



Student nr:						
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Enrolment form and contract

Programme enrolling for:

Consultant:

Finance application
<input type="checkbox"/> Internal
<input type="checkbox"/> Bank
Approved? <input type="checkbox"/> yes <input type="checkbox"/> no
Registration paid
Amt
Date
Deposit paid
Amt
Date
Debit order
<input type="checkbox"/> Signed?

A: LEARNER DETAILS	
Title	
Surname	
First names	
Name people call you	
Maiden name	
ID Number	
Gender	
Race	
Home Language	
Date of Birth	
Marital Status	
Empl. status	
Employer	
Employment Tel. No.	
Citizenship	
Passport No	
Nationality	
CONTACT DETAILS	
Home Tel.	
Work Tel.	
Cell	
FAX	
Email	
Address (Residential)	Address (Postal)
Code	Code
EDUCATION	
School matriculated	
Highest grade	
Year achieved	
NEXT OF KIN	
Name	
Relationship	
Tel. No	

B: SPONSOR / PAYER / LAWFUL GUARDIAN DETAILS	
Sponsor: (Who will pay for your studies?)	
<input type="checkbox"/> Self <input type="checkbox"/> Somebody else (whose details are below)	
Title	
First names	
Surname	
ID Number	
Home Tel.	
Work Tel.	
Cell	
FAX	
Email	
Address (Residential)	Address (Postal)
Code	Code

C: PAYMENT METHOD	
<input type="checkbox"/> Cheque <input type="checkbox"/> Cash <input type="checkbox"/> Debit Card	
<input type="checkbox"/> Credit card <input type="checkbox"/> Loan <input type="checkbox"/> Terms/installments (debit order)	
Full contract fees: R.....	
Deposit: R.....	Rcpt No.
Terms R.....	X
Notes	

I declare that I have read and understood the terms and condition of the enrolment agreements, which shall apply mutatis mutandis to me in my full capacity.	
Date signed	
Signature: Acc payer / Sponsor / Guardian	
Signature: Learner	

TERMS AND CONDITIONS

Qualitas Career Academy is which is registered as Qualitas Personnel (Pty) Ltd with various academic divisions.

The Learner, lawful guardian and/or sponsor are herein collectively referred to as the "Learner". Qualitas Career Academy will hereafter be referred to as "The Academy".

By acceptance to The Academy and where the Learner has decided to enrol and pursuant to the contract entered into between him/ her and Qualitas Career Academy, the Learner and the lawful guardian/payer/sponsor shall, be liable jointly and severally for the due fulfilment of all terms in this contract.

1. GENERAL

- 1.1. The Learner will comply with all the rules and regulations of The Academy as may be laid down from time to time with the intent and purpose of entering the highest possible academic standard and the best creative results from the whole learner body.
- 1.2. The Learners hereto accept that The Academy shall have the right to vary the course syllabus, programme or schedule at any time, without prior notification and without furnishing reasons therefore. The Academy shall further have the right to alter timetables and course commencement dates where necessary.
- 1.3. The Academy reserves the right to cancel a course if too few learners enrol for it to be viable.

2. FEES

- 2.1. The academy is VAT exempt, and therefore all no VAT will be added to the course prices.
- 2.2. The Learner may choose the method of payment as set out in the Schedule of Fees attached hereto, or as specified in the course brochure, and upon the choice thereof will be bound by it. Variations to the payment method will be at the sole discretion of the Academy, the details of which should be reduced in writing and amended to this contract.
- 2.3. In the event of any fees due by the Learner being unpaid on due date, the full balance of such fees remaining unpaid shall become immediately due and payable and interest shall be charged by The Academy on the amount due from due date of payment at a rate equal to the prime overdraft rate charged from time to time by the bankers of The Academy plus 2%.
- 2.4. In the event of any fees due by the learner being unpaid on due date The Academy reserves the right to suspend the training for the Learner in arrears with the payment.
- 2.5. The suspension of the training does not affect this Contract of Enrolment and particularly not the Learner's obligation to payment of the tuition fees due.
- 2.6. In the event of any fees due by the learner being unpaid and after a letter of final demand for payment and the Learner remaining in breach of his/her obligation to payment of the tuition fees despite seven (7) days written notice of the breach then, and notwithstanding anything to the contrary contained herein, The Academy shall be entitled to cancel this Contract of Enrolment and to terminate the Learner's registration as the learner of The Academy. In the event of such cancellation and without prejudice to any further claim for damages that The Academy may have The Academy shall be entitled to retain all monies paid in terms of this Contract of Enrolment and to claim payment from the Learner for the balance of tuition fees due.
- 2.7. A statement of accounting reflecting the amount due by the Learner is hereby agreed to be prima facie evidence of the amount due and to support an Application for Summary Judgment by The Academy against the Learner. The Academy reserves the right to cede the collection of fees to debt collector or any other institution, to be appointed by The Academy it The Academy's sole discretion.
- 2.8. In the event of any proceedings being instituted by The Academy against the Learner then, by the signature hereto, the Learner consents, in terms of Section 45(1) of Magistrate's Court Act No 32 of 1994, as amended from time to time, to

Please submit enrollments with a certified copy of your ID as well as proof of payment made any proceedings which may be instituted in the Magistrate's Court which has jurisdiction in terms of Section 28(1) of the Magistrate's Court, as so amended, notwithstanding the amount of the claim.

- 2.9. The learner shall be liable for all legal costs and charges on an attorney and client scale incurred by The Academy, as well as all tracing costs, collection costs, and any other disbursements which are incurred in recovering monies which may at any time be owed by the Learner to The Academy.
- 2.10. Learners will not receive reports or exam results unless account is paid up in full.
- 2.11. No reservation is confirmed until the enrolment fee is paid in full.

3. CANCELLATIONS AND NO-SHOWS

- 3.1. If a course is cancelled by The Academy registered Learners will be offered to transfer to another course or given a full refund. The Academy shall not be liable for any other consequential loss.
- 3.2. Cancellation of registration by the learner should be made in writing or by email at least 10 working days before the course starts. A full refund of the course fees will be made, less the enrolment fee for administration costs.
- 3.3. Registered Learners who cannot attend may, in writing, provide a substitute or reschedule.
- 3.4. Should the learner fail to arrive for the course, he shall not be entitled to claim any reimbursement and the full course fee will be charged.
- 3.5. In the event of any Learner desiring to terminate studies, for any reason whatsoever, this shall not absolve the Learner or other Learners to this contract from full liability for the payment of fees and any other charges.
- 3.6. The Learner's failure to attend lectures for whatever reason shall in no way entitle him/her to a reduction in fees, nor will it absolve him/her or the other Learners to this document from full liability for the payment of fees and other charges.
- 3.7. No cancellation of this contract shall be of force or effect without written consent thereto.
- 3.8. The Academy shall have the right at its sole discretion, to cancel tuition in any course or subject initially advertised and offered, on the basis of insufficient demand. The Academy further reserves the right to combine classes of a similar academic level and content.

4. INDEMNIFICATION AND COPYRIGHT

- 4.1. The Learner hereby indemnifies The Academy against any risk, loss or damage of whatsoever nature or kind arising out of any claim, which may be preferred against The Academy as a result of any happening of whatsoever nature or kind which may take place on the premises of The Academy, or in connection with the affairs and activities of The Academy in which the Learner takes part. Neither The Academy nor any official employee or representative of The Academy acting in his/her capacity as such shall be liable for any damage arising out of the death, bodily harm, loss of health or illness of any Learner howsoever caused.
- 4.2. Furthermore the Learner hereby holds The Academy free from any claim of whatsoever nature or kind arising out of any loss or damage which may be suffered by the Learner whilst on the premises of The Academy or in connection with the activities of The Academy, arising from any cause whatsoever. Neither The Academy nor any official employee or representative of The Academy acting in his/her capacity as such shall be liable for any damage to any property owned by or in the custody of any Learner, howsoever caused.
- 4.3. The Learner hereby indemnifies The Academy against any claim made against The Academy in respect of any damages arising out of the fault of the Learner.
- 4.4. The Learner shall be responsible to pay for all damage or loss caused by the Learner to any property of The Academy or any other person lawfully on the premises of The Academy.
- 4.5. The Learner accepts that any creation, including assignments, designs, or any other products emanating from Learner endeavours during any course at The Academy, shall vest in The Academy to whom all copyrights and ownership therein shall belong and without whose written permission no use may be made for publishing or any other purpose.

5. NON VARIATION CLAUSE

- 5.1. No warranty or representation express or implied or variation of this Contract of Enrolment shall affect the terms hereof unless such warranty of such representation or variation shall be reduced to writing under the hands of the parties hereto.
- 5.2. The terms of this Contract of Enrolment shall replace, cancel and supersede the terms and conditions of all prior negotiations, documents, letter or verbal communications between the parties hereto with the intent and purpose that the terms and conditions hereof shall be deemed to constitute the sole memorial of the Contract of Enrolment between the parties.
- 5.3. If any provision of the Contract of Enrolment is or becomes illegal, invalid or unenforceable, such provision shall be severed and the remaining provisions shall continue unaffected.

6. DECLARATIONS

I,

a. _____
(Name of the Learner)

b. _____
(Name of the Sponsor)

confirm that upon acceptance of this Contract of Enrolment I shall be bound by the Terms and Conditions as set out herein, the content of which I have read and understood;

chose the following payment option for the payment of all scheduled fees in terms of the 2 Schedule of Fees, which forms part of this contract.

- Cash
- Terms (the details of which appear on page 1)
- Study loan

Signed

Place: _____

Date: _____

Signature of student:

Signature of account payer (parent / guardian):

Acceptance: _____

Date: _____

(For and on behalf of The Academy)