



## Student Registration Form

Head Office

BOTLOKWA MAKGATO

CALL:+27 63 170 8240/ +27 79 322 4074

EMAIL: admin@excellencevarsitycollege.co.za

## HEALTH STUDIES APPLICATION FORM

Applicant's Name: \_\_\_\_\_

Date : \_ ...../...../.....

How did you know about us? \_\_\_\_\_

OFFICE USE (HELP DESK CONSULTANT)

Name:

\_\_\_\_\_

### Enrolment Form

#### PHASE ONE

The applicant must submit the application form obtainable from the reception, together with the Required documents before the closing date that will be specified for a particular learning Program

Page1

**(NB): No late applications will be accepted.**

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#### PHASE TWO

**Registration requirement:** Registrations requirements depend on the requirements specified for each learning program. Admission is from a minimum of Grade 10 -12 or Equivalent

**PLEASE ATTACH 2 CERTIFIED COPIES OF ID, 2 LATEST ACADEMIC, TERTIARY EDUCATIONAL RESULTS, MOTIVATIONAL LETTER**

**LEARNER INFORMATION/ DETAILS**

Surname and Name(s): \_\_\_\_\_  
ID Number: \_\_\_\_\_  
Contact Details: Tel (Work) \_\_\_\_\_  
WhatsApp Number \_\_\_\_\_ Facebook name \_\_\_\_\_  
Postal Address: \_\_\_\_\_ P.O Box \_\_\_\_\_  
City \_\_\_\_\_ Postal Code \_\_\_\_\_

### Parent/ Guardian Details:

Surname: \_\_\_\_\_  
Names \_\_\_\_\_  
Contact Details: Tel (Work) \_\_\_\_\_  
Cell \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_  
Postal Address \_\_\_\_\_ Home Address \_\_\_\_\_

## Qualification and Programmers information

### Qualification type (Tick Relevant)

<input type="checkbox"/>	Health Promotion Officer: SAQA ID94597 level 3	<input type="checkbox"/>
<input type="checkbox"/>	Medical Secretary . N4- N6 National Diploma	<input type="checkbox"/>
<input type="checkbox"/>		<input type="checkbox"/>
<input type="checkbox"/>		<input type="checkbox"/>
<input type="checkbox"/>		

### DECLARATION FOR FOREIGN STUDENTS

Have you secured a study permit to study at Excellence Varsity and Training College? YES  NO

If you have answered yes above, please give us you study permit no: \_\_\_\_\_

Expired Date of the study permit \_\_\_\_\_

Do you have any disabilities or chronic illnesses that may require assistance? YES

NO

If yes describe the nature of the disability of chronic illnesses:

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# EXCELLENCE VARSITY AND TRAINING COLLEGE

## ***STUDENT TERMS AND CONDITIONS OF REGISTRATION CONTRACT***

Declare, agree and undertake the following towards Excellence Varsity and Training College

1. That I shall acquaint myself with the content of rules and regulations of the Excellence Varsity and Training College that apply to the learner in general as well as to course / learning program for which I am registering and that, for the entire duration of my study, I commit myself to fulfillment of these rules and regulations as well as to the additional rules and regulations that Excellence Varsity and Training College may announce thereof.
2. That failure to fulfill these rules and regulations can lead to disciplinary steps being taken, including permanent suspension from the college
3. That I shall acquaint myself with the admission requirements of Excellence Varsity and Training College for the course/learning program which I am registering and shall fulfill these requirement at the commencement of academic year;
4. No registration will take place unless a minimum amount as stated in the learning program brochure, has been paid.
5. That I cede and transfer to the college my rights and title in any intellectual property that I create or make in the course of study or research project that undertake or may undertake at Excellence Varsity and Training College or that I develop with the assistance of the Excellence Varsity and Training College equipment except where otherwise agreed.
6. That if any exploitable intellectual property rights emanate from my studies at Excellence Varsity and Training College and the college shall derive revenue from it; the college shall pay me a portion of the revenue in terms of the guidelines that the Chief Executive Officer of Excellence Varsity and Training College may lay thereof.
7. That I undertake to sign any document, whenever necessary, to cede and transfer the rights concerned; (h) that this contract is and enforceable for the entire duration of my registration at Excellence Varsity and Training College thereafter until I have fulfilled all obligations in terms thereof
8. That Excellence Varsity and Training College is entitled to summarily cancel my registration at any time if false/incorrect information is provided to Excellence Varsity and Training College registrar.
9. That I indemnify Excellence Varsity and Training College against any liability damage of whatsoever nature that I may cause while I am registered as a learner at the college, irrespective of whether liability or damage result from any performed on or the premises of the college
10. Registration period will depend on the notional hours specified for each learning program
11. I am aware that I will attend classes after a specified Registration and admission fees has been paid
12. No refund will be considered after 5 days of registration, and should a learner cancel his/her course or fail to attend his/her course. All College registrations are considered to be on a full year registration status accept if stated otherwise on the day of registration and cancellation shall be approved by the Campus manager of the principal upon receiving a written request within 14 days of that current tri or semester. Then the response shall be issued within 30 days of receiving the letter.
13. All outstanding fees must be paid in full before final assessment, failure to do so will result in the decision to delay the student from completing the assessment until the fees are settled.
14. All learners must complete the official registration form and submit a certified copy of their identity document, two ID photos and registration requirements specified in each learning program that the learner is registering for.
15. Learning program fees are payable on cash, debit order, Cheque or installment basis
16. If the learner is paying on an installment basis, then his/her monthly installment must be paid on or before the (1) first day of each month.
17. Uniforms and portable equipment (if any) are available on campus, and they are not part of the tuition fees but are available for sale.
18. Learning Materials are provided for free on a readable CD, however if a student requires them in print or a tablet in form of eBooks they shall be made available to the learner at a cost.
19. Transport to clinical/ practical, Indemnity Cover, Accommodation, Student Name Tags, Access Cards and portable nursing equipment is the learner's own responsibility
20. (u) Educational field trips, the college will subsidize the students
21. (v) In the event that I do not complete my studies or wish to cancel my registration for whatever reason, I am fully aware that I will not be entitled to any refunds of any study or examination fees or part thereof paid by my guardian/parent or my self
22. I declare that, after registration for the program I will not fall pregnant as that will affect my duration and payments of the

program. If that however happens, I will be liable to pay fees for the extra months attended after the 12 months of the program

I declare to the best of my knowledge, that the information I have provided/ been provided by the college is correct and I understand that any incorrect or misleading information will invalidate my application and that the college reserved the right to cancel or suspend my studies in breach of any of the above rules.

Students Signature ..... Full Names and ID .....

**MAIN CAMPUS**  
Date...../...../..... Place .....

**Botlokwa Ga Makgato Global Garage Street to Makgato next to Old Dairy Farm**

**Call : +27 63 170 8240/ +27 79 322 4074**

**Email: admin@excellencevarsitycollege.co.za**

### FEES PAYMENT INFORMATION

#### Payment Plan A: (CASH OPTION)

Registration fees =R..... to be paid

Tuition fees =R.....to be paid

Payment plan B: (Monthly installments' Option)

Registration fees =R..... to be paid and the

Total Tuition fees =R..... to be paid in ..... installments of R.....

From:..... to:.....

What is your preferred payment type? .....

Bank Deposit: Debit/Stop order: .....

Parent /Guardian's Declaration of agreement to pay fees according to the above charges

I..... (Full names of person responsible for paying learner's school fees) of ID No.

..... hereby declare that I have fully understood the above fee charges

specified in this contract document. I also agree to pay these fees in accordance with this agreement that I have concluded with the school. (Please NOTE that no changes can be made to this contract without a written consent from both the school and the Person responsible for the learner's payments)

#### SECTION I: PARTICULARS OF PARENT /SPONSOR/GUARDIAN/COMPANY RESPONSIBLE FOR PAYMENT OF LEARNER FEES

Full name and Surname: .....

Or

Full company Name: .....

ID number: .....

Or company Registration no: .....

Relationship of sponsor to Learner:.....e.g. Brother /Employee etc.

Physical address: .....

(Parent/guardian/Sponsor).....

Code .....

Residential address: .....

(Parent/guardian/Sponsor)

Code .....

#### Sponsor's/parent's/Guardian's contacts

Tel (work) Cell: ..... Home .....

#### Sponsor or parent's declaration of oath for being liable for learner's fee payment

I..... (Full names) of I.D hereby declare that the information given above is correct to the best of my knowledge. I hold myself/my company responsible for the full payment of all the learner's 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.

Signature: ..... Date: ..... Place.....

### DECLARATION BY THE STUDENT

I declare that all the information furnished by me on this form is true and correct and I understand to comply with the rules. Regulation and decision of EXCELLENCE VARSITY AND TRAINING COLLEGE and any amendments there of which may be applicable to learners in general and produce or transmit in any form or manner. Ether electronically or mechanically including photocopying, recording or any other form of information storage or retrieval, any study guide, book, thesis, decertation, article,

examination paper, lecture, printed tutorial matter or any other study aids in respect of which copyright exist unless such reproduction or transmission is done in an authorized manner

Date: .....

Student Signature: .....

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## CANCELLATION POLICY ACKNOWLEDGEMENT

I \_\_\_\_\_ with ID No. \_\_\_\_\_

### Fully undertake responsibility and declare that:

1. In the event that I do not complete my studies or wish to cancel my registration for whatever reason, I am fully aware that I will not be entitled to any refunds after 5 days of registration or being absent without any valid reasons of adverse nature.
2. That I will be liable to pay a 20% CANCELLATION FEE on the Deposit/Tuition/Equipment
3. Fees paid should I cancel before attending classes soon after registration.
4. Should I cancel or withdraw from the course within 5 days after the course has commenced i will be charged a 50% cancellation fee on the deposit/tuition/equipment
5. After 5 days of attending classes, no refund will be paid.
6. That this contract is and enforceable for the entire during of my registration at Excellence Varsity and Training College.
7. Thereafter until I have fulfilled all obligations in terms of thereof.
8. The College will not EXCHANGE OR BUY BACK the used uniform or equipment and tablets that have been already purchased or issued.
9. ACCOMMODATION POLICY will be applied based on the contract that the student might have entered into with Excellence Varsity and Training College and proper measures will be followed.

Date: .....

Students signature: .....

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