

Student number

For office use only



Supportive Learning Enrolment Contract 2020

Once you have completed the Application Form and paid the R500 non-refundable application fee and your application has been provisionally accepted, the next step is to complete the Enrolment Contract. Please submit the following with this Enrolment Contract:

1.	A certified copy of the Student's ID or Birth Certificate/Passport	
2.	Certified copies of all Academic Qualifications	
3.	Foreign students must supply a certified copy of their work/study visa	
4.	For Installment payments – a recent salary slip of the account holder	
5.	For Installment payments – 3 months Bank Statements indicating account details	

SECTION A: STUDENT DETAILS

TITLE – (INDICATE WITH AN X)

Mr Mrs Ms

NAME (s)

PREFERRED NAME

SURNAME

RACE

B W I C Other

DATE OF BIRTH

D D M M Y Y Y Y

GENDER (INDICATE WITH AN X)

Male Female

ID OR PASSPORT NUMBER

NATIONALITY

CITIZEN STATUS (INDICATE WITH AN X)

Dual (SA plus other)	<input type="checkbox"/>	SA	<input type="checkbox"/>
Permanent Resident	<input type="checkbox"/>	Other	<input type="checkbox"/>

FOREIGN STUDENT - DATE OF ENTRY INTO SOUTH AFRICA

D D M M Y Y Y Y

HOME LANGUAGE

Other Languages

DETAILS OF DISABILITY (INDICATE WITH AN X)

Slight (even with glasses)	<input type="checkbox"/>	Hearing (even with hearing aid)	<input type="checkbox"/>	Physical (move/stand etc.)	<input type="checkbox"/>
Communication (talk/listen)	<input type="checkbox"/>	Intellectual (Learn)	<input type="checkbox"/>	Emotional (behavioral/psychological)	<input type="checkbox"/>
Multiple	<input type="checkbox"/>	Disabled but unspecified	<input type="checkbox"/>	None	<input type="checkbox"/>
Medication	<input type="checkbox"/>				

PHYSICAL ADDRESS

Code

POSTAL ADDRESS

Code

STUDENT CONTACT DETAILS

Work	<input type="text"/>
Home	<input type="text"/>
Cell	<input type="text"/>
Email	<input type="text"/>

ALTERNATIVE CONTACT DETAILS

Name	<input type="text"/>
Relationship	<input type="text"/>
Work	<input type="text"/>
Home	<input type="text"/>
Cell	<input type="text"/>
Email	<input type="text"/>

Last High School Attended:

Highest Grade Passed:

SECTION B: COURSE INFORMATION

PLEASE INDICATE THE COURSE YOU HAVE REQUESTED TO ATTEND BY HC COLLEGE

CREDIT AND EXEMPTION – INDICATE THE MODULES YOU HAVE RECEIVED EXEMPTIONS FOR BY THE REGULATORY BODY

Institution	Module	NQF Level	Year Completed

SECTION C: PAYMENT PLAN

Please note:

Payment term duration cannot exceed the course duration. Full Settlement Discount is only applicable if full payment is received within the month of registration

- Foreign students cannot pay course fees over terms. A deposit of 50% is required on registration and the remaining 50% of the fees is to be paid before the course commencement. Cancellation request received once HC College has provided the documentation required for visa applications will result in a cancellation fee to the value of the deposit paid.

PERSON PAYING FOR THE COURSE

Self
 Company
 Guardian or Parent/Surety

METHOD OF PAYMENT

Full Payment
 Monthly Installments

COURSE FEE

Full Course Fee	
Other	
Total Due	

INSTALLMENT PLAN

Terms (number of months)	
Installment start date	
Installment Amount	
Deposit Amount	

SPECIAL ARRANGEMENTS

Comment		
Approved by	Signature	Date
Managing Director		

_____ **Payers Name and Surname**
 _____ **Payers Signature**
 _____ **Date**

SECTION E: PAYERS DETAILS

TITLE – (INDICATE WITH AN X)

Mr
 Mrs
 Ms

NAME

SURNAME

RELATIONSHIP TO STUDENT

IDENTITY NUMBER

PAYERS PHYSICAL ADDRESS (IF A COMPANY IS THE PAYER- PLEASE INDICATE AS N/A)

Code

PAYERS POSTAL ADDRESS (IF A COMPANY PLEASE INDICATE AS N/A)

Code

CONTACT DETAILS

Work
Cell
Email

COMPANY NAME (IF ACCOUNT IS NOT PAID BY A COMPANY, PLEASE PROVIDE PAYERS COMPANY DETAILS)

PAYERS DESIGNATION

COMPANY REGISTRATION NUMBER

COMPANY PHYSICAL ADDRESS

Code

COMPANY POSTAL ADDRESS

Code

DATE STARTED AT COMPANY

Y	Y	Y	Y	M	M	D	D
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EMPLOYMENT TYPE

Permanent		Contract	
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if Contract – a copy of the contract must be provided

PAYMENT RECEIVED

Monthly		Weekly	
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COMPANY HR CONTRACT DETAILS

TITLE – (INDICATE WITH AN X)

Mr		Mrs		Ms	
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NAME (s)

SURNAME

COMPANY HR CONTACT DETAILS

Work
Home
Cell
Email

ALTERNATIVE COMPANY REPRESENTATIVE CONTACT DETAILS

Work
Home
Cell
Email

SECTION F: HC COLLEGE BANKING DETAILS

Account Name	HC College
Bank	First National Bank
Account Number	62534787950
Branch/Universal Code	250655
Swift Code/Address - International	FIRNZAJJ
Reference	Name and Surname

Note: Proof of payments for EFT or Direct payments must be received by HC College, prior to the Enrolment being processed. The Proof of payments are to be e-mailed to info@hccollege.co.za – use your Name and Surname as a reference

SECTION G PAYMENT: CREDIT VETTING APPROVAL

AFFORDABILITY CHECK

Gross Income	
House Expenses	
Car Expenses	
Food Expenses	
School Expenses	
Other Expenses	
NET Income	

<input type="checkbox"/>	I hereby consent to allow HC College to perform a credit check
<input type="checkbox"/>	I confirm that the information provided by me is true and correct.

SIGNED BY ACCOUNT HOLDER/COMPANY REPRESENTATIVE

Payers Name and Surname	Payers Signature	Date
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SPECIAL CONDITIONS: -

- Students are responsible for finding an Exam Centre if the exam cannot be written at HC College
- HC College has included an exam voucher for each subject in the course fee. The fee however does **not** include the exam Centre cost, which is to be paid directly to the venue.
- I agree that retake exams are at my own cost. HC College is only responsible for a single exam attempt. If I do not pass, I will need to pay a fee in order to retake that exam. HC College does not provide free "retake exams".
- HC Varsity has received approval to offer exams for various courses. HC College students will not be charged an exam venue cost in the event they choose to write their exams at HC College situated at 47 Blaauwberg Road, Table View Cape Town. . This is subject to HC College being approved to offer the exams and subject to students attending exam dates as specified by HC College
- Courses are to be completed within the term as per the course duration indicated at time of enrolment. Request for extensions are subject to the various registration/ accreditation bodies, and may result in additional cost.
- HC College course fee includes the following support services for Supportive Learning learners
- ICB Students are to submit assignments directly to the ICB. Courier/postal cost are not included in the course fee, and are for the students account.
- Students are to submit assignments and attend examination by specified dates, as indicated on the HC College course plan. Late submissions will result in students being required to apply for an extension, which may result in additional cost to the payer of the account.

I acknowledge that I have read, understand and agree to the special conditions specified above

Payers Name and Surname	Payers Signature	Date
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STUDENT ACKNOWLEDGEMENT

I, _____ the undersigned, accept and acknowledge the following clauses as part of my registration with HC College

- 1. I UNDERTAKE TO ATTEND ALL MY WORKSHOPS as per the course schedule supplied by HC College. I understand that in the event I do not attend a Workshop this Workshop will be forfeited.
2. I undertake to attend the Induction session conducted by HC College prior to the commencement of the course
3. I agree to write all assessments, including the internal Exam, which will be written during an exam week. The dates will be determined by HC College.
4. I agree that retake exams are at my own cost. HC College is only responsible for a single exam attempt. If I do not pass, I will need to pay a fee in order to retake that exam. HC College does not provide free "retake exams".
5. I undertake to use all the facilities at HC College with care and at my own risk.
6. I indemnify HC College and/or any employees of any liability regarding myself, my family or property in case of damage, theft, injury or death or for any other reason whatsoever.
7. I undertake to immediately notify HC College in writing of any change of details as given on this registration form.
8. I accept the responsibility to ensure that I am enrolled for the correct course, subject and level. The College takes no responsibility for incorrect enrolments.
9. I accept that I may not enter HC College premises under the following conditions:
a. In possession of any illegal substances e.g. Drugs, alcohol, glue, spirits etc.
b. I may not be under the influence of any illegal substances
c. I am not allowed to use any illegal substances
10. I accept that I will adhere to the Student Code of Conduct at all times.
11. I acknowledge that in the event I have elected to register for Self-Study that I understand that the study material I will receive is designed for Face-to-Face training
12. I acknowledge that I will still need to submit Assignments and attend exams as per the Face-to-Face Academic calendar.
13. I agree to complete my course within the Academic year of registering
14. I agree that in the event I wish to attend additional face-to face classes that I will attend the class according to the HC College Scheduled timetable, and is subject to the approval of the HC College Academic Manager and will incur additional costs.

SIGNED BY STUDENT

Table with 4 columns: Name, Surname, Signature, Date

PAYERS ACKNOWLEDGEMENT

- 1. I agree that the Application fee of R500 is non-refundable.
2. The agreed deposit of 50% of the course fee is due within 7 days of receiving notification that the student has met the relevant entrance requirements to attend the course.
3. In the event the students course is due to start within 7 days of receiving notification that the student has met the relevant entrance requirements, the deposit of 50% of the course fee is to be paid prior to the course start date.
4. Installment payments are due by the 25th day of the month. A late payment fee of R150.00 will be charged to my account if payment is made after the last day of the month. If payment is still not made within 7 days of the new month, a further R150.00 will be charged to my account, and every 7 days thereafter.
5. I agree that in the event a student's account is in arrears the student will not be allowed to write exams nor will any results (including assessment results) be released.
6. If this account is handed over for collection I will be liable for all costs of whatsoever nature, as between attorney and client, including 25% collection commission, tracing costs and any costs that occur in the recovery of monies owed.
7. I agree that students registering for a full qualification will receive the study material in partial batches as per the course plan.
8. I understand that in the event of a cancellation, written notification signed by the account payer must be sent to HC College. NO verbal request will be processed.
9. I understand that the Cancellation request will not be processed if the cancellation is requested by any other party other than the person liable for the payments.
10. The cancellation date will be calculated from the date HC College receives the written request and not from the date indicated on the request.
11. I agree that in the event I request a cancellation of this enrolment after 14 working days of registration then I will be liable to pay 20% of the course value, as indicated on this enrolment contract. In the event the course has already commenced, please refer to Point 12, 13 and 14 below.
12. I agree that in the event I request a cancellation of a registration on a skills programme and/or a course module once the course has started that I will be liable for the full payment 100% of the course, as indicated on this enrolment contract.
13. I agree that in the event I request to cancel a registration for a full qualification after 1 month of registration on the course, or alternatively, within the first 3 months of the start of the course, I will be liable to pay 50% of the course value, as indicated on the enrolment contract signed by the student and myself.
14. I agree that in the event I request to cancel registration for a full qualification after the first 3 months of the course commencement, I will be liable for the full payment 100% of the course, as indicated on the enrolment contract signed by the student and myself
15. Special condition for Foreign Students: A deposit of 50% is required on registration and the remaining 50% of the fees is to be paid before the course commencement. Cancellation request received once HC College has provided the documentation required for visa applications will result in a cancellation fee to the value of the deposit paid.
16. I agree that in the event the student is found to have contravened HC College policies and process, resulting in the student being suspended and/or expelled from HC College, that I will be liable for the full value of the course, as indicated on this enrolment contract.
17. The course fee includes (where applicable) exam fees- these fees are non-refundable in the event a student chooses not to participate in the exam.
18. The course fee includes (where applicable) membership fees - these fees are non-refundable
19. I agree that any refunds due will be calculated less any exam fees/registration fees paid on behalf of the student.
20. I agree that in the event a refund is owing to me, the refund will be payable within 3 months of the cancellation being approved.

SIGNED BY PAYER OF THE ACCOUNT

Table with 4 columns: Name, Surname, Signature, Date