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 NO 1A, Roper Street, Kimberley  
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higher education  
& training  
 Department:  
 Higher Education and Training  
 REPUBLIC OF SOUTH AFRICA

## LEARNER ENROLMENT CONTRACT FORM - COLLEGE

### Please Attach The Following:

1. Certified ID Copy    2. Parents ID Copies    3. Reams Of Papers    4. Proof Of Residence    5. Previous Report/ Matric

### LEARNER'S PERSONAL DETAILS:

|   |              |   |                 |
|---|--------------|---|-----------------|
| <b>Course applied for:<br/>And Level</b>  |              | <b>Previous Highest Grade:</b>          |                 |
|   |              | <b>Year:</b>                            |                 |
| <b>Surname</b>  |              | <b>Student Ref. No (Official Only):</b> |                 |
| <b>Full Names:</b>  |              | <b>Learner's cell No.:</b>              |                 |
| <b>Initials:</b>  | <b>Race</b>  | <b>Home Language:</b>                   |                 |
| <b>Course Admitted into</b>   |              | <b>Religion</b>                         |                 |
| <b>Gender</b>   | <b>ID No</b> | <b>Date of Birth</b>                    | Y Y Y Y M M D D |
| <b>Previous COLLEGE Name:</b>   |              | <b>Telephone:</b>                       |                 |
| <b>Previous COLLEGE Address:</b>  |              | <b>Province:</b>                        |                 |
| <b>Passport number (Foreign students only)</b>  |              | <b>Nationality:</b>                     |                 |
| <b>Do you have any disabilities</b>   | Y N          | <b>Please elaborate:</b>                |                 |
| <b>Do you have a medical condition we should be aware of<br/>(Elaborate if any; )</b> |              |   |                 |

### PARENTS' / GUARDIANS' CONTACT DETAILS:

| MOTHER/GUARDIAN                  |                 | FATHER/GUARDIAN     |  |
|----------------------------------|-----------------|---------------------|--|
| <b>Surname</b>                   |                 | <b>Surname</b>      |  |
| <b>Full names</b>                |                 | <b>Full Names</b>   |  |
| <b>Id/Passport Number</b>        |                 | <b>ID /Passport</b> |  |
| <b>Cell Number</b>               |                 | <b>Cell Number</b>  |  |
| <b>Home Tel</b>                  |                 | <b>Home Tel</b>     |  |
| <b>Work Tel</b>                  |                 | <b>Work Tel</b>     |  |
| <b>Email</b>                     |                 | <b>Email</b>        |  |
| <b>Physical Address</b>          |                 |                     |  |
| <b>Emergency contact details</b> | <b>Names</b>    | <b>Cell No:</b>     |  |
|                                  | <b>Home No:</b> | <b>Work No:</b>     |  |

## Admission Policy and Conditions:

The admission policy of our COLLEGE complies with the requirements of DHET and NC Department of Education. The college gives preference to learners who reside within the NATURAL CATCHMENT AREA OF THE COLLEGE. This is the area closest to the college by the way of registered roads or access. Dru-a FET College does not discriminate on the basis of race, sex or religion. Students are admitted solely on the basis of availability of space.

- An applicant or learner must comply with the age compatibility of the grade for which they are applying.
- The most recent academic report and transfer cards from previous college will be taken into consideration.
- Non South Africa citizens require residence of study permits before full registration is confirmed.
- Acceptance of an application for admission to the college does not imply acceptance to the college.
- Learners and parents must feel comfortable with the basic ethics of the college before registering
- The College uniform policy, Learners Code Of Conduct and other regulations are expected to be observed at all times.
- Registration fees, admin fees and library fees are non-refundable. Notice to discontinue studies or deregister from the College will only be validated with an approval of a parent and principal and must be made a full calendar month before the intended date of termination of studies.

## Now Therefore The Parties Agree As Follows:

### College Fees

|  |                  |           |            |         |
|--|------------------|-----------|------------|---------|
| National Certificate: Business Administration Services<br>SAQA 23833       | REGISTRATION FEE | NQF LEVEL | COURSE FEE | MONTHLY |
|  | R1500.00         | 2         | R17000.00  | R670    |
| National Certificate: Business Administration Services<br>SAQA 67465       | REGISTRATION FEE | NQF LEVEL | COURSE FEE | MONTHLY |
|  | R1000.00         | 3         | R18000.00  | R710    |
| Further Education & Training Certificate: Project Management<br>SAQA 50080 | REGISTRATION FEE | NQF LEVEL | COURSE FEE | MONTHLY |
|  | R1000.00         | 4         | R20000.00  | R800    |
| National Certificate: Generic Management<br>SAQA 59201                     | REGISTRATION FEE | NQF LEVEL | COURSE FEE | MONTHLY |
|  | R1000.00         | 4         | R15000.00  | R590    |
| National Certificate New Venture Creation SMME<br>SAQA 49648               | REGISTRATION FEE | NQF LEVEL | COURSE FEE | MONTHLY |
|  | R1000.00         | 2         | R17000.00  | R710    |
| FET: New Venture Creation SAQA 66249                                       | REGISTRATION FEE | NQF LEVEL | COURSE FEE | MONTHLY |
|  | R1000.00         | 4         | R20000.00  | R800    |
| National Certificate: Hair Dressing SAQA 65750                             | REGISTRATION FEE | NQF LEVEL | COURSE FEE | MONTHLY |
|  | R1000.00         | 2         | R17000.00  | R710    |

|   |                  |           |            |         |
|---|------------------|-----------|------------|---------|
| NATIONAL CERTIFICATE:HAIR DRESSING SAQA 65749 | REGISTRATION FEE | NQF LEVEL | COURSE FEE | MONTHLY |
|   | R1000.00         | 3         | R18000.00  | R810    |
| NATIONAL CERTIFICATE:HAIR DRESSING SAQA 65749 | REGISTRATION FEE | NQF LEVEL | COURSE FEE | MONTHLY |
|   | R1000.00         | 4         | R20000.00  | R800    |

|  |                  |           |            |         |
|--|------------------|-----------|------------|---------|
| National Certificate: Local Economic Development SAQA 36436                            | REGISTRATION FEE | NQF LEVEL | COURSE FEE | MONTHLY |
|  | R1000.00         | 4         | R20000.00  | R800    |
| Further Education & Training Certificate: Municipal Finance & Administration SAQA50372 | REGISTRATION FEE | NQF LEVEL | COURSE FEE | MONTHLY |
|  | R1000.00         | 4         | R20000.00  | R800    |
| National Certificate: Local Government Practice SAQA58578                              | REGISTRATION FEE | NQF LEVEL | COURSE FEE | MONTHLY |
|  | R1000.00         | 3         | R18000.00  | R710    |
| National Certificate: Ward Committee Governance SAQA57823                              | REGISTRATION FEE | NQF LEVEL | COURSE FEE | MONTHLY |
|  | R1000.00         | 2         | R15000.00  | R590    |

|  |                  |           |            |         |
|--|------------------|-----------|------------|---------|
| FET: Early Childhood Development SAQA 58761  | REGISTRATION FEE | NQF LEVEL | COURSE FEE | MONTHLY |
|  | R1000.00         | 4         | R15000.00  | R650    |
| Higher Certificate: Early Childhood Development SAQA 64649   | REGISTRATION FEE | NQF LEVEL | COURSE FEE | MONTHLY |
|  | R1500.00         | 5         | R20000.00  | R700    |
| National Certificate: Occupationally Directed Education, Training & Development Practices SAQA 50334 | REGISTRATION FEE | NQF LEVEL | COURSE FEE | MONTHLY |
|  | R1000.00         | 5         | R25000.00  | R1000   |
| Assessor Course SAQA 115753  | REGISTRATION FEE | NQF LEVEL | COURSE FEE | MONTHLY |
|  | R3800.00         | 5         | R3800.00   | R1150   |
| Moderator Course SAQA 115759   | REGISTRATION FEE | NQF LEVEL | COURSE FEE | MONTHLY |
|  | R2000.00         | 6         | R4200.00   | R1100   |
| Facilitator Course SAQA 117871   | REGISTRATION FEE | NQF LEVEL | COURSE FEE | MONTHLY |
|  | R2500.00         | 5         | R5500.00   | R1500   |

|  |                  |           |            |         |
|--|------------------|-----------|------------|---------|
| FET: Early Childhood Development<br>SAQA 58761   | REGISTRATION FEE | NQF LEVEL | COURSE FEE | MONTHLY |
|  | R1000.00         | 4         | R15000.00  | R650    |
| Higher Certificate: Early Childhood Development<br>SAQA 64649  | REGISTRATION FEE | NQF LEVEL | COURSE FEE | MONTHLY |
|  | R1500.00         | 5         | R20000.00  | R700    |
| National Certificate:<br>Occupationally Directed<br>Education, Training &<br>Development Practices<br>SAQA 50334 | REGISTRATION FEE | NQF LEVEL | COURSE FEE | MONTHLY |
|  | R1000.00         | 5         | R25000.00  | R1000   |
| Assessor Course<br>SAQA 115753   | REGISTRATION FEE | NQF LEVEL | COURSE FEE | MONTHLY |
|  | R3800.00         | 5         | R3800.00   | R1150   |
| Moderator Course<br>SAQA 115759  | REGISTRATION FEE | NQF LEVEL | COURSE FEE | MONTHLY |
|  | R2000.00         | 6         | R4200.00   | R1100   |
| Facilitator Course<br>SAQA 117871  | REGISTRATION FEE | NQF LEVEL | COURSE FEE | MONTHLY |
|  | R2500.00         | 5         | R5500.00   | R1500   |
| Skills Development<br>Facilitator Course<br>SAQA 115221  | REGISTRATION FEE | NQF LEVEL | COURSE FEE | MONTHLY |
|  | R2500.00         | 5         | R5500.00   | R1500   |

|   |                  |           |            |         |
|---|------------------|-----------|------------|---------|
| National Certificate (Vocational Studies)<br>L2 -4 ( safety in Society) | REGISTRATION FEE | NQF LEVEL | COURSE FEE | MONTHLY |
|   | R10 500.00       | L2 -4     | R10500.00  | R787.50 |
| National Certificate<br>(Office Administration)                         | REGISTRATION FEE | NQF LEVEL | COURSE FEE | MONTHLY |
|   | R10 500.00       | L2 -4     | R10500.00  | R787.50 |

|   |                  |           |            |         |
|---|------------------|-----------|------------|---------|
| Skills Development<br>Facilitator Course<br>SAQA 115221 | REGISTRATION FEE | NQF LEVEL | COURSE FEE | MONTHLY |
|   | R2500.00         | 5         | R5500.00   | R1500   |

|  |                  |                |                                  |         |
|--|------------------|----------------|----------------------------------|---------|
| National Certificate Engineering<br>Studies Electrical Engineering | REGISTRATION FEE | NQF LEVEL      | COURSE FEE                       | MONTHLY |
|  | R1000.00         | N1<br>N2<br>N3 | R4500.00<br>R5500.00<br>R6500.00 | R900    |
| National Certificate Engineering<br>Studies Mechanical Engineering | REGISTRATION FEE | NQF LEVEL      | COURSE FEE                       | MONTHLY |
|  | R1000.00         | N1<br>N2<br>N3 | R4500.00<br>R5500.00<br>R6500.00 | R900    |
| National Certificate Engineering<br>Studies Civil Engineering      | REGISTRATION FEE | NQF LEVEL      | COURSE FEE                       | MONTHLY |
|  | R1000.00         | N1<br>N2<br>N3 | R4500.00<br>R5500.00<br>R6500.00 | R900    |



**1.1 I/We hereby agree to pay to DRU- A FET College the determined fees as follows:**

| PAYMENT FOR: | TOTAL AMOUNT | PAYMENT DATE/PERIOD AGREED UPON                                      |
|--------------|--------------|--|
|              |              | Agreed monthly installment of:<br>----- To be paid<br>from:<br>----- |

**“NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS”:**

- 1.1 Subject to the provisions of the South African COLLEGES Act, 1996, and any Provincial law that may apply, the Parent(s) hereby undertake(s) that, for as long as the Learner attends DRU-A FET COLLEGE, the COLLEGE fees and / or any other levies as determined by the COLLEGE shall be payable.
- 1.2 The Parent(s) agree(s) to be liable for payment of interest on all overdue amounts, at the maximum rate permitted by law from time to time.
- 1.3 COLLEGE fees and/ or levies and interest shall be paid into the COLLEGE Account and be administered and utilized by the Governing Body of the COLLEGE at its discretion, but always subject to the provisions of South African COLLEGES Act and any Provincial laws that may apply.
- 1.4 If the COLLEGE institutes legal action for the recovery of any outstanding fees, the Parent(s) agree(s) and undertake(s) to pay all legal costs incurred by the COLLEGE on the scale as between an Attorney and his own client including interest or commission.
- 1.5 COLLEGE fees can be paid monthly in advance over an academic year period commencing January with final payment on or before 15<sup>th</sup> December each year. Quarterly or Cash options are also available.

**Full name of Parent (s)/ Legal guardians here in referred to as “the parent (s)”/guardian:**

----- ID Number -----

## 2. GENERAL

- 2.1 All registration fees, Library fees, administration fees or any other upfront deposits required are non-refundable.
- 2.2 The learner's failure to attend classes for whatsoever reason shall in no way entitle him/her to a reduction in fees nor will it absolve him/her or other signatories to this document from full liability for the payment of fees and other charges.
- 2.3 DRU-AFET COLLEGE shall have the right to alter timetables, opening and closing dates of the COLLEGE whenever necessary
- 2.4 No alteration, cancellation, variation or addition hereto, shall be of any force or effect unless reduced to writing and signed by the parties to this agreement, or their duly authorized representatives.
- 2.5 This document together with the Learner Code of Conduct and any other RULES AND REGULATIONS thereto contain the entire agreement between the parties, and neither party shall be bound by undertakings, representations or warranties not recorded herein.
- 2.6 Neither party may cede or assign their rights or delegate their obligations in terms of this agreement without the prior written approval of the other party, which shall not be unreasonably withheld.

I,.....[Full name and surname], the parent/guardian

of.....(Learner name) hereby give permission for him/her to participate in the COLLEGE extracurricular activities.

I hereby indemnify and hold the COLLEGE, its agents, representatives and educators harmless against any claim or demand arising from the death of or injury to my child or any loss of or damage to property, of whatsoever nature and howsoever sustained, including consequential loss, arising from or occasioned by my child's participation in COLLEGE extracurricular activities.

I also agree that, if in the opinion of the Principal of the COLLEGE or his delegated deputy an emergency has arisen and medical treatment be deemed necessary for my child, the Principal of the COLLEGE or his delegated deputy shall have the authority (which is hereby delegated to the extent such delegation may be required) to consent to such medical treatment, including surgical intervention, on my behalf.

I further accept that all precautions will be taken to ensure the safety and welfare of my child and that I will be held responsible for the payment of medical and/or hospital accounts where applicable.

1. Mother's signature ..... 2. Father's Signature .....

Signed and dated at ..... on the ..... 20 .....

## 3. DISCIPLINARY MATTER

All disciplinary matters pertaining to the education and training of the Learners shall vest in the PRINCIPAL of the COLLEGE, or a person authorized by the PRINCIPAL. Learners and parents shall also be expected to play a role as outlined below:

### 3.1 RESPONSIBILITIES OF PARENTS WITH RESPECT TO THE CODE OF CONDUCT FOR LEARNERS

The ultimate responsibility for learners' behaviour rests with their parents or guardians. It is expected that parents will

- 3.1.1 support the COLLEGE, and require learners to observe all COLLEGE rules and regulations and accept responsibility for any misbehaviour on their part; and
- 3.1.2 take an active interest in their children's COLLEGE work and make it possible for the children to complete assigned homework.
- 3.1.3 Parents have the responsibility towards their children to display a positive attitude towards the COLLEGE, educators and rules and to encourage their children to do the same.
- 3.1.4 Parents should attend meetings that the College Governing Body or lecturers convene for them.
- 3.1.5 Parents have the right to take legal actions against any lecturer, learner or person who unlawfully violates the constitutional rights of their children by, e.g. corporal punishment, injury to the child, etc.
- 3.1.6 They should inform COLLEGE authorities about any problem concerning their children or other children in the COLLEGE.
- 3.1.7 Parents have a responsibility to understand the COLLEGE code of conduct and work hand in hand with the COLLEGE to ensure that all the COLLEGE rules and regulations are observed

### 3.2 RESPONSIBILITIES OF LEARNERS WITH RESPECT TO THE CODE OF CONDUCT FOR LEARNERS

Among other COLLEGE rules and regulations as stipulated in the Students code of conduct, learners shall be charged with the responsibility of observing the following COLLEGE rules and regulations:

- 3.2.1 Being prompt and on time for lessons and not leaving early.
- 3.2.2 Listen to instructions.
- 3.2.3 Respect own equipment as well as that of other people.
- 3.2.4 Not be disruptive, thereby preventing the other pupils from receiving quality education
- 3.2.5 Complete all homework and class work assignments to the best of my ability
- 3.2.6 Be honest in all my work including tests and in all I say or do.
- 3.2.7 Avoid rough or dangerous games & not gamble or play any unlawful games
- 3.2.8 Refrain from using unacceptable language
- 3.2.9 Respect sports facilities and rules, **Not smoke** on the COLLEGE premises grounds or while in COLLEGE uniform
- 3.2.10 Stay away from 'out of bounds' areas at all times & not climb over any COLLEGE fence or walls
- 3.2.11 Refrain from throwing any objects or littering.
- 3.2.12 Not deface any walls, doors, desks or vandalize COLLEGE property; do not remove or tamper with anything from class rooms
- 3.2.13 Refrain from any form of challenge of an educator's authority whatsoever
- 3.2.14 Not tamper with safety equipment
- 3.2.15 Not leave the COLLEGE or classroom during COLLEGE hours without the permission of the principal or educator.

Not bring phones, electronic games, tablets, pets or toys or valuables or undesirable reading matter to COLLEGE Obey the instructions of prefects or learner representative

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