

### Section 0 - Distance Learning Registration

<b>Student Consultant: (Registrar Name):</b>	
<b>CRM ID Number:</b>	

### Section 1 - Student Details

<b>Title:</b>		<b>Name:</b>			
<b>Surname:</b>					
<b>ID Number:</b>					
<b>Copy of your ID Document/Passport attached:</b>		<b>Yes</b>	<input type="checkbox"/>	<b>No</b>	<input type="checkbox"/>
<b>Highest Qualification Obtained:</b>					
<b>Copy of your Highest Qualification attached:</b>		<b>Yes</b>	<input type="checkbox"/>	<b>No</b>	<input type="checkbox"/>
<b>Gender:</b>	<input type="checkbox"/> M	<input type="checkbox"/> F	<b>Race Group:</b>		
<b>Home Language:</b>			<b>Nationality:</b>		
<b>Date of Birth:</b>			<b>Marital Status:</b>		
<b>Photo Attached:</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<b>Employment History:</b>		
<b>Voucher/Special:</b>					

### Section 2 – Communication Details

#### Your contact numbers (You must provide at least 2 numbers):

<b>Work (Code) Number</b>	(    )				
<b>Home (Code) Number</b>	(    )				
<b>Cell (Code) Number</b>	(    )				
<b>Fax (Code) Number</b>	(    )				
<b>Email Address:</b>					
<b>Courier Address:</b>					
<b>Suburb:</b>		<b>City:</b>		<b>Postal Code:</b>	
<b>Province:</b>					
<b>Country: South Africa (Answer Yes or No)</b>					
<b>If not SA, please specify:</b>					

### Section 3 – Programme Details

#### HEREBY APPLY TO REGISTER AS A STUDENT OF THE LEARNING GROUP FOR THE FOLLOWING PROGRAMME

<b>Programme:</b>		
	<b>Subjects</b>	<b>Course Code:</b>
<b>1st Subject:</b>		
<b>2nd Subject:</b>		
<b>3rd Subject:</b>		
<b>4th Subject:</b>		
<b>5th Subject:</b>		
<b>6th Subject:</b>		
<b>7th Subject:</b>		
<b>8th Subject:</b>		

## Section 4: Payment Options

### Payment Option 1 Pay in Advance

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I am paying by (please tick):		Cash	<input type="checkbox"/>	Credit Card	<input type="checkbox"/>
Electronic Funds Transfer (Attach Proof of Payment)					
Debit Order (Please fill in the Debit Order Form)					
If paying by Credit Card, please complete the following details:					
(Type of card e.g. Standard Bank Master Card)					
Master Card	<input type="checkbox"/>	Visa	<input type="checkbox"/>	Expiry Date: _____	
Card Number: _____					
If on "Budget Account", number of months:		6	<input type="checkbox"/>	12	<input type="checkbox"/>
		18	<input type="checkbox"/>	24	<input type="checkbox"/>
(Please tick)					
Cardholder's Name: _____		Signature: _____		Last 3 digits on back of card: _____	
If the student is not the payer, please give payer's contact details: _____					

How would you like to receive your statement?		Account Name: SA COLLEGE REG Account Type: Savings (Call account)			
E-mail	<input type="checkbox"/>	Bank: ABSA		Branch Number: 632005	
Post	<input type="checkbox"/>	Account Number : 926-951-7817		Reference Number: CRM ID _____	
(Ask your Registrar for your CRM ID number)					

<b>Office use:</b>	Pay-as-you-Study	<input type="checkbox"/>	BWOP	<input type="checkbox"/>	Cash	<input type="checkbox"/>
	All Inclusive	<input type="checkbox"/>	Non Inclusive	<input type="checkbox"/>		

### Payment Schedule:

#### (Monthly Payment) – Complete Full Payment Schedule

Payment Schedule	Value	Date
Registration Fee	R	
1 <sup>st</sup> Payment	R	
2 <sup>nd</sup> Payment	R	
3 <sup>rd</sup> Payment	R	
Further Payments	R	
Recommended Number of Months		
Next salary payment date		
Total Course Fee	R	Monthly on: _____

- **Pay-As-You-Study: (Monthly Payments):** Once the recommended period of study has passed, the Student is required to apply and pay for an extension to complete his or her studies.
- **Pay in Advanced: (Cash Payment):** Once the recommended period of study has passed, the Student is NOT required to pay an extension fee. You can study for as long as you want. (Please note, when paying cash, the Pay-in-Advanced Student will be liable for any updates in the Study Material.)

#### Terms and Conditions:

I agree that by typing my name in the Electronic Signature field below, along with my personal identifying information contained in the electronic form submitted with these agreed upon terms, I affirm that I am utilising my typed name as my electronic signature for purposes of entering this contract, and I intend my electronic signature to be legally binding.  
I hereby agree that I have read and understood these terms and conditions.

**Full Names and Surname of Applicant/Learner –**  
(This is your ELECTRONIC SIGNATURE.)

**Full Names and Surname of Parent/Guardian if Student is under the age of 18 –**  
(This is your ELECTRONIC SIGNATURE.)

<b>Submitted by:</b> _____	<b>Date:</b> _____
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<b>Special Instructions:</b> _____
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**Terms and Conditions:** The Student hereby accepts that The Learning Group shall have the right to vary the course syllabus at any time, without prior notification and without furnishing reasons therefore.

The Learning Group shall have the right at its sole discretion, to cancel any course or subject initially advertised and offered, on the basis of insufficient demand. In the event of the signatories to this agreement, other than The Learning Group, having completed this form incorrectly, or the payment details herein not being in accordance with the requirements of The Learning Group, then such incorrect information or payment details shall be deemed to have been amended so as to be in accordance with the requirements of The Learning Group, without further notice. The Learning Group shall be deemed to include any division of The Learning Group or any other juristic person to whom the rights and obligations of The Learning Group, as contained herein may be ceded and/or assigned.

We, the undersigned declare that the information in this application is complete and correct. We authorise The Learning Group to verify information contained in this application form, and make any other enquiries that may be necessary. We understand that if any part of it is found to be incomplete, false or misleading, The Learning Group may cancel this registration.

In instances where The Learning Group does not facilitate examinations, it cannot be held accountable for the venues. The programme fees exclude institute membership fees and examination fees except when you chose the "All inclusive" option. The Learning Group does not accept responsibility for a student's eligibility or entry for public examinations. Course material will be supplied to the student in parts as and when tests/assignments/exams are completed.

The "All Inclusive Option" covers examination/membership fees and one exam entry per subject (rewrites must be paid by the student). Private invigilation and exemption fees are not covered by the "All inclusive option".

The applicant takes responsibility for the payment of all fees and other charges due to The Learning Group. The applicant agrees to be liable for all costs of debt recovery, including professional fees and collection commission. Postage on all material sent to The Learning Group is payable by the student. The replacement of study materials will be for the account of the student. The monthly instalment will be due by the date shown in the payment schedule (5A and 5B).

**Person dealing with the College on the Student's behalf:** The College will only correspond and deal with the student. The College will not enter into correspondence with anybody or 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.

The College will specifically not engage in further servicing, communication or correspondence with a student once that student has cancelled or has been cancelled by The College. The cancellation process brings to an end the relationship between College and Student.

**Adhering to Entrance Criteria:** The student is responsible to ensure that he/she is on the correct course and that he/she adheres to the latest and correct entrance criteria. The College will not accept students who do not adhere to the entrance criteria for the course in which they register. The College will cancel students who register without adhering to the entrance criteria for the course on which they register.

**Updates to Study Material:** The College is responsible to ensure that study material is up to date. Up to the point where the student requests a specific set of study material, the College automatically updates the study material. Once a student has requested and received a specific set of study material, the College remains responsible for keeping that material up to date for a period of three months. If in that period there are significant changes of an academic nature to the study material, the College will send the student updated study material at no cost.

If there are significant changes of an academic nature to the study material issued to a student, but these changes happen more than three months after the student was issued with the study material, the College will inform the student of the changes, and give the student the option to buy the updated study material from the College.

**Missing or Incorrect Study Material:** The student has 30 days to query missing or wrong study material. After 30 days the student will be liable for the costs to replace or resend the correct study material.

**Capacity to enter into Agreement:** For a Business: The contracting party (the business) hereby warrants to Skills Academy that the signatory (representing the business) has the required legal capacity to enter into, and be bound by these terms and conditions. The business accepts all the terms and conditions of the entire agreement.

**For the 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.

**-Client Data:** I undertake to notify The Learning Group in writing of any changes in my contact details, including but not limited to: my business, postal or residential addresses, my home, work or cell phone number(s), and my e-mail address, within 7 (seven) days of such change.

**Contractible Address:** I choose the address as disclosed herein as my domicilium citandi et executandi for all purposes arising from this agreement.

**Other:** The Learning Group reserves the right to: (a) Use your information to provide the materials to you and otherwise perform our obligations and enforce our rights under this Agreement.

This agreement is subject to acceptance by The Learning Group. This agreement constitutes the whole agreement between the Parties.

I, the undersigned applicant/student undertake to abide by the policies and rules of The Learning Group.

I, the undersigned parent/guardian give permission to the above-mentioned applicant to enrol at The Learning Group.

**30-day Money Back Guarantee and Cancellations:** You have a 30-day period within which you can cancel with full refund. After the 30-day period, this agreement is binding and you are fully responsible for all fees. Cancellations are dealt with as per the cancellation form and policy.

The student, applicant, account/fee payer, lawful guardian and/or sponsor are herein collectively referred to as the "Student". By acceptance to The Learning Group the Student shall be jointly and severally responsible for the fulfilment of all terms of the agreement. The Learning Group reserves the right to cancel a student's registration without having to give a reason for such cancellation. Students who are on monthly payment plans, will not and cannot claim any refund if the college cancel their registration, since the monthly payments are for the availability and/or delivery of items and tuition up to the end of the current month for which the student has paid.

In the event of any Student desiring to terminate studies, for any reason whatsoever, this shall not absolve the Student from full liability for the payment of fees and any other charges. The Student's failure to make progress in his or 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 officer of The Learning Group. The right to tuition and examinations is not transferable.

**Cancellations and Refunds:** If a student is not satisfied with the services delivered by the college, but continues studying, the college will continue to service the student and work towards satisfying the student's requests. The College will also continue charging the student in this period. The student is specifically not eligible for a refund based on the period in which the student is or was registered with the college. The only way a student can stop the college charging for the availability of services is to cancel. As long as a student is not cancelled, the student is responsible for all fees up to and including the end of the current month.

**Student fees:**

1. In the event of any fees due by the Student being unpaid on due date, the full balance of such fees remaining unpaid shall become immediately due and payable.
2. The Student will not receive reports, diplomas or exam results unless the account is paid up in full.
3. A Student who has failed academically shall not receive any reimbursement of their tuition fee.
4. Once the recommended period of study has passed, the Student is required to apply and pay for an extension to complete his or her subjects.
5. No cancellation will be approved without payment of a cancellation fee of R2000.

I agree that by typing my name in the "Electronic Signature" field below, along with my personal identifying information contained in the electronic form submitted with these agreed upon terms, I affirm that I am utilising my typed name as my electronic signature for purposes of entering this contract, and I intend my electronic signature to be legally binding.

I hereby agree that I have read and understood these terms and conditions.

Full names and surname of Applicant/Learner – (this is your ELECTRONIC SIGNATURE)

Full names and surname of Parent/Guardian – (this is your ELECTRONIC SIGNATURE)

Date:

Initials: \_\_\_\_\_

Signature: \_\_\_\_\_