

 amilak training center Accredited TVET College	ENROLMENT APPLICATION FORM	Document Identifier	01-001-2015	Rev	03
		Document Type	Template		
		Next Review Date	30 June 2017	Effective Date 01 November 2015	
		Department Name	Admissions		

PART 1: APPLICANT PERSONAL DETAILS

Title: ___ Initials: ___ First Name(s): _____
 Surname: _____ Sex: M F
 Race: Black White Indian Coloured
 ID No: _____ or Passport No _____
 E-mail Address: _____
 Cell: _____ Tel (H/W): _____
 Are you currently registered at another educational institute? If Yes, please indicate: _____

Residential Address: _____
 Postal Code: _____
 Postal Address: _____
 Postal Code: _____
 Signature _____ Date: _____

New Student
 Returning Student
 Repeating Student

PART 2: PARENT OR LEGAL GUARDIAN DETAILS (IF APPLICABLE)

Title: ___ Initials: ___ First Name(s): _____
 Surname: _____ Sex: M F
 Race: Black White Indian Coloured
 Residential Address and Code: _____

ID No: _____ or Passport No _____
 E-mail Address: _____
 Cell: _____ Tel (W): _____
 Postal Address and Code: _____
 Signature _____ Date: _____

PART 3: PAYMENT OF FEES (TO BE COMPLETED BY THE PERSON RESPONSIBLE TO PAY THE FEES)

Company Bursary
 Parent or Guardian
 Self

I/We _____ (full name/Company name), ID /COMPANY No _____ agree to pay monthly the amount of R _____ for _____ months on the _____ of each month starting on the _____ of _____ 2016/7. I declare that this agreement is being entered into with my/our permission and therefore bind myself/ourselves as guarantor(s) for the applicant's obligations resulting from this agreement.

Payment Plan – Please indicate the choice of your payment plan

CASH FEE Full payment of fees for the current year of study.
 PAYMENT PLAN Initial deposit paid and the balance to be paid in TEN equal instalments.

Payment method:

Cash
 Debit Order
 EFT

Signature _____ Date: _____

PART 4: COURSE SELECTION

Qualification registering for: _____

No	Modules/Subjects to be registered for	No	Modules/Subjects to be registered for
1		4	
2		5	
3		6	

PART 5: DECLARATION AND TERMS AND CONDITIONS

I the undersigned applicant being the Student/parent/guardian of Declare that the information furnished in this form is accurate and correct to the best of my knowledge. I further wish to state that I will be liable for the payment of school fees charged at Amilak Training Center. I am also fully aware of the following enrolment terms and conditions.

1. Termination of studies and refund

Administration and/or registration fees once paid and accepted cannot be refunded under whatever circumstances.

- 1.1 Should a student who has registered and confirmed their attendance of lessons wish to withdraw from or cancel a course within five (5) working days **before** the official commencement of lessons, the student will only be refunded 50% of the monthly instalment.
- 1.2 No refunds will be given for monthly instalments should a student withdraw or cancel five (5) working days **before** commencement of lessons or **after** the lessons have commenced. The student is required to give three (3) months' notice of their intention to withdraw. Sudden withdrawal will automatically make the student liable for three months' worth of instalments.
- 1.3 All fees paid in the Amilak Training Center bank account by either employers or legal firms with the intended purpose of school fees for individuals cannot be transferred to student or individual accounts unless the payer states otherwise, in which case 10% will be deducted to cover bank charges and administrative costs.

2. Student fees

- 2.1 In the event of any fees due by the student being unpaid on the due date, the full outstanding balance of the fees shall immediately become due, owing and payable.
- 2.2 In the event of any legal proceeding being instituted by Amilak Training Center against the student for breach of this agreement or any damage or loss against Amilak Training Center as a result of the conduct or omission by the student, the account payer consents in terms of Section 45(1) of the Magistrate's Court Act 32 of 1994, as amended from time to time, to any such proceedings which may be instituted notwithstanding the amount of the claim.
- 2.3 The account payer shall be liable for all legal cost and charges, on an attorney and client scale, incurred by Amilak Training Center as well as all tracing costs, collecting costs and any other disbursements which are incurred in recovering monies which may at any time be owed by the account payer to Amilak Training Center.
- 2.4 No re-imburements shall be granted to any student who fails any or all courses in an academic year. Discounts shall also not be granted to repeating students.

Signature _____

2.5 Monthly school fees shall be due on before the **1st of each calendar month in advance.**

2.6 Fees are payable according to the date of registration until the program or course ends as follows:

- 2.6.1 NSC ends in November annually
- 2.6.2 Nated (Old Curriculum) ends in May annually
- 2.6.3 Other courses are subject to change and may vary according to specific requirements
- 2.6.4 CIPS EXAMINATION TOP-UP FEES are applicable every year from August, due to the CIPS annual examination increases.

3. Conditions of Registration

- 3.1 The student (or parent/guardian in the case of a minor) hereby indemnifies Amilak Training Center against all claims for damage or loss of whatever nature to the student and their property in respect of the student's attendance at the premises of Amilak Training Center, or any loss in connection with any activities of Amilak Training Center. The student (or parent/guardian in the case of a minor) further indemnifies Amilak Training Center against any loss of damage arising from the death, bodily injury, and or loss of health or illness of any student whenever and howsoever caused.
- 3.2 The student's failure to attend classes for whatever reason shall in no way entitle him or her to exemption from paying fees or to pay reduced fees. For every classroom learning student, the College commits fixed costs for the duration of the course that must be covered whether or not students are attending class. Therefore the student shall be liable to pay all the monthly instalments for the duration of the course whether or not he/she is attending classes.
- 3.3 No cancellation of this contract shall be of force or effect without written consent by Amilak Training Center management.
- 3.4 The right to attend classes and write examinations/assessments is not transferable
- 3.5 Amilak Training Center shall have the right at its sole discretion, to cancel tuition in any course or subject initially advertised and offered on the basis of insufficient demand.
- 3.6 Amilak Training Center further reserves the right to combine classes of similar academic levels and learning outcome.
- 3.7 A non-refundable registration/administration fee of R1500 for new students and returning students must be paid before registration.
- 3.8 A non-refundable registration/administration fee of R1000 for repeating students must be paid before registration.

Date: _____

PART 5: FOR OFFICIAL USE ONLY

No	Modules/Subjects	Comments
1		
2		
3		
4		
5		
6		

Reviewed by:

Signature: _____