

Academy of Business & Computer Studies

Contract of Enrolment

2 Passport photo

Section A. Personal / Course Details

Title/ Surname		e-mail Address
First Name(s)		
ID / Passport		Cell No
Residential / Postal Address		
Postal Code		Internet Access
Phone (home)		Yes / No

Citizenship	South African	Yes / No
Country Other		

Note: All Non-South African Students must submit certified residence / study permit

Gender	Male		Race	African		Home Language	English	
	Female			Indian			IsiXhosa	
	Single			white			Afrikaans	
	Married			Coloured			IsiZulu	
	Single			Other			Other	

Highest Qualification (s) Attained

1)	2)
When Attained	School / Institution

Qualification / Skills Programmes for which you are registering

Option 1.	Option 2.
Option 3.	Level:

Matric Finishing
List the Subjects you are registering for (Maximum of Three)

1)	2)	3)
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Study Mode

1) Full-time	2) Part-time	3) Private Tuition	4) Correspondence
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Candidate Signature :	Date
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Documents To Be Submitted

Certified Documents Submitted (Tick only were applicable)		Official Use	
Copy of Senior Certificate			
Copy of statement of results			
Copy of ID document			
Copy of ID documents (parent / guardian)			
Proof of residence			
2 ID photos			
Study/Residence Permit (Non-SA citizens only)			

Section B: Fees Payment Information

Next of Kin Information			
Title / Surname _____	Name (s) _____		
ID/Passport No _____	Relationship _____		
Employer _____	Phone Work _____	Home _____	Cell _____

Payment Information

Students receiving Bursaries/Loans or pension fund (attach letter of approval from the organization funding you) <i>Caption describing picture or graphic.</i>			
Name of Organisation		Phone number	
When fund available		Fax	
Contact Person		email	
Account Payer's Details			
Title / Surname			
First Name (s)			
Relationship to Candidate			
Permanent Address			
Phone Number / Cell			
Name of Employer			
Work Address			
e-mail			

1. I, the above-mentioned account payer, do hereby confirm that the above is to the best of my knowledge true and correct.
 2. As the Account payer I undertake to be liable to effect payment of all amounts due to Academy of Business and Computer Studies in respect of the students' enrolment in terms of this agreement. If the account payer and the students are not one and the same person, then the student hereby agrees to be jointly and severally liable, as surety and co principal debtor, with the account payer for the due fulfillment of all and any obligations of the account payer to Academy of Business and Computer Studies
 - 3.
- Signature of Account Payer _____ Signature of Student _____
 (as surety and co-principal debtor if not Account Payer)

Official Use only

*This form must be accompanied by a non-refundable registration fees of R250-00
 (Candidate my any additional amounts towards the deposit or tuition fees)*

Amount paid on Registration	
Date	
Receipt number	
Received by	

Administration Information

Where did you hear about Academy of Business and Computer Studies			
From a Friend		Flyer	
From a Relative		Newspaper / Radio	
Internet		Other (explain)	

Section C: Terms and Conditions of Enrolment

Please sign each page to indicate that you read and understood these terms and conditions. By accepting to ABCS, and where the student has entered upon studies at ABCS pursuant to the Contract of Enrolment entered into with ABCS, the student shall be responsible for the fulfillment of all terms of this agreement

1. Compliance with ABCS Rules and Regulations

The student shall comply with all the rules and regulations of ABCs as may be laid down from time to time with the intention and purpose of entering the highest possible academic standards and the best education results from the whole student body.

2. Student Liability for damages or loss

The student shall be responsible to pay for all damages or loss caused y the student to any property of ABCS or any other person lawfully on the premises of ABCS

3. Legal Declaration of Indemnity

3.1 The student hereby indemnifies ABCs against all claims for damage of whatsoever nature in respect of the student's attendance at the premises of ABCS, or any in connection with any activities of ABCS in which the student may participate. Neither ABCS nor any official, employee, agent or representative of ABCS shall be liable for any loss or damage arising out of the death, bodily injury, loss of health or illness of any Student, whenever and howsoever caused.

1. 3.2 The Student indemnifies ABCS against any claim made against ABCS in respect of any damages arising out of the fault of the Student, whenever and howsoever arising

2. Termination of Studies & Refund

2.1 Registration, once accepted and signed is binding and can only be cancelled in the following ways.

- i. Withdrawn from or cancellation of course by the student within fourteen (14) working days after registration, without having attended lessons 100% refundable of all fees paid, excluding registration fees shall be paid to the student
- ii. Withdrawal or cancellation of a course by a student within fourteen (14) working days after registration, after having attended some lesson the amount pro rata to the monthly installment fee is deducted the remainder may be refunded to the student excluding the registration fees
- iii. After fourteen (14) working days, no fees shall be refunded to the candidate

3. Academic Performance

3.1 The student accepts that his enrolment is subject to all the rules and regulation of ABCS. In the event of the behavior or academic progress of the student found to be unacceptable to the Principal of ABCS, the Principal, in the exercise of his / her sole discretion, shall have the right to determine and cancel the student's entitlement to attend ABCS. Under no circumstances will the registration fee or other fees paid be refunded.

4. Student Fees

4.1 In the event of any fees due by the student being unpaid of the due date, the full outstanding balance of the fees shall immediately become Due, Owing and payable.

4.2 A statement of accounts reflecting the amounts due by the Account Payer and certified as correct by the Principal at ABCS is hereby agreed to be prima facie evidence of the amount so certified and support an application for Summary Judgment by ABCS against the account payer. ABCS reserves the right to cede the collection of fee to a financial house or other institutions

4.3 in the event of any proceeding being instituted by ABCS against the student by the signature hereto, the account payer consents in terms of Section 45 (1) of the Magistrate's Court Act 32 of 1994, as amended from time to time, to any proceeding 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.

4.4 The account payer shall be liable of all legal costs and charges, on an attorney and client scale, incurred by ABCS 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 account payer to ABCS

4.5 The students acknowledges that the annual fees payable in respect of subsequent years of study be varied and are not determined on the basis of the applicable fees at the date of first enrolment

4.6 The student will not receive reports, exam results, or certificates unless his/her account is paid up in full before the final exam

4.7 A student who has failed the academic year shall not receive any re-imbusement of the fees due and payable

4.8 Monthly fees must be paid on or before the 7th of each month. Any student enrolling after the 31st January will be liable for the deposit plus the first installment

5. Conditions of Registration

5.1 The student's failure to attend classes for whatever reason shall in no way entitle him/her to a reduction in fees, nor will It absolve him/her from full liability for the payment of fees and other charges

5.2 No cancelation of this contract shall be of force or effect without written consent there to by an authorized officer of ABCS

5.3 The right to attend classes and write examinations/assessments is not transferrable

5.4 ABCS shall have the right to alter the timetable, year calendar or course commencement dates were necessary

5.5 ABCS shall have the right at its sole discretion, to cancel tuition in any course or subjects initially advertised and offered, on the basis of insufficient demand. ABCS further reserves the right to combine classes of a similar academic level and content

5.6 ABCS chooses as its domicilium citandi et executandi for all purposes arising here from

Number 136 Oxford Street

2nd Floor East London 5200

The student chooses as their domicilium citandi et executandi for all purposes arising here from

5.7 The registration will only be considered once the registration form is duly completed, approved by ABCS registration official, the correct documentations have been attached and submitted with proof of payment of the required registration fees.

Candidate Signature

Date