

# ENROLMENT CONTRACT 2019

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.

## PAYMENT PLAN - Please indicate the choice of payment plan

CASH FEE  Full payment of fees for the current year of study.  
 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 15<sup>th</sup>, 25<sup>th</sup> 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: \_\_\_\_\_

Account number: \_\_\_\_\_ Debit order date:  15<sup>th</sup>  25<sup>th</sup>  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) \_\_\_\_\_ Email: \_\_\_\_\_

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

- its 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 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 2019



**SCHOOL OF EDUCATION**  
 HONORIS UNITED UNIVERSITIES

## Bachelor of Education in Senior Phase and Further Education and Training Teaching

The following must accompany the Application for Admission form:

- A certified copy of your Identity Document and Matric Certificate
- Certified copies of all academic qualifications and transcripts  
 (Terms and conditions apply)

### SECTION A: APPLICANT DETAILS

Title:  Mr  Mrs  Ms  Dr  Prof

Surname: \_\_\_\_\_

First name/s: \_\_\_\_\_

ID number: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Gender:  Male  Female

Race:  Black African  Black Coloured  Black Indian  White

Nationality: \_\_\_\_\_

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

Home language: \_\_\_\_\_

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

If you have indicated yes to any of the aforementioned disabilities, please provide details. Are you on medication for any of the following: Epilepsy, Bipolar Disorder, Turners Syndrome, Anxiety, Seizures. Kindly indicate \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Postal address: \_\_\_\_\_

\_\_\_\_\_ Code: \_\_\_\_\_

Physical address: \_\_\_\_\_

\_\_\_\_\_ Code: \_\_\_\_\_

Contact details: (W) \_\_\_\_\_ (H) \_\_\_\_\_ (C) \_\_\_\_\_

Email: \_\_\_\_\_

### SECTION B: NEXT OF KIN DETAILS

Surname: \_\_\_\_\_ First name/s: \_\_\_\_\_

Physical address: \_\_\_\_\_

Relationship: \_\_\_\_\_ Contact details: \_\_\_\_\_

**DURBAN**

Tel: +27 31 300 7200  
 Email: enquiries@mancosa.co.za

**JOHANNESBURG**

Tel: +27 11 853 3000  
 Email: enquiries@mancosa.co.za

**CAPE TOWN**

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# IMPORTANT INFORMATION

## SECTION C: CHOOSE ONE OF THE SIX SPECIALISATION COMBINATIONS

### Specialisation 1

Elective One  
Accounting FET  
Economic Management Sciences SP

Elective Two:  
Business Studies  
Economics  
Mathematics  
English  
isiZulu

### Specialisation 2

Elective One  
Business Studies FET  
Economic Management Sciences SP

Elective Two:  
Accounting  
Economics  
Mathematics  
English  
isiZulu

### Specialisation 3

Elective One  
Economics FET  
Economic Management Sciences SP

Elective Two:  
Accounting  
Business Studies  
Mathematics  
English  
isiZulu

### Specialisation 4

Elective One  
Mathematics FET  
Mathematics SP

Elective Two:  
Accounting  
Business Studies  
Economics  
English  
isiZulu

### Specialisation 5

Elective One  
English FET  
English SP

Elective Two:  
Accounting  
Business Studies  
Economics  
Mathematics  
isiZulu

### Specialisation 6

Elective One  
isiZulu FET  
isiZulu SP

Elective Two:  
Accounting  
Business Studies  
Economics  
Mathematics  
English

This programme requires students to attend lectures from Tuesday to Thursday with optional attendance on Monday.

## SECTION D: WORK EXPERIENCE AND QUALIFICATION DETAILS

Are you currently teaching at a school?  Yes  No Which grades are you teaching? \_\_\_\_\_

Kindly provide the name of the school at which you are teaching: \_\_\_\_\_

List the subjects you are currently teaching: \_\_\_\_\_

State the number of years teaching experience you have in the above mentioned subjects: \_\_\_\_\_

## SECTION E: STUDENT SUPPORT DETAILS

I will write exams in:  Durban  Johannesburg  Cape Town

I will attend workshops in:  Durban  Johannesburg  Cape Town

## 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  Own initiative  Web  Colleagues  
 Employer  Students  Mail/Brochure  Other (please specify) \_\_\_\_\_

## SECTION F: 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.

# APPLICATION FOR ADMISSION 2019

## ACKNOWLEDGEMENT OF APPLICATION AND REGISTRATION PROCESS

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

### To be completed by the student.

- I understand that I am required to undertake work-integrated learning as a compulsory component in years 2,3 and 4.
- I have provided my correct email address and more than one contact number.

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"/>	Two passport photographs
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		