

PART TIME ENROLMENT CONTRACT 2017

1st Semester 2nd Semester

Inv. No: _____		Student No: _____		Vukuzani Consultant: _____																	
Institute name through which exams are to be written.																					
State full name of diploma or certificate:																					
Course Information	Subjects planned for the year	_____ _____ _____ _____																			
	Method of Payment	Cash <input type="checkbox"/> Cheque <input type="checkbox"/> Monthly Instalments <input type="checkbox"/> Company Paying <input type="checkbox"/>																			
	Starting Date	_____																			
	Student Information	First Names	_____																		
	Surname	_____																			
	I.D.No.	<table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td><td style="width: 25px;"> </td> </tr> </table>																			
	Postal Address	_____ _____ Code _____																			
	Street Address	_____ _____ Code _____																			
	Telephone	(H) _____	(W) _____	Cell: _____																	
	Position in Company	_____																			
	Std. of Education	_____																			
Spouse or Family member	First Name	_____			Relationship	_____															
	Surname	_____																			
	Telephone	(H) _____	(W) _____	Cell: _____																	

COURSE FEES:

A. Cash Payment = R.....

OR

B. Deposit + No. of consecutive x Monthly amount = Total Contract

↓ ↓ ↓ ↓
 Amount instalments Amount

R..... + x R..... = R.....

NOTE:

1. The total contract amount should equal the cash payment or the deposit plus subsequent instalments.
2. The cash payment or the deposit is due and payable on or before the course commencement date.
3. Should students contract for the cash fee and fail to pay on the due date, the contract amount will automatically become the terms fee prevailing at time of enrolment.
4. **Method B is more expensive than method A**

ENROLMENT POLICIES AND PROCEDURES

1. COMPANIES:

- Enrolment forms are to be completed and returned by no later than one week before classes begin.
- Cheques or EFT's are to accompany the enrolment form and be handed in by no later than 24 hours before classes begin.
- Should proof of payment or cheque not be attached, the company will be re-invoiced for the contract price and the student will be responsible for paying the deposit on that day.
- Vukuzani Education & Training (Pty) Ltd will not be involved with registering the students with the relevant Institutes. Students are to take responsibility upon themselves. Separate cheques/EFT's are to be made out to the Institute involved and attached to the institute enrolment form.
- Vukuzani Education & Training (Pty) will, however, ensure that the institutes do submit exam / student numbers that will be handed out to the students.

2. STUDENTS ENROLING ON TERMS:

- The enrolment form is to be submitted one week before the classes begin.
- The deposit plus the price for the books is to be paid 24 hours before the classes start.
- Monthly instalments are to be paid by no later than the last day of every month.
- Should fees not be paid on time an accrual interest rate of prime plus 2 per month will be charged linked to the prime overdraft rate as published by the Standard Bank of SA Limited from time to time.
- Will be liable for all costs and collection charges or on an attorney and client scale if attorneys are instructed to recover any amounts due, if applicable
- Vukuzani Education & Training (Pty) will not be involved with registering the students with the relevant Institutes. Students are to take that responsibility upon themselves.

3. CANCELLATIONS & TRANSFERRALS:

- This will only be accepted due to medical reasons together with the original doctor's note at which time a Vukuzani Education & Training (Pty) Reference number will be issued in writing.
- Should students enrol and not cancel timeously i.e. one week before the classes begin, the company/student will be liable for the full fees.
- Any cancellations after the classes have started will not be considered.
- Should the student be unable to attend certain lectures through circumstances beyond his/her control, the student can attend corresponding lectures on future course dates at no additional cost

CLASSES:

1. If the company is paying for the classes the HR department or the manager in charge of the student will be notified accordingly if classes are not being attended.
2. All tests must be written and assignments have to be handed in for marking, assessing and moderating. These marks will be included in the final exam mark.
3. The qualification will be conferred by the Institute.

I _____ (print full names and surname) have read and understand the above terms and conditions of Vukuzani Education & Training (Pty) enrolment policy and will adhere by them.

COMPANY INFORMATION

Approved by	Initials	Surname	Position
Name of Company			
Postal Address			
	Code		
Telephone No.	(011)		
Fax. No	(011)		
Co VAT No.			

<p>I, _____ Student Name</p> <p>And WE, _____ The sponsoring company (where applicable) hereby agree to be jointly and severally liable for the total fee. I/We further agree that failure to attend lectures will not deduct my/our responsibility for the fees for the full course.</p> <p>Student Signature: _____</p> <p>Date: _____</p>	<p style="text-align: center;"><u>COMPLETE IF COMPANY APPROVED</u></p> <p><u>APPROVED BY:</u> (Print) Initials and Surname _____</p> <p>(Print) Position _____</p> <p>Invoice for the attention of:- _____</p> <p>Signature: _____</p> <p>Date: _____</p>
--	---