



DR BA MTHETHWA COLLEGE

REGISTRATION FORM

ACADEMIC YEAR

FOR OFFICIAL USE ONLY	AMOUNT PAID	DATE	RECEIPT NO.	SIGNATURE

STUDENT No.									
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FIELD OF STUDY (Mark with x)

- | | | | |
|-------------------------------|--------------------------|------------------|--------------------------|
| EDUCATION | <input type="checkbox"/> | TOURISM | <input type="checkbox"/> |
| HEALTH AND SAFETY | <input type="checkbox"/> | AGRICULTURE | <input type="checkbox"/> |
| INFORMATION TECHNOLOGY (IT) | <input type="checkbox"/> | BUSINESS STUDIES | <input type="checkbox"/> |
| CONSTRUCTION | <input type="checkbox"/> | BIBLE STUDIES | <input type="checkbox"/> |
| NSC: FINISHING GRADE 12 CLASS | <input type="checkbox"/> | | |

QUALIFICATION / SKILLS PROGRAMME (e.g Pre-Nursing)

NQF LEVEL

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TYPE OF STUDY; FULL TIME PART TIME SPECIAL CLASSES

STUDENT'S INFORMATION;

SURNAME		POSTAL ADDRESS
FULL NAMES		
ID No.		
GENDER		PHYSICAL ADDRESS
NATIONALITY		
HOME LANGAUGE		
TEL No.		
STUDENT SIGNATURE		DATE

NEXT OF KIN

SURNAME	
FULL NAMES	
ID No.	GENDER:
NATIONALITY	
POSTAL ADDRESS	
PHYSICAL ADDRESS	

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"Success through Commitment and Discipline"

WHO WILL PAY YOUR FEES? SELF Guardian/parent Employer Other (specify) _____

PERSON RESPONSIBLE FOR FEE PAYMENT;

TITLE		
SURNAME		
FULL NAMES		
ID No		
RESIDENTIAL ADDRESS		
POSTAL ADDRESS		
CONTACT No.	CELL;	HOME;
EMPLOYER		
WORK ADDRESS		TEL;
PERSAL No.		
RELATION WITH STUDENT		
SIGNATURE OF RESPONSIBLE PERSON		DATE

PREVIOUS SCHOOL INFORMATION

SCHOOL NAME	
NAME OF PRINCIPAL	
CONTACT DETAILS	TEL No.
HIGHEST QUALIFICATION ACHIEVED	

PARENT/ LEGALGUARDIAN INFORMATION;

	FATHER	MOTHER
SURNAME		
FULL NAMES		
RESIDENTIAL ADDRESS		
POSTAL ADDRESS		
TELEPHONE NUMBERS	(H) (W) (CELL)	(H) (W) (CELL)
EMPLOYER		
EMPLOYER ADDRESS		
WITH WHOM IS THE STUDENT LIVING WITH?	MOTHER <input type="checkbox"/> FATHER <input type="checkbox"/> BOTH <input type="checkbox"/>	

MEDICAL INFORMATION;

MEDICAL AID SCHEME	
FUND NUMBER	
FAMILY DOCTOR	
TEL No.	
MEDICAL HISTORY OF STUDENT;	

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REGISTRATION REQUIREMENTS;

- 1) CERTIFIED COPY OF STUDENT'S ID DOCUMENT
- 2) STUDENTS PREVIOUS ACADEMIC PROGRESS REPORT
- 3) TWO PASSPORT SIZE PHOTOS OF THE STUDENT
- 4) PROOF OF RESIDENTIAL ADDRESS AND COPY OF ID OF THE PERSON PAYING TUITION STUDENT'S FEES.

ADMISSION POLICY

SECTION A

1. STUDENT REGISTRATION;

One will be considered a student at Dr. BA Mthethwa College upon;

- 1.1 Filling in and signing all the application and registration forms
- 1.2 Parents having signed all the documents as required
- 1.3 A proof of original previous academic record, certified copy of ID of student and a copy of parent/guardian residential address has been submitted.
- 1.4 Adhering to all rules and regulations as indicated in the registrations document
- 1.5 Parents honouring and respecting due dates of payments
- 1.6 Accepting and Promoting morals and values of the institution.

2. THE COLLEGE HAS POWERS TO DE-REGISTER A STUDENT ONCE SHE/HE

- 2.1 Breaks any rules stipulated in the registration forms, college policy or student rules and regulations
- 2.2 Is not committed to promoting or improving academic performance
- 2.3 Is not committed to promoting or improving extra curriculum activities
- 2.4 Parents do not comply with their payments
- 2.5 Promote profanity (verbal and non-verbal)
- 2.6 Fail to adhere to any of the college instructions and by-laws
- 2.7 Abuse drugs (Dagga, Liquor, Cigarette)

SECTION B

PAYMENT AGREEMENT

I, the undersigned (full names and surname) _____ ID No. _____
_____ of (residential address) _____
hereby acknowledge that I am liable to DR. BA Mthethwa College and I, Undertake to pay to the order of the creditor, the capital from the _____ day of _____ month _____ year. Subject to the following terms;

1. Payment shall be made by way of;

- Monthly installments of R_____ in the form of stop order on the _____ (date of each month)
- Full payment as indicated in the college fee form of R_____ commencing on the registration day

See banking details below;

First National Bank (FNB)
Account Holder; DR BA MTHETHWA COLLEGE
Account No; 62264502610
Branch; NELSPRUIT PLAZA,
Branch Code; 250438

2. Should any payment not be made in due date, the full outstanding balance will immediately become due, owing and payable.
3. In the Errant of default, the undersigned will be liable for all the costs incurred in the collection of the outstanding balance of the scale between the attorney and client including the collection commission on capital, interest as a fine.
4. All payment shall be made to the creditor at Dr BA Mthethwa college or to such address as the creditor may indicate from time to time in writing.
5. I hereby choose as my domicilium citandi for all-purposes hereof the following address.

Name; _____

Address; _____

6. Steps to be taken should payments not be done on time or as expected.
- 6.1 Interest of 6% will be charged monthly
- 6.2 No student will be allowed to attend classes until payment is settled
- 6.3 No student will allowed to sit for any test/ examination until payment is settled
- 6.4 All unsettled accounts of previous years will be submitted to lawyers in February of every current academic year.

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7. I undertake to notify the creditor within 14 days should I change the work or domicilium address. In case of change of employment I hereby undertake to notify the creditor of the name, address and number of my new employer.
8. I renounce the benefits of all legal exceptions non-numeratey, no cause debits, err one calculi, division and revision of accounts. I acknowledge that I am fully aware of the meaning and effects of such renunciations.
9. The debtors may pay any portion of the capital interest before due without derogating from any right he may have in terms hereof.
10. The creditor may cede its rights herein without the congests of the debtors
11. The capital will become due and payable immediately on a provisional order of insolvency of the debtor
12. The agreement will not constitute a novation of an existing debt
13. I hereby consent to a emolument attached order by which my emoluments may be attached at present or future owing or accruing to me by or from such employer in this section called the Garnishee to the amount necessary to cover the debts and the cost of the Garnishee to pay from time to the creditor or his Attorney specific installments payable by the debtor until such debt and cost have been paid in full.

Signed at; _____ this _____ day of _____ year. (on behalf of Parent/Guardian/Company).

Initial and surname _____ signature _____

Signed at; _____ this _____ day of _____ year. (on behalf of college).

Principals Initials and surname _____ signature _____

SECTION C

STUDENTS CONTRACT

All students are expected to adhere to the following;

1. Respect and promote the vision and mission of the college
2. Promote quality education and performance standards of the college
3. Respect and promote the objectives of the college
4. Respect and promote the norms and values of the college
5. Respect and honour the policies of the college
6. Respect the dress code of the college
7. Have all students books and text books at all times (list will be provided during registration)

1.0 COLLEGE VISION

Our vision is to be a professional learning institute that continuously educate and train people to improve and promote the quality standard of life

2.0 COLLEGE MISSION

To provide education and training based on SAQA and NQF both theory and practicals

3.0 COLLEGE NORMS AND VALUES

Our norms and values are based on quality education, practical knowledge, commitment and discipline

4.0 COLLEGE STUDENTS' POLICY;

- 4.1 The college day begins at 0800hrs. Being late for college is punishable, unless a letter of explanation is produced
- 4.2 The entrance to the college building during college hours is out of bounds for students; only the side entrance may be used.
- 4.3 College property is to be respected e.g no defacing of walls or furniture, standing on chairs and tables, walking in through flower beds or drains, sitting on window sills
- 4.4 No rubbish may be dropped or thrown on the ground or buildings. Waste paper baskets and bins are provided for this purpose.
- 4.5 No chewing of gums by student in class
- 4.6 No dangerous and harmful objects/ substances e.g knives, guns, syringes, drugs are allowed in the college.
- 4.7 Balls may be played in designated sports area; soccer and netball in the respective fields
- 4.8 No students shall bring any toys from home to play with

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- 4.9 No rough playing is allowed at the college. Bulling is strictly prohibited
- 4.10 Students must have their own stationery- borrowing and lending is not allowed
- 4.11 Student leaders are in position of authority; they are to be obeyed at all times
- 4.12 Bicycles may not be ridden within the school premises
- 4.13 Tampering with other people bicycle is a serious offence
- 4.14 Vulgar/obscene language is not allowed
- 4.15 Only English maybe spoken
- 4.16 Students are expected to uphold the good name of the college at all times and in all public places especially when wearing DR BA Mthethwa T-shirts.
- 4.17 There should be minimal and acceptable physical contact.
- 4.18 The college offices are out of bounds for students at all times
- 4.19 No drugs are allowed within the college
- 4.20 Students should observe the following regarding dress code;
- 4.21 Dress code must be Acceptable
- 4.22 Students must wear protective/clothing during practical or whenever in the workshops
- 4.23 Track suits or college t-shirt (bearing college logo) can be won any time both in and out of college

SECTION D

PARENT RESPONSIBILITIES

1. It is the parent/guardian's responsibility to ensure the student is registered
2. It is the parent/guardian's responsibility to ensure the payment the tuition fee
3. It is the parent/guardian's responsibility to ensure that all the student's books and text books as expected are bought
4. It is the parent/guardian's responsibility to make sure that the student dresses suitably as expected
5. It is the parent/guardian's responsibility to ensure the student gets to class on time.
6. Parents/guardians are expected to complete an indemnity form to the college against any claim whatsoever during the students time in the college. Should any accident occur during college hours, parents/guardians will be notified as soon as possible
7. All educational practical's and excursions are compulsory and it is the responsibility of the parent/guardian to pay for the student.
8. Parent/guardians are encouraged to attend college functions whenever they are called upon to do so.
9. Students are not allowed to leave college before their learning period expires.
10. Guardians are expected to support their children with regard to performance, in the event of anything, they should write letters of complaints to the college.

Parent/guardian signature _____ date _____

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SECTION E;

1. Rebates

- 1.1 A parent will receive refund on the following condition
 - 1.1.1 A student de-registers on the first quarter and have paid a full amount for that quarter
 - 1.1.2 Should a registered student die, the college will pay 300 condolence fee to the parents
 - 1.1.3 A student de-registered within a week of registration due to uncontrollable situation will receive 100% of the tuition fee paid but should pay R50.00 for the administration fee.
 - 1.1.4 A parent/guardian who will have paid more than expected will receive their money back with immediate effect.
 - 1.1.5 If it's the company pays for the student, the parent will only get the balance back at the end of the year after the company has been contacted and everything cleared up.

Signature

Date;

Parent

College administrator;

College director

SECTION F;

Students sports control sheet

Indicate with x the sporting code of your interest

Surname and initials: _____

Programme _____ age _____ gender: _____

Sporting code		Extra curriculum activities	
Soccer		Art	
Cricket		Dance	
Athletics		Drama	
Netball		Choir	
Tennis		Counseling	
Rugby		Drawing	

Signatures

Date;

Student

Parent

College administrator

FOR MORE INFORMATION CONTACT +27 13 755 1562, +27 82 830 9158, email: ba@drbamthethwa.co.za

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