

CK 2012/192140/07
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STUDENT NUMBER

ENROLMENT APPLICATION FORM

FOR THE COURSE IN _____ FOR THE PERIOD OF _____

MONTHS, THE FEES/TOTAL TUTION FOR THE COURSE IS: R_____

SECTION A: PERSONAL DETAILS

Title: _____ Initials: _____ Full names: _____

Nationality _____ Sex: M F Race: Black White Indian Colored

ID Passport no: _____

Email: _____ Cell: _____

Tel (H): _____ Tel (W): _____

Residential Address: _____

Postal Address: _____ Postal Code _____

Have you registered with another Institute? If so Specify: _____

SECTION B: PARENT /GUARDIAN DETAILS /NEXT OF KIN

Title: _____ Initials: _____ Full names: _____

Nationality _____ Sex: M F Race: Black White Indian Colored

ID Passport no: _____

Email: _____ Cell: _____

Tel (H): _____ Tel (W): _____

Residential Address: _____

Have you registered with another Institute? If so Specify: _____

SECTION C: (SURETY SHIP)(THIS SECTION SHOULD BE FILLED IN BY THE PARENT/GUARDIAN/NEXT OF KIN

I _____, hereby agree as the parent, /guardian/sponsor

ID OR Passport _____ confirm the following course _____

Taken by me /dependent. I agree to pay monthly R _____ and continue to pay for _____ months

Declared is offer being made with my permission and that I hereby bind my self-guarantor for the fulfillment of the student obligations as a result of this agreement.

Signature: _____ Full Name: _____ Date: _____

Occupation: _____ Company name _____

SECTION D MODULES REGISTERED

Modules Registered:

					Semester	
1						
2						
3						
4						
5						
6						
7						
8						

Terms and Conditions;

1. Failure by student to attend lecturers for any reason whatsoever will not reduce liability for the total cost of the full course and the student shall be entitled to no credit or reduction as result of the student’s failure to attend lecturers.
2. No refund will be made on any monies paid to the college in respect of registration, books or fees.
3. Matric-Rewrites with up to 4 or less subjects must pay a 30% fee upon registration as deposit according to the duration of the contract and 20% will be charged for students with 5 or more subjects.

4. A 30 % cancellations will be charged if cancellations, which are to be made in writing, are received less than 3(three) working days before the course commencement date. The full fee will become payable if no cancellation notice is supplied to the college before the scheduled course date.
5. Overdue amounts shall be subjected to an interest at a rate of 8.5% per month, calculated from the date the amount is overdue until date of payment.
6. If any legal or other action can be taken by the College to recover any amounts due in terms of this agreement, the application/student shall be liable for all costs including but not limited to collection commission, attorney/client costs, tracing costs etc.
7. Malicious damage to property and/or property of the Kingsway College will be regarded in a most severe in claims for damages and/or expulsion of the student(s) responsible for the College Interest will be charged at a rate of 2% per month should any amount in respect of any damages claim is not settled within 30 days of such claim. Any such expulsion will not absolve the student/parent from paying the relevant fees in terms of our contract.
8. It is clearly understood that no unruly or disruptive by students of the college will be tolerated, and the college reserve the right, at its discretion:
 - (a) To suspend tuition to offenders for a specific period; or
 - (b) To expel offenders without recourse.

Again, in case of (a) and (b) above, any such action on the part of the college our contract will not absolve the student/parent from paying the relevant fees in terms of our contract.
9. Whereas every effort will be made to provide a safe and secure environment, It is specifically recorded that the college cannot be held liable for accidents, such discretion will in no way prevent the college from exercising any of its respect of this contact.
10. Should the college not be paid timeless and continues to allow the right of access to students in arrears to continual their studies, such discretion will in no way prevent the college from exercising any of its in respect of this contract.
11. Should fees be overdue for more than 7 days from the due date of payments, the college reserves the right to call up for immediate payments for the full outstanding balance due in terms of the contract.
12. The courses offered are intended to cover what we regard as the most important and useful applications of the various programs for immediate users
13. The cost does not necessarily warrant the latest software title release will be selected for training purposes. The width of the user base and the degree of error free execution of the software will be considered in making our final choice.
14. A pass mark of at least 50% is required for each class module and should not achieve this level, he/she may rewrite this module after a suitable period of self-study, upon payment of R150 student may re-write an exam only once and, should he/she fail again. It will be necessary to repeat the entire module at a fee of R700 before being given the opportunity of re-writing the exams.
15. Missing examinations, should a student miss examinations without any reasonable excuse, he /she will only be allowed to write after paying a fee of R350 per module missed.
16. The physical address of the applicant/student as set out in the registration form shall serve as the domicillumcit and execute and I for all purposes in terms of this agreement.

17. In entering this contract, no terms, conditions or presentations not contained herein have been upon.
18. This Contract comprises the entire agreement between the parties. No amendment, variation or alleged cancellation shall be of force or effect unless contained in writing and signed by both parties.

This done and signed at _____ on this day _____ of _____ 2020.

DOCUMENTS REQUIRED FOR THE REGISTRATION

1. I.D / Passport Copy (certified)
2. Latest school report/results (certified)
3. Proof of payment for registration fees and other fees

BANKING DETAILS

Please students are advised to make payment via the bank use your student number/ID as a reference number:

ACCOUNT NAME: KINGSWAY COLLEGE OF COMPUTING AND BUSINESS STUDIES

BANK: Standard Bank

OR: BANK: FNB

ACCOUNT NO: 070586888

ACCOUNT NO: 62418559607

BRANCH CODE: 51001

BRANCH CODE: 210651

REFERENCE: Student Number /ID

REFERENCE: Student Number /ID

AGREEMENT BETWEEN KINGSWAY COLLEGE AND THE LEARNER

I _____ the undersigned; ID/Passport number _____

Hereby declare the following:

- ❖ The Company policy that I have read I understand the contents and I will abide by it.
- ❖ I am aware that should I be absent, a refund will not be issued to me for that day of absence.
- ❖ I am aware that there is no refund for the cancellation of the training or course.
- ❖ I fully accept the training/course method and assessment method.
- ❖ I declare that I will start training/course period.
- ❖ I agree that if my certificate is issued by a body such as SETA, QCTO, ICB etc there is waiting period of 2 to 3 months or more depending on the body that my course is registered under and I won't hold the college liable if the certificate is still being processed by the body.
- ❖ The parties agree that the Magistrate's Court has jurisdiction should a dispute arises between the parties.
- ❖ I am aware that I have to pay the course fees for the entire duration of time registered for even if I choose not to attend or to deregister.

Course of training: _____

Start date: _____

Learner's Signature.

Witness' signature

Date: _____

Date: _____

Company representative:
