

**1. PROGRAMME INFORMATION**

Campus registering at:.....(e.g. Pretoria)

Have you previously studied at Varsity College? ☐ Y ☐ N

If Yes, indicate programme/s:.....

Please indicate which programme you are registering for:

IIE Qualification: ☐ Qualification Name :.....
(e.g. Higher Certificate in Business Principles & Practice, BCom in Law, BA, BCom, BEd)For IIE BCom students only, indicate core discipline: ☐ Strategic Mngmt ☐ Marketing Mngmt
☐ Financial Mngmt ☐ Finance & AccountingFor IIE BA students only, indicate core discipline: ☐ English & Comm Science ☐ English & Psychology
☐ Comm Science & PsychologyTuition Programme: ☐ UNISA Degree (Year 2-4) ☐ UFS LLB Degree (Year 2-4)UNISA Qualification Name:.....
(e.g. Bachelor of Accounting Science)Additional admission requirements met*: ☐ Y ☐ N *Students must ensure that any additional admission requirements for a specific programme have been met.**2. STUDENT INFORMATION**

Title (e.g. Mr/Miss):

First Name:

Middle Name:

Surname:

Birth City:

Birth Province:

Home Language:

Gender*: ☐ M ☐ F

Birth Date*:

Race*: ☐ A ☐ W ☐ I ☐ C ☐ Other

Disability: ☐ Y ☐ N Specify:.....

Details of any existing medical condition/s:

Would you like to apply for an academic concession? ☐ Y ☐ N **If Yes**, please specify:.....(e.g. Dyslexia)Are you a South African Citizen? ☐ Y ☐ N **If Yes**, ID Number:

If No Passport Number: Expiry Date:

Nationality:

Study Permit / Visa Number:

Expiry Date of Study Permit: Medical Aid Number:

Home Address:

Suburb:

City:

Province:

Country:

Tel (Home):

Cell:

Tel (Work):

Email:

☐ Tick Box if Home Address is the same as Postal Address

Postal Address:

Suburb:

City:

Province:

Country:

Postal Code:

*Statistical information required by the Department of Higher Education and Training

3. EDUCATION INFORMATION (New Students Only)

[illegible]

NSC Results: ☐ Degree Pass ☐ Diploma Pass ☐ Higher Certificate Pass

International Qualification: ☐ SAQA NQF Level 4 equivalent ☐ Universities South Africa (previously known as HESA) exemption

Date Certificate Submitted:

Y	Y	Y	Y	M	M	D	D
---	---	---	---	---	---	---	---

Prior to 2008: ☐ Exemption ☐ Non-Exemption

FURTHER EDUCATION:

[illegible]

International Tertiary Qualification:

[illegible]

4. DETAILS OF PERSON RESPONSIBLE FOR PAYING ACCOUNT

[illegible][illegible]☐ Tick Box if Home Address is the same as Postal Address[illegible]**EMERGENCY CONTACT DETAILS:**

Can the above person be contacted in an emergency?

Y	N
---	---

If No, please complete the section below.

[illegible]

5. EXTERNAL EXAMINING INSTITUTION INFORMATION (For UNISA and UFS Students only)

[illegible]

5. EXTERNAL EXAMINING INSTITUTION INFORMATION (contd)

KEY:

S = Semester

2 = 2nd Semester

1 = 1st Semester

F = Full Year

	SUBJECT/MODULE	S	MODULE CODE		SUBJECT/MODULE	S	MODULE CODE
1				7			
2				8			
3				9			
4				10			
5				11			
6				12			

6. ADDITIONAL MODULES

This section should be completed by students who are required to register for the academic literacy modules, repeat modules and/or phase out modules. Please refer to the relevant section in the Registration Guide for more information.

Returning students should see the relevant Academic Operations Coordinator on your campus before completing the table below. Academic literacy modules will be charged at R2200 per module (cash fee), please consult 2017 fee schedule for term options. Repeat modules will be charged at a pro-rata fee per module. Phase out modules will be charged at R3500 per module.

	MODULE TITLE	CASH FEE TOTAL COST
1		R
2		R
3		R
4		R
5		R
6		R
7		R
8		R
9		R
10		R

Should you wish to pay Terms:

TOTAL CASH FEE COST

Deposit amount: R 3 6 9 10 X R

TOTAL TERMS COST

Academic Operations Coordinator initial: _____

Account Payer initial/s: _____

7. PAYMENT METHOD

Please refer to the relevant section in the Registration Guide for more information. Programme fees may differ depending on the programme you have selected. Varsity College reserves the right to recalculate the fees due should the Account Payer default on payment method selected. Payment method A (Full Settlement) is a higher value amount than method C (Early Settlement).

Please note you are required to complete method A. Should you wish to select another payment method, please complete that section in addition and tick that method.

TICK HERE	PAYMENT METHOD	DEPOSIT AMOUNT	DEPOSIT DUE DATE	INSTALMENTS	FIRST INSTALMENT OR FINAL PAYMENT DATE	FINAL INSTALMENT DATE	TOTAL COST
✓	A. Full Settlement	N/A	N/A	N/A	31/01/17	N/A	R
	B1. 10 Consecutive Monthly Instalments	N/A	N/A	10 x R =R	31/01/17	31/10/17	R
	B2. 3 Consecutive Monthly Instalments	R	31/01/17	3 x R =R	28/02/17	30/04/17	R
	B3. 6 Consecutive Monthly Instalments	R	31/01/17	6 x R =R	28/02/17	31/07/17	R
	B4. 9 Consecutive Monthly Instalments	R	31/01/17	9 x R =R	28/02/17	31/10/17	R
	C. Early Settlement	N/A	N/A	N/A	31/12/16	N/A	R

ADDITIONAL MODULES (PLEASE REFER TO SECTION 6)

If applicable (Based on payment option above)	R	On Registration	____ x R =R	____/____/____	____/____/____	R
--	---	--------------------	----------------	----------------	----------------	---

(i) TOTAL TUITION FEES

TOTAL OF ABOVE	R	On Registration	____ x R =R	____/____/____	____/____/____	R
----------------	---	--------------------	----------------	----------------	----------------	---

(ii) SPORTS CLUB (Please refer to the relevant section in the Registration Guide for more information).

(iii) INTERNATIONAL STUDENT LEVY (Please refer to the relevant section in the Registration Guide for more information).

☐ Y ☐ N

(iv) LATE REGISTRATION FEE (For returning students who fail to register by the 31/01/2017, a late fee of R1000.00 is applicable.)

Account Payer initial/s: _____ TOTAL CONTRACTUAL AMOUNT (i + ii + iii + iv):

R

Please select your payment for method B1 to B4:

☐ Debit Order – Please complete the Debit Order instruction in Section 9.

☐ Post dated Cheques – Please lodge post dated cheques for the instalments selected above with this form.

☐ Direct Deposits

8. BURSARY APPLICATION

Tick Relevant Block:

Academic Awards:	☐ 1.1	☐ 1.2
Sport Life Bursary:	☐ 2.1	
Campus Sports Bursary:	☐ 3.1	
Leadership Awards:	☐ 4.1	☐ 4.2
Student Sibling Award:	☐ 5.1	
Other:	☐ 6.1	

Amount Requested:

Evidence Submitted: ☐ Y ☐ N

FOR ADMINISTRATION PURPOSES ONLY:

Amount Approved: R.....

Authorised By:

Date:

Captured By:.....

Notification of Outcome:..... Date:

Bursary applications will only be considered if they are received by the **31st January 2017** and are accompanied by the necessary documentary evidence (e.g. Testimonial, Exam Results, Letter on Sports Union Letterhead, etc).

Applicants are required to read the Bursary Terms and Conditions and must meet the criteria outlined in the relevant section of the Registration Guide. The Bursary Approval decision of Management is final.

9. DEBIT ORDER INSTRUCTION

I/We....., hereby authorise you to draw against my/our account with the below mentioned bank (or any other bank or branch to which I/we may transfer my/our account) the amount necessary for payment of the monthly instalment due in terms of the Registration Contract on the day of each month of the agreed repayment period. All such withdrawals from my/our bank account by Varsity College shall be treated as though they had been signed by me/us personally.

I/We agree to pay any bank charges relating to this Debit Order Instruction. **Unpaid cheques or rejected debit orders will incur a R200 administration charge.**

I/We understand that I/we shall not be entitled to any refund of amounts that have been withdrawn while this authority is in force if such amounts were legally owing to Varsity College. This authority may only be cancelled by me/us on the proviso that the outstanding amount owing has been settled and that Varsity College is given 30 days' notice in writing, sent by prepaid registered post. Receipt of this instruction by Varsity College shall be regarded as receipt thereof by my/our bank.

BANK ACCOUNT DETAILS:

Bank: Branch: Branch Code:
Account Name: Account Number:
Type of Account: ☐ Current/Cheque ☐ Savings ☐ Transmission
Signed:..... Date:

Account Payer Signatory

10. TERMS OF REGISTRATION

IMPORTANT

When you register with us, **you accept these terms** and the fees as revised for each relevant academic year. You **also accept our rules** (including all regulations, policies and codes of conduct), which you can read on the library web page. **These terms and our rules form this contract between you and us. This contract is valid for as long as the student studies with us without interruption.** This contract ends if we or you cancel the registration or if you fail to register for any new academic year. You will be required to update your contact details and confirm your academic registration details at the start of each academic year, at which stage your fees for that year will be determined. You must notify the campus principal or authorised campus person if any of your details change or you are not renewing your registration in any academic year.

If you do not understand anything, please contact us and ask for us to explain it before you accept this contract. Certain **important words or phrases are in bold text**. Some of these could **increase your debt or other legal responsibilities** under this contract, or they could **limit ours**. **You must please read them very carefully.**

Your fundamental consumer rights and remedies are guaranteed by law. This contract does not aim to unlawfully reduce, limit or avoid any rights or obligations under consumer protection or similar laws.

- 10.1. **Definitions:**
In these terms:
- 10.1.1. **"Academic year"** means the annual period of instruction normally running from 1 January until 31 December, or from 1 July until 30 June the following year or any other period as stipulated.
- 10.1.2. **"Account payer"** means the natural or juristic person responsible for paying the contract amount or other fees due by the student.
- 10.1.3. **"Attend"** includes a student taking part in any class or structured academic activity in person on campus or remotely by electronic means.
- 10.1.4. **"Conditional registration"** includes temporary registration of a student who did not meet all the entrance requirements or provide all documents needed by us or any external provider, as long as the student meets stipulated conditions. Conditional registration does not impact on the effect of the contract which is not dependent on the type of registration.
- 10.1.5. **"Contract amount"** means the fees and other charges you must pay for the programme for the relevant academic year, including tuition fees and any relevant application fee or deposit. It excludes the separate charges for transport, notes, textbooks, stationery or other items when relevant. If you change the mode of delivery of any programme, the contract amount will change. In addition to being liable for the new contract amount, you may be required to pay an administration fee of R1000.00 (one thousand rand).
- 10.1.6. **"Due date"** means any date in any academic year by which you must pay any part of the contract amount.
- 10.1.7. **"External provider"** means a separate independent organisation from The Institute that is responsible for providing or awarding any programme or qualification. It may include any external examining body other than us associated with these modules, programmes or qualifications. It may also include any other party offering academic help, products or services to our students by arrangement with us.
- 10.1.8. **"Interruption of study"** means not registering to study at the start of a new academic year.
- 10.1.9. **"Method A"** means the upfront payment method where the contract amount is paid in full as a single transaction by the specified date.
- 10.1.10. **"Personal information"** means information that can be used alone or linked with other information to identify, find or contact a person. It includes academic and financial information.
- 10.1.11. **"Programme"** means any unit of study for which a student registers at Varsity College and includes, but is not limited to, full qualifications, short courses, courses, a year of study, a module or workshop or tuition support.
- 10.1.12. **"Qualification"** means a qualification registered on the NQF for any South African qualification or duly recognised by SAQA or Universities South Africa for equivalency on the NQF.
- 10.1.13. **"Student"** means the person who is registered and studying at Varsity College.
- 10.1.14. **"Transfer"** means to move a student's academic record and registration from one campus to another within or between brands of The Institute.

10. TERMS OF REGISTRATION (contd)

- 10.1.15 **"The Institute"** means The Independent Institute of Education (Pty) Ltd.
- 10.1.16 **"We, our or us"** refers to The Institute or Varsity College, or both, depending on the circumstances.
- 10.1.17 **"You, your or yours"** refers to everyone who signs this contract (including the student) together and individually.
- 10.2. **Financial:**
- 10.2.1. **Each person** signing this contract promises and agrees that they are jointly and severally liable to pay the contract amount to The Institute in full on these terms. This means that you are legally responsible together and individually for paying these fees and charges.
- 10.2.2. If we do not receive the full contract amount for the upfront payment (Method A) by the due date, we may change the payment method and you must pay based on the new payment method we will give you.
- 10.2.3. The contract amount **must still be paid in full** irrespective of student attendance at any class or engagement with any academic activity. It will not be adjusted, reduced or refunded.
- 10.2.4. You must send a signed letter **in the required format** to the person authorised by The Institute if the student wants to be transferred to another campus of The Institute or to change the mode of delivery for instance from distance to contact or full time to part time. The student can only be registered at the other campus or in the other mode if their account is up to date at the original campus or in the other mode.
- 10.2.5. You must follow the stipulated process if the student wants to make any changes to their registration for any programme or part of any programme.
- 10.2.6. We may cancel this contract and refund you any part of the contract amount already paid, excluding any registration or application fee, and you do not have to pay the rest. We may do this if:
- the student does not meet the entrance requirements, proof of which will be required;
 - too few students are enrolled to justify running the programme;
 - a conditionally registered student has taken all reasonable steps to comply with the conditions, but has still not met them by the specified date. Any refund will **exclude** an amount for any programme already attended and/or paid as a registration or application fee and/ or any academic material already supplied.
- 10.2.7. This contract is **cancelled** if we or any external provider **expels** the student following the proper disciplinary process. We **will not refund** any fees and **you remain responsible** for paying the balance of the contract amount in the relevant academic year.
- 10.2.8. **We will not adjust or refund fees** if a student is suspended from attending or participating in any programme for any reason, but is not expelled following the disciplinary process (where relevant). **You must still pay** the full contract amount.
- 10.2.9. The due dates for payment of fees is as stipulated on the fee schedule annually or on acceptance of this contract for the initial academic year and or upon signature of the academic registration form in second or subsequent years of study as may be the case.
- 10.2.10. You must send and we should receive a signed letter to the person authorised by The Institute if you intend to cancel your registration in terms of this contract. The Institute may retain the following amounts as a **reasonable cancellation fee** to cover its administrative and other costs:

If you cancel:	The amount below must be paid and will not be refunded:
Before the stipulated start date of the programme	15% of payment in terms of Method A, (upfront payment in full) irrespective of the payment arrangements you have made, plus the full cost of any academic material already supplied;
Up to 30 calendar days after the programme has started	50% of the contract amount, plus the full cost of any academic material already supplied;
More than 30 calendar days after the programme has started	100% of the contract amount, plus the full cost of any academic material already supplied.

- 10.2.11. If the payment of any contract amount is late, **we may exclude the student** from campus, any programme and graduation and keep back any results until the amount has been paid, without prejudice to our other rights. The student must still complete and submit any assignments and assessments set during this time. You must **still pay the full contract amount** even if we exclude the student or hold back results.
- 10.2.12. **You remain responsible for any expenses** we have to pay **if you breach this contract**. Our expenses may include **legal fees**, tracing and collection costs.
- 10.2.13. If any payment is more than 30 calendar days late, **you must immediately pay the entire unpaid balance of the contract amount**. We will charge **interest** on the outstanding amount at the **highest rate** allowed under the National Credit Act, 34 of 2005 as amended from time to time.
- 10.2.14. An account statement or a letter signed by an authorised representative of The Institute stating the amount you owe at any time is good enough provisional (*prima facie*) proof of your debt for all purposes.
- 10.2.15. You must write to the person authorised by The Institute as soon as you change address or other contact details.
- 10.3. **Important indemnity:**
- 10.3.1. We and our agents will accept responsibility for any loss or damage suffered by the student only if such damage or loss is caused by us or our agents on purpose or by gross negligence.
- 10.3.2. **You indemnify (cover) us** against any claim, loss, damage, injury or death that results from any gross negligence or deliberate act or omission (failure to act) by the student, on or off campus.
- 10.3.3. The **student takes part in all activities at own risk**, and you:
- give permission** for the student to take part in Varsity College's activities on or off campus, including games, sport, cultural, educational or social activities, tours, outings or any similar activity;
 - understand that the activities carry **some risk of injury** and are not necessarily supported by us or subject to our supervision or control;
 - indemnify us** (including our associated companies, employees, subcontractors and representatives) **against any claim** linked to any loss, damage or injury to the student or their property in the course of these activities, unless caused by our gross negligence; and
 - give permission** for any of our employees or representatives to attend to any injury the student suffers while taking part in any activity, and **to consent to any medical treatment** with the same authority as a parent (*in loco parentis*) where they cannot contact the student's parent or guardian **in a medical emergency**; and
 - agree to pay any medical or related costs incurred by The Institute for treating the student**.
- 10.4. **General:**
- 10.4.1. You warrant and promise that all your information in the application and registration form and this contract is true and correct.
- 10.4.2. The person accepting these terms warrants and promises that he/she has full contractual capacity.
- 10.4.3. We may cancel or change any certification, programme syllabus, start or end date or timetable, without notice, to allow for changing circumstances in a reasonable way.
- 10.4.4. We may combine classes of similar academic level and content or cancel any programme or module offered, if there is not enough demand, as long as the contract amount is adjusted accordingly.
- 10.4.5. The student **must make sure he/she** is registered for all the **right subjects**, modules, programmes and qualifications.
- 10.4.6. The student **must make sure** he/she **understands all registration requirements**, the prospectus and all **rules** for selecting any subject and about the longest time allowed to finish their chosen programme as they may apply.
- 10.4.7. You **warrant and promise** that you have properly checked the relevant qualification, programme, subjects and modules before accepting this contract. You **release us from responsibility** for any loss or debt resulting from any incorrect registration or assessment, for any reason.
- 10.4.8. The student must get the South African Qualification Authority or Universities South Africa or both to certify any international qualification as required, at the student's own cost.
- 10.4.9. You hereby acknowledge that you know which bodies run, accredit and award the student's study programme or qualification and understand how to register.
- 10.4.10. You **must register with any relevant external provider** for the student's study programme or qualification and comply with their relevant requirements, policies and procedures, including paying the contract amount.
- 10.4.11. Our rules (including regulations, policies and the student code of conduct) are available on the library web page. We give students access to the rules within five working days of the stipulated starting date of a programme. Students have **10 days to read and understand the rules** and how they apply to their programme. After this **we may assume you have read, understood and promised to follow all the rules from your date of signature of this contract**.
- 10.4.12. **We may change rules** or introduce new rules about academic matters, student conduct and other issues at any time and the changes will be published on the library web page. The student must follow these new or changed rules.
- 10.4.13. You hereby **give us permission** to send you information about academic or financial matters, lecture times, campus activities and any similar information using electronic communication, including text messages and email.
- 10.4.14. We **may also send marketing material to you by electronic communication and you may opt out of** receiving further such marketing material by opting out through the appropriate function on the first marketing communication received by this means.
- 10.4.15. **We take academic integrity very seriously**. We will take **disciplinary action** against any student we believe is involved in cheating, plagiarism or any other breach of academic integrity. **If the student is suspended or expelled, you are still responsible for paying the full contract amount**.
- 10.4.16. We will do our best as soon as practically possible to resume any programme which is stopped because of any circumstances beyond our reasonable control. These include electricity load shedding, extreme weather, natural disasters, war, revolution, industrial or student unrest and similar events.

- 10.4.17. This contract **may only be changed or cancelled if it is done in writing and accepted by or on behalf of all parties**. No specific or implied waiver of our rights is valid unless in writing and signed by all parties. But we may regard any changes to our rules (including regulations and code of conduct) as valid and effective **five working days** after publishing the changes on the library web page.
- 10.4.18. You (including the student) hereby acknowledge that **we collect personal information** such as academic results. **You give us permission to collect your personal information** and to exchange, check or confirm it with our external providers in connection with this contract and the student's studies.
- 10.4.19. We allow students to use our information systems and networks for their studies and communicating with other students and lecturers. But **we may check any information students create, store, send or receive using our systems and networks**. This means that we may monitor, intercept, record or inspect all communications or data, but are not obliged to do so. The student **agrees to this condition**.
- 10.4.20. **You cede and assign (transfer) to The Institute any rights and ownership in any intellectual property the student creates** in the course of any academic study, research or project with us or in using our equipment or facilities unless explicitly agreed to in writing in advance.
- 10.4.21. You also **allow us to use any of the student's work** (including work entered into any competition by us) for our marketing and promotion.
- 10.4.22. You also **unconditionally consent to us using any image of the student** in any of our material, including social media.
- 10.4.23. **We may report** anything to do with the student's progress, conduct, breach of rules, wellbeing or health to their parent, guardian or account payer or any relevant authority and you have given us permission to provide such reports by accepting this contract. This **may include personal information**.
- 10.4.24. International students who are not permanent residents of South Africa **must get a relevant visa for study** valid for the full study period from the South African Department of Home Affairs **at their own cost**. The visa must be in favour of The Independent Institute of Education (Pty) Ltd. If the authorities grant any visa, asylum, refugee or similar status for study purposes, and later withdraw or do not renew it, this contract is automatically cancelled. Application and other **fees will not be refunded**. This means **you remain responsible for the full balance of the contract amount**. We will consider a refund if you send us proof that a study visa has been denied or an asylum seeker visa not renewed.
- 10.4.25. International students who are enrolled for distance learning are responsible for procuring the necessary visa for entry into South Africa as may be required for the programme. When this contract ends the terms which protect our rights will still be effective.
- 10.4.26. **We do not make any guarantee**, promise or representation about the student's success, failure or performance in any student's chosen study programme.
- 10.4.27. The contract is binding once accepted. Academic registration is conditional on submission of all documents needed to complete our registration process and that we accept the documents. If any of these are not supplied, the student **will not be able to graduate**. The student must make sure we have certified copies of the documents and must resubmit them if necessary. All documents submitted must be valid and we will take appropriate action if any fraudulent documents are submitted.
- 10.4.28. The parties choose their street addresses below for service and delivery of legal notices and communications (*domicilium citandi et executandi*) in connection with this contract:
- (a) Every signatory including the student: Your address in Sections 2 and 4 of the contract;
- (b) The Institute: ADvTECH House, Inanda Greens Business Park, 54 Wierda Road West, Wierda Valley, Sandton, 2196 (marked for the attention of the Director of The Institute).

"The person signing this contract warrants and promises that they have read this contract and understood it, and that they have the authority to accept and be contractually bound by the terms of this contract"

1. Signed: Date: 3. Signed: Date:
- (Student) (Parent/Legal Guardian)
2. Signed: Date:
- (Account Payer)

The following documentation must be submitted with the Registration Contract:

SOUTH AFRICAN CITIZENS

- Certified copy of the Student's ID (first time registration)
- Certified copy of the Account Payer's ID
- Certified copy of the Senior Certificate/National Senior Certificate (first time registration) or Statement of Results
- Where applicable, proof of registration with external examining body
- Where applicable, NBT results

INTERNATIONAL STUDENTS

- Certified copy of the Student's Passport (first time registration)
- Certified copy of the Account Payer's Passport
- Certified copy of valid Study Permit made out to The IIE
- Copy of Medical Aid Cover
- Where applicable, proof of registration with external examining body
- Where applicable, NBT results
- Certified copy of National Senior Certificate equivalent qualification
- Original SAQA evaluation of qualification with NQF4 equivalence for those registering for non-degree qualifications and original Universities South Africa (previously known as HESA) exemption certificates for those registering for degree studies

FOR ADMIN PURPOSES ONLY

SOUTH AFRICAN CITIZENS	INTERNATIONAL STUDENTS	CAPTURING DETAILS
Certified Copy of Student's ID	Certified Copy of Student's Passport	Captured by: _____
Certified Copy of Senior Certificate/ National Senior Certificate	Certified Copy of Study Permit	Date Captured: _____
	Copy of Medical Aid Cover	
	For Non-Degree qualifications: SAQA Certificate of evaluation with NQF4 equivalence	Checked by: _____
Certified Copy of Account Payer's ID		Date Checked: _____
NBT Results	For Degree studies: Universities South Africa (previously known as HESA) exemption	RTS: _____
	Certified Copy of Account Payer's ID/Passport	CAMS: _____
	NBT Results	Payment Plan: _____

Debit Order ☐ Deposit Amount R _____ Student Number: _____

Post dated Cheque ☐ Receipt No. (Dep): _____ Date Confirmation: _____

Certified Results Received ☐ Receipt No. (App): _____ Letter Sent: _____

Date Received: _____