PLEASE REFER TO THE STUDENT HANDBOOK FOR INFORMATION REGARDING ADDITIONAL COSTS

Late Registration Fee *	R 500
TOTAL ADDITIONAL COSTS R 500	

THE ASSESSMENT VENUE FEE

The assessment venue fees will populate as applicable if Exam Centre “Other” was selected. The fee is automatically added to the total contractual amount – if applicable.

SECTION 5E: ASSESSMENT VENUE FEE	
Assessment Venue Fee Type	International/Non-IIE Venue Outside of SA – R900.00 per module
Number of Modules	3
Total	R 2700

EARLY REGISTRATION DISCOUNT

An Early Registration Discount is available to 1st Postgraduate students and 1st year Part Time students only and can be entered during registration. Please contact the campus to confirm the early registration discount amount and enter it online when completing your registration.

SECTION 5D: EARLY REGISTRATION DISCOUNT	
Early Registration Discount	R 500

Once you are satisfied that all is in order you can then proceed to select your preferred payment method.

You must also select how you would like to pay - you have a range of options available. If you select Full Settlement or Early Settlement – you may select to settle your fees by EFT or direct deposit or alternatively pay online. If you select “Pay Now” – the full amount will be due on submission. If you select direct deposit or EFT you will be able to split your Full Settlement payments into two payments.

TERMS

If you select terms – then you will be required to complete the debit order instructions below – unless you are an international student and do not have a South African bank account, in which case you must select international payments

SECTION 6 - PAYMENT OPTIONS

6B TERMS


- Deposits as well as the additional costs in 5C are due upfront or as specified in the above table – payable via Pay Now or Direct Deposit (EFT).
- The first instalment for the 10mth Terms option is also due upfront.


Choose your payment option or you can pay online.

PAY ONLINE

If you select Pay online – you will be directed to our Payment Gateway - as shown below. Depending on your chosen mode of study – the online gateway will populate with the relevant campus or Examination Centre or VC Online.

SECURE PAYMENTS BY








Varsity College - Cape Town
NancyRaegan : 7901070362084

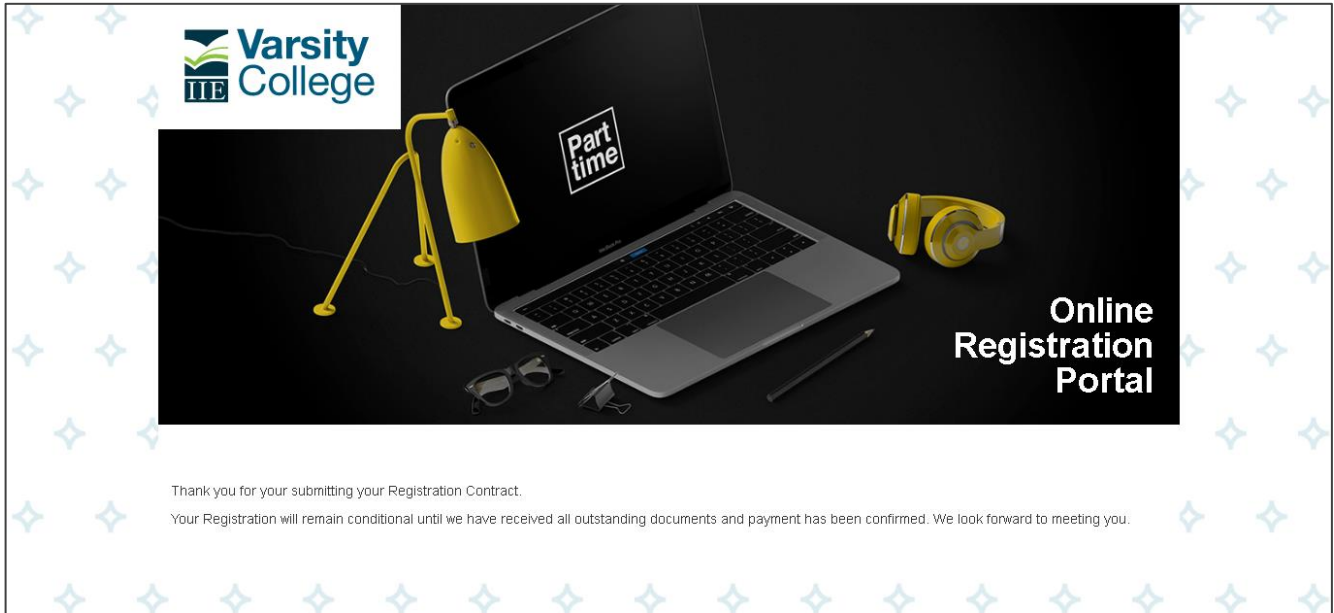
Amount DueR5000.00

Choose your payment method

PayU Wallet  (Login to PayU to speed through checkout)

Card  

Once the payment details have been selected and completed– this will complete and submit Part 2 of the Final contract. The below message will display confirming the successful submission of the contract.



Thank you for your submitting your Registration Contract.

Your Registration will remain conditional until we have received all outstanding documents and payment has been confirmed. We look forward to meeting you.

This version of the contract will be regarded as the official contract, which you will receive a copy of via email.

STUDENT EMAIL 3 - THE FINAL CONTRACT

The final submission of part 2 of the contract triggers the completion of the contract – you will receive a 3rd and final email which will contain the final version of your contract. Once payment has been received and verified and all of the required documentation is in order - your registration will be processed accordingly.

REGISTRATION CONTRACT SUBMITTED FOR

Taneille Smith

Taneille - New - Part Time Distance - Bachelor of Commerce - Distance (Online)

Dear Prospective Student,

Thank you for submitting your online registration for the Bachelor of Commerce - Distance (Online) - Part Time Distance, we trust you will find your learning experience at the IIE's Varsity College rewarding.

Please find attached a summary of your contract submitted.

Kind regards,

VC TEAM