

REGISTRATION/ ENROLMENT FORM – 2020

COURSE NAME: _____

Study Options	Full time	Part time	Distance
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SECTION A: STUDENT DETAILS (please mark the appropriate box)

Title:	Mr	Miss	Mrs	
Full Names:				
Surname:				
ID/ Passport No.:				
Occupation:				
Gender:	Male		Female	
Race:	Black	Indian	Coloured	White
Country:				
Home Language:				
Disability Status:	None	Sight Impaired		Intellectual
	Physical	Hearing Impaired		Other
If you have indicated yes to any of the above please provide details:				



SECTION B: STUDENT CONTACT DETAILS

Home Address:	Code:
Postal Address: <i>(if different from home address)</i>	Code:
Telephone Number:	
Cellphone Number:	
Email address:	

SECTION C: EDUCATIONAL HISTORY

Qualification Obtained	Name of Institution	Level	Year Obtained



SECTION D: NEXT OF KIN CONTACT DETAILS

Full Name:	
Physical Address:	
Postal Address: <i>(if different from home address)</i>	
Relationship with Applicant:	
Telephone Number:	
Cellphone Number	
Company Name	
Company Tel Number	



TERMS AND CONDITIONS

1. This contract is legal and binding.
2. Registration once accepted, has a non-refundable R500.00 deposit.
3. KPI College reserves the right to have a student undertake a drug test. Should the results be positive, KPI College reserves the right to restrict access to college and internships.
4. Should a student stop attending classes, withdraw, abscond or de-register at any time for any reason, (S) he will immediately be liable for the full outstanding fees as well as a de-registration cost.
5. Proof of payment/ deposit must be forwarded to the account department every month. The College will not be liable for fees not allocated to students' accounts due to incorrect references used when making deposits or EFTs.
6. The institution reserves the right to amend or cancel the registration of students in the event of insufficient learners in a particular programme.
7. The student must not permit anyone else access to the study material supplied to them.
8. If the student is not up to date with their instalments due to the college, they will not be entitled to write exams or assessments and may also not be allowed to attend lectures.
9. The sole responsibility of certification is with the relevant awarding body and the learner will have no claim against the college in this regard.
10. In the case of International Qualifications, the student acknowledges that these qualifications are not accredited/registered in South Africa but rather registered/ accredited in the overseas country of origin. KPI only acts as an Agent for the overseas Principal and merely provides tuition for these qualifications.
11. All fees or instalments are due on the first (7th) of each month.
12. In the case where payments are overdue for two consecutive months then the full amount of the outstanding fees will become immediately due and payable.
13. In the case where payments are overdue for 2 consecutive months, the student will be locked out of the Learner Management System until the fees are brought up to date.
14. I/we, the undersigned, hereby appoint as our domicilium citandi et executandi (physical address) for all purposes in terms of this agreement, including the service of legal process, the address set out below. I/we hereby elect, for the purpose of serving all process documents and any other notices pertaining to my studies at KPI, the address entitled "Domicilium citandi et executandi (physical address)", as stated on this agreement form.
15. Each signatory (hereinafter referred to as the "surety/ies") to this agreement, other than the student, hereby bind/s myself/ourselves as surety/sureties and co-principal debtor/s jointly and severally for and with the student (the principal debtor) in solidum (together) in favour of the KPI for the payment of all debts and due fulfilment of all obligations of whatever nature and however arising which the student may now or hereafter owe to the KPI. Each surety/parent/guardian/next-of-kin/spouse that signs this agreement consents to the collection and processing of his or her personal information for the administrative and governance purposes of the applicant to this agreement.
16. The student/parent/guardian/company shall be liable for all legal costs and charges on an attorney and client scale incurred by KPI.
17. Under no circumstances must cash payments be made on premises or to the college staff.

_____ (Student full name)

_____ (ID/Passport Number)

HEREBY CONFIRM AND ACKNOWLEDGE THAT THE ABOVE Terms and Conditions have been clearly explained to me in English and that I understand that by signing this Registration/Enrolment form I agree to abide by and be bound to the above terms and conditions.



ACKNOWLEDGEMENT OF LIABILITY/DEBT (person responsible for paying the fees)

Full Name: _____

ID/Passport Number: _____

Postal Address: _____ **Contact**

Number: _____

Email Address: _____

Relationship with applicant:

Hereby agree to be liable for the full course fees, subject to the policy and conditions stipulated above.

I further acknowledge that if the student fails to attend lectures, I will **STILL BE** liable for the full course fees incurred from this contract and the full amount immediately become due and payable.

Signature

Date

Witness:

Full Name

Signature

Date



FINANCIAL ARRANGEMENTS & REQUIREMENTS

A COPY of the deposit slip of the registration fee payment must accompany your application form.

NB: You must fill in your identity number in the deposit reference field on the bank deposit slip or the Electronic Funds Transfer (EFT).

BANKING DETAILS:

Bank – **First National Bank**

Branch code – **255355**

Bank account number – **6257 577 0518**

Reference: **YOUR ID NUMBER**

You must retain your original proof of payment and **only a copy must** accompany your application form.

FOR OFFICE USE ONLY (Please tick if attached)

- 1 X CERTIFIED COPIES OF NATIONAL SENIOR CERTIFICATE
- 1 X CERTIFIED COPIES OF ID
- 1 x CERTIFIED COPY ID FOR PARENT/GUARDIANS
- 1 x PROOF OF RESIDENCE
- 2 x ID PHOTOS
- PROOF OF PAYMENT (REG. FEE)

