



# PTA TECHNICAL COLLEGE

Reg: 2012/073165/07 | QCTO NATED: 15/0164 | SASSETA: 141999692339 | MICTSETA: ACC/2015/08/0001 | DEPARTMENT OF HIGHER EDUCATION CENTER NO: 0699992604

## Application Requirements (Irrespective of the qualification you are applying for, please submit the following):

1. Certified copy of your ID
2. Certified copy of your passport (for international students only)
3. Certified copy of your National Senior Certificate / equivalent
4. Certified copy of any qualification obtained, plus academic transcripts / latest results
5. Non-refundable Registration fee of R500.00

## SECTION 1: STUDENT INFORMATION

Year you intend to study:

Campus of Study: SECUNDA ☐

Campus of Study: NELSPRUIT ☐

Title: (Mr/Miss/Mrs)

First Name:

Surname:

Home Tel No:

Cell Number:

Email Address:

Gender: M ☐ F ☐

Birth Date:

SA Citizen: Yes ☐ No ☐

National ID/Passport Number:

National Status (Country of Birth):

Home Language:

Race: African ☐ Indian ☐ Coloured ☐ M ☐ White ☐ D ☐ Other ☐

Residential Address:

## SECTION 2: PARENT/GUARDIAN DETAILS

Title: (Mr/Miss/Mrs)

First Name:

Surname:

Home Tel No:

Cell Number:

Email Address:

Gender: M ☐ F ☐

Birth Date:

SA Citizen: Yes ☐ No ☐

National ID/Passport Number:

**SECTION 3: (SURETY SHIP)**  
(This section should be filled in by the parent/guardian)

In the case where a student is under the age of 21 or a lady/man married in community of property, the signature of the parent, guardian or spouse is required.

I, \_\_\_\_\_ (Legal parent, guardian or spouse) (full name)

ID \_\_\_\_\_ This is the following course \_\_\_\_\_

Taken by me/dependent. I agree to pay monthly R\_\_\_\_\_ and continue to pay for \_\_\_\_\_ months. Declared is offer being made with my permission and that I hereby bind myself guarantor for the fulfillment of the student obligations as a result of this agreement.

Signature: \_\_\_\_\_ Full Name: \_\_\_\_\_ Date: \_\_\_\_\_

Occupation : \_\_\_\_\_ Company Name: \_\_\_\_\_

**SECTION 4: FOR OFFICE USE ONLY**

Course Registering For: \_\_\_\_\_

Modules Registering	Study from home	Full Time	Part Time	Semester	Trimester	Price
1.						
2.						
3.						
4.						
5.						
6.						
1 <sup>st</sup> Payment Option		100 % Total Payment	Fees paid in Full		Total Payment	
2 <sup>nd</sup> Payment Option		50 % Total Payment	Fees paid in 2 instalment		Total Payment	
3 <sup>rd</sup> Payment Option			Fees paid in 3 instalments or per Trimester		Total Payment	
4 <sup>th</sup> Payment Option			Fees paid monthly instalments			

**Terms and Conditions:**

- Failure by student to attend lectures for any reason whatsoever will not reduce liability for the total cost of the full course and the student shall be entitled to no credit or reduction as result of the students failure to attend lectures.
- No refund will be made on any monies paid to the College in respect of registration fees and admin fees.
- A 25% cancellation fee will be charged if cancellation, which are to be made in writing, are received less than 3 (three) working days before the course commencement date. The Full fee will become payable if no cancellation notice is supplied to the College before the schedule course date.
- Overdue amounts shall be subjected to an interest at a rate of 8.5% per month, calculated from the date the amount is overdue until date of payment.
- If any legal or other action can be taken by the college to recover any amounts due in terms of this agreement, the application/student shall be liable for all costs including but not limited to collection commission, attorney/ client costs, tracing costs etc.
- Malicious damage to property and/or property of the PTA TECHNICAL COLLEGE will be regarded in a most severe light and may result in claims for damages and /or expulsion of the student (s) responsible for the college. Interest will be charged at a rate 2% per month should any amount in respect of any damages claim is not settled within 30 days of such claim. Any such expulsion will not absolve the student / parent from paying the relevant fees in terms of our contract
- It is clearly understood that no unruly or disruptive behaviours by students of the college will be tolerated, and the college reserves the right, at its discretion: **a.** to suspend tuition to offenders for a specific period : or **b.** to expel offenders without recourse. Again, in case of **a.** and **b.** above, any such action on the part of the college our contract will not absolve the student / parent from paying the relevant fees in terms of our contract.
- Whereas every effort will be made to provide a safe and secure environment, it is specifically recorded that the college cannot be held liable for accidents, injuries or total disability caused to students while in transit to and from the college. The college is not liable for any loss or damage to students property while on its premises or elsewhere
- Should the college not be paid timeless and continues to allow the right of access to students in arrears to continual their studies, such discretion will in now way prevent the college from exercising any of its rights in respect of this contract
- Should fees be overdue for more exercising any of payments, the college reserves the right to call up for immediate payments for the full outstanding balance due in terms of the contract.
- The courses offered are intended to cover what we regard as the most important and useful applications of the various programs for intermediate users
- A pass mark of at least 50% is required for each class module and should no achieve this level, he/she may rewrite this module after a suitable period of self-study, upon payment of R150.00 student may rewrite an exam only once and, should he /she fail again, it will be necessary to repeat the entire module at a fee of R700.00 before being given the opportunity of re-writing the exams.
- Missing examinations should a student miss examinations without any reasonable excuse, he/she will only be allowed to write after paying a fee of R350.00 per module missed
- The physical address of the applicant/ student as set out in the registration form shall serve as the domicilium citandi executandi for all purposes in terms of this agreement.
- In entering this contract, no terms, conditions or representations not contained herein have been relied upon.
- This contract comprises the entire agreement between the parties. No amendment, variation or alleged cancellation shall be of force or effect unless contained in writing and signed by both parties.

This done and signed at \_\_\_\_\_ on this day \_\_\_\_\_ of \_\_\_\_\_ 20\_\_\_\_\_