

IMPORTANT INFORMATION

This letter is for information purposes only and does not have to be sent in with your registration form.

- All the fields on the registration form have to be filled in. If the form is incomplete, you will not be registered.
- Kindly print out the registration form and fill it in and scan it to us, do not fill in the form electronically.
- Attach a copy of your **ID document** and a **deposit slip** or add a **letter from your company** signed by the person responsible for the payment. Without these documents we cannot process the registration.
- **NB!** The reference on the proof of payment **MUST** be the student's ID number.
- **NO** late registrations will be accepted.
- Do not enrol at two different Colleges/Exam Centers in one trimester. DHET will cancel one of the registrations.
- The list of examination centers indicating the addresses are available on our website.
- All communication to the student will be made via **EMAIL** and **SMS**, therefore make sure you indicate the correct details on your form.

FULL TIME ENROLLMENT FORM

ID Number:														
Surname:								Gender:						
Full Names:														
Physical Address: Postal Code :														
Cell No:														
Tel No (Work)														
E-mail: (NB!!!!!!)														
Nationality:						Passport No: (Only foreigners)								

SUBJECTS (Study material ONLY in English)	N1	N2	N3	N4	N5	N6	R11000 – 4 Subj R10000 – 3 Subj R8000 – 2 Subj R5000 – 1 Subj	TOTAL AMOUNT	
1.							R5,000.00		
2.							R8,000.00		
3.							R10,000.00		
4.							R11,000.00		
NB! FOR WHICH EXAM MUST WE ENROLL YOU?(Mark with X)							March/April 2026	July/August 2026	November 2026
Indicate when you want to collect your parcel.(Mark with X)							Collect ASAP	Collect when classes start	
FOR OFFICE USE ONLY									
Registered by:			Date:		Study material by:			Date:	

SIGNATURE OF STUDENT _____ **SUBMITTED ON DATE** _____

CONTRACT BETWEEN

TECHNICOL SA COLLEGE AND _____ ID no: _____
(Full name of student)

FULL-TIME CLASS STUDENT

1. OBLIGATIONS OF THE LEARNER:

1. To confirm the subjects enrolled for, with the College/Registrar before examination entries close.
2. To write tests and/or submit assignments on or before the dates set by the College/Tutors.
3. To pay all fees before examinations commence.
4. Any changes to subjects and / or examination enrollments must be communicated with the College/Registrar.
5. To contact the College for results.
6. To keep to the College rules as stipulated.
7. Must show respect to all personnel.

2. OBLIGATIONS OF TECHNICAL SA COLLEGE:

1. To capture all student data on a data base
2. To enroll students for examinations with the Department of Education, when applicable.
3. To send year marks to the Department.
4. To make arrangements for the taking of examinations in terms of venues, exam papers and invigilators.
5. To provide students with academic results when available.

3. CONDITIONS OF ENROLMENT:

1. Only a student with a valid ID document / passport may enroll for courses with Technicol SA.
2. Attending classes on Technicol SA premises is at own risk and Technicol SA cannot be held liable for any injuries, loss or damages.
3. Students attending with Technicol SA are expected to be tolerant and respectful of each other, as well as members of the Technicol personnel.

4. REFUNDS:

1. Administrative (R450 per subject) and examination fees are not refundable
2. Cancellation of subjects must be done in writing within 8 days after commencing of classes.
The college council will decide each case on merit to determine if a student is eligible for a refund of class / registration fees.

5. GUARANTEE:

1. Technicol SA College undertakes to provide each student with the appropriate learning material and / or tuition for which the student has enrolled and to correct administrative procedures.
2. Technicol SA tutors will give their full attention (100%) to every student that is asking for help with their enrolled subjects.

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Chief Executive Officer

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Learner or Parent/Guardian
(If learner is under 21)

Date:

Date: