

1 Student Personal Details

Date	
Surname	
First Names	
ID #/Passport # (Certified copy required)	
Residential Address	
Postal Address	
Contact Number 1	
Contact Number 2	
Email Address	

2 Highest Qualification

Highest school report (Attach proof)	
Highest qualification (Attach proof)	
Year you attained the above qualification	
Name of institution attended	

3 Program that you are registering for

<input checked="" type="checkbox"/>	Lecture-led training where students are required to attend classroom-based lectures followed by an exam
<input type="checkbox"/>	Open learning option: where students choose to study at home and attend a minimum of 3 tutorials per module

4 Information of parent, guardian or person responsible for payment

Surname	
First Names	
Capacity	<input type="checkbox"/> Parent <input type="checkbox"/> Guardian <input type="checkbox"/> Person responsible for payment Note: should your company be paying your fees, attach a signed letter from your financial manager indicating that they undertake to pay the fees on your behalf
ID #/Passport # (Certified copy required)	
Proof of Residence	Attach to this Registration Form

Residential Address	
Postal Address	
Contact Number 1	
Contact Number 2	
Email Address	

5 Declaration of competence

I declare that I am competent in ALL of the following computer skills:

Skill	Yes	No
MS Word		
MS PowerPoint		
MS Excel		
MS Outlook / Email systems		
Google searches		

- 1) Students who are not yet competent in ANY of the above skills must enrol for an additional **Office Computing** module
- 2) Students must have access to a computer or laptop with internet connectivity in order to do research and produce assignments in MSWord

6 Request for recognition of prior learning

- 1) Applicants wanting to gain exemption for any program level must apply to the Dean, Lynn Duke
- 2) The required RPL forms must be submitted with a detailed CV including a history of duties performed in the workplace. Testimonials confirming employment and duties may be required as supporting evidence from other colleges or from workplaces where the student did similar courses to the ones they wish to receive recognition for.
- 3) Registrations for RPL are subject to approval from the Quality Assurance Partners of the Growth Institute.

7 Fees and training arrangements

- 1) **Non-refundable registration fee required: R500.00+VAT (at current rate) = R4,337.80. Payable per year.**

Module Fees (Includes VAT study material and exams)						
Item	1 Module	2 Modules	3 Modules	4 Modules	5 Modules	6 Modules
Module price	R4,337.80	R8,675.60	R13,013.40	R17,351.20	R21,689.00	26,026.80

- 2) Price per module: R 4 337.80 (Incl. VAT).
 - a) Financial Accounting: 12 modules over three years broken into four program levels
 - b) Business Management: 12 modules over three years broken into three program levels
 - c) Entrepreneurship: 12 modules over three years broken into three program levels
 - d) Office Administration: 12 modules over three years broken into three program levels
- 3) This affordable pricing structure is specifically aimed at
 - a) Students doing unpaid practical workplace integrated learning or fully employed individuals in industry
 - b) People who need a business qualification wanting to continue earning while they study further, should register
 - c) Students will be required to pay their registration fee and their first module before commencing their studies
 - d) Students are required to attend a minimum of 80% classroom-based lectures
 - e) Self-study students will be required to attend at least 2 tutoring sessions per module and 1 optional mentoring session for assignment-based modules. This is suitable to people with part qualifications,

first qualifications and significant workplace experience but no formal qualifications. RPL terms & conditions register. Contact the Dean.

- 4) Students must have access to a computer or laptop with internet connectivity in order to do research and produce assignments in MSWord
- 5) Students are required to spend at least 5 hours per week doing self-study and research.

9 Other terms and conditions

- 1) The rule of construction does not apply to this agreement
- 2) This agreement is between the student and his/her parent/guardian/personal responsible for the account and Growth Institute which is the accredited college for this program
- 3) Completing this Registration Form does not guarantee the applicant acceptance on any of Growth Institute's programs
- 4) Applicants must meet the minimum requirements associated with the programs that they register for
- 5) The NON-REFUNDABLE registration fee for the program is payable no later than 30 days after the applicant has been informed that he/she is accepted onto the program
- 6) Students who fail a module or modules must rewrite the exam and/or assignment. Assessment fees are applicable and must be paid before the re-write or resubmission of the assignment
- 7) Students who do not pass their academic year may not be allowed to re-register
- 8) Unless students give notice in writing 90 before the end of any academic year that they will not continue with the program, the agreement will automatically renew and become applicable to the new academic year. In this case, the student will be invoiced for the new academic year under the same terms and conditions that applied to the current or prior academic year. Pricing may be subject to change.
- 9) In terms of the POPI Act, student information will not be shared with any third party, unless required by law.
- 10) In order to be placed in industry for the practical component of this course, students and parents/guardians must sign indemnity forms required by the college and by industry.

8 Payment of fees

- 1) Growth Institute will submit an invoice by email to successful applicants
- 2) Students are required to make payments, as per the payment plan, they selected (See Quotation)
- 3) Successful applicants who do not pay the invoiced amount within 15 calendar days or as per the agreed payment plan, may lose their place on the program and will be responsible for the full contract amount
- 4) Students who are in arrears on their accounts, will be notified. Should the arrears amount not be paid within ten business days, the account will be handed over for collections and the full outstanding balance (including future-dated invoices that are applicable to a specific academic year) will be claimed from the student and/or parent and/or guardian and/or person responsible for the account.
- 5) Students who wish to make an arrangement on an arrears account will be expected to sign an acknowledgement of debt in which the arrangement terms will be stipulated. Only one special arrangement per academic year will be allowed.
- 6) All outstanding fees for a specific academic year must be paid before a student will be allowed to graduate.
- 7) Only Electronic payments accepted (no cash or cheques). The college reserves the right a cash handling fee in cases where students made cash deposits instead of paying via EFT
- 8) Proof of payment must be sent to peter@growthinstitute.co.za
- 9) Bank details: **Growth Institute, Standard Bank Northcliff Acc# 331914891**
- 10) The completion of this document gives consent to run a full credit check on any applicant and/or the person or company responsible for the payment of fees
- 11) Growth Institute reserves the right to enforce its 90-day refund policy after a written refund request has been received. This is to ensure that:
 - a. The refund request is genuine
 - b. Neither Growth Institute nor the student or parents, suffer damage due to bogus refund requests

9 Academic performance

- 1) Students are expected to meet all the academic requirements for this program
- 2) Students must attend a minimum of 80% of all classes in order to be admitted to any of the exams or other assessments used by the college

- 3) Students who fail any of the exams or assessments must re-write at a date and time specified by the college. An email confirming your intention to rewrite must be sent to lynnd@growthinstitute.co.za, so that invoicing and registration can be actioned.

10 Student behaviour and conduct

- 1) Successful students agree to abide by the rules and policies of Growth Institute (as published from time to time on registration forms or our official website)
- 2) Successful students agree to abide by the rules and policies of our Quality Assurance Partners (ICB and/or CTH) and those establishments hosting students for Workplace Integrated Learning practicals (WIL)
- 3) The college has a zero-tolerance policy regarding misconduct and misbehaviour
- 4) Students who are found guilty of misconduct or misbehaviour could be expelled from the college for several years.

11 Execution and consent

Student

Surname		First Name	
ID #		Place	
Date		Signature	
Witness name		Witness signature	

Parent / Guardian / Sponsor

Surname		First Name	
ID #		Place	
Capacity		Signature	
Date			
Witness name		Witness signature	

For the College

Surname		First Name	
Capacity		Place	
Date		Signature	
Witness name		Witness signature	