

STUDENT NAME: _____

STUDENT NO: _____

SELLO'S TRAINING INSTITUTE



EMPOWERING OUR PEOPLE WITH INFORMATION AND TRAINING

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Tswelelang, Wolmaransstad

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www.selloinstitute.co.za

Enrolment Form

| Qualification | Tick | Tick semester applying for | | |
|--|------|----------------------------|--------------------------|--------------------------|
| National Certificate: Business Management N4-N6 | | 1 st Semester | 2 nd Semester | 3 rd Semester |
| National Certificate: Management Assistant N4-N6 | | 1 st Semester | 2 nd Semester | 3 rd Semester |
| National Certificate: Human Resource Management N4-N6 | | 1 st Semester | 2 nd Semester | 3 rd Semester |
| National Certificate: Marketing Management N4-N6 | | 1 st Semester | 2 nd Semester | 3 rd Semester |

How did you hear about us? (Tick below)

Facebook/Goggle

Flyer/Newspaper

SMS/Email

Referred
By: →



NATED PROGRAMME ENROLMENT FORM

Student No: STI/ /

| Student Details | | | | | | | | | | | | | |
|---------------------------------------|----------|------------|----------------|--|----------------|----------|--------|------|------|----------------|-----|-------|------|
| Title: | Surname: | | | | Forenames: | | | | | | | | |
| Marital Status | | | | | Gender | Female | | | Male | | | | |
| ID No: | | | | | | | | | | Date of birth | Day | Month | Year |
| Equity: | African | Coloured | Indian | White | Home Language: | | | | | | | | |
| Socio Economic Status: | Employed | Unemployed | Self -Employed | Vaccinated: Yes / No (if yes submit proof) | | | | | | | | | |
| Disability or Special Needs | | | | | | | | | | | | | |
| Contact Details | | | | | | | | | | | | | |
| Mobile Number | | | | | | | | | | Other | | | |
| Email Address | | | | | | | | | | | | | |
| Physical Address | | | | | | | | | | Postal Code | | | |
| Postal Address | | | | | | | | | | Postal Code | | | |
| School Details | | | | | | | | | | | | | |
| Last school attended | | | | | | | | | | Year Achieved: | | | |
| Grade | | | | | | | | | | | | | |
| Previous Tertiary Education | | | | | | | | | | | | | |
| Institution | | | | | | | | | | Year Achieved: | | | |
| Study Programme | | | | | | | | | | | | | |
| Next of Kin details – Parent/Guardian | | | | | | | | | | | | | |
| Relationship | Mother | | Father | | Guardian | | Other: | | | | | | |
| | | | | | | | | | | | | | |
| Surname | | | | | First Name | | | | | | | | |
| ID Number | | | | | | | | | | | | | |
| Physical Address | | | | | | | | | | Postal Code | | | |
| Contact Details | | | | | | | | | | Other Contact | | | |
| FOR OFFICE USE ONLY | | | | | | | | | | | | | |
| Documents handed in | | | | | | Comments | | | | | | | |
| Certified Id Copy | | | | | | | | | | | | | |
| Certified Results | | | | | | | | | | | | | |
| Certified payers Id copy | | | | | | | | | | | | | |
| Proof of payment | | | | | | | | | | | | | |
| Account Payer Agreement Signed | | | | | | | | | | | | | |
| Terms and Conditions Signed | | | | | | | | | | | | | |
| Received by | | | | Signature | | | | Date | | | | | |
| Captured by | | | | Signature | | | | Date | | | | | |



Third party form

If the third party is a Company/ an Organisation

Business Name: _____
Reg No.: _____
Business address: _____ **Code:** _____
Postal Address: _____ **Code:** _____
Contact person: _____ **Contact number:** _____
Cell: _____

Signature: _____ **Date:** _____

If the third party is a Person

Name and Surname: _____
ID Number: _____
Address: _____ **Code:** _____
Contact Number: _____ **Work Number:** _____

Signature: _____ **Date:** _____

Initials



TERMS & CONDITIONS

1. ENTRANCE CRITERIA

- 1.1 The student is responsible to ensure that he/she is on the correct course and that he/she adheres to the latest and correct entrance criteria. The Institute will not accept students who do not adhere to the entrance criteria for the course in which they register. The Institute will cancel students who register without adhering to the entrance criteria for the course on which they register.
- 1.2 The following documents are required when registering with the Institute:
 - 1.2.1 Clearance Certificate
 - 1.2.2 Proof of Vaccination

2. GENERAL RULES

- 2.1 The student hereby accepts that Sello's Training Institute shall have the right to vary the course syllabus at any time, without prior notification and without furnishing reasons therefore.
- 2.2 Sello's Training Institute shall have the right at its sole discretion, to cancel any course or subject initially advertised and offered, on the basis of insufficient demand.
- 2.3 In the event of the signatories to this agreement, other than Sello's Training Institute, having completed this form incorrectly, or the payment details herein not being in accordance with the requirements of Sello's Training Institute, then such incorrect information or payment details shall be deemed to have been amended so as to be in accordance with the requirements of Sello's Training, without further notice.
- 2.4 Sello's Training Institute shall be deemed to include any division of Sello's Training or any other juristic person to whom the rights and obligations of Sello's Training Institute, as contained herein may be ceded and/or assigned.
- 2.5 We, the undersigned declare that the information in this application is complete and correct. We authorize Sello's Training Institute to verify information contained in this application form, and make any other enquiries that may be necessary. We understand that if any part of it is found to be incomplete, false or misleading, Sello's Training Institute may cancel this registration.
- 2.6 In instances where Sello's Training Institute does not facilitate examinations, it cannot be held accountable for the venues. The programme fees exclude institute membership fees and examination fees except when you chose the "All inclusive" option.
- 2.7 Sello's Training Institute does not accept responsibility for a student's eligibility or entry for public examinations. Course material will be supplied to the student in parts as and when tests/assignments/exams are completed.
- 2.8 The applicant takes responsibility for the payment of all fees and other charges due to Sello's Training Institute. The applicant agrees to be liable for all costs of debt recovery, including professional fees and collection commission. Postage on all material sent to Sello's Training Institute is payable by the student. The placement of study materials will be for the account of the student.

3. PERSON DEALING WITH THE INSTITUTE ON THE STUDENT'S BEHALF:

- 3.1 The Institute will only correspond and deal with the student. The Institute will not enter into correspondence with anybody or organization representing the student, except for; the Ombudsman; a parent or legal guardian (only in the case where the student is a dependent); a person representing a relevant accrediting body or institute; or the student's lawyer.
- 3.2 The institute will specifically not engage in further servicing, communication or correspondence with a student once that student has cancelled or has been cancelled by the Institute. The cancellation process brings to an end the relationship between Institute and student.

Initials



4. CAPACITY TO ENTER INTO AGREEMENT

4.1 For Business: The contracting party (the business) hereby warrants to Sello's Training Institute that the signatory (representing the business) has the required legal capacity to enter into, and be bound by these terms and conditions. The business accepts all the terms and conditions of the entire agreement.

| | |
|-----|--|
| Int | |
|-----|--|

4.2 For the individual: I hereby declare that there is no legal impediment to my concluding this agreement and that I am legally bound to this contract, and accept all the terms and conditions of the entire agreement.

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|-----|--|

5. STUDENT WILL BE EXPECTED TO COMPLY

5.1 Client Data: I undertake to notify Sello's Training Institute in writing of any changes in my contact details, including but not limited to: my business, postal or residential addresses, my home, work or cell phone number(s), and my e-mail address, within 7(seven) days of such change.

5.2 Other: Sello's Training Institute reserves the right to:

Use your information to provide the materials to you and otherwise perform our obligations and enforce our rights under this Agreement.

5.2.1 This agreement is subject to acceptance by Sello's Training Institute. This agreement constitutes the whole agreement between the parties.

5.2.2 I, the undersigned applicant/student undertake to abide by the policies and rules of Sello's Training Institute.

5.2.3 I, the undersigned parent/guardian give permission to the above-mentioned applicant to enrol at Sello's Training Institute

5.2.4 Comply with instructions and general rule of the institution.

5.3 Learners are expected to demonstrate a good behavior.

5.3.1 Learners have to show good manners towards each other, facilitator, assistant and other people in the premises.

5.3.2 Be honest and never lie.

5.3.3 Be responsible and not endanger the safety, welfare, and rights of others.

5.3.4 Respect and care for the properties of the institution.

5.3.5 Maintain good relations with others on course and respect others.

5.3.6 Demonstrate good attitude towards assignments according to the time set for the course.

5.3.7 Be on time attendance, homework and assignments according to the time set for the course.

5.3.8 Learners should discuss any problem only with the facilitator or student's assistant.

5.3.9 Learners must ensure that the classroom, working areas and equipment used during the course are clean and tidy at the end of each course every day.

5.3.10 Accept legitimate disciplinary action taken against them as being necessary and corrective.

5.4 The following are example of behaviour which is never acceptable:

5.4.1 Leaving the training without permission during class session

5.4.2 Bullying, Physical or verbal abuse to anyone at training venue or Sello's Training Institute

5.4.3 Refusal to comply with Health Safety Regulations

5.4.4 Using cell phones that are disturbing during class sessions

5.4.5 Non-participation in class

5.4.6 Defacing property

5.4.7 Disrupting class by continuously arriving late

5.4.8 Submission of false records achievement, cheating on assignments

5.4.9 Theft or damage to Sello's Training Institute's Property

5.4.10 Failure to comply with the sanction imposed under the learner Code of Conduct

5.4.11 Misuse of the Institute's Internet and data usage

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6. ABSENTISM

- 6.1 Learners are not allowed to be absent without permission and any absent the facilitator must be informed of any absence.
- 6.2 Medical and dental appointment should be scheduled for during after lesson hours.
- 6.3 Medical certificates are expected if the absence was due to illness.
- 6.4 If candidate does not show up, place candidate's name on attendance list and indicate in capital letters next to candidate's name ABSENT.
- 6.5 If candidate dropped out of the course or decide not to show up, he/she will still receive credits for all Unit standards successfully completed and found competence in.

7. PAYMENTS & STUDENT FEES

- 7.1 Learners are expected to pay their monthly fees before the 5th of the agreed date.
- 7.2 All payments should be made at the bank, bank details provided to every learner.
- 7.3 No registration shall be made on credit.
- 7.4 Should a learner have a problem regarding the monthly payments, he/she should contact the institution for further arrangement.
- 7.5 In the event of any fees due by the student being unpaid on due date, the full balance of such fees remaining unpaid shall become immediately due and payable.
- 7.6 All fees must be paid in full before the student will be permitted to sit for their Final Examination
- 7.7 A student who has failed academically shall not receive any reimbursement of their tuition fee.
- 7.8 Once the recommended period of study has passed, the student is required to apply and pay for an extension to complete his or her subjects.
- 7.9 No cancellation will be approved without deregistration form signed of a cancellation
- 7.10 In respect with students not fulfilling their financial obligations on time as prescribed, Sello's Training Institute retains the right to:
 - 7.10.1 Not to allow student to sit for their final examinations
 - 7.10.2 To withhold student's examination results or certificates
 - 7.10.3 To cancel student's registration after the specified dates and to hold them liable for payment of the Outstanding amounts as agreed per signed payment agreement.

8 . COOLING OFF PERIOD AND CANCELLATIONS

- 8.1 You have 14-day cooling off period, within which you can cancel with full refund, minus a registration fee of R500. After the 14-day cooling off period. The only way a student can stop the institution charging for the availability of service is to cancel. As long as a student is not cancelled, the student is responsible for all fees up to and including the end of the current month. This agreement is binding and you are fully responsible for all fees.
- 8.2 The student, application, account, fee payer, lawful, guardian and/or sponsor are herein collectively referred to as the "student". By acceptance to Sello's Training Institute the student shall be jointly and severally responsible for the fulfilment of all terms of the agreement.
- 8.3 Sello's Training Institute reserves the right to cancel a student's registration without having to give a reason for such cancellation. Students, who are on monthly payment plans, will not and cannot claim any refund if the Institute cancel their registration, since the monthly payments are for availability and/or delivery of items and tuition up to the end of the current month for which the student has paid.
- 8.4 In the event of any student desiring to terminate studies, for any reason whatsoever, this shall not absolve the student from full liability for the payment of fees and any other charges.
- 8.5 The student's failure to make progress in his or her studies or to complete a programme of study, for whatever reason shall in no way entitle him/her to a reduction in fees, nor will it absolve him/ her from full liability for the payment of fees and other charges.
- 8.6 No cancellation of this contract shall be of force or effect without written consent thereto by an authorized officer of Sello's Training Institute.

Initials



- 8.7 The right to tuition and examinations is not transferable.
- 8.8 Registration Fee of R500, student cards and T-shirts Are Non-Refundable
- 8.9 If a student is not satisfied with the service delivered by the Institute, but continues studying, the Institute will continue to service the student and work towards satisfying the student's requests.
- 8.10 The Institute will also continue charging the student in this period. The student is specifically not eligible for a refund based on the period in which the student is or was registered with the Institute.

9. ASSESSMENT

- 9.1 Assessments shall be written according to the date set (time table)
- 9.2 Learners who did not reach the minimum marks of the assessment have a right to rewrite the re-assessment.
- 9.3 No learner is expected to be absent on the assessment day.
- 9.4 Any learner found copying/talking during assessment this will lead to disciplinary/hearing/major action taken for his/her action by institution management.
- 9.5 No learner will be credited without submission of relevant evidence/proof.

10. DISCIPLINARY PROCESSES

- 10.1 Non-Compliance towards Institute terms and conditions will lead to programme suspension and the following are procedures to be followed:
 - 10.1.1 1st Step - Verbal Warnings
 - 10.1.2 2nd Step - Warning forms to be issued
 - 10.1.3 3rd Step - Disciplinary Hearing/Meeting with all necessary stakeholders e.g. account payers
 - 10.1.4 Final Step failure to comply with procedures mentioned above will give the Institute right to de-register programme enrolled for.
- 10.2 Not all matters will be treated the same as some problems will strictly lead us to suspension.

11. CERTIFICATES & GRADUATIONS

- 11.1 All Occupational National Certificates Are Issued by different SETA's once a Learner is deemed competent with the following procedure:
 - 11.1.1 Uploading, Assessment, Moderation & Verification
- 11.2 I agree to take part in the graduation ceremonies and pay required amounts. Non-attendance of the ceremonies will not relieve me from paying the stipulated annual graduation fee.

➤ *I hereby agree that I have read and understood these Terms and Conditions.*

Name and Surname: _____

Signature : _____

Date: _____



FOR OFFICE USE ONLY

| First Attempt | | |
|-----------------------------|--|-------------------------|
| | | Comments |
| Registration Fee (R500) | | |
| Certified ID Copy | | |
| Certified Copy of the payer | | |
| Certified Results | | |
| Grade 12? | | |
| Signed Terms and Conditions | | |
| Signed Payment Agreement | | |
| | | Signatures of the panel |
| | | _____ |

| Second Attempt | | |
|-----------------------------|--|-------------------------|
| | | Comments |
| Registration Fee (R500) | | |
| Certified ID Copy | | |
| Certified Copy of the payer | | |
| Certified Results | | |
| Grade 12? | | |
| Signed Terms and Conditions | | |
| Signed Payment Agreement | | |
| | | Signatures of the panel |
| | | _____ |

| Administration | | |
|----------------|------------------|------------|
| Captured By: | Date: __/__/____ | Signature: |