



CONTRACT OF ENROLMENT

LEARNER NUMBER: _____

CAMPUS: (Tick which campus) Prestige Hammanskraal () Queenstown () Durban () East London ()

LEARNER DETAILS:

Name and Surname: _____
 ID/Passport: _____ Date of Birth: _____
 Residential address: _____
 _____ Code: _____
 Postal address: _____
 _____ Code: _____
 Tel (home): _____ Tel (work): _____
 Cell: _____ Fax to email: _____
 E-mail: _____
 Name and contact number of relative not staying at same address: _____

Certified copy of ID attached Copy of proof of residence attached Copy of Qualifications

Description of course	Code	Total course fee

PAYMENT DETAILS

Registration fee – payable on registration (NON REFUNDABLE)	R
Receipt number	
Course fee	R
Book fees (if applicable)	R
Total fees due:	R
Payment options: <input type="checkbox"/> Full Cash Fee <input type="checkbox"/> Monthly Instalments <input type="checkbox"/> Monthly Debit Order	
Instalment / Debit order amount	R
Number or Instalments due	

I, _____ parent/guardian/sponsor hereby acknowledge that I have read and fully understand the costs involved with the selected course. _____ (sign)

PARENT/SPONSOR/GUARDIAN DETAILS:

Full name and surname: _____
 ID/Passport: _____ Date of Birth: _____
 Residential address: _____
 _____ Code: _____
 Postal address: _____
 _____ Code: _____
 Tel (home): _____ Tel (work): _____
 Cell: _____ Fax to email: _____
 E-mail: _____
 Name and contact number of relative not staying at same address: _____

Employer: _____ Contact person: _____
 Employer address: _____

Certified copy of ID attached Copy of proof of residence attached Pro f income attached

If the learner is under twenty one (21) years of age, or married in community of property, or is being sponsored, or will not be personally responsible for the payment of the contract amount, the person responsible for the payment of this contract must complete the following:

LEARNER/GUARDIAN/SPONSOR AGREEMENT

I, the parent/guardian/sponsor _____

I, the learner _____

DECLARE THE FOLLOWING:

1. I will familiarise myself on enrolment, with the rules and regulations of SA Academy of Applied Competence (SAAAC) and comply with them.
2. I will notify the Registrar immediately in writing should there be any change in address, contact numbers or banking details. _____ (Sponsor and learner sign)
3. I will familiarise myself with the rules and general regulations relating to the program for which I am applying, and to subject myself to these regulations.
4. I hereby absolve SA Academy of Applied Competence from any possible action, and indemnify the said College with regard to any claims which may arise from:
 - 4.1 any loss or damage to property;
 - 4.2 any injuries, illness or death;
 - 4.3 any event, incident or accident;
 - 4.4 any legal costs or expenses legally incurred with regard to claims or court cases arising from the aforementioned events;
 - 4.5 any negligence, where such loss, damage, injury, death, event or accident arise from my presence during my study at SA Academy of Applied Competence.
5. I accept full responsibility for participating in events at the College
6. I accept full responsibility for the payment of all study fees which may be levied to SA Academy of Applied Competence, arising from my studies at the said College _____ (sign)
7. I accept that monthly fees are payable in advance by the **1st of every month.** _____ (sign)
8. **On registration, the registration fee and 1st months fees must be paid before a learner will be allowed to enter classes.**
9. If the course fees are to be paid by way of Instalments or Debit orders, the full balance due to SA Academy of Applied Competence will become immediately payable without notice, if any one instalment is not paid on the due date. _____ (sign)
10. I accept that no fees are refundable.
11. I accept that should I discontinue with the course, I am required to give 1 month's notice and that I am liable for a cancellation fee of **R995.00** and **one** month's instalment. _____ (sign)
12. All final assessments of students registered for a career certificate, must be written within twelve/eighteen months from the date of enrolment, unless otherwise arranged with the Principal of the College.
13. A Statement of Results will be issued after successful completion of the course, as certification could take up to three (3) months. _____ (sign)

CONSENT TO SUBMIT DETAILS TO CREDIT BUREAU

CONSENT

1. The APPLICANT AND/OR SPONSOR agree that the company may carry out a credit enquiry in respect of the APPLICANT AND/OR SPONSOR with the credit bureau or other providers or credit information.
2. The APPLICANT AND/OR SPONSOR agree that the company may transmit details to a credit bureau of how the APPLICANT AND/OR SPONSOR has performed in meeting his/her obligations in terms of this agreement and may also share such information with other credit providers for the purposes of assessing the APPLICANT AND/OR SPONSOR'S credit risk.
3. If the APPLICANT AND/OR SPONSOR fails to meet his/her commitments to the company then the company may record the APPLICANT AND/OR SPONSOR'S non-performance with a credit bureau.

I declare that the particulars given herein are true and correct.

Signature of Sponsor: _____ Signature of Learner: _____

Date: _____ Signature of Principal: _____