



Tshwane College

We Build For The Future
Umalusi Accredited Service Provider

REGISTRATION FORM

General Enquiries:

Cell: 071 628 3941

Email: info@tshwanecollege.edu.net

Website: www.tshwanecollege.edu.net

WhatsApp: 076 623 9220

PRETORIA CAMPUS

EDUHOUSE, 210 Du Toit Street,

Pretoria CBD

Tel.: 012 322 5866 Cell: 071 628 3941

WhatsApp: 076 623 9220

SECTION A: ADMINISTRATIVE INFORMATION

STUDENT NUMBER

LEARNER CATEGORY

Fulltime

Correspondence

Part time

COURSE TYPE

Long term Course

Short term Course

PHOTO

How did you know about us **Tshwane College?** Poster

Exhibition

Newspaper

Friend

SECTION B: PERSONAL INFORMATION

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

Mr. Miss Mrs. Initial 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:

Code:

Postal Address:

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/Saga ID	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 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 enroll 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	

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:

Cell:

Fax:

Email:

Position held at work

Period spent at current employment

Employment status:

Permanent: Temporary: Contract: Other

Learner's declaration of oath to pay Fees:

I (Full Names) of ID 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 authorized 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 institution 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) Westford College shall be deemed to include any division of Westford College or any other juristic person to whom the rights and obligations of Westford 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