

# ENROLMENT CONTRACT

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  \*Sponsor/Company  Guardian or Parent / Surety

\*Students will be liable for any outstanding fees, should the sponsor fail to pay. \_\_\_\_\_

## 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 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: \_\_\_\_\_ Amount to be debited: \_\_\_\_\_

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) \_\_\_\_\_ 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 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 20 business 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.  
**q)** Understand that MANCOSA may keep and process data and documents in electronic format, including the personal data supplied by me in my application form and in this registration form, and my biometric and other identifying information (to be used solely for identification purposes); MANCOSA may use and transfer such data and use such documents in electronic or other formats for MANCOSA purposes consistent with MANCOSA's relationship with me as a student and former student including submission of data for the National Learners' Record Database and other returns as required by the Department of Higher Education and Training; that MANCOSA places records of qualifications awarded in the public domain; that MANCOSA may process my personal information in accordance with its rules and policies for academic and administrative purposes, including disciplinary processes and that MANCOSA may use electronically generated documents in place of the originals signed by me.

I acknowledge that I have read and understood the contents of the declaration set out in this Enrolment Contract. The information given on this form is complete and accurate. If I fail to disclose or falsely declare information this could lead to disciplinary action and/or the cancellation of my application and/or registration at MANCOSA.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# UNDERGRADUATE APPLICATION FOR ADMISSION

## 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
- Higher Certificate in Social Media Communications
- Higher Certificate in Events Management
- Advanced Certificate in Financial Planning
- Advanced Certificate in Management Studies
- Advanced Diploma in Business Management
- Bachelor of Business Administration
- Bachelor of Public Administration
- Bachelor of Commerce in Accounting
- 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 International Business
- Bachelor of Commerce in Marketing Management
- Bachelor of Commerce in Retail Management
- Bachelor of Commerce in Project Management
- Bachelor of Commerce in Supply Chain Management

## SECTION A: REGISTRATION DETAILS

New Student  New Programme

Student No. \_\_\_\_\_

1<sup>ST</sup> Year

Tutorial Option 1 (5 Workshops Per Semester)  Tutorial Option 2 (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

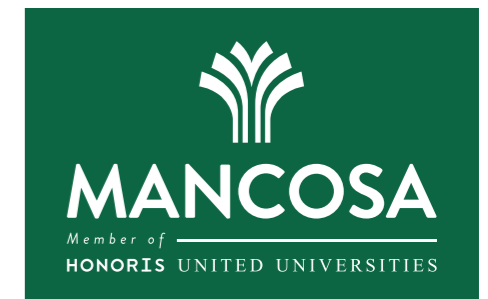
\*Race:  Black African  Black Coloured  Black Indian  White

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: \_\_\_\_\_



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)

# IMPORTANT INFORMATION

## 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:

- |                                       |                                       |                                    |                                    |   |                                       |
|---------------------------------------|---------------------------------------|------------------------------------|------------------------------------|---|---------------------------------------|
| <input type="checkbox"/> Bloemfontein | <input type="checkbox"/> Gaborone     | <input type="checkbox"/> Lusaka    | <input type="checkbox"/> Manzini   | <input type="checkbox"/> Pietermaritzburg | <input type="checkbox"/> Richards Bay |
| <input type="checkbox"/> Cape Town    | <input type="checkbox"/> Harare       | <input type="checkbox"/> Mafikeng  | <input type="checkbox"/> Mthatha   | <input type="checkbox"/> Polokwane        | <input type="checkbox"/> Rodriguez    |
| <input type="checkbox"/> Durban       | <input type="checkbox"/> Johannesburg | <input type="checkbox"/> Maseru    | <input type="checkbox"/> Newcastle | <input type="checkbox"/> Port Elizabeth   | <input type="checkbox"/> Windhoek     |
| <input type="checkbox"/> East London  | <input type="checkbox"/> Kimberley    | <input type="checkbox"/> Mauritius | <input type="checkbox"/> Nelspruit | <input type="checkbox"/> Pretoria         | <input type="checkbox"/> Lilongwe     |

Venues listed below are not applicable for all programmes.

Please consult your student advisor regarding venues available for your selected programmes.

Kindly note that workshops will not be held for Higher Certificate Programmes.

### I will attend workshops in:

- |                                    |                                      |                                       |   |                                    |   |
|------------------------------------|--------------------------------------|---------------------------------------|---|------------------------------------|---|
| <input type="checkbox"/> Cape Town | <input type="checkbox"/> East London | <input type="checkbox"/> Johannesburg | <input type="checkbox"/> Pretoria       | <input type="checkbox"/> Polokwane | <input type="checkbox"/> Pietermaritzburg |
| <input type="checkbox"/> Durban    | <input type="checkbox"/> Gaborone    | <input type="checkbox"/> Lusaka       | <input type="checkbox"/> Port Elizabeth | <input type="checkbox"/> Windhoek  | <input type="checkbox"/> Mbabane          |

### 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:

- |   |  |  |   |
|---|--|--|---|
| <input type="checkbox"/> Newspaper Advert | <input type="checkbox"/> Schools/Career Expo | <input type="checkbox"/> Web           | <input type="checkbox"/> Colleagues                   |
| <input type="checkbox"/> Employer         | <input type="checkbox"/> Students            | <input type="checkbox"/> Mail/Brochure | <input type="checkbox"/> Other (please specify) _____ |

# APPLICATION FOR ADMISSION

## 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	Curriculum vitae
Certified academic qualifications and transcripts	Other
Motivation letter and reference letter	Date and signature of team leader

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