



## SECTION D: PAYMENT OPTION

### CASH OPTION (IF PAYING TOTAL AMOUNT ONCE OFF)

REGISTRATION FEE \_\_\_\_\_ TOTAL TUITION FEE \_\_\_\_\_

1<sup>ST</sup> PAYMENT \_\_\_\_\_

TOTAL TUITION FEE \_\_\_\_\_

EXAMINATION FEE \_\_\_\_\_

### PARENTS PERSONAL DETAILS

FULL NAME AND SURNAME \_\_\_\_\_ OCCUPATION \_\_\_\_\_

ID/REGISTRATION NUMBER \_\_\_\_\_

PHYSICAL ADDRESS \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ POSTAL CODE \_\_\_\_\_

TEL \_\_\_\_\_ MOBILE \_\_\_\_\_ EMAIL \_\_\_\_\_

### PLEASE NOTE:

#### ALL REGISTRATION FEES AND DEPOSIT ARE NON-REFUNDABLE

1. The student's failure to attend classes for whatever reason shall in no way entitle him/her to reduce fees, nor will it absolve him/her or other signatories to this document from full liability for the payment of fees and other charges.
2. No cancellation of this contract shall be of force or effect without written consent there to by the student (or guardian) and an authorised officer of Secunda FET College.
3. The right to attend classes and write examinations is non-transferable.
4. Secunda FET College shall have the right to alter timetables, course commencement and completion dates, where and whenever necessary as well as holidays and vacation duration.
5. Secunda FET College reserves the right to create and apply rules, including due performance. The student hereby agrees to be bound by such rules.
6. Secunda FET College reserves the right to suspend the student from classes and examinations and/or withhold his/her examination results if school fees are outstanding.
7. The student and other signatories hereby agree to pay all tuition and other fees on due dates to Secunda FET College without any further notice being issued. Secunda FET College will institute legal action against fee defaulter. The liability of all costs involved will fall on the signatories to this contract other than Secunda FET College.
8. A 25% cancellation fee will be charged if cancellations, which are to be made in writing, are received less than 3 (three) working days before the course commencement date. The full fee will become payable if no cancellation notice is supplied to Secunda FET College before the scheduled course date.
9. Overdue amounts shall be subject to the interest at a rate of 8.5% per month, calculated from the date the amount is overdue until date of payment. There will be no refunds under any circumstances in respect of fees already paid. However, at the discretion of Secunda FET College full tuition value may be given instead, within the same academic year, to the applicant or his/her Immediate family.
10. Where tuition fees are payable to Secunda FET College in instalments, failure to pay any single instalment in time will result in the full balance becoming immediately due and payable without further notice.
11. Tuition fee payable to Secunda FET College does not include membership fees. Accommodation fees, stationary (including modules and text books) or other items. Where fees for external exams and study material are not known in advance, the student hereby accept the quotation or changes therefore whenever made in the course of the study program. Furthermore, it shall be the responsibility of a student to bear cost of transport for study trips, stationary and any other specialized consumable used during the course.

12. External assessment and examination are compulsory in our entire program. The student is responsible for ensuring that he /she has been registered for the correct and relevant examination with such an institute or exam body.
13. Where a student registers after the closing date of all examination registration, the student will be advised to register for the next examination.
14. Secunda FET College will take all precautions to ensure that all students are registered for examination. (National and other external exams). However, a student's failure to register or write examination shall in no way entitle him /her to any sort of reduction or refund of tuition fees, nor will it absolve her/him from full liability for the payment of tuition fees due. It is therefore imperative for all students registering at Secunda FET College to ensure that they are properly and correctly registered with the relevant examining bodies in time.
15. No student shall deal with his or her lecturer in regard to payment of any kind or registration of any form. However, if a student decides to make such arrangements or dealings with his/her lecturer, Secunda FET College shall not be held liable for any loss accounting from such dealings.
16. No relaxation, variation indulgence granted by Secunda FET College to other signatories here to respect of this agreement shall constitute waiver of any right vested in Secunda FET College. Secunda FET College shall be deemed to include any division/branch of Secunda FET College or any other juristic person to rule the rights and obligation of Secunda FET College, as contained herein may be coded /assigned.
17. In addition to these terms of registration, the signatories further agree to abide by the Secunda FET College enrolment terms and conditions and the student code of conduct, as well as the student residence rules and regulations which are in line with the Gauteng department of education 'school's constitution.
18. Students not satisfied with institution's grievance procedures or training programmes should forward their concerns to info@secundafetcollege.co.za
19. Fraud cases including altering any information on banking deposit slips and exchanging access cards are criminal cases and will be reported to the police and may lead to suspension /discontinuation of the student from the study programme.

Declaration of oath to have read, understand and abide by the terms of registration as stipulated in the above section

Signature of Parent/Guardian.....Date.....

Place.....

Signature of applicant .....

Consultant's Name .....

Date .....

Place.....