

ENROLMENT CONTRACT 2018

Note: The Enrolment Contract is binding on approval of the Application for Admission by the Student Recruitment, Admission and Selection Committee and submission of proof of registration payment.

PAYMENT OF FEES

Self *Company Bursary Bursary from MANCOSA Guardian or Parent / Surety

*Students applying with a Company Bursary will default to payment plan 1. *Contact person from Bursary Department.

PAYMENT PLAN - Please indicate the choice of payment plan

CASH FEE Full payment of fees upon registration.
 PLAN 1 Initial deposit and the balance to be paid in TWO equal instalments as stipulated in the current fee schedule.
 PLAN 2 Initial deposit and the balance to be paid in FIVE equal instalments as stipulated in the current fee schedule.
 PLAN 3 Initial deposit and the balance to be paid in NINE equal instalments as stipulated in the current fee schedule.

METHOD OF PAYMENT: Tick the relevant selection below

DIRECT DEPOSIT

Must be made on or before the due dates of instalments into one of MANCOSA's banking accounts as indicated on the fee schedule and pro forma invoice (issued on acceptance onto programme by the Admission and Selection Committee).

DEBIT ORDER

(To draw against my bank account for the instalments necessary to pay the fees. *The monthly instalments can be drawn on the 15th, 25th or the last day of each month following receipt of this notice. The instruction will remain in force until my account with MANCOSA has been settled in full. I agree to pay any bank charges relating to this debit order instruction. Receipt of this instruction shall be regarded as receipt thereof by my / our bank. Valid only in South Africa)

*NB: The dates allowed must fall on a working day or nearest working day.

Student name and surname: _____ Branch code: _____

Bank: _____ Branch: _____ Amount to be debited: _____

Account number: _____ Debit order date: 15th 25th Last day of the month

Student signature: _____ Date: _____

PARENT / GUARDIAN / SURETY

(To pay via either of the aforementioned methods on behalf of the student as he/she is a minor/unemployed)

Method of payment: Direct deposit Debit order

Parent/Guardian name and surname: _____ ID number: _____

Student name and surname: _____ Student number: _____

Postal address: _____ Physical address: _____

Contact details: (W) _____ (H) _____ (C) _____ E-mail: _____

Parent/Guardian signature: _____ Date: _____

DECLARATION BY STUDENT RELATING TO APPLICATION FOR ADMISSION AND THE ENROLMENT CONTRACT

I, the undersigned applicant, do hereby:

a) Acknowledge that I understand the provisions of the declarations herein and am bound by the provisions of this registration, and the rules and procedures of MANCOSA currently in force and/or which may be amended at a later date.

b) Acknowledge that I have familiarised myself with the prospectus of the relevant programme for which I have applied to register and certify that the information provided in this form is accurate and complete.

c) Confirm that I have to satisfy the requirements of due performance as laid down by MANCOSA.

d) Hold myself responsible for the payment of full tuition fees relating thereto, notwithstanding the fact that my employer/sponsor has undertaken to pay the full tuition fees relating thereto.

e) Agree that where tuition fees are payable to MANCOSA in instalments, failure to pay any single instalment timeously will result in the full amount owing becoming due and payable immediately.

f) Agree that MANCOSA shall be entitled to recover from me all legal costs incurred in order to enforce my rights under this contract, including, but not by way of limitation, attorneys and own client fees and collection charges and all tracing charges.

g) Agree that MANCOSA reserves the right to withhold programme/module results should there be any default in payments according to this signed Enrolment Contract.

h) Accept that if I choose a payment plan, I am in a position to fulfil my financial obligations to MANCOSA.

i) Accept that I may cancel my registration for the current year of study as a whole and shall be exonerated from the liability for the full fee (excluding the registration fee) provided that MANCOSA is informed in writing within 14 days of registration.

j) Agree that MANCOSA may approach credit agencies with a view of ascertaining my credit record and that in the event of me being in arrears with this account or failing to pay it, then MANCOSA shall have an irrevocable right to inform credit agencies thereof.

k) Agree that should my account not be settled within the stipulated date my chosen plan option will be converted to plan 3. Non-settlement of plan 3 will attract a penalty.

l) Acknowledge that a certificate issued by MANCOSA, shall be proof of the full amount owing by the student for the purpose of all legal proceedings.

m) Acknowledge that, notwithstanding the existence of appeal processes, the academic judgement of MANCOSA will be regarded as final.

n) Accept and agree to adhere by the rules, policies and procedures as set out by MANCOSA.

o) Agree to pay the non-refundable registration fee, which is included in all fees.

p) All learning materials and resources are to be used by the registered student only and cannot be shared or replicated under any circumstances, in part or full at any time. MANCOSA has a vested right to all learning material, resources and related intellectual property. Confidentiality constitutes a serious aspect of the relationship between the student and MANCOSA.

***Please Initial**

*I _____ (student name and surname) _____ (student/reference number) acknowledge that I have read and understood the contents of the declaration set out on the Enrolment Contract.
 Signature: _____ Date: _____

APPLICATION FOR ADMISSION 2018

INDICATE THE PROGRAMME YOU ARE APPLYING FOR

- Higher Certificate in Accounting
- Higher Certificate in Business Management
- Higher Certificate in Human Resource Management
- Higher Certificate in Information Technology
- Higher Certificate in Local Government and Development Management
- Higher Certificate in Marketing
- Higher Certificate in Project Management
- Higher Certificate in Public Management
- Higher Certificate in Public Sector Procurement
- Higher Certificate in Supply Chain Management
- Higher Certificate in Tax Administration
- Advanced Certificate in Financial Planning
- Advanced Certificate in Management Studies
- Bachelor of Business Administration
- Bachelor of Public Administration
- Bachelor of Commerce in Entrepreneurship
- Bachelor of Commerce in Financial Management
- Bachelor of Commerce in Human Resource Management
- Bachelor of Commerce in Information and Technology Management
- Bachelor of Commerce in Marketing Management
- Bachelor of Commerce in Retail Management
- Bachelor of Commerce in Supply Chain Management
- Bachelor of Commerce Honours in Human Resource Management
- Bachelor of Commerce Honours in Marketing Management
- Bachelor of Commerce Honours in Supply Chain Management
- Bachelor of Business Administration Honours
- Bachelor of Public Administration Honours
- Postgraduate Diploma in Business Management
- Postgraduate Diploma in Educational Management
- Postgraduate Diploma in Project Management



**AFFIX
PHOTOGRAPHS
HERE**

The following must accompany the Application For Admission form:

- A certified copy of the first page of your Identity Document
- Certified copies of all academic qualifications and transcripts
- Two passport-sized photographs with your name on the back of each photograph (Terms and conditions apply)

SECTION A: REGISTRATION DETAILS

New Student	New Programme	
Student No. _____		
1 ST Year	2 ND Year	3 RD Year
Tutorial Option 1 (1 Weekend Per Semester)	Tutorial Option 2 (Weekend Classes)	Tutorial Option 3 (Weekday Classes)
* All options are dependant on viable student numbers per region		
* Tutorial options may only be changed within 14 working days of Registration		
Please Initial		

SECTION B: APPLICANT DETAILS

Title: Mr Mrs Ms Dr Prof

First name/s: _____ Surname: _____

ID/Passport Number: _____ Date of birth: _____

Gender: Male Female

*Race: Black African Black Coloured Black Indian White

Nationality: _____ Home language: _____

Citizen status: D - Dual (SA plus other) O - Other PR - Permanent Resident SA - South Africa

Disability status: None Hearing Impaired Communication
 Physical Intellectual Emotional
 Multiple Sight Impaired Disabled but unspecified

If you have indicated yes to any of the aforementioned disabilities, please provide details: _____

SECTION C: STUDENT CONTACT DETAILS

Postal address: _____
 _____ Code: _____
 Physical address: _____
 _____ Code: _____
 Contact details: (H) _____ (C) _____
 Email: _____
Preferred Courier Address: _____

SECTION D: NEXT OF KIN DETAILS

Surname: _____ First name/s: _____
 Physical address: _____
 Relationship: _____ Contact details: _____

SECTION E: WORK ADDRESS, WORK EXPERIENCE AND QUALIFICATION DETAILS

Present employer: _____ Commencement date: _____
 Work Address: _____
 Current job title: _____ Sector: Private Public
 Telephone: (work) _____ (fax) _____

Institution	Qualifications	Completed(Y/N)	Year completed	Duration
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

SECTION F: STUDENT SUPPORT DETAILS

I will write exams in:

Blantyre	Gaborone	Lusaka	Manzini	Pietermaritzburg	Rodriguez
Bloemfontein	Harare	Mafikeng	Mthatha	Polokwane	Rundu
Cape Town	Johannesburg	Maputo	Ndola	Port Elizabeth	Windhoek
Durban	Kimberley	Maseru	Newcastle	Pretoria	Ongwediva
East London	Lilongwe	Mauritius	Nelspruit	Richards Bay	

I will attend workshops in:

Cape Town	East London	Johannesburg	Pretoria	Polokwane	Manzini
Durban	Gaborone	Lusaka	Port Elizabeth	Windhoek	

Study Groups

Yes, my details may be made available to other students for the purpose of networking and study groups. _____
 No, my details may not be made available to other students. _____

Internet Access and Computer Literacy

Students enrolled on the programme must have a personal computer as well as internet access and be computer literate. _____

Information regarding the Programme was obtained from:

Newspaper Advert	Schools/Career Expo	Web	Colleagues
Employer	Students	Mail/Brochure	Other (please specify) _____

SECTION G: CREDIT AND EXEMPTIONS

Institution	Module	NQF level	Year completed
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

NOTE:

- a)** Credit and requests for exemption must be completed at the time of application for admission and subject to approval of the Selection Committee.
b) Applications for credit must be accompanied by a detailed module outline/transcript supplement.
c) Credit of up to a maximum of 50% may be granted for relevant modules/courses that have already contributed toward the award of another qualification, provided the other rules in this section are met.
d) The granting of credits does not allow for fast tracking of the semester.
e) Credit is generally not granted in the case of modules/courses completed more than five years previously as the module content may be out of date.
f) Credit will only be granted for modules/courses which are at the same National Qualifications Framework (NQF) level. Consideration may be given to grant credit from a module/course at a higher NQF level to a lower level on condition it meets all other requirements, for example, module content at the discretion of MANCOSA.
g) International students and students who have verifiable qualifications from other countries are normally expected to have their qualifications evaluated by the South African Qualifications Authority (SAQA) and submit the SAQA report and evidence with the completed Application for Admission form. This requirement may be reviewed in certain instances.
h) Students who are granted credits for up to 50% per year of study may only select a maximum of 6 months payment plan.

ACKNOWLEDGEMENT OF APPLICATION AND REGISTRATION PROCESS

I understand that completing the application form does not deem me an accepted and registered student. Acceptance is confirmed by the Student Recruitment, Admission and Selection Committee and receipt of a MANCOSA Acceptance Letter.

*Print Name _____ Signature _____ Date _____

DEPARTMENT OF HIGHER EDUCATION AND TRAINING STUDENT DECLARATION

I _____ (student name and surname) _____
 (student number), am fully aware that the programme I have applied for admission, that is the _____
 _____ with SAQA ID _____ is approved
 by the Department of Higher Education and Training to the Management College of Southern Africa (MANCOSA):
 Reg 2000/HE07/003, as indicated on the registration certificate dated _____
 I acknowledge that I have familiarised myself with the relevant programme and certify that the information given in this form is accurate and complete in all respects.

Signature of applicant: _____ Signature of witness: _____

*Print name: _____ Print name: _____

Date: _____

FOR OFFICE USE ONLY

VERIFICATION CHECKLIST		
Certified ID copy	<input type="checkbox"/>	Curriculum vitae
Certified academic qualifications and transcripts	<input type="checkbox"/>	Other
Motivation letter and reference letter	<input type="checkbox"/>	Signature of team leader and date

Decision of the Student Recruitment, Admission and Selection Committee	Applicant meets the minimum admission requirements for the programme, application approved	<input type="checkbox"/>
	Applicant does not meet the minimum admission requirements for the programme, application declined	<input type="checkbox"/>
	Applicant recommended for RPL application	<input type="checkbox"/>
	Applicant recommended for alternative programme	<input type="checkbox"/>
Credits / Exemptions allocated	_____	
Comments	_____	
Signature of committee representatives	_____	
Date	_____	