

REGISTRATION TERMS AND CONDITIONS

1. Course Fee

- a) The registration fee, accommodation fee, flight booking fee, agent fee & legal fees paid is non-refundable.
- b) Should the sponsor cancel the sponsorship, the student is liable for the settlement of the full course fee.
- c) Full course fee is payable as soon as student attends lectures.

2. Cancellations

- a) Cancellation must be applied for 7 days (1week) before the commencement of the course.
- b) Amount paid, excluding non-refundable registration fee will be refunded within 30 days of successful application
- c) Cancellation applied for after commencement of class will require an administration fee of R 250.

3. Deferral/Postponement

- a) Application to defer or postpone course must be made 7 days (1weeks) before commencement of the course.
- b) Proof of reason to postpone or defer the course must be submitted.
- c) Deferral/postponement applied for after commencement of class will require an administration fee of R 250

4. Student Replacement

- a) Should a student be unable to attend the registered course, a replacement student can be sent.
- b) R 250 administration fee will be charged.

5. Early Bird

- a) Students applying and paying a deposit in previous year for following year, will be exempt from the new year's price increase and will be invoiced for the old price.

6. Attendance

- a) Every student to be on time, attend every lesson and do all their homework. Latecomers are not allowed into class.
- b) 80% attendance is compulsory; students who do not comply will forfeit their exam.
- c) Students that are absent for more than 4 days in a week must provide a doctors certificate or letter.
- d) If a student is absent for 6 consecutive days or more, or is repeatedly absent (e.g. 1 or 2 days per week), without authorisation, they will be reported to Home Affairs or VFS if they are a VISA national and to their sponsor if they are a sponsored student and they may be asked to leave the school.
- e) Students will only receive a letter of release if their attendance has been 80% or more, to qualify to write the

exams, the students must at least have 80% attendance.

7. Additional Fees

- a) Additional fees may apply when registering for a course accredited by an external institute.

8. Campus Rules

- a) No smoking in the building.
- b) No eating and drinking in classrooms.
- c) Cellphones to be switched off or put on silent during lectures.
- d) Keep class rooms and all surrounding areas clean and throw all trash in the recycle bin.

STUDENT DECLARATION (IF UNDER 18 TO BE COMPLETED BY PARENT/GAURDIAN)

Full Name

(Print): _____

Signature:

(Signature of applicant, or parent if applicant is under 18)

Consultant Name: _____

Consultant's Signature: _____

Date: _____