



ENROLMENT FORM AND CONTRACT AGREEMENT

COMPLETE THIS FORM IN BLOCK CAPITAL LETTERS USING A BLACK PEN

SECTION 1 PERSONAL DETAILS

NAMES				TITLE	
SURNAME				INITIALS	
DATE OF BIRTH	DD/MM/YYYY	GENDER	MALE <input type="checkbox"/>	FEMALE <input type="checkbox"/>	
NATIONALITY		ID NO:	ID/PASSPORT/ASYLUM		
PHYSICAL ADDRESS					
STREET NO.		STREET NAME			
SUBURBS		CITY		POSTAL CODE	
MOBILE NUMBER		ALTERATIVE			
PARENT NUMBER		TEL NUMBER			
EMAIL ADDRESS					
HIGHEST QUALIFICATION OBTAINED	MATRIC/CERTIFICATE/DEGREE ETC (E.G DEGREE IN HUMAN RESOURCES)				
NAME INSTITUTION					
YEAR COMPLETED					
STUDENT ADVISOR'S NAME					

SECTION 2 PROGRAMME INFORMATION

COURSE NAME	FIRST CHOICE				
	SECOND CHOICE				
DURATION		MODE OF STUDY	FULL-TIME <input type="checkbox"/>	PART-TIME <input type="checkbox"/>	
ACADEMIC YEAR		MONTH STARTING			
PAYMENT PLAN	ONCE OF PAYEMNT <input type="checkbox"/>		TOTAL AMOUNT	R	
	APP. FEE	R	REG. FEE	INSTALLMENT DATE	DATE / MONTH
NOT APPLICABLE FOR COURSES LESS THAN 3 MONTHS DURATION	DEPOSIT PAYABLE		R	DEPOSIT DATE	DD/MM/YYYY
	MONTHLY INSTALLMENT FEE		R	1ST INSTALL. DATE	DD/MM/YYYY
				LAST INSTALL. DATE	DD/MM/YYYY
	3 MONTHS <input type="checkbox"/>	6 MONTHS <input type="checkbox"/>	10 MONTHS <input type="checkbox"/>	OTHERS <input type="checkbox"/>	
STUDENT SIGNATURE			BURSARY	AMOUNT GRANTED	
ACCOUNT HOLDER	FULL NAME		SIGNATURE		

ANY CHANGE OF PAYMENT PLAN RECALCULATED TO THE NEW PAYMENT PLAN, R650 WILL BE CHARGED AS AN ADMINISTRATIVE FEE PAYABLE ON THE DATE OF APPLICATION. A DUTY SIGNED PAYMENT PLAN WILL BE COMPLETED BY BOTH PARENT(S)/SPONSOR AND STUDENT.

SECTION 3 FOR OFFICE USE ONLY

APPLICATION NO.		APPLICATION DATE	DD/MM/YYYY
STUDENT NUMBER		STAFF SIGNATURE	

TERMS AND CONDITIONS

- 1.1 Fees are due on 1st of every month and are paid in advance not in arrears
 - 1.2 If payment fails via Debit order or Post-dated Cheque, a R150 administration fee will be charged to your account in addition to the fee charged by the bank/s in respect.
 - 1.3 A once-off payment of the course duration less than 3 months must be paid before you attend or commence with your classes.
 - 1.4 For a candidate to be eligible for examination registration, the candidate fees must be up-to-date as at the time of the examination registration. Furthermore, for a candidate to be allowed to write the examination, the candidate fees must be up-to-date as at the time of the examination. Learner is Liable to any damage caused to the company's equipment/properties. Students are responsible to provide their very own clients for practical. Practical kit is not included therefore extra cost will be charged if required.
 - 1.5 Grace Academy does not accept cash payments. All payments must be paid at the bank, Bank details are provided below. Grace Academy will not be responsible for any payments that do not reflect in the school bank account. Proof of payment must be provided.
- 2.1 FULL-TIME AND PART-TIME CANDIDATES**
A full registration by a student shall be for the entire period/duration of the course registered for.
The registration fee paid in terms hereof is non-refundable and should a student fail his matric or equivalent examination, Grace Academy shall at its own discretion offer to the student an alternative, if the student qualifies for any alternative.
- STUDENTS RIGHTS TO RESCIND/TERMINATE THE AGREEMENT.**
- 2.2 CANCELLATION**
If the consumer or the student (where the consumer is not also the student) registered in an academic year wishes to cancel their enrolment for that year, the following conditions shall apply.
- 2.2.1 Full-time students complete a cancellation form.**
- 2.2.1 One-year Programs and other full-time programs must complete a cancellation form.**
No person shall be entitled to claim a refund in the event that course had commenced and has been effective for more than a period of 2 (two) weeks.
- 2.2.2 This section is not applicable for any programme less than 3 months duration.**
A consumer or the student may cancel his/her enrolment for the current academic year/period of study as whole and shall be exonerated from liability for the tuition fees (but excluding the registration fee and the cost of notes/books, both of which remain payable, and default administration charges for Grace Academy will be entitled to levy) provided that Grace Academy is informed in writing no later than 1 (One) week prior to the commencement of the academic year in question and with written confirmation of receipt and such cancellation having been furnished by Grace Academy should the student/consumer wish to cancel such registration and such registration and such cancellation is within 1 (One) week notice period required in terms of this contract then the students/consumer shall be reliable to pay the reasonable cancellation costs that Grace Academy has determined to be reasonable, which is 80% (eighty percent) of the annual fees charged, which the student/consumer hereby agrees to by his/her signature hereto. However, at the discretion of Grace Academy, and subject to the parties reaching agreement on the relevant terms and conditions, full tuition value may be given instead. Within the same academic year, to the consumer (at the election of the consumer) to a member of his/her immediate family. Any student/consumer shall only be entitled to cancel under this clause of registration stated above. Where after no request for cancellation will be entertained. No cancellation will be accepted after commencement of training. All cancellation is subject to approval by the cancellation committee on such terms and conditions as it may determine.
- 3. GENERAL**
- 3.1** The student shall not by reason of his/her failure to attend lectures, be entitled to a reduction in fees, nor will absolve the student/consumer (where the consumer is not the student) from full liability for the payment of the fees and other charges. Once a student has commenced attending lectures the student may not cancel this agreement except as provided for herein. Full fees are payable after 2 (two) non-payment debit orders/monthly instalment. Should any payment not be made for a period of 2 (two) consecutive months then the student and/or the account payer hereby agree and acknowledge that such student will be barred from attending campus or receiving any tuition material or tuition until such time as satisfactory arrangements have been made with Grace Academy and are acceptable to Grace Academy. Grace Academy reserves the right to exclude a student more than once from its campus.
- 3.2** No consensual or other cancellation of this contract shall be of any force or effect without written consent thereto by an authorized director or authorized official of Grace Academy. The consumer/student is hereby informed that no verbal agreement by any person shall be of force and effect unless the consumer/student has such cancellation confirmed in writing from Grace Academy cancellation committee. The student by his/her signature hereto is made aware of the provisions of this clause and hereby acknowledge acceptance thereof. Refunds will take a minimum of 90 (ninety) working days to be paid from the date of approval by the cancellation committee. By his/her signature hereto the person responsible or standing surety to the payment of fees and/or any amounts due under/or in terms hereof hereby irrevocably authorizes Grace Academy to perform such credit checks as it may in its sole discretion determine with any recognized credit bureau or the like.
- 3.3** The right to attend lectures and write exams is not transferable. Accordingly, the student shall attend all lectures in person and shall be the only person entitled to write examinations in respect of the subjects forming part of Grace Academy programme for which the student has enrolled. Interest will be charged on all overdue accounts as from the date on which such amounts are or become due at the rate of 15.5% (fifteen and half percent) per annum from which the date the person acknowledges to be liable to pay interest from date of default until final date of payment.
- 3.4** The student/consumer (where the consumer is not the student) accepts that Grace Academy shall have the right to vary the programme syllabus at any time, without prior notification and without furnishing reasons thereof. Grace Academy shall further have the right to alter timetables and programme commencement dates at its own discretion, on written notice to the student/consumer. The consumer/student hereby acknowledges and accepts that Grace Academy shall have the right at all times to vary the terms and conditions hereof. Grace Academy shall post such alterations and/or additions on its variations on its websites (www.graceacademy.za) as soon as is practical in the circumstances, and the student's attention is drawn to the provisions hereof and the student/consumer under takes to visit such website regularly to ensure that the student/consumer is fully informed of such.
- 3.5** Grace Academy shall have the right in its sole discretion, to postpone or cancel tuition in any programme initially advertised and offered, on the basis of insufficient demand. Grace Academy shall be entitled to combine classes of a similar academic level and content.
- 3.6** Grace Academy will be entitled to create and apply rules (including due performance requirements) and the student hereby agrees to be bound by such rules. Grace Academy shall be entitled to exclude the student from
Lectures and examinations (or the students' examination results) should the student or the consumer, as the case may be and fails to comply with any of the terms of this agreement.
- 4. This shall be for the account of the student/consumer.**
- 4.1** The student/consumer (where the consumer is not also the student) is responsible for ensuring that he/she has been properly registered with any relevant external institute or examining body, where applicable, and that he/she or the student/consumer (where the consumer is not also the student) has been registered for examinations with such institute or body.
- 4.2** In the case of an extraordinary event or circumstance beyond the control of such parties, such as war, strike, riot, crime, pandemic or act of God (eg. Earthquake, volcano) Grace Academy will be entitled to suspend lectures and temporarily close any campuses affected thereby. The student/consumer (where the consumer is not also the student) shall not by reason of such suspension or closure be entitled to terminate this agreement or claim a fund, fees paid or a reduction on fees payable or any compensation from Grace Academy.
- 4.3** No relaxation, variation, or indulgence granted by Grace Academy to the student/consumer (where the consumer is not also the student) shall constitute a waiver of any rights vesting in Grace Academy in terms hereof, and no reliance may be placed by the customer or signatory hereto or any statement or representation (where oral, tacit, or otherwise) not contained herein. Neither shall such indulgence granted operate as an estoppel against Grace Academy.
- 4.4** All correspondence must be aware of registered mail, telefax or by hand delivery to Grace Academy premises. All correspondence must be received and signed for Grace Academy prior to the applicable cut-off date as stated elsewhere in this agreement. It is the responsibility of the student to ensure that he/she obtains confirmation in writing from Grace Academy on receipt of any documentation.
- 4.5** In the event of the signatories to this agreement, other than Grace Academy, having completed this form incorrectly, or the payment details herein not being in accordance with the requirements of Grace Academy, Grace Academy shall be entitled to reject the student's application or to require the student to complete a new application.
- 4.6** Any student/consumer (where the consumer is also not the student) who receives a promotional item as a result of this enrolment contract hereby acknowledges that Grace Academy is not responsible for any repairs, service issues, warranties or performance in relation thereto. These must be referred to the promotional item manufacturer, service provider, network or agent(s) thereof, as the case may be.
- 4.7** The students accept, as stipulated in Grace Academy assessment policy (which shall be deemed to form part of this agreement) that as part of the assessment of the programme, the student must fulfil certain academic requirement, achieving a minimum of 70% attendance for each module per semester, which may include (but are not limited to) the completion and/or sign-off of a portfolio or evidence or other form of assessments. The student understands that submission of any academic work should be the intellectual work of the student. Should submission of any academic work not be that of the student, it will constitute fraud, which may result in the expulsion of the student.
- 4.8** Students will not be allowed on campus if their accounts are in arrears. Grace Academy will not issue any student with a certificate if any outstanding amount is not paid by the student. The student by their signature hereto, hereby specifically agrees to the same.
- 4.9** All Tuition fees are payable every first of the month.
- 4.10** Registration and application fee are not refundable
- 4.11** All payments including tuition fee, are payable on or before the 31st of October on a yearly basis
- 4.12** Note that by the 31st of May, 50% of the tuition fee must be paid and the remaining 50% must be paid by the 31st of October of the academic year
- 4.13** If a bursary is not approved full fees is payable
- 4.14** Bursary will be revoked if payment is not made on the agreed date
- 4.15** All Payment must be up to date before allowed to write the examination
- 4.16** Fees indicated above is charged annually and not for the full qualification
- 4.17** 15.5% Administration fee is charged for late tuition payment
- 4.18** The fees charged do not include moderator, assessor, certificates, practical, trips, ETC.
- 4.19** Any candidate missing 2 instalment payments, the outstanding fee is payable immediately

SIGNATURE

DATE

COPYRIGHT

- 5.1 The student accepts that any production, including film, video, soundtracks, writings, recordings or any other products emanating from the student's endeavours, but not limited to any programme, assignments, research, etc., at Grace Academy, shall be deemed to be solely owned by Grace Academy, and all rights therein shall vest with Grace Academy. All my details including my photographic images could be used by the institution for marketing or advertising purposes and I confirm that all the information supplies are true and I permit the institution to process my application with the information provided. All such fruits emanating there from shall belong to Grace Academy including any and all copyrights, ownership, and all rights contained therein, in intellectual property and the like and which may not be used without the express written permission of Grace Academy.
- 5.2 The student warrants that by his/her signature hereto he/she accepts that all materials created arising out of this enrolment with Grace Academy will solely belong to Grace Academy and all rights thereto, and that he/she will not have any claim thereto, and by his signature hereto ceded all such rights to Grace Academy
- 5.3 The student indemnifies Grace Academy from all and any claim that the student may have in respect of any material created as per clause 5.1

6. TRANSFER PROCEDURE

- 6.1 Transfer from one Varsity Institute of Science and Technology Ltd campus to another
- 6.1.1 All tuition will be conducted at the preferred campus indicated on the face of this agreement, unless Grace Academy informs the student/consumer otherwise.
- 6.1.2A A full 'transfer policy' document will be made available to the consumer if requested and forms part of this contract of enrolment. In essence this means that a consumer (or the student, where the consumer is not also the student) is entitled under certain circumstances and subject to the terms of the transfer policy to receive tuition from Grace Academy campus.

5.2 FULL-TIME STUDENTS

- A consumer/student who wishes to transfer his/her enrolment (or the enrolment of the student, where the consumer is not also the student) from one Grace Academy campus to another, should do so at least 2 (two) weeks prior to the commencement thereof. Any transfer may only occur with the written permission of Grace Academy. Where the fees between campuses differ, the transfer shall be subject to a new credit application and the transfer. The higher fee will be payable to Grace Academy and Grace Academy will issue a new invoice that shall replace the original invoice. This policy is subject to there being space available at the time of the application to accommodate the student/consumer and subject to Grace Academy normal approval procedures. In all such cases, the fee payable will be of that of the programme carrying the higher fee, even if that happens to be the programme, from which he/she is transferring. In addition to the higher tuition fee, the consumer/student will be charged the value of the notes/books for the programme from which he/she or the student as the case may be is transferring, as well as those required for the programme to which he/she or the student is transferring. In the case of a consumer or student transferring from any full-time computer programme to another, the consumer will additionally be charged a default administration fee in respect of computer and software costs.

6.3 PART-TIME STUDENTS

- A consumer/student who wishes to transfer his/her enrolment (or the enrolment of the student, where the consumer is also not the student) from one Grace Academy programme to another at the same academic quarter may apply for permission to do so from Grace Academy. Where the fees in respect of the programmes differ, the transfer shall be subject to a new credit application and the transfer. In addition to the higher tuition fee, the consumer/student will be charged the value of the notes/books for the programme from which he/she or the student as the case may be is transferring, as well as those required for the programme to which he/she or the student is transferring. In the case of a consumer or student transferring from any full-time computer programme to another, the consumer will additionally be charged a default administration fee in respect of computer and software costs.

6.4 DEFERRAL OF PROGRAMMES

- All consumers/students wishing to defer their studies (or the studies of the student, where the consumer/student is also not the student) or part thereof, may take an application in writing to Grace Academy within 14 (fourteen) days of the start of the course where upon flexible study options may be considered at the sole discretion of Grace Academy. A deferral charge of 30% (thirty percent) of the original cost of the programme to be deferred will be levied against the consumer as precondition to Grace Academy approving the application for the deferral. A full 'deferral Policy' document will be made available to the student and is also available to all Grace Academy campuses and forms part of this contract enrolment once completed.

7. PAYMENT

- 7.1 By their signature hereto the signatory/signatories hereto authorize/s Grace Academy to enquire from the employers of the persons responsible for payment and including the student and/or surety, the complete details of the salary of such person including the date on which the salary is paid and the amount.
- 7.2 Any amounts that are due under and/or terms hereof shall be deducted on the salary date of the person who is responsible for payment.
- 7.3 Should any reason whatsoever a debit order be returned unpaid, then the person responsible for such payment hereby irrevocably authorizes Grace Academy to double debit his/her account with the amounts due at the next salary date.

8. LEGAL DECLARATION AND INDEMNITY

- 8.1 Neither Grace Academy nor any official employee or representative of Grace Academy acting in his/her capacity as such shall be liable for any damages arising out of:
- 8.1.1 The death, bodily harm, loss of health or illness of any customer caused: and
- 8.1.2 The destruction of or damage to any property owned by or in the custody of any customer, howsoever caused.
- The student/consumer hereby indemnifies Grace Academy against any claim made (whether for damages, costs, or otherwise) against Grace Academy in respect of any action and or omission of the student and/or the consumer (where the consumer is not also the student)
- 8.3 The student by his/her signature hereby confirms he/she is fully aware of the type of course and/or programme enrolled for and that it is his/her responsibility to make him/herself aware of the types of courses and that he/she has fully understood the course that he/she registers for and is indeed the course that he/she wants to register for and no representations have been made other than those contained in the official brochure. The student/consumer hereby indemnifies Grace Academy against any claim they may have. The student is further aware of the factsheet in respect of the programme/course enrolled and confirms that it accurately reflects the qualification to be conferred and the type of programme/course registered for.

ACCOMPANYING DOCUMENTS

9. The following material must accompany this application namely:
- 9.1 The original and certified copy of the front page of student's valid identity book (if a South African citizen);
- 9.2 Certified copy of student's study permit and front page of valid passport (if not a South African citizen);
- 9.3 Where applicable, original and certified copies of matriculation (grade 12) certificate, or symbols. Or school leaver certificate. If the student is awaiting matriculation result, these must be furnished as soon as they become available and in any event prior to commencement of the course registered for.
- 9.4 Original and certified copies of academic record and certificate of good conduct should the student be transferring from another tertiary education institution or examining body to Grace Academy;
- 9.5 Original and certified copies of confirmation of institute enrolment where applicable.
- 9.6 If a payment option other than full settlement is selected, the student/company/guarantor/surety must submit:
- Proof of income, being in respect of permanently employed persons
 - The original and certified copies of 3(three) most recent salary advice or (three) months bank statements for self-employed persons
 - Proof of residence of account payer.
- 9.7 Supporting documentation, should the student require additional time for examinations. The student/consumer (where the consumer is not also the student) acknowledges that this agreement shall only come into force once the enrolment form is duly completed, the correct documentation is attached and an invoice is issued to the student upon payment of the required registration fee and minimum required deposit.

10. RULES AND REGULATIONS

- The student/consumer by his/her signature hereto hereby agrees to abide by all the rules and regulations of any campus that he/she attends and acknowledges that he/she can be disciplined in terms thereof.

The student/consumer further acknowledges that right of admission to any of Grace Academy campuses is strictly reserved and Grace Academy may at its own discretion refuse admittance to ant student.

11. ENTIRE CONTRACT

- The terms and conditions contained herein as well as the terms contained on the Varsity Institute of Science and Technology Website shall be the entire contract between the student/consumer and no alteration and/or any verbal representation and/or variation or amendment will be of any force and effect unless such is reduced to in writing and signed by all parties hereto.

SIGNATURE

DATE



011 760 2538
068 377 5696



info@graceacademy.co.za
www.graceacademy.co.za