

Tel: 014 597 4051
Fax: 086 425 5532

C O N T R A C T O F E N R O L M E N T

Please tick (✓) the appropriate box and complete in BLOCK LETTERS.

SECTION A: PROGRAMME REGISTRATION

Course Name													
Starting Date	Y	Y	Y	Y	M	M	D	D					
Study Method	Full-Time				Part-Time				Corporate				
Enrolment	Full Programme						Modular						

Please complete the following information if you are enrolling for individual modules.

Module	Module
Module	Module

SECTION B: PROGRAMME PAYMENT SCHEDULE

Payment Plan	Cash Fee Complete Section B.1	Terms Fee Complete Section B.2
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SECTION B.1: CASH FEE

Reg. Fee	R (for office use)	Receipt No.	(for office use)
Cash Price	R (for office use)	Receipt No.	(for office use)
Other Fees	R (for office use)	Receipt No.	(for office use)

SECTION B.2: TERMS FEE

In terms of the National Credit Act 34, you need to complete a separate credit agreement. You will also need to supply the following documentation:

- Bar-code copy of ID document
- Copies of last 3 months payslips

Credit Facility agreement completed	Date (for office use)	Signed (for office use)
Credit Assessment completed	Date (for office use)	Signed (for office use)
Credit Granted	Date (for office use)	Signed (for office use)

SECTION C: LEARNER DETAILS

SECTION C.1: PERSONAL DETAILS

Title	Mr	Miss	Mrs	Dr	Other			
Surname								
First Name(s)								
Preferred Name				Initials				
Proof of ID?	Yes	No	Gender	Male	Female			
Date of Birth	1	9	Y	Y	M	M	D	D
ID No.								
Language	English	Afrikaans	Tswana	Xhosa	Zulu	Other		
SA Citizen?	Yes Complete Section C.1.1			No Complete Section C.1.2				
Section C.1.1: Cultural Details (For statistical purposes only)								
Culture	African	Indian	Coloured	White	Other			
Section C.1.2: Foreign Learner Details								
Passport No.								
Nationality				Domicile				

SECTION C.2: LEARNER HOME CONTACT DETAILS

HOME CONTACT NUMBERS (Please include area codes)												
Tel. No.												
Cellular No.												
Fax No.												
Email Address												

PHYSICAL HOME ADDRESS

Street Address								
Suburb								
City					Postal Code			

POSTAL HOME ADDRESS

 (If different than physical address)

Postal Address								
Suburb								
City					Postal Code			

SECTION C.3: LEARNER EMPLOYMENT DETAILS

Status of Employment	Unemployed	Permanent	Self-employed	Temporary
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Do not complete the following information if 'Unemployed' was selected in the above question.

WORK CONTACT DETAILS

 (Please include area codes)

Company								
Postal Address								
City					Postal Code			

SECTION C.4: LEARNER EDUCATION

SECONDARY EDUCATION												
School Attended												
Highest Grade/Standard Passed						Year Completed	Y	Y	Y	Y		
TERTIARY EDUCATION												
Have you previously studied at another tertiary institution?										Yes	No	
Name of Institution												
Course/Programme												

SECONDARY EDUCATION												
School Attended												
Highest Grade/Standard Passed						Year Completed	Y	Y	Y	Y		
TERTIARY EDUCATION												
Have you previously studied at another tertiary institution?										Yes	No	
Name of Institution												
Course/Programme												
Qualification Obtained?	Yes	No	Year Completed	Y	Y	Y	Y					
Do you wish to apply for exemption for completed study units?										Yes	No	

SECTION D: MAIN ACCOUNT PAYER DETAILS

Account Payer	Self	Parent/Sponsor Complete Section D.1	Company Complete Section D.2
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SECTION D.1: PARENT/SPONSOR DETAILS**Section D.1.1: Parent/Sponsor Personal Details**

Title	Mr	Miss	Mrs	Dr	Other			
Surname								
First Name(s)								
Preferred Name				Initials				
Proof of ID?	Yes	No	Gender	Male	Female			
Date of Birth	1	9	Y	Y	M	M	D	D
ID No.								
Language	English	Afrikaans	Tswana	Xhosa	Zulu	Other		
SA Citizen?	Yes			No				

Section D.1.2: Parent/Sponsor Home Contact Details**HOME CONTACT DETAILS** (Please include area codes)

Tel. No.								
Cellular No.								
Fax No.								
Email Address								

PHYSICAL HOME ADDRESS

Street Address								
Suburb								
City				Postal Code				

POSTAL HOME ADDRESS (If different than Physical Address)

Postal Address								
Suburb								
City				Postal Code				

Section D.1.3: Parent/Sponsor Employment Details

Status of Employment	Unemployed	Permanent	Self-employed	Temporary
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Do not complete the following information if 'Unemployed' was selected in the above question.

WORK CONTACT DETAILS (Please include area codes)

Company								
Postal Address								
Suburb								
City				Postal Code				
Tel. No.								
Fax No.								
Email Address								

SECTION D.2: COMPANY DETAILS

Company								
Postal Address								
Suburb								
City				Postal Code				
Approved by								
Order No.								
Tel. No.								
Fax No.								
Email Address								

SECTION E: TERMS AND CONDITIONS**1. General**

Please read the information in this booklet carefully. The contents of this booklet, these terms and conditions, the school leaver's guide/yearbook, transfer policy document, deferral policy document, code of conduct and the pro-forma invoice all constitute the Contract of Enrolment between the applicant, his/her parent(s), guardian(s) or sponsor(s) and GHM Matcon (Pty) Ltd (registration number 1998/009305/07) ("GHM Matcon (Pty) Ltd").

2. Fees

2.1 A registration/processing fee in the amount indicated in your pro-forma invoice shall be payable to GHM Matcon (Pty) Ltd. The said registration fee is not refundable under any circumstances whatsoever, unless an applicant is not eligible for admission to GHM Matcon (Pty) Ltd, or unless the programme in question is cancelled by GHM Matcon (Pty) Ltd.

2.2 The fees payable and payment terms for any particular programme may be found on the pro-forma invoice. Should the payment aspects of registration of an applicant be ceded by GHM Matcon (Pty) Ltd to a finance house, the payment terms of such finance house will apply.

2.3 The applicant will not be absolved of the responsibility to pay such fees by virtue of incorrect billing or any other factor. The applicant hereby agrees to pay the fees payable for the programme(s) selected as reflected on the GHM Matcon (Pty) Ltd pro-forma invoice, which is incorporated into this contract. Such fees will include registration fees, tuition fees, book/note fees and any other fees applicable to the programme selected.

2.4 There are several possible methods for payment of tuition fees for full-time applicants.

2.4.1 Foreign applicants are required to pay full fees prior to their studies.

2.4.2 GHM Matcon (Pty) Ltd reserves the right to withhold examination results until outstanding accounts are settled in full.

2.5 Where tuition fees are payable to GHM Matcon (Pty) Ltd in instalments, failure to pay any single instalment timeously shall result in the full balance becoming immediately due and payable without further notice. Further, GHM Matcon (Pty) Ltd reserves the right to charge interest at maximum permitted amount above the prevailing prime overdraft rate, as charged by GHM Matcon (Pty) Ltd's bankers from time to time on all overdue accounts.

2.6 GHM Matcon (Pty) Ltd reserves the right to cede the collection of fees to a finance house or other institution. In this regard, the term GHM Matcon (Pty) Ltd shall include such cessionary/ies.

3. Enrolment & Cancellation**3.1 Full Cancellation****3.1.1 One year programmes and other full-time programmes:**

An applicant may cancel his/her enrolment for the current academic year of study as a whole and shall be exonerated from liability for the full GHM Matcon (Pty) Ltd fees (excluding the registration/processing fee and the cost of notes/books, both of which remain payable, and an additional administration fee of R500 (five hundred rand)), provided that the GHM Matcon (Pty) Ltd enrolment office is informed in writing by no later than 4 (four) weeks prior to the commencement of the academic year in question, and with written notification of receipt of such cancellation having been furnished by GHM Matcon (Pty) Ltd to the applicant by that date (at GHM Matcon (Pty) Ltd's option). Should an applicant wish to cancel his/her enrolment subsequent to a period of 1 (one) week prior to the commencement of the academic year, he/she shall be liable to pay a penalty in the amount of seven thousand rand (R7 000) and shall remain liable for the registration/processing fee and the cost of notes and books. Should an applicant wish to cancel his/her enrolment subsequent to the commencement of the academic year, he/she shall be liable for his/her full GHM Matcon (Pty) Ltd tuition for the academic year in question. The above exonerations only apply to applicants who have not yet paid the fees from which they have been exonerated. There will be no refunds under any circumstances in respect of fees already paid. However, at the discretion of GHM Matcon (Pty) Ltd, full tuition value may be given instead, within the same academic year, to the applicant or his/her immediate family.

3.1.2 Part-time Applicants

An applicant may cancel his/her enrolment for a part-time programme, and be exonerated from liability for the GHM Matcon (Pty) Ltd tuition fee, provided that the GHM Matcon (Pty) Ltd administration office is informed in writing by no later than the date on which the programme was scheduled to begin, with written notification of receipt of such cancellation having been furnished to GHM Matcon (Pty) Ltd to the applicant by that date (at GHM Matcon (Pty) Ltd's option). If the applicant is so exonerated from liability to pay the tuition fee, he/she will nevertheless remain liable for the R225 (two hundred and twenty five rand) registration/processing fee, the cost of notes or books, which will be charged separately at a price to be advised by GHM Matcon (Pty) Ltd and an additional administration fee of R500 (five hundred rand). Should an applicant wish to cancel his/her enrolment subsequent to the start of lectures, he/she will remain liable for the full tuition fee payable, whether or not he/she attends lectures or writes examinations. GHM Matcon (Pty) Ltd reserves the right to postpone or cancel part-time programmes due to lack of demand. In the event of cancellation, as opposed to postponement, all fees paid will be refunded.

4. Deferral of Programmes

All applicants wishing to defer their studies, or part thereof, may make application in writing to the GHM Matcon (Pty) Ltd administration office within 14 (fourteen) days of the start of the course where upon flexible study options may be considered, at the sole discretion of GHM Matcon (Pty) Ltd. All correspondence must be by way of registered mail, telefax or by hand delivery to GHM Matcon (Pty) Ltd's premises referred to in clause 10.12. All correspondence must be received and signed for by GHM Matcon (Pty) Ltd prior to the applicable cut-off date. A deferral charge of 25% (twenty five percent) of the original cost of the programme to be deferred will be levied against the applicant. No additional charges will be levied for deferrals as a result of a GHM Matcon (Pty) Ltd decision.

5. Credit Approval

By completing and submitting the application form, the applicant thereby authorizes GHM Matcon (Pty) Ltd to access any information available to assess his/her application, and also gives GHM Matcon (Pty) Ltd permission to conduct a credit check with any credit bureau or third party, and the applicant waives any claims he or she may have against GHM Matcon (Pty) Ltd in respect of such disclosures. This contract is accepted provisionally subject to the outcome of the credit check being acceptable to GHM Matcon (Pty) Ltd. GHM Matcon (Pty) Ltd hereby reserves the right to decline the application if it does not comply with the GHM Matcon (Pty) Ltd credit policy or met GHM Matcon (Pty) Ltd's credit granting criteria.

6. Late Payments

Kindly note that all late payments will result in interest being charged at the maximum rate allowed by law or the prime overdraft rate of GHM Matcon (Pty) Ltd's bankers, from time to time, plus 3% (three) percent, which ever is the higher.

7. Legal Declaration of Indemnity

7.1 Neither GHM Matcon (Pty) Ltd nor any official employee or representative of GHM Matcon (Pty) Ltd acting in his/her capacity as such shall be liable for any damage arising out of:

7.1.1 the death, bodily harm, loss of health or illness of any applicant howsoever caused; and

7.1.2 the destruction of or damage to any property owned by or in the custody of any applicant, howsoever caused.

7.2 The applicant hereby indemnifies GHM Matcon (Pty) Ltd against any claim made against GHM Matcon (Pty) Ltd in respect of any damage arising out of the fault of the applicant.

8. Additional Terms of Enrolment

8.1 The applicant's failure to attend lectures for whatever reason shall in no way entitle him/her to a reduction in fees, nor will it absolve him/her or the other signatories to this document from full liability for the payment of fees and other charges.

8.2 No cancellation of this contract shall be of any force or effect without written consent thereto by an authorized officer of GHM Matcon (Pty) Ltd.

8.3 The right to attend lectures and write examinations is not transferable.

8.4 The signatories hereto accept that GHM Matcon (Pty) Ltd shall have the right to vary the programme syllabus at any time, without prior notification and without furnishing reasons therefore. GHM Matcon (Pty) Ltd shall further have the right to alter timetables and programme commencement dates at its own discretion.

8.5 GHM Matcon (Pty) Ltd shall have the right at its sole discretion, to postpone or cancel tuition in any programme initially advertised and offered, on the basis of insufficient demand. GHM Matcon (Pty) Ltd further reserves the right to combine classes of a similar academic level and content.

8.6 GHM Matcon (Pty) Ltd reserves the right to create and apply rules (including due performance requirements), and the applicant hereby agrees to be bound by such rules. GHM Matcon (Pty) Ltd reserves the right to exclude the applicant from lectures and examinations (without in any way detracting from the right of GHM Matcon (Pty) Ltd to recover fees payable), and to withhold an applicant's examination results or to dismiss him/her for failing to pay tuition fees or failing to comply with any rules, or the terms of this contract. The applicant and other signatories hereby agree to pay any and all tuition fees as and when they fall due at GHM Matcon (Pty) Ltd. When failure to do so results in legal or other action being taken by GHM Matcon (Pty) Ltd, the liability for all costs relating to such action will fall on any signatories to this contract other than GHM Matcon (Pty) Ltd, jointly and severally. Such costs will include attorney/client costs and any other costs incurred by GHM Matcon (Pty) Ltd, including but not limited to, attorney and client fees, collection charges, tracing charges and the maximum interest permitted by prevailing legislation (calculated from date of non-payment).

8.7 Where tuition fees are payable to GHM Matcon (Pty) Ltd in instalments, the failure to pay any single instalment timeously will result in the full balance becoming immediately due and payable without further notice.

8.8 Fees payable to GHM Matcon (Pty) Ltd comprise tuition and registration fees for GHM Matcon (Pty) Ltd and do not include external institute membership fees, external university fees, examination fees, notes, books, stationery or other items. Furthermore, it shall be the applicant's responsibility to bear the cost of transport and specialized consumables used during the programme, including but not restricted to specialized stationery, stock or any other materials.

8.9 The applicant is responsible for ensuring that he/she has been properly registered with any relevant external institute or examining body, where applicable, and that he/she has been registered for examinations with such institute or body.

8.10 In the case of force majeure, GHM Matcon (Pty) Ltd reserves the right to cease lectures and close the college temporarily. While every effort will be made to resume lectures as soon as possible, no warranties are made in this regard and no refund in fees will be made.

8.11 No relaxation, variation, or indulgence granted by GHM Matcon (Pty) Ltd to the other signatories hereto in respect of this agreement shall constitute a waiver of any rights vesting in GHM Matcon (Pty) Ltd in terms hereof, and no reliance may be placed by the applicant or other signatory hereto or any statement or representation (whether oral, tacit or otherwise) not contained herein.

8.12 GHM Matcon (Pty) Ltd chooses as its domicilium citandi et executandi for all purposes arising here from GHM Matcon (Pty) Ltd, 39 Heystek Street, Rustenburg. The applicant and other signatories choose as their domicilium citandi et executandi the addresses appearing under "contract of enrolment details" contained herein.

8.13 In the event of the signatories to this agreement, other than GHM Matcon (Pty) Ltd, having completed this form incorrectly, or the payment details herein not being in accordance with the requirements of GHM Matcon (Pty) Ltd, then such incorrect information or payment details shall be deemed to have been amended so as to be in accordance with the requirements of GHM Matcon (Pty) Ltd, without further notice.

8.14 Any applicant, who receives a promotional item as a result of this enrolment contract, hereby acknowledges that GHM Matcon (Pty) Ltd is not responsible for any repairs, service issues, warranties or performance in relation thereto. These must be referred to the promotional item manufacturer, service provider, network or agent(s) thereof, as the case may be.

9. Minor Applicants

9.1 In the case of an applicant who is a minor, the guardians of such minor hereby -

9.1.1 acknowledge that they understand the provisions of hereof and hold themselves bound thereby and by the rules and procedures of GHM Matcon (Pty) Ltd for the time being in force or as they may be altered, for any period during which the minor is a registered student;

9.1.2 declare that they know that, should the applicant during his/her attendance at GHM Matcon (Pty) Ltd, undergo training in any workshop, laboratory or any other place of training or attend any excursion, event or sporting activity whether within or without GHM Matcon (Pty) Ltd's premises, the minor may be exposed to risks to life, or to bodily injury, or to health or illness or of damage to property, or personal liability therefore and that in the full knowledge thereof, They hereby grant their consent thereto and agree that they and/or the minor, as the case may be, shall bear all the risks involved in such training, excursion, exercise, event or sporting activity. Furthermore, they acknowledge that the cost of transport to and from such training, excursion, exercise, event or sporting activity shall be for their account;

9.1.3 acknowledge that they have familiarized themselves with the contents, hereof, the school leavers guide/yearbook, programme fact sheets, transfer policy document, deferral policy document, code of conduct and the pro- forma invoice, GHM Matcon (Pty) Ltd documentation and/or the relevant institute's prospectus and certify that the information given in this form is accurate and complete in all respects;

9.1.4 acknowledge that they are aware that the minor must satisfy the requirements of due performance as laid down by GHM Matcon (Pty) Ltd, and the relevant conferring body or institute as the case may be;

9.1.5 agree that GHM Matcon (Pty) Ltd may communicate directly with the conferring body/institute on their behalf and that, as such, all correspondence from the institute/conferring body to themselves may be sent directly to GHM Matcon (Pty) Ltd.

9.1.6 accept sole responsibility for all amendments to, and confirmation of the minor's degree, diploma or certificate of enrolment;

9.1.7 undertake that the minor will not amend or cancel his/her enrolment in any manner whatsoever without first informing GHM Matcon (Pty) Ltd in writing of such amendment or cancellation and acquiring GHM Matcon (Pty) Ltd's written consent thereto;

9.1.8 hold themselves responsible for the payment in full of all fees and other charges as and when they fall due for payment at GHM Matcon (Pty) Ltd; and

9.1.9 agree that GHM Matcon (Pty) Ltd shall be entitled to recover from them all legal costs incurred to GHM Matcon (Pty) Ltd in order to enforce its rights under this contract, including but not by way of limitation, attorney and own client fees and collection charges and all tracing charges.

9.2 The abovementioned parent(s), guardian(s) or sponsor(s) do hereby:

9.2.1 assist the applicant in all respects in making this enrolment and hold him/her bound by all the provisions thereof and by the rules and regulations of GHM Matcon (Pty) Ltd for the time being in force or as they may be altered;

9.2.2 consent to the applicant attending GHM Matcon (Pty) Ltd subject to the provisions of enrolment herein contained;

9.2.3 accept responsibility for all amendment to, and confirmation of the applicants enrolment with the diploma conferring body or accrediting institute;

9.2.4 certify that the information given on this form is accurate and complete in all respects;

9.2.5 hold themselves jointly and severally responsible as surety and co-principal debtor in solidum, together with the applicant, for the full payment of all fees and charges as and when they fall due for payment at GHM Matcon (Pty) Ltd;

9.2.6 confirm that they have read and understood the terms and conditions of this contract, and agree to be bound by them.

9.3 In the case of an applicant who is NOT a minor, the applicant hereby -

9.3.1 declares and warrant that he/she is a major and have full capacity to act;

9.3.2 acknowledges that he/she understands the provisions of the declarations above and hold himself bound thereby; and by all other provisions of this enrolment and by the rules and procedures of GHM Matcon (Pty) Ltd for the time being in force or as they may be altered, for any period during which he/she is a registered applicant; and

9.3.3 declares that he/she have read and understood the contents of this contract of enrolment, including clause and its sub-clauses, which shall apply mutatis mutandis to he/she in their full capacity.

SECTION F: ACCEPTANCE OF CONTRACT

I,

 learner name and surname
 and I/we

 parent/sponsor/company

hereby declare that all information given in this contract is true and valid. I/We further acknowledge that I/we have read and understood the terms and conditions laid out in Section E of this contract. I/We agree to be bound by these terms and conditions.

Learner Signature		Date	
Parent/Sponsor Signature		Date	
Company Signature		Date	
GHM Matcon (Pty) Ltd Representative		Date	

SECTION G: GENERAL

Please ensure that the following documentation accompanies this enrolment form (tick the relevant check box with a ✓):

Certified copy of learner identity document (ID).

Certified copy of parent/sponsor identity document (ID) (if applicable).

Please ensure that the following information has been supplied before submitting this enrolment form (tick the relevant check box with a ✓):

Section A: Course Name, Starting Date

Section B: Payment Plan

Section C: ID No., Home Tel. No. and/or Cellular No., Postal Address

Section D: Account Payer, with ALL details of the parent/sponsor or company

Section F: All relevant parties' signatures

SECTION H: PAYMENT OPTIONS

GHM Matcon (Pty) Ltd offers the following payment options:

1. Cash
2. Visa and MasterCard credit cards
3. Cheque
Cheque payments are payable to: GHM Matcon (Pty) Ltd.
4. Electronic/Online
Bank details are:
 Bank: Standard Bank
 Branch: Rustenburg
 Branch Code: 05 26 46
 Account No: 033 066 515
 Please quote the student number or name as reference.
5. FNB Life Start Student Loans
Call centre: 0860 100 762
6. Standard Bank Student Loans
Call Centre: 0860 123 456