



ENROLMENT APPLICATION FORM

SECTION A: PERSONAL DETAILS

Title: _____ Initials: _____ Name known by: _____

First Name/s: _____ Surname: _____

Nationality: _____ Sex: M F Race: Black White Indian Colored

ID Passport no.: _____

Email: _____ Cell: _____

Tel (H): _____ Tel (W): _____

Residential Address: _____

Postal Address: _____ Postal code: _____

Have you registered with another institute? If so specify: _____

SECTION B: PARENT/GUARDIAN DETAILS

Title: _____ Surname: _____

First Name/s: _____ ID / Passport No.: _____

Nationality: _____ Sex: M F Race: Black White Indian Colored

Email: _____ Cell: _____

Tel (H): _____ Tel (W): _____

Residential Address: _____

Postal Address: _____ Postal Code: _____

SECTION C: (SURETY SHIP) (This section should be filled in by the parent/guardian)

In the case where a student is under the age of 21 or a lady/man married in community of property, the signature of the parent, guardian or spouse is required.

I _____ (Legal parent, guardian or spouse) (full name)

ID _____ this is the following course _____

taken by me/dependent. I agree to pay monthly R_____ and continue to pay for _____ months. Declared is offer being made with my permission and that I hereby bind myself guarantor for the fulfillment of the student obligations as a result of this agreement.

Signature: _____ Full Name: _____ Date: _____

Occupation: _____ Company Name: _____

STUDENT NUMBER

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SECTION D: FOR OFFICE USE ONLY

Course Registering For: _____

Modules Registering:

	Modules	Full Time	Part Time	Semester	Price
1					
2					
3					
4					
5					
6					
7					
8					

Terms and Conditions:

1. Failure by student to attend lectures for any reason whatsoever will not reduce liability for the total cost of the full course and the student shall be entitled to no credit or reduction as result of the students' failure to attend lectures.
 2. No refund will be made on any monies paid to the College in respect of registration, books or fees.
 3. A 25% cancellation fee will be charged if cancellations, which are to be made in writing, are received less than 3 (three) working days before the course commencement date. The full fee will become payable if no cancellation notice is supplied to the College before the scheduled course date.
 4. Overdue amounts shall be subjected to an interest at a rate of 8.5% per month, calculated from the date the amount is overdue until date of payment.
 5. If any legal or other action can be taken by the college to recover any amounts due in terms of this agreement, the application / student shall be liable for all costs including but not limited to collection commission, attorney / client costs, tracing costs etc.
 6. Malicious damage to property and/or property of the BROOKLYN CITY COLLEGE (Pty) Ltd. will be regarded in a most severe light and may result in claims for damages and/or expulsion of the student (s) responsible for the college. Interest will be charged at a rate of 2% per month should any amount in respect of any damages claim is not settled within 30 days of such claim. Any such expulsion will not absolve the student / parent from paying the relevant fees in terms of our contract
 7. It is clearly understood that no unruly or disruptive behaviors by students of the college will be tolerated, and the college reserve the right, at its discretion:
 - a. to suspend tuition to offenders for a specific period; or
 - b. to expel offenders without recourse.
- Again, in case of a. and b. above, any such action on the part of the college our contract will not absolve the student / parent from paying the relevant fees in terms of our contract.
8. Whereas every effort will be made to provide a safe and secure environment, it is specifically recorded that the college cannot be held liable for accidents, injuries or total disability caused to students while in transit to and from the college. the college is not liable for any loss or damage to students property while on its premises or elsewhere
 9. Should the college not be paid timeless and continues to allow the right of access to students in arrears to continual their studies, such discretion will in now way prevent the college from exercising any of its rights in respect of this contract
 10. Should fees be overdue for more than 7 days from the due date of payments, the college reserves the right to call up for immediate payments for the full outstanding balance due in terms of the contract
 11. The courses offered are intended to cover what we regard as the most important and useful applications of the various programs for intermediate users
 12. The does not necessarily warrant the latest software title release will be selected for training purposes. The width of the user base and the degree of error free execution of the software will be considered in making our final choice.
 13. A pass mark of at least 50% is required for each class module and should not achieve this level, he/she may rewrite this module after a suitable period of self-study, upon payment of R150 a student may rewrite an exam only once and, should he/she fail again, it will be necessary to repeat the entire module at a fee of R700 before being given the opportunity of re-writing the exams
 14. Missing examinations. should a student miss examinations without any reasonable excuse, he/she will only be allowed to write after paying a fee of R350 per module missed
 15. The physical address of the applicant/ student as set out in the registration form shall serve as the domicilium citandi executandi for all purposes in terms of this agreement
 16. In entering this contract, no terms, conditions or representations not contained herein have been relied upon.
 17. This contract comprises the entire agreement between the parties. No amendment, variation or alleged cancellation shall be of force or effect unless contained in writing and signed by both parties.

This done and signed at _____ on this day _____ of _____ 20_____