



Accreditation: All qualifications are accredited by the Quality Council For Trades & Occupations (QCTO)

REGISTRATION FORM

Oc: Health Promotion Officer Nqf L3	Oc: Social Auxiliary Worker Nqf L5	Oc: Early Childhood Development Practitioner Nqf L4	Oc: Home Based Care Nqf L3	Ancillary/ Home Based Care: NQF L 2	Oc: Community Development Worker Nqf L4
Oc: Community Development Practitioner Nqf L 5	Oc: Higher Certificate in Counselling (Nqf L5)	Oc: Higher Certificate Office Administrator NQF L5	Skills Programme: First Aid Nqf Level 2	Skills Programme: First Aid Nqf Level 3	Skills Programme: First Aid Nqf Level 4

Student details

Title e.g. Miss	Surname	Full Names	Gender M / F

Identity Number / Passport Number:

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Email Address:

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Cell Phone/contact Number:

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Physical/ Postal Address: (Include postal code)

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Nationality	Province	Ethnic Group
Home Language	Highest Grade Passed	Marital Status

Next of kin

Full name (s)	
Relationship	
Contact Number	

Parent/Guarantor Details

Who is going to pay your account?

☐ Parent/Guardian ☐ Employer ☐ Bursary ☐ Self

Full Name (s)					
ID Number					
Relationship to Student					
Cell/ Contact					
Date to pay tuition fee	1 st	7 th	15 th	26 th	Mark with X on your date

Documents:

Attach certified copies of: Student identity document/ passport, highest school report/ results/ certificate and proof of residence

(This application will not be processed/ accepted without the aforementioned documents)

Terms and Conditions

The student, applicant, account/fee payer, lawful guardian and/or sponsor will herein collectively be referred to as the "Student". Upon acceptance to Ithemba training college, the Student shall be jointly and separately liable for the fulfilment of all terms of the agreement.

In the event of any Student desiring to terminate his/her studies, for any reason whatsoever, this shall not absolve the Student from full liability for the payment of fees and any other charges and shall be dealt with in accordance with the cancellation and refund policy. The Student's failure to make progress with his/her studies, or to complete a programme of study, for whatever reason, shall in no way entitle him/her to a reduction in fees, nor will it absolve him/her from full liability for the payment of fees and other charges. No cancellation of this contract shall be of force or effect without written consent thereto by an authorised office of Ithemba training college. The right to tuition and examinations is not transferable.

In the event of the signatories to this agreement, other than Ithemba training college, having completed this form incorrectly or the payment details herein not being in accordance with the requirements of Ithemba training college, such incorrect information or payment details shall be deemed to have been amended so as to be in accordance with the requirements of Ithemba training college, without further notice. Ithemba training college shall be deemed to include any division of Ithemba training college or any other juristic person to whom the rights and obligations of Ithemba training college, as contained herein, may be ceded and/or assigned.

Capacity to enter into agreement:

For an organisation: The contracting party (the organisation) hereby warrants to Ithemba training college that the signatory (representing the organisation) has the required legal capacity to enter into, and be bound by, these terms and conditions. The organisation accepts all the terms and conditions of the entire agreement.

For an individual: I hereby declare that there is no legal impediment to my concluding this agreement and that I am legally bound to this contract and accept all the terms and conditions of the entire agreement.

Person dealing with Ithemba training college on the student's behalf:

Ithemba training college will only correspond and deal with the Student. Ithemba training college will not enter into correspondence with any person or any organisation representing the Student, except for the Ombudsman, a parent or legal guardian (only in the case where the Student is a minor), a person representing a relevant accrediting body or institute, or the Student's lawyer. Ithemba training college will specifically not engage in further servicing, communicating or corresponding with a Student once that Student has cancelled his/ her registration or has had his/her registration cancelled by Ithemba training college. The cancellation process ends the relationship between Ithemba training college and the Student.

Adhering to entrance criteria:

The Student is responsible for ensuring that he/she is registered on the correct course and that he/she adheres to the latest and correct entrance criteria. Ithemba training college will not accept Students who do not adhere to the entrance criteria for the courses they registered on. Ithemba training college will cancel the registration of Students who registered without adhering to the entrance criteria for their chosen courses.

Student fees:**Registration fees**

A non-refundable registration fee is payable. The registration fee represents an initial deposit and contributes towards the activation of your course. The registration fee is excluded in tuition fees.

Programme fees

The Student takes responsibility for the payment of all fees and other charges due to Ithemba training college. The programme fees exclude exam fees. The Student agrees to be liable for all costs of debt recovery, including professional fees and collection commission.

Course material will be supplied to the Student in parts, as and when the required amount of fees has been paid. The replacement of study material will be for the account of the Student. The monthly instalment will be due by the date indicated on the registration form. If student misses the monthly instalment with three (3) days, a penalty of R150 will be applied automatically and it is not negotiable.

Ithemba training college will provide a service to the Student in accordance with the receipt of the Student's monthly instalment payment. In the event of any fees due by the Student being unpaid on the due date, the full balance of such fees remaining unpaid shall become immediately due and payable. The Student will not receive reports, certificates, or exam results unless the account is paid up accordingly. A Student who has failed academically shall

not receive any reimbursement of their tuition fee. Once the recommended period of study has passed, the Student is required to apply and pay for an extension to complete his/her studies.

Cancellation and refund policy:

If a Student is not satisfied with the services delivered by Ithemba training college, the Student may request cancellation. The Student should send and request receipt of a signed letter to a person authorised by Ithemba training college to cancel registration in terms of this contract. In the event of any Student desiring to terminate his/her studies, for any reason whatsoever, this shall not absolve the Student from full liability for the payment of fees and any other charges. There is no refund of any amount paid to the institution under whatsoever reasons.

Declaration

By accepting the terms and conditions at any point during the registration process, the Student affirms the following:

I _____ (full **name(s) of student**) with

Identity number _____ hereby:

1. Declare that I am fully aware of the accreditation status of the selected course, the certification agent/party and the nature of the course.
2. Declare that the information in this application is complete and correct. I authorise Ithemba training college to verify information contained in this application form and make any other enquiries that may be necessary.
3. Understand that if any part of it is found to be incomplete, false or misleading, Ithemba training college may cancel this registration.
4. Undertake to abide by the policies and rules of Ithemba training college.
5. Hereby agree that I have read and understood these terms and conditions.
6. Declare that I am fully aware that all fees are non- refundable
7. Declare that I understand that if I miss the monthly fee payment by (three) 3 days, a penalty fee of R150 shall be applied automatically and it is not negotiable.
8. Agree that by completing the registration process, along with providing my personal identifying information contained in the registration form captured with these agreed upon terms, that I am entering this contract, and I understand this action to be legally Binding.
9. Understand that the college has a right to terminate the studies in the case of absenteeism, no communication with the college for not more than two months, termination of studies in the event the student owes tuition fees for over two months.

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Student Signature:	
Date	