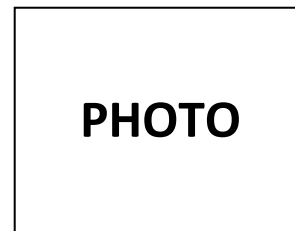




FOR OFFICE USE PURPOSE		ADMISSION REQUIREMENTS
CONSULTANT NAME AND LAST NAME		<ol style="list-style-type: none"> <li>1. Application/Admission Fee</li> <li>2. 1 ID photo</li> <li>3. Certified copy of student's ID document</li> <li>4. Certified copy of financial sponsor ID document</li> <li>5. Certified copy of latest results</li> <li>6. Certified proof of residential address</li> <li>7. Proof of Admission Paid                             <ul style="list-style-type: none"> <li>- Registration fee [Refer Price list]</li> <li>- First installment</li> </ul> </li> </ol>
DATE OF APPLICATION		
COURSE APPLIED		
STUDENT NO		



SECTION A : APPLICANT INFORMATION													
SURNAME													
NAMES													
IDENTITY / PASSPORT NUMBER													
DATE OF BIRTH										AGE			
TITLE						NATIONALITY							
POSTAL ADDRESS						RESIDENTIAL ADDRESS							
Telephone [H]													
Telephone [W]													
Alternative Telephone													
CEL				EMAIL									
AFRICAN			WHITE			COLOURED			INDIAN				
GENDER				MALE				FEMALE					
ARE YOU PHYSICALLY DISABLED? (SPECIFY)										YES		NO	

SECTION B: ACADEMIC RECORD							
UNIVERSITY		TECHNICON		COLLEGE		HIGH SCHOOL	
INSTITUTION NAME							

SECTION C : PARENTS OR GUARDIANS / FINANCIAL SUPPORTER							
SURNAME				INITIALS		TITLE	
IDENTITY / PASSPORT NUMBER							
POSTAL ADDRESS				POSTAL ADDRESS			

SECTION D : INDICATE THE COMMUNICATION METHOD YOU PREFER BELOW (e.g. Telephone, e-mail, sms ...etc) AND PLEASE SPECIFY											
Telephone (H)											
Telephone (W)											
Cellphone 1											
Cellphone 2											
PARENT/GUARDIAN COMPANY NAME											
POSITION											

SECTION E: REFERENCE		
NAME OF REFERENCE	TELEPHONE NUMBER	RELATIONSHIP (RELATIVE)

SECTION F : QUALIFICATION//PROGRAM ENROLLED		ETQA:
COURSE/PROGRAM TITLE:		

CONTRACT LEADING TO THE QUALIFICATION FOR: \_\_\_\_\_

ENTERED INTO BETWEEN : KNOWLEDGE IS YOUR KEY ACADEMY AND \_\_\_\_\_ (LEARNER)

Contract Terms and conditions (please kindly initial every clause provided below and sign where required)

1. (Name of Course)..... - Application/Admission Fee of R ..... is included in the college fees. The learner and financial supporter undertake to pay the college for the enrolled course by either a full payment of R.....(excluding assessment fees) or a registration of R..... and the remaining balance of R.....in ..... monthly installment of R..... per month plus application fees. **Assessment fee of R.....per subject is payable upon registration for Assessments.** The total course fees amounts to R..... (excluding Assessments fees and all assessment fees are paid in ADVANCE WELL BEFORE THE PERIOD OF ATTENDANCE).
2. EFT /Bank deposit & Merchant Swiping Services are available . **Proof of Payment** can be e-mailed to [info@kiyk.co.za](mailto:info@kiyk.co.za), or hand delivered at Administration/Reception
3. **Payments are due in the first month of commencement of the training. Each monthly payment must be received by the College on or before the 4<sup>TH</sup> of each month.**
4. **Application/Admission Fee paid is valid for a year of enrolment for the enrolled program/course selected**
5. The learner will not be allowed to continue with the course or write any test and examination if the fees are not up to date.
6. The financial supporter of the learner (with attached ID copy) accepts full responsibility and liability for the course fees as determined in paragraph 1 of this contract.
7. International Students are required to pay half of the total fees on registration.

8. All students are supposed to receive a student code of conduct and an indemnity form which they are expected to fill and submit to administration.
9. Reassessment Fees are payable for every Assessment failed /or missed and late submission.
10. The terms and conditions of this agreement are not subject to change until the College Board of Directors have verified and approved the changes and the application of changes must be done by way of an affidavit signed by both the learner and financial sponsor. Application for changes to the contractual arrangements must be done within **seven working days** upon the signing of the contract. Any applications thereafter will be rendered null and void.
11. Students who have failed unit standards reassessments twice are required to redo the unit standards and attend classes.
12. Students will be liable to pay for all the subjects in full which appear on their final examination timetable.
13. For any act of vandalism or damage to the college property that student has caused at the College will be subject to the financial charges to restore the property.
14. It is a learner's responsibility to ensure that they compile, complete and submit the POE (Portfolio of Evidence) before the closing date of POE's submission. It is also the Learner's responsibility to ensure that they register and verify if they are registered with the Department of Higher Education and Training for the National Examinations for all the National Examinations sittings.
15. The Academy's Disciplinary Code of Conduct will be applied for any misconduct/ill discipline and deviations to the  
NB **All fees paid are strictly non-refundable.**

**Programme Registration**

KNOWLEDGE IS YOUR KEY ACADEMY is accredited by the Quality Council for Trades & Occupations [QCTO] and the Manufacturing & Engineering Services Seta[merSETA] to offer Full Qualifications & Part Qualifications in Motor & Diesel Mechanics and Related Programs. The Academy also offers a wide range of Provider Programs & Services

**Certification**

The relevant ETQA issues the Learner Achievement Certificate to the learner when the learner has successfully completed the program

**Summary of Rules and Regulations**

1. All successful applicants are expected to be neat and tidy. 2. The college adheres to strict hygiene. 3. The college administration does not tolerate use of abusive language and lack of respect for lecturers or fellow students. 4. Late coming is not acceptable. 5. Indiscipline and involvement in activities that affect the smooth running of the college shall not be tolerated. 6. Payments for extra mural activities like field trips and parties are not compulsory and are paid separately from school fees. (This is only a summary of the rules and regulations. The comprehensive list is contained in the Student Code of Conduct).

**NB: Please verify the registration/ accreditation status of the learning program before registering.**

**DECLARATION**

*I declare that I have read and understood the contents of this application form; that the information supplied in this form is true and I undertake to supply the college with documentary or any other form of additional proof that may be required. I also understand that should any information given prove to be incorrect disciplinary action will be taken by the college.*

**ACKNOWLEDGEMENT OF DEBT TO KNOWLEDGE IS YOUR KEY ACADEMY [KIYK]**

I, \_\_\_\_\_ parent/guardian/sponsor responsible for the payment of fees, hereby undertake to adhere to the conditions stated in this application form which include making payment of all fees in advance, the College Rules and Regulations for Students.

**The financial sponsor is requested to submit an affidavit to acknowledge the agreement to payment of fees within seven working days. Please take note that the Signature declared on this section by the applicant will be taken as the official signature for all official documents the student will be expected to use up until the end of his or her studies here at our institute. It is the learner's responsibility to issue a financial sponsor/parent the signed copy of this contract.**

APPLICANT SIGNATURE	DATE	PARENTS/FINANCIAL SPONSOR SIGNATURE	DATE
WITNESS NAMES) :	SIGNATURE	DATE	/ /
HEAD OF DEPARTMENT : (INITIALS AND SURNAME)	SIGNATURE	DATE	/ /

**ALL FEES TO BE PAID THROUGH DIRECT DEPOSIT, EFT & OR SWIPING MERCHANT @ ACADEMY**

**Banking Details: 1. FNB Cheque Account : Branch Code 250655 Account Number 62773299211 or  
2. Standard Bank Account : Branch code 018005 Account Number 062829491**