



REG NO. 2012/057560/07, DHET EXAM CENTRE NO. 0899992838, TETA ACCR: NO. 15-591,
QCTO REG. NO. 16/0202, UMALUSI ACCR: NO. 18 FET020138PA MICTSETA ACC NO. ACC/2015/07/0001

STUDENT: REGISTRATION FORM

STUDENT NO:

SECTION A: PERSONAL DETAILS

Title (Tick one) Mr Ms Mrs Dr Gender: Male Female

Surname: _____ Names: _____

Identity/Passport Number: _____ Date of Birth: Y Y Y Y M M D D

Telephone Number: _____ - - Cell No: _____ - -

Email Address: _____

Residential Address: _____
Code: _____

Postal Address: _____
Code: _____

SECTION B: PARENT/GUARDIAN DETAILS

Title (Tick one) Mr Ms Mrs Dr Gender: Male Female

Employed Self Employed Not Employed Employer Details: _____

Surname: _____ Names: _____

Identity/Passport Number: _____

Telephone Number: _____ - - Cell No: _____ - -

Email Address: _____

Residential Address: _____
Code: _____

Postal Address: _____
Code: _____

SECTION C: PARENT/GUARDIAN DETAILS

Title (Tick one) Mr Ms Mrs Dr Gender: Male Female

Employed Self Employed Not Employed Employer Details: _____

Surname: _____ Names: _____

Identity/Passport Number: _____

Telephone Number: _____ - - Cell No: _____ - -

Email Address: _____

Residential Address: _____
Code: _____

Postal Address: _____
Code: _____

SECTION D: PERSON RESPONSIBLE FOR FEES PAYMENTTitle (Tick one) Mr Ms Mrs Dr Company Gender: Male Female Employed Self Employed Not Employed Employer Details:

Surname: _____ Names: _____

Identity/Passport Number: _____

Telephone Number: _____ - _____ - _____ Cell No: _____ - _____ - _____

Email Address: _____

Residential Address: _____

 _____ Code: _____Postal Address: _____

 _____ Code: _____**Surety:**

I/we the signatory/signatories (hereinafter referred to as "surety/ies") to this agreement, other than the student, hereby bind myself/ourseelves as surety/sureties and co-principal debtor/s jointly and severally for and with the student (the principal debtor) *in solidum* in favor of Green View Training and Development Centre for the payment of all debts and due fulfilment of all obligations of whatever nature and however arising which the student may now hereafter owe to Green View Training and Development Centre.

SECTION E: PREVIOUS ACADEMIC QUALIFICATIONS

Year From	Year From	Institution	Course Studied	Result

SECTION F: COURSE SELECTIONTick Appropriate Box Engineering Courses Business Courses IT Courses Short Courses

State the Course: _____

Start Date: _____ End Date: _____ Duration: _____

FullTime Part Time Distance Learning/Correspondence **DECLARATION BY APPLICANT:**

I..... declare that the information given above is correct.

.....
 Applicant's Signature Date

.....
 Parent/Gurdian Date

.....
 Signnature for Person/Company representative responsible for school fees payment Date

Details of Exam sitting

Semester 1		Semester 2		Semester 3	
Engineering Studies: April		Engineering Studies: August		Engineering Studies: November	
Business Studies: June		Business Studies: n/a		Business Studies: November	
Course Name	Exam sitting	Course Name	Exam sitting	Course Name	Exam sitting

D. STUDENT AGREEMENT

I, the undersigned hereby apply/ register as a student of Greenview College (Pty) Ltd (hereinafter referred to as “Greenview”), subject to the following terms and conditions:

1. Included in the rules and regulations of Greenview under this agreement

- 1.1 I hereby undertake to acquaint myself, abide by and comply with all the rules and regulations, policies and procedures of Greenview as amended from time to time.
- 1.2 I agree that greenview, through its normal governance bodies, may amend any rule, regulation, policy or procedure and that I shall be bound to any such amendment as soon as it may take effect. .
- 1.3 I agree that a change to my regulated curriculum (subjects) may only be effected by application to and with approval of the Administration Office of Greenview and any such change must be effected in accordance with the prescribed procedure and within the appointed period. In all such cases fees payable will be that of the program to which I transfer and such fees will be payable in the time frame as that pertaining to the course transferred to. I will be required to pay an administration fee to effect the transfer. It will also be my responsibility to acquire all the necessary books and requirements of the course to which I transfer.
- 1.4 I agree to update Greenview of any changes to my personal details.

2. Certificates and documents of entrance

I agree that Greenview has the right to cancel my registration if I provide incorrect information or documentation in an application for admission and registration (including but not limited to the official certificate in respect of my Greenview admission, any previous study record and certificate of conduct) or if I fail to provide material information or documentation.

3. Tuition Fees

- 3.1 I/we, the undersigned, hereby assume absolute responsibility for the payment of any fees that may fall due as a result of my studies at Greenview on the appointed due dates as determined by Greenview from time to time.
- 3.2 The terms of payment of Greenview are as follows:
 - 3.2.1. The registration fee is payable upon registration.
 - 3.2.2. The balance of the course fee is payable either in a once-off payment together with registration, alternatively in monthly installments payable in advance on the 1st day of each month commencing on the first month of the program for which I have registered. I acknowledge that I am liable for payment of the balance of the course fee as per the payment option selection in section C above. I acknowledge that the fees schedule as per section C, are guidelines and my total fees depends on the duration and the number of subjects chosen by me.
 - 3.2.3. I acknowledge that non-attendance or absenteeism does not exonerate me from paying the course fee or monthly installments.
 - 3.2.4. All fees must be paid in full before the applicant/student will be permitted to sit for the final examinations.
- 3.3 All fees are payable into Greenview’s bank account, the details of which will be provided to the applicant or student upon request.
- 3.4 The **student’s name and surname** are to be used as **reference on all payments** and a copy of the deposit slip/proof of payment is to be faxed or emailed to the Accounts Department, or alternatively to the relevant office at the campus . It is the applicant’s/student’s or his/her parent’s or guardian’s/next of kin/spouse’s responsibility to ensure that the Accounts Department obtains proof of payment.
- 3.5 Fees can be paid in the following ways:
 - 3.5.1 Cheque (all cheque are to be made payable to **Greenview College(Pty) Ltd**)
 - 3.5.2 Electronic funds transfer(EFT)
 - 3.5.3 Cash deposit

- 3.6 Every signatory to this agreement hereby consents to and authorizes Greenview to enquire about creditworthiness from credit bureaus and to publish any event of non-payment to credit bureaus.
- 3.7 I confirm that, in the event of my failure to pay any amount due by or demanded of me on the due date, all outstanding fees owing to Greenview at that point shall become due and payable in one sum with immediate effect.
- 3.8 I agree that the nature and amount of my indebtedness to Greenview shall at any time be proven by a written certificate purporting to be signed by or on behalf of the Greenview or its duly authorized representative whose authority need not be approved, acting reasonably and in good faith, and this certificate shall constitute prima facie proof of the contents thereof and of the amount of my indebtedness and the fact that such an amount is due and payable in any legal proceedings against me.
- 3.9 In respect of students not fulfilling their financial obligations on time and as prescribed, Greenview retains the right:
- 3.9.1. Not allow the student to sit for the final examination/s.
- 3.9.2. To withhold students' examination results or diplomas/degrees.
- 3.9.3. To cancel students' registration after the specified dates and to hold them liable for payment of the outstanding amounts as agreed upon and signed in the special arrangement made with Greenview.

4. Refunds

All money paid in respect of registration fees, course fees, books, student cards and uniform is strictly non-refundable. Refunds will only be entertained according to Greenview's Refund Policy which will be available to the applicant/student at registration or any time thereafter upon request.

5. Cancellation of registration

- 5.1. The applicant/student has the right to cancel this registration within 14 working days of registration in which event, notwithstanding the provisions of clause 4 above, the registration fee will be non-refundable but all other fees paid will be refunded in full.
- 5.2 Should the applicant/student cancel their registration more than 14 working days after registration, the full course fee will become immediately due and payable.
- 5.3 All cancellations must be done in writing and forwarded to the relevant campus manager and accounts department.

6. Examination and assessment fees

- 6.1 I acknowledge that it is my responsibility to ensure that I pay any required examination fees stipulated by Greenview before being registered for examinations and failure to pay such examination fees will result in me not being registered for examinations.
- 6.2 I undertake to complete separate examination forms for all examinations.
- 6.3 I also agree to pay the examination fee. This fee is currently R200.00 per subject, however, I acknowledge that the same is subject to change from time to time and I undertake to pay this fee, irrespective of the cost thereof.

6.4 The due date for the payment of examination fees is communicated via sms, notice boards, college calendar, and websites of Facebook posts. I acknowledge that it is my responsibility to acquaint myself thereof.

7. Late enrolment, absenteeism and graduations

- 7.1. I acknowledge that I shall be solely responsible for the consequences of late enrolment or late payment of the required fees on my part.
- 7.2 I agree that incomplete work, absenteeism or non-submission of PoE, ISAT, or ICASS will result in non-certification.
- 7.3 I agree to take part in the graduation ceremonies and pay the required amounts. Non-attendance of the ceremonies will not exonerate me from paying the stipulated annual graduation fee.

8. Code of conduct

- 8.1 It is a condition of enrolment that applicants/students agree to abide by Greenview code of conduct.
- 8.2 Applicants/students must approach the campus administrator/lecturers in case of any uncertainties.
- 8.3 Applicants/students are not permitted to eat and drink in the computer room.
- 8.4 Smoking is not permitted on the college premises.
- 8.5 The consumption of alcohol and/or drugs on campus is strictly prohibited.
- 8.6 The applicant/student shall be liable for any damage to Greenview property as a result of the applicant/student's wilful conduct or negligence.
- 8.7 Applicants/students are prohibited from engaging in any acts of violence, the threat of violence and from carrying weapons on campus.
- 8.8 Applicants/students shall accept the results of Greenview examinations as final, subject to standard remark procedure. Applicants/students may however appeal according to the Greenview appeals procedure.
- 8.9 Applicant/Student irrevocably authorises Greenview to use his/her photos or results for publicity or marketing purposes during or after the period of study.

9. Amendment to this agreement

9.1 I acknowledge that, unless expressly changed in writing, all the terms of this agreement shall remain in force and shall stand for as long as I am a registered student of Greenview, irrespective of whether or not my studies may be suspended.

9.2 I declare that no amendment or change to this agreement, including this clause, shall be valid unless it has been duly authorised in writing by either Greenview or its duly authorised representative.

10. Access to information

I accept, agree and understand that Greenview keeps and processes data and documents in electronic and paper format, including the data supplied by me during application and registration. Greenview may use and transfer such data supplied by me during application and registration. Greenview may use and transfer such data and use such documents in electronic or other formats for Greenview purposes. This includes but is not limited to the following:

10.1 Greenview may make use of my personal information (including my surname and first name, ID number, passport number, face image and finger prints, as well as my cell phone number) for academic, administrative and support purposes.

10.2 Details relating to my academic performance, may be used in the interest of my own academic development and support which includes communication with my parents/guardian and/or bursary sponsor.

10.3 My name, address and phone number may be made available to potential employers for a possible employment opportunity or to such other persons as may be indicated if Greenview is compelled by law to adhere to the request(e.g. national learner record data base as required by the Department of Higher Education).

10.4 Every signatory hereby authorises Greenview to collect all of the personal data supplied by them to Greenview respectively for research, statistical, credit control and publication purposes, to retain such data and to process the data for the aforesaid purposes of Greenview and to publish such data and make this data available to third parties. Without detracting from the generality of the foregoing, the applicant/student irrevocably authorises Greenview to account, communicate and report to the spouse, parents or legal guardians of the applicant/student and any person or body responsible for the payment of the tuition and other fees or who has awarded a bursary to the applicant or student to pay in part or in full for the studies and other expenses of the applicant/student regarding the academic and general progress of the applicant/student and in respect of any monies due to Greenview and to communicate to all the aforesaid and any prospective employer all personal data required by such a third party. In general, each signatory agrees to the publication of personal information in any format to such third parties as Greenview may deem necessary or may be required to do in the conduct of its responsibilities. All signatories to this agreement agree and acknowledge that my/our consent extended to Greenview to disseminate personal information is irrevocable.

11. Cession of intellectual property rights

I hereby cede to Greenview any existing, future or contingent copyright or any other intellectual property right that may arise from any incomplete or complete work, including, without limitation, any paper, article, assignment, dissertation, thesis, or minor dissertation, that may in any way whatsoever have originated or originates from any study or research project I may have undertaken or have launched or may undertake or launch at Greenview, irrespective of whether such work has been or may be accepted for examination. Intellectual property rights will also be applicable to any existing, future or contingent copyright or intellectual property rights that may arise from computer software or patent rights, patentable invention or registrable model program that has originated or may originate from any study or research project whatsoever that I have undertaken or have launched or that I may undertake or launch at Greenview.

12. General terms

I hereby:

12.1. Declare that this agreement which has been completed and duly signed is applicable to my total period of study at Greenview.

12.2. Declare that I have acquainted myself with, and in the future will keep myself acquainted with, the contents of Greenview's policies, academic and financial rules and regulations pertaining to study at Greenview.

12.3. Declare that, in the event of my being under-aged, this agreement is concluded with the privy consent of my parents and or/guardian.

12.4. Declare that, should it be deemed necessary by Greenview (as a result of this agreement) to institute legal proceedings against me, and should I be unsuccessful in such legal proceedings, I shall be liable for the legal costs according to the attorney and own client scale of fees and collection commission.

12.5. Accept the jurisdiction of the magistrate's court in the event of any action or claim for damages being instituted or brought against me, irrespective of the extent of the action or the measure of the damages.

12.6. Consent to an emolument attachment order if Greenview should succeed in any legal action to claim or recover any monies from me.

12.7. Declare that in accordance with the rules, regulations, policies and procedures of Greenview, I will give written notification to the Administration Office in the event that I should decide:

12.7.1. To change my course of study or curriculum

12.7.2. To terminate my studies in part or in their entirety

12.7.3. Not to pursue a particular program of study for which I have registered.

I acknowledge that failure to do so will result in my being indebted in any amount of tuition fees that, owing to omission, would have become payable to Greenview.

13. Domiciliumcitandi et executandi (physical address for official notices)

I/we, the undersigned, hereby appoint as our domiciliumcitandi et executandi for all purposes in terms of this agreement, including the service of legal process, the address set in sections A1 to A4 above. I hereby elect, for the purpose of serving all process documents and any other notices pertaining to my studies or research at Greenview, the address entitled "Domiciliumcitandi et executandi (physical address)", as aforesated.

14. Surety/Parent/Guardian/Spouse

14.1 Each signatory (hereinafter referred to as the "surety/ies") to this agreement, other than the applicant/student, hereby bind/s myself/ourselves as surety/sureties and co-principal debtor/s jointly and severally for and with the applicant/student (the principal debtor) in solidum in favour of Greenview for the payment of all the debts and due fulfilment of all obligations of whatever nature and however arising which the applicant/student may now or hereafter owe to Greenview.

14.2 Each Surety/Parent/Guardian/Spouse that signs this agreement consents to the collection and processing of their personal information for the administrative purposes of the applicant/student to this agreement.

Date: _____

Signature of applicant/student

*(Duly assisted by his/her parent/guardian, as may be required by law)

And also signed in his/her own capacity and assisting the applicant/student where necessary by his/her parent/guardian/next-of-kin as stipulated in section A2, A3 or A4 above as the case may be.

Date: _____

*Signature of parent/legal guardian/spouse

*Note: An applicant/student under the age of 18 must have this form signed by either his/her parents. If an applicant/student has no parents (e.g. they are deceased) or the parents are divorced, a legal guardian is normally officially appointed. In such cases, the legal guardian must sign this form. If you do not have a parent or legal guardian, a responsible adult family member (next-of-kin) or other responsible adult who is prepared to make the declaration and the undertaking must sign with you. The details of the parent/legal guardian must be listed on this form.

E. INDEMNITY AND UNDERTAKING

Exemption and Indemnity

Applicants/students under the age of 18 years old must be assisted by their parent or guardian

I, the applicant/student and (where applicable) I, the parent/guardian/next-of-kin/spouse of the applicant/student. Declare and agree as follows:

1. I understand and acknowledge that with a view to keeping fees affordable, there is no obligation on Greenview to take out insurance to take out insurance to cover risks to which applicants/students are exposed while studying at Greenview.
2. Each signatory of this exemption and indemnity waives all rights that he/she may have or acquire to claim compensation for loss or damage arising from the conduct of Greenview or someone for whose conduct Greenview is responsible.
3. Each signatory of this exemption and indemnity furthermore assumes the obligation of Greenview or person for whose conduct Greenview is responsible in respect of such liability.
4. I understand that for purposes of the exemption and indemnity, the expression "conduct" includes omissions.
5. The exemption and indemnity will not apply where the liability of Greenview or person for whose conduct Greenview is responsible is covered by insurance or a statutory compensation scheme (for example the third party compensation scheme relating to motor vehicle accidents). It will also not apply if the loss or damage arises from the gross negligence of Greenview or a person acting on behalf of Greenview.

ALL APPLICANTS/STUDENTS MUST SIGN BELOW. THANK YOU.

Date: _____

*Signature of applicant/student

(Duly assisted by his/her guardian/spouse)

And if the applicant or student is under 18 years of age, assisted by his/her parent/guardian/next-of-kin as stipulated in sections A2, A3 or A4 above as the case may be.

Date: _____

*Signature of parent/legal guardian/spouse

Note: An applicant/student under the age of 18 years must have this form signed by either of his/her parents. If an applicant/student has no parents (e.g. they are deceased) or the parents are divorced, a legal guardian is normally officially appointed. In such cases the legal guardian must sign this form. If you do not have a parent or a legal guardian, a responsible adult family member (next-of-kin) or other responsible adult who is prepared to make the declaration and the undertaking must sign with you... The details of the parent/legal guardian must be listed on this form.

FOR OFFICIAL USE ONLY

Processed By:

Date:

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Captured:

Date:

--	--	--	--	--	--

Student card:

Date:

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