



# Tshwane College

Of Commerce, Engineering & Technology

We Build For The Future

DEPARTMENT OF EDUCATION REG No: 2010/FE07/39

## REGISTRATION FORM

**Pretoria Campus**  
012 322 5866 OR 322 5239  
**Johannesburg Campus**  
011 333 2220  
**Durban Campus**  
031 301 8488

**General Enquiries:**  
**Cell:** 071 628 3941 or 076 623 9220  
**Email:** admin@tshwanecollege.net  
**Website:** www.tshwanecollege.net

### SECTION A: ADMINISTRATIVE INFORMATION

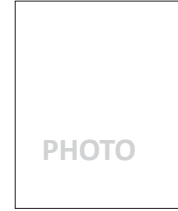
#### STUDENT NUMBER

#### LEARNER CATEGORY

Full time   
Correspondence   
Part time

#### COURSE TYPE

Longterm Course   
Shortterm Course



How did you know about **Tshwane College**? Poster  Exhibition  Newspaper  Friend   
Tick Campus where enrolled: Pretoria  Johannesburg  Durban  Cape Town

### SECTION B: PERSONAL INFORMATION

Have you previously enrolled at Tshwane College?  Y  N If yes, student number

Mr  Miss  Ms  Initials  Surname

Name/s

Other Names

Gender:  F  M Race  African  White  Coloured  Indian

Nationality:  Marital status:  S  M

Highest qualifications/Grade attained:

Home language:  Date of Birth:

SA ID number:

Passport Number if not SA Citizen:

Do you have any disabilities that may require any help?  Y  N

If yes, describe the nature of the disability:

### YOUR CONTACT INFORMATION

Work Tel:

Home Tel:

Cell:

Fax:

Email:

#### Physical Address:

#### Postal Address:

code

code

Name of next of kin to contact in case of emergency  Relationship to student

Next of kin to contact ( supply numbers to contact in case of emergency):

May we send you important info by e-mail or sms?

May we share your contact details with recruitment agencies?  Y  N

**COURSE ENROLLED FOR**

**Qualification** (tick the relevant option)

Course enrolled/Applied for:

Certificate:

Course Duration:

Diploma:

Commencement Date:

NCV:

Completion Date:

NATED:

**SECTION C: RECORD OF LEARNER'S PREVIOUS ACADEMIC ACHIEVEMENTS**

Matric subjects/ 'A' Levels / 'O' Levels / Units standard

Grade / Saqa I.D

Final Grade / Symbols/Pass levels

1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

**Declaration of oath for having submitted accurate information regarding previous academic achievements.**

I declare that to the best of my knowledge, the information I have provided is correct and I understand that any incorrect or misleading information will invalidate my application or registration or admission. I also undertake that, if admitted, I will abide by and fully conform to the rules and regulations as laid by the Council of Tshwane College.

Applicant's signature..... Date:

Place:

**SECTION D: CHOICE OF LEARNING AREA**

Grade or standard enrol for:

Course duration:

Commence date:

Completing date:

	Learning area/subject	Grade	Final exam date	Learning area/subject	Grade	Final exam date
1					6	
2					7	
3					8	
4					9	
5					10	

Declaration of oath for confirmation of having received complete information regarding the subjects enrolled/registered for by the learner.....(full name) of ID number:

I hereby declare that I fully understood the details of the subjects/learning areas that I have chosen to enroll for at Tshwane College and that I fully understand the outcome exit levels of these grades.

### SECTION E: FEES PAYMENT INFORMATION

**Payment plan A:** (once off payment/lumpsum)

Enrollment fees =..... to be paid by

Tuition fees= ..... to be paid by

**Payment plan B:** (Monthly Installments' Option)

Enrollment fees =..... to be paid by

And the Total Tuition fees=..... to be paid in.....monthly Installments

From  To

**Note:** We do not handle cash in the college

1. All payments must be directly deposited into the college bank account or done by debit order system.
2. The information completed in the above section is part & parcel of the registration/Learning Contract and no changes can be effected to it without written permission from the relevant College Official/Department. Changes in study programmes or campuses may affect your payment information.
3. Enrollment fee which is inclusive of registration fee and deposit is not refundable. Your admission will only be considered once the Enrollment fee is paid, the Registration form is fully Completed and signed by all relevant parties and when the required documents are submitted.

### SECTION F: PARTICULARS OF PARENT/SPONSOR/GUARDIAN/COMPANY RESPONSIBLE FOR PAYMENT OF LEARNERS TUITION FEES:

Full Name and Surname:   
or  
Full Company Name:

ID number:  OR company Registration No:

Relationship of Sponsor to Learner:.....eg: Brother/Employee etc

Postal address:   
(sponsor/parent) Postal code

Residential address:   
(sponsor/parent) Postal code

#### Sponsor's/Parent's Contacts:

Work tel:  Cell:

Sponsor or parent's declaration of oath for being liable for Learners's tuition Fees payment

..... (full Names), I.D No:

I hereby declare that the information given above is correct to the best of my knowledge. I hold myself / my company responsible for the full payment of all the learner's fees due. I also confirm that I have read and understood the enrolment terms and conditions in this contract and therefore agree to be bound by them.

Signature:..... Date:

## SECTION G: LEARNER'S WORK DETAILS (Only to be completed by learners paying their own fees).

Surname:

Full Names:

ID Number:

### Work Contacts

Work Tel:

Fax:

Cell:

Email:

Position held at work

Period spent at current employment

Employment status:

Permanent Job  Temporary Job  Contract Job  Piece Job  Other

Learner's declaration of oath to pay Fees;

I ..... (full Names) of I.D No

hereby declare that the information given above is correct to the best of my knowledge.

I hold myself responsible for the full payment of all the fees due. I also confirm that I have read and understood the enrolment terms and conditions in this contract and therefore agree to be bound by them.

## SECTION H: TERMS AND CONDITIONS OF REGISTRATION.

### The following terms are agreed to

- (A) The student failure to attend classes for whatever reason shall in no way entitle him or her to a reduction in fees, nor will it absolve him/her or other signatories to this document from full liability for the payment for fees and other charges.
- (B) No cancellation of this contract shall be of force or effect without written consent thereto by an authorised officer of Tshwane College.
- (C) The right to attend classes and write examination is not transferrable.
- (D) Tshwane College shall have the right to alter all Time-tables, course commencement and completion dates where and whenever necessary as well as Holiday or Vacation durations.
- (E) Tshwane College reserves the right to create and apply rules ( including due performance and the students hereby agrees to be bound by such rules, Tshwane College reserves the right to exclude the student from classes and examination (without in anyway detracting from the right of Tshwane College to recover fees payable), and to withhold a student's results or to dismiss him/her for failing to pay tuition fees or failing to comply with any rules or the terms of this contract.
- (F) The student and other signatories hereby agree to pay any and all tuition fees as and when they are due to Tshwane College, where failure to do so legal or other action may be taken by the college without any further notice being issued. The liability of all costs of legal action will fall on the signatories to this contract other than Tshwane College, jointly as well as severally.
- (G) Fees payable to Tshwane College comprising tuition fees for Tshwane College and do not include external college membership fees, examination fees, stationery whenever made in the course of the study programme. Furthermore it shall be the responsibility of the student to bear the cost of transport and specialized consumables used during the course including but not restricting to specialized stationery or any other material.
- (H) External assessment and/or exams are compulsory in all our programmes except when clearly stated that some other equivalent assessment is to be used to replace the external assessment component of a given study programme. The student is responsible for ensuring that He/She has been properly registered with a relevant external institute or examining body where applicable and that he/she has been registered for relevant examination with such an institutuion or body. A separate external exam entry form must be complete in time.
- (I) The students' failure to register or write examination for whatever reason shall in no way entitle him/her to any sort of reduction in tuition fees, nor will it absolve him/her from full liability for the payment of fees due.
- (J) No relaxation, variation or indulgence granted by Tshwane College to other signatories hereto in respect of this agreement shall constitute waiver of any rights vested in Tshwane College in terms hereof.
- (L) Tshwane College shall be deemed to include any division of Tshwane College or any other juristic person to whom the rights and obligations of Tshwane College as contained herein may be cede/assigned.
- (K) In addition to these terms of registration, the signatories further agree to abide by the Tshwane College enrollment terms and conditions and the student code of conduct which are in line with the Department of Education's students code of conduct.
- (M) Fraud cases including altering information on deposit slips, exchanging fees cards are criminal cases and will be reported to the police and may lead to discontinuation of a learner from the study programme.

**Declaration of oath to have read, understood and abide by the terms of registration as stipulated in the above section**

Signature of parent/guardian

Date

Signature of applicant

Date