



REGISTRATION FORM

COURSE DETAILS:

Course Title:						
Class Schedule:	Full Time		Part Time		Evening Classes	

Please ensure the following documents are attached to this enrolment form:

<input type="checkbox"/> Certified Copy of Student ID
<input type="checkbox"/> Certified Copy of Account Holder ID
<input type="checkbox"/> Certified copy of Matric Certificate
<input type="checkbox"/> Certified copy of SAQA Certificate (International Students)
<input type="checkbox"/> 3 month bank statement of Account Holder if paying off fees.
<input type="checkbox"/> x2 ID sized photos of student

Section A: STUDENT / APPLICANT DETAILS

Title:				Initials:		
Surname:						
First Name:				Preferred Name:		
ID. No.				Date of Birth:		
Date of Birth:						
Gender:			Home Language:			
South African Citizen?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If No, Passport Number:			
Residential Address:						
Postal Address:						
Contact No:				Contact No:		

SECONDARY EDUCATION

School Matriculated:			
Year Achieved:		Matriculation No:	

TERTIARY EDUCATION

Have you previously studied at a Tertiary Education Institute?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If Yes, please state Name of Institute		
Qualification previously obtained		

Section B: ACCOUNT HOLDER DETAILS

Title:				Initials:		
Surname:						
First Name:				Preferred Name:		
ID. No.				Date of Birth:		
Relation to learner:						
Gender:			Home Language:			
South African Citizen?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If No, Passport Number:			
Residential Address:						
Postal Address:						
Employer Address:						
Contact Number:	(H)		(W)		(C)	
Email Address:						

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Student Signature: _____

Account Holder Signature: _____

Date: _____

Date: _____



Section B: PAYMENT DETAILS (Continued)

PAYMENT PLAN (FT)

Please note that a non-refundable registration fee must be paid immediately to secure registration.	
Total Qualification Fees:	<input type="checkbox"/> R25 000.00 End User Computing Level 3 <input type="checkbox"/> R35 000.00 Technical Support Level 4 <input type="checkbox"/> R40 000.00 System Support Level 5 <input type="checkbox"/> R45 000.00 System Development Level 5 <input type="checkbox"/> R60 000.00 System Support/Systems Development (SAQA Level 5 and MCSE) <input type="checkbox"/> R25 000.00 Business Management <input type="checkbox"/> R25 000.00 Marketing <input type="checkbox"/> Other _____
Payment Options:	<input type="checkbox"/> 50% Total Fees Upfront (5% Discount) and 6 six monthly installments <input type="checkbox"/> 100% Total Fees Upfront (10% Discount) <input type="checkbox"/> Eduloan (complete application form)
Total Cost of Course:	R _____

PAYMENT PLAN (PT)

Please note that all fees must be paid upfront before commencing with the program.	
Total Cost of Course:	R _____

BANKING DETAILS

BANK:	Standard Bank
BRANCH NAME:	Thibault Square
BRANCH CODE:	020909
ACCOUNT NAME:	On The Ball College (Pty) Ltd.
ACCOUNT TYPE:	Business Current Account
ACCOUNT NUMBER:	07 296 1384

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Student Signature: _____

Account Holder Signature: _____

Date: _____

Date: _____

RULES AND REGULATIONS OF THE COLLEGE

In order to create an appropriate environment for teaching and learning to flourish, there must be respect for the instructor and fellow students. Listed below are guidelines for classroom behaviour which the Institute has established to ensure that the learning environment is not compromised.

1. **Punctuality:** You are expected to be in class for the entire duration of your lecture. Students will not be allowed to enter the classroom after the lecture has commenced, nor leave prior to the end of the lesson. Exceptions will be made in cases of emergency. Should you require to leave the classroom prior to the end of your lesson, please ensure that arrangements have been made with your instructor. Should you be late for your lesson, please notify reception 15 minutes prior to the commencement of your lecture.
2. **Absenteeism:** Inform your instructor in advance, if you will not be in attendance of lectures. Also take responsibility for getting missed assignments from other students. Do not expect that you will be allowed to make up work, such as unannounced quizzes or tests, after an absence. Instructors are not responsible for re-teaching the material you missed because of absence. Letters are compulsory when absent, sick certificates are compulsory.
3. **Conversations:** Do not carry on side conversations in class
4. **Other Activities:** You may not work on other activities while in class. This includes homework for other courses or other personal activities.
5. **Internet:** In classes where Internet access is provided, you may use the Internet for valid, academic purpose only. You may not use it for open access to other non-academic sites which are unrelated to the course. You will be charged an additional fee if miss-use is proven.
6. **Assignments:** Assignments not handed in on dates specified unless extension approved by **HOD** will be penalized. Extra costs incurred will be for the learners account. A **R250** penalty per assignment.
7. **Attitude:** You are expected to maintain a civil attitude in class. You may not use inappropriate or offensive commentary or body language to show your attitude regarding the course, the instructor, assignments, or fellow students.
8. **Profanity and Offensive Language:** You may not use profanity or offensive language in class.
9. **Cell phones and beepers:** You may not receive or send telephone calls or pages during class. You are responsible for turning off cell phones and beepers upon entering class.
10. **Guests:** You may not bring unregistered friends or children to class or to college without permission by **HOD**
11. **Food, drinks, tobacco Products:** You may not have food or drink in class. You may not use tobacco products in the building.
12. **Personal Business:** You may need to transact personal business with the instructor, asking him or her to sign forms. Plan to do this before instructor begins or after class.

Typically, violations of the Rule and Regulations will be dealt with as minor infractions.

However, repetition of minor infractions or other more serious violations of the Rules and Regulations may lead to removal from the classroom while the matter is resolved and referral for disciplinary action.

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Student Signature: _____

Account Holder Signature: _____

Date: _____

Date: _____



Code of Conduct

OBEDIENCE

To obey all rules, regulations of the college.
Assignments, tasks and work will be completed first time asked.
Respect command of authority.

TRUST

Be true to who you are, your strengths and what you are producing.
Have the best interest of the college and command of authority at hand.

BELIEVE

Have faith in your ability to be successful and be faithful to complete.

COMMITTED

Transforming a promise, into reality.

FOR OFFICE USE ONLY:

Student Advisor:	Signature:
Sales Manager:	Signature:
Admin Manager:	Signature:
Campus Manager:	Signature:

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Student Signature: _____

Account Holder Signature: _____

Date: _____

Date: _____