

### Section A Student Details

New Student		Returning Student		Student No.																	
Year of Study		1st	2nd	3rd	Semester/Trimester			1st	2nd	3rd	All										
Title	Name																				
Surname																					
Date of Birth		Day	Day	Month	Month	Year	Year	Year	Year	Gender	Male	Female	Home Language								
ID/Passport Number													Nationality		RSA	Other					

### Section B Student Contact Details

Residential Address: (Street)											
Suburb			City						Code		
Tel 1:			Cell:								
Postal Address: (St/Box)											
Suburb			City						Code		
Email											

### Section C Parent / Guardian Details

Name										Relation:		Mother	Father	Guardian
Surname														
Tel 1:			Cell:											
Postal Address: (St/Box)														
Suburb			City						Code					
Email														
Next of Kin			Cell:											

### Section D Employer Details

Company Name:						Contact Person:					
Trading As:						Registration No:					
Postal Address: (St/Box)											
Suburb			City						Code		
Tel:			Cell:								

### Section E Account Payer Details

Title		Name:									
Surname:											
Employer:			ID. Type:			ID No:					
Residential Address: (St)											
Suburb			City						Code		
Tel 1:			Cell:								
Postal Address: (St/Box)											
Suburb			City						Code		



## Section J

## Consent and Indemnity

I, \_\_\_\_\_ BEING THE PARENT / GUARDIAN OF \_\_\_\_\_  
(FULL NAME OF LEARNER / PARENT / GUARDIAN)  
ID NO: \_\_\_\_\_  
(FULL NAME OF CHILD / WARD)

Hereby give my consent for my child to take part in extramural activities of Richfield Graduate Institute of Technology, whether conducted on/off the campus premises including games, athletics tours and excursions of vocational, educational, social, or general interest and to participate in work integrated learning at employer premises

I fully understand and accept that such activities shall be undertaken at my/my child, my ward's own risk and hereby, on behalf of myself, my spouse, my executors and my child/ my wards (if applicable), indemnify, hold harmless and absolve Richfield Graduate Institute of Technology and their employees (hereinafter referred to as Richfield) against any loss, damage and expense arising out of any damage to person or property of myself/my child/my ward in the course of such activities (save for damage incurred due to the wilful or grossly negligent conduct of Richfield). Furthermore, I hereby indemnify, hold harmless and absolve Richfield against all claims of whatsoever nature made against Richfield in respect of any loss, damage or expense arising out of any wilful or negligent conduct by me/my child/my ward.

In the event of my child/my ward being injured while participating in any activity, I hereby give permission to any Richfield employee to attend to such injury in loco parentis; and hereby consent to any urgent, necessary medical procedure being conducted on my child/my ward in the event that Richfield is unable to contact me timeously.

SIGNATURE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_  
(STUDENT) (PARENT/GUARDIAN IF LEARNER IS UNDER 18 YEARS OF AGE)

## Section K

### DEPARTMENT OF HIGHER/ FURTHER EDUCATION AND TRAINING STUDENT DECLARATION Richfield Graduate Institute of Technology (Pty) Ltd

"I, \_\_\_\_\_ (STUDENT NAME: ),  
\_\_\_\_\_ (STUDENT NUMBER), am fully aware that the programme I have enrolled on, that is, the \_\_\_\_\_  
( FULL TITLE OF PROGRAMME/QUALIFICATION) with SAQA ID: \_\_\_\_\_  
(SAQA/QUALIFICATION ID), is registered with the Department of Higher/Further Education and Training to Richfield Graduate Institute of Technology (Pty) Ltd, as indicated on the registration certificate dated \_\_\_\_\_. This declaration is signed by both parties as required by the Director: Private Higher Education Institutions.

SIGNATURE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_  
(STUDENT) (PARENT/GUARDIAN IF LEARNER IS UNDER 18 YEARS OF AGE) (CAMPUS MANAGER)

## Section L

### TERMS AND CONDITIONS OF CONTRACT

#### 1. General

- 1.1 A non-refundable application fee of FIVE HUNDRED (R500) RAND for HET Programmes and TWO HUNDRED AND FIFTY ( R250) for TVET Programmes is payable.
- 1.2 Student must pay the full deposit in order to be a registered Student at the Institution.
- 1.3 Students who fail to pay the full deposit by the 2nd February 2018 will not be allowed to attend classes unless there is a formal written agreement between the Student and the Campus Manager.
- 1.4 In the event that the Student wishes not to study at the Institution or to cancel this contract, he/she shall provide within 20 business days (cooling off period) WRITTEN NOTICE from the date of registration thereof to the Campus Manager. The Student will remain liable from the date of registration for any amount owing to Richfield up until the date of cancellation; and shall be liable for an administration fee of SEVEN HUNDRED AND FIFTY (R750) RAND. The onus vests with the Student to ensure that a request letter is submitted for consideration for the attention of the Campus Manager, which he/she must acknowledge in writing and a copy given to you. This acknowledgement from the campus manager duly signed and dated will be used to process a cancellation request or effect any refund due, whichever is applicable.
- 1.5 Refunds will only be effected according to the Institution's refund Policy and the Student must make a formal application in writing providing a detailed explanation for the refund, to the Campus manager. The onus lies with the Student to retain a copy of the letter submitted to the Campus Manager as proof of refund request. In addition to the Institution's Refund Policy, the refund will only be payable within 21 working days from date of request. Should a student drop out, the deposit and any other instalments paid will be forfeited, in addition, the student will be liable for all remaining fees. Any over payments or refunds that is due to a student must be claimed by student within 6 months of the date of last payment.
- 1.6 In the event that a Student stops attending classes for any reason whatsoever, which includes expulsion, this contract is in force, he/she will remain liable for the full fees and no refunds will be effected.
- 1.7 Richfield reserves the right to amend/cancel the registration of a Student in the event of insufficient Students' for a particular course.
- 1.8 Richfield reserves the right to amend the syllabus in line with industry requirements or at the discretion of the Institutions Senate or delegated sub committee.
- 1.9 Richfield reserves the right to cede the debt and collection of fees to a Debt Collection Agency. The Student will become liable for costs and fees in terms of the Debt Collections Act, 114 of 1998, payable to the Agency.
- 1.10 It is recorded that the Institution is registered with the Department of Higher Education, thereby ensuring that it meets its Teaching and Learning obligations to Students.
- 1.11 The registration fee incorporates a component which guarantees the Student a proportionate refund by the Department of Edu-

cation if Richfield can no longer, or if it discontinues, a programme under certain circumstances.

- 1.12 Richfield will communicate with all Students via sms, print media, postal letters, telephone and email.
- 1.13 International applicants must be in possession of, and produce, a valid passport, valid study permit, and proof of residence. International students will be obliged to pay the full course fee prior to acceptance of the Students application.
- 1.14 Richfield is not responsible for any loss or damage to clothing or any personal property of the Student although reasonable precautions will be taken in regard to them.
- 1.15 By his/her signature hereto, the Student/parent/guardian chooses the residential address of the Student on page 1 of this enrolment contract to be his/her domicilium citandi et executandi (i.e. their address for the receipt of court processes and all other notices in terms of this contract).
- 1.16 By his/her signature hereto, the Student/parent/guardian consents to the jurisdiction of the Magistrate's court having jurisdiction over his/her person in respect of any action or proceedings which may be brought against him/her by Richfield under or arising from this contract even if the amount in issue would otherwise exceed the jurisdiction of such court. Notwithstanding such consent, Richfield shall be entitled to bring proceedings in any other court of competent jurisdiction without penalty as to the issue of costs.
- 1.17 In the event that either party breaches this contract, the defaulting party shall be liable for any attorney and own client costs, including collecting commission, which may be incurred by the other party.
- 1.18 In the event of the Institution supplying a Tablet PC or any other electronic device to Students, these shall remain the property of the Institution until the Student completes the entire academic programme and until such time as any outstanding fees and academic requirements have been settled and fulfilled in its entirety. Should a Student wish to de-register within the cooling off period, the Student will be liable to pay the cost of the Tablet PC issued to them as indicated in the pricelist.
- 1.19 In terms of the Consumer Protection Act, 2008 (Act No. 68 of 2008) this enrolment form does not constitute a fixed term contract.
- 1.20 In the event of the account being in default, the person signing this agreement hereby consents to Richfield divulging the personal information contained herein to any 3rd party for the recovery thereof for the outstanding debt. This information that any 3rd party may be privileged to may explicitly be used only to aid in the recovery of the outstanding debt.

#### 2. STUDENT STUDY FEES

- 2.1 Student fees are payable as per the payment options at any branch of Standard Bank of South Africa Limited or Campus.
- 2.2 Under no circumstances may Student fees be paid either cash or cheque to any staff member or office bearer of the Institution without being issued with an official receipt. The Student or any

- individual who makes payment on behalf of the Student, shall retain the proof of made to the Institution. \*The onus vests with the Student/payer to retain copies of all receipts for the duration of his/her study and must be produced in the event of any disputes.
- 2.3 Should a Student wish to transfer to another Richfield campus, an administration fee of FIVE HUNDRED (R500) RAND will be charged, subject to availability of space at the campus to be transferred to.
  - 2.4 Should a Student wish to upgrade and/or change his/her course, this should be completed by 31st MARCH of year of registration at no charge to the Student. Thereafter no further course upgrades and/or changes will be allowed.
  - 2.5 Should a Student wish to downgrade, a course fee of FIVE HUNDRED (R500) RAND will be charged, subject to approval by Campus Manager.
  - 2.6 Should a Student wish to downgrade, the Student will be liable to pay the cost of the Tablet PC issued to them as indicated in the pricelist.
  - 2.7 Re-issue of lost or misplaced manuals/guides will carry a fee of TWO HUNDRED AND FIFTY (R250) RAND per manual/guide, if provided as part of the programme. This includes electronic study material provided by the Institution that is preloaded or downloaded onto the Tablet PC or similar device.
  - 2.8 An administration fee of TWO HUNDRED AND FIFTY (R250) RAND will apply to each "RD CHEQUE" or RETURNED DEBIT ORDER.
  - 2.9 Students who request the following will incur an additional cost as follows:
    - 2.9.1 New or Replacement Tablet PC – As indicated in the current PRICE LIST
    - 2.9.2 New or Replacement Student Card – ONE HUNDRED (R100) RANDS.
    - 2.9.3 Reprinting of Result Sheet – ONE HUNDRED (R100) RANDS.
    - 2.9.4 Duplicate Certificate – TWO HUNDRED AND FIFTY (R250) RANDS
    - 2.9.5 Academic Record – TWO HUNDRED (R200) RANDS
  - 2.10 Students who request a remark of examination scripts will incur a cost of THREE HUNDRED AND FIFTY (R350) RAND after consultation with the Chief Academic Officer.
  - 2.11 Supplementary EXAMINATION FEE OF TWO HUNDRED AND FIFTY (R250) RAND is applicable.
  - 2.12 All Student fee instalments are due on the 1st of each month and the final payment should be made by the 30th NOVEMBER each year.
  - 2.13 In the event of fees being outstanding as per the payment plan/at the time of examinations, the Student may not be allowed to write the relevant assessment without the prior written arrangement from the Campus Manager. Should the Student default in a monthly payment, the entire balance will become payable.
  - 2.14 The M65 statement reflecting the amount due will be made available to the Student on a monthly basis by the campus of registration and is also available via the Students Online portal.
  - 2.15 A medical certificate by a registered practitioner must be

## Terms & Conditions

produced if the Student is absent for any assessments, tests, or examination.

2.16 A Tablet will be issued by the Institution to the Student upon payment of the full deposit as per the pricelist and Tablet PC Policy of the Institution. A replacement Tablet PC will only be issued to the Student at the cost indicated in the current Price List. Any warranty claims on Tablet PC devices must be addressed with the relevant Hardware Manufacturer.

2.17 The Student and the Account Payer for payment confirm that the information disclosed in this agreement is true and correct and it shall be a material breach of this agreement if the information is found out to be fraudulent, untrue or incorrect.

2.18 The Student and the Account Payer for payment undertake to notify us in writing of any changes to the personal information.

2.19 The Student and/or Account Payer consents to us obtaining, using and disclosing the personal information to give to an attorney or Debt Collection Agency.

### 3. Student code of conduct

3.1 Every Student, by signing an official registration form, becomes subject to the rules of the Institution ("the rule"), a full copy of which can be obtained from the campus manager, as well as the Institution's disciplinary procedures, combined or referred to in these rules which are administered in terms of the Student Relationship Management Framework.

3.2 When a charge of having committed an offence as defined in the rules is pending against a Student, or when, in the opinion of the Institution, such a charge ought to be instituted against a Student, or when a Student has been charged with a serious crime in a court of law, the Institution may order that, until the final disposition of the charge, the Student shall –

- Cease attending lectures or classes;
- Cease participating in such other activities of the Institution as may be specified; and/or
- Not enter the premises of the Institution or any specified part thereof.

3.3 The registration of any Student who, while a registered Student of the Institution, has been convicted of a serious crime (by a court of law) may at any time be cancelled at the discretion of the Institution. The campus manager/ Disciplinary Committee has the power to, at any time, in his/her discretion, expel any Student who breached a rule of the Institution.

3.4 Poster or notices emanating from Students shall not be displayed without the prior approval of the Student Representative Council and Campus Manager.

3.5 A Student's Representative Council shall obtain the prior permission of the Institute for any tour or similar activity which involves the absence of Student from classes.

3.6 A Student who intentionally or negligently causes damage to any property owned, possessed or occupied by the Institution shall make good such damage.

3.7 A Student shall comply with all laws of the Republic of South Africa, whilst on any property or premises owned or controlled by the Institution and/or relating to their studies or any other activity with Institution.

3.8 A contravention of any of the following rules is an offence (as defined in the rules):

- No Student shall intentionally or negligently misuse, damage, deface or destroy, or without authorisation, use any building,

furniture equipment, computer, vehicle, books, notes, documents or by any member of staff of the Institution or by any fellow Student of the Institution;

- No Student shall bring into, possess, use or supply drugs as defined in section 1 of the Drug Trafficking Act, 1992 (Act 140 of 1992), as amended; on to the Institution premises

- No Student shall in possession of a fire-arm or dangerous weapon while on the Institution premises.

3.9 No Student shall:

- Unlawfully and intentionally or negligently cause the death of any person on property owned or controlled by the Institution;
- Unlawfully assault or inflict any physical injury on any other person;

- By acts or threats, unlawfully assaults or attempt to assault, any person in a manner designed or intended to achieve sexual intercourse, or any other form of sexual gratification, of whatever nature or degree with the person assaulted;
- Commit in respect of or upon the person of any other person any act of physical indecency, or by words, conduct or writing threaten to perform any act of physical indecency upon such person;

- While on any premises owned or controlled by the Institution or while participating in any Institutional activity, by word or gesture address any person in a way that is obscene, indecent or offensive;
- By words, conduct or writing, propose, suggest or imply to another Student, visitor, or member of the staff of the Institution any activity of a sexual nature if the Student knows, or foresees, that the other person would consider such proposal, suggestion or implication is by reason of its sexual nature, offensive, demeaning or intimidatory to the person to whom it is addressed;

- Steal or attempt to steal any money, property or other valuables;
- By deed, word or writing abuse or seriously impair the self – respect or reputation of a Student, visitor, member of staff of the Institution; or

- Unlawfully invade the privacy of a Student, visitor, and member of the staff of the Institution.

3.10 No Student shall cheat in any Institution examination. For the purposes of the rule, cheating shall include:

- The introduction, or attempted introduction, into any place where an examination is about to be conducted, of any book, note, cell-phone or other device or instrument capable of storing, sending or receiving information;
- The possession, use, or attempted use, during an examination of any book, note, document, cell-phone, or other device or instrument capable of storing, sending, or receiving information, or any other article containing information the use of which is not authorized by the examiner or other examination officer;

- The removal or attempted removal from an examination room of any examination book or writing paper supplied by the Institution for the purposes of answering an examination;
- The use of a false name or identity number in an examination; and/or

- Intentionally or negligently assisting another Student to cheat.

3.11 A Student shall not obstruct, or attempt to obstruct any member of the staff of the Institution, or any contractor employed or retained by the Institution, in the performance of their duties.

3.12 A Student shall not occupy or be present upon any property or premises owned or controlled by the Institution after being required to leave such property or premises by a member of staff of the Institution acting within the scope of his or her duties.

3.13 No Student shall engage in conduct which disrupts or is likely to disrupt teaching, study; research; meeting; ceremonial or social activity at the Institution.

3.14 No Student shall unlawfully express, proclaim, publish or disseminate in speech, writing, print or other medium, any views, beliefs or ideology which unlawfully infringes upon the dignity or individual human rights of another Student of category, group or class of Student or any member of the staff of the Institution, or a person invited by the Institution to speak or lecture at the Institute.

3.15 No Student shall behave in a manner which is indecent or improper and which thereby brings the Institution into disrepute.

3.16 No Student shall offer, present, deliver or tender any officer of the Institution, any document which the Student knows, or ought reasonably to know to be a false or a forgery, and which causes prejudice to the administrative, financial or academic interests of the Institution or which has the potential to cause such prejudice.

3.17 No Student shall agree to give, or offer or tender to any staff member of Institution, any pecuniary consideration or other reward in return for any inaction by the staff in an official capacity.

3.18 No Student shall set fire to any property belonging to another Student or the Institution or a member of the staff of the Institution with the intent to injure the Institution or such person.

3.19 No Student shall unlawfully break into and enter any building room, store, or premises owned or controlled by the Institution.

3.20 A contravention of the following rules is a misdemeanour (as defined in these rules):

- No Student shall, while on any property owned or controlled by the Institution, or at Institution function or ceremony, behave in a noisy or riotous manner, or in such a way as to be a nuisance to other Student or to any member of the staff or guests of the Institution;
- A Student shall obey any lawful order of a member of the staff of the Institution as well as any lawful instruction of the Institution;
- A Student shall produce a Student identity card upon lawful request by any member of the staff;

- No member shall organise, institute or engage in any form of initiation of Students, or any campus or residence raids.

3.21 No Students are permitted to eat/drink in the computer laboratories.

3.22 No Student is allowed to smoke, consume alcohol or drugs on any property or premises owned or controlled by the Institution.

3.23 Students using any computer or other facilities must be done under the supervision/authority of the campus/course administrator.

3.24 Students are responsible for resources under their control.

3.25 No software may be loaded, developed or executed on Richfield's computers unless they are proven to be virus free and approved by the Campus Manager/Cluster Director in writing.

3.26 The Student shall accept all the results of Richfield's examinations as final, subject to the standards procedures regarding remarks and disputes.

3.27 Students are encouraged to seek the assistance of Companies that offer Work Integrated Learning (WIL).

3.28 During WIL, Students should abide by the Host Companies policies and procedures.

## Section M

### ACCEPTANCE OF CONTRACT

I, \_\_\_\_\_ and I/We \_\_\_\_\_  
(Student) (Parent/Guardian if Learner is under 18 years of age)

hereby agree to be liable for the total fee for the year and subject to the policy and conditions stipulated herein. I/We further agree that failure to attend lectures will not absolve me of the liability incurred under this contract.

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Student) (Parent/Guardian if Learner is under 18 years of age)

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Campus Manager) (Witness)

## Section N

### DOCUMENTATION AND INFORMATION

COPY OF NATIONAL SENIOR CERTIFICATE (CERTIFIED)	<input type="checkbox"/>	INVOICE PRINTED AND ISSUED	<input type="checkbox"/>
COPY OF LEARNER I.D/PASSPORT (CERTIFIED)	<input type="checkbox"/>	ADMISSION CRITERIA MET	<input type="checkbox"/>
COPY OF LATEST BANK STATEMENT (IF DEBIT ORDER)	<input type="checkbox"/>	REGISTRATION CAPTURED	<input type="checkbox"/>
PARENT/GUARDIAN ID DOCUMENTS (CERTIFIED)	<input type="checkbox"/>	M65 PRINTED AND ISSUED	<input type="checkbox"/>
PARENT/LEARNER SIGNED APPLICATION	<input type="checkbox"/>	STUDENT CARD ISSUED	<input type="checkbox"/>
PROOF OF ACADEMIC TRANSCRIPT (IF APPLICABLE)	<input type="checkbox"/>	REGISTRATION PACK ISSUED	<input type="checkbox"/>
ACADEMIC ADVISORS SIGNATURE	<input type="checkbox"/>	TABLET PC ISSUED	<input type="checkbox"/>
PROOF OF RESIDENCE	<input type="checkbox"/>	CAPTURE OF TABLET SERIAL NO. ON ICAS	<input type="checkbox"/>

Captured By (Name): \_\_\_\_\_ Verified by: \_\_\_\_\_ Signature: \_\_\_\_\_

Signature: \_\_\_\_\_ Campus Manager: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_

[Click here to indicate that you have read and agree to the terms presented in the Terms and Conditions](#)