# STUDENT REGISTRATION FORM



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| I hereby apply to register for the course in:­­­­­­­­­­­­­­­­­­­­­­­­­­­­­  |  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Kindly complete the form below*and provide us with* ***certified copies of your ID, secondary and tertiary qualification.***

|  |  |
| --- | --- |
|  |  |
| **First Name** |  |
| **Middle Name** |  |
| **Surname** |  |
| **Title** |  |
| **Date of Birth** |  |
| **ID number** |  |
| **Race** |  |
| **Gender** |  |
| **Nationality** |  |
| **Citizenship** |  |
| **Disability: (if any – state sight, hearing, communication)** |  |
| **Home Language** |  |
| **Physical Address** |   Code:  |
| **Postal Address** |   Code: |
|  |  |
| Telephone number |  |
| **Cellular number** |  |
| **Email address** |  |
| **Highest Level of Education:****(include a certified copy)** |  |
| **Designation** |  |
| **Department or Division** |  |
| **Number of years employed at your organisation** |  |

**Terms & Conditions**

A binding agreement shall arise between you and New Oaks College (PTY) Ltd, when you accept the Terms and Conditions by signing this Registration Form.

**Admission Requirements and RPL**

The entrance requirement for the qualification is Grade 9. Proof of previous studies must be provided.

In order to apply for access to the course via the RPL (Recognition of Prior Learning) process, the following must be submitted:

1. Proof of highest qualification (secondary i.e. Grade 10, Matric or tertiary i.e. Certificate).
2. Proof of all courses successfully completed in a related field.

Further information might be required from you to assess your RPL status after receipt of the information received with this registration.

**Course Material**

You are to make use of the course material provided to you online or during the workshops. Course notes and materials are not to be sold, loaned, copied, or used in any way outside of the pursuit of studies by the person who is enrolled in the course; unless permission is sought and granted in writing by the New Oaks College (PTY) Ltd. All course material remains the copyright and intellectual property of New Oaks College (PTY) Ltd.

**Changes in Personal Details**

It is your responsibility to inform New Oaks College (PTY) Ltd in writing of any corrections or changes to your personal details. Amendments can be emailed to e-mail address: info@newoakscollege.com

**Changes to Employment**

The completion of the course will be negotiated on a case by case basis.

**Refund Policy**

New Oaks College (PTY) Ltd’s refund policy is fair and equitable. Notification of withdrawal from the course must be received in writing within 14 days of enrolment, in order to qualify for a full refund. No refund is available if withdrawal is sought after course commencement (i.e. course materials have been sent to the student), and the total course cost or the amount owing will be charged.

Enrolment date is the date which the application for enrolment is received and accepted by New Oaks College (PTY) Ltd.

**Disclaimer**

Every attempt is made to ensure all information from New Oaks College (PTY) Ltd is accurate and that the student has attained the competencies taught in a course, at the point of their assessment. Beyond this point, the participant is responsible to maintain their acquired competencies, and apply acquired knowledge and skills in a way that is appropriate to the unique characteristics of each application.

This will release New Oaks College (PTY) Ltd from any liability, action and claims of whatsoever nature in connection with, or arising from any such information instruction or advice, given by any student or ex-student, whether directions given during the course are followed or not.

These Terms and Conditions are subject to change without notice.

**General enquiries**

Please do not hesitate to contact the Academic Administrator at New Oaks College (PTY) Ltd on 021 007 4311 or email address: info@newoakscollege.com should you have any questions.

I hereby agree to these Terms and Conditions and declare that the information provided by me is accurate.

Signed at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_on this \_\_\_\_\_\_\_\_ day of\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 20 \_\_\_.

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