

Student Registration Form

Please complete this form **in full** and return to info@cacollege.co.za. Your enrolment as a student of College of Chartered Accountants is NOT complete until you submit this form.

PERSONAL DETAILS

| | | | |
|---|---|--|---|
| Student Registration No. <i>(For Official use only)</i> | | | |
| Title | | | |
| Surname | | | |
| Forename(s) | | | |
| ID/Passport No. | | | |
| Date of Birth <i>(dd/mm/yyyy)</i> | | | |
| Cell Number | | | |
| Email Address | | | |
| Study Fees Sponsorship | Self-Sponsored <input type="checkbox"/> | Company Sponsored <input type="checkbox"/> | |
| Name of Company <i>(If company sponsored)</i> | | | |
| Gender | Female <input type="checkbox"/> | Male <input type="checkbox"/> | Do not wish to specify <input type="checkbox"/> |

This place is left for Official use.
(Please send us an electronic, color passport-size picture of yourself together with this form)

RESIDENTIAL ADDRESS DETAILS

| | | | |
|--------------------------------|--|---------------|--|
| Home Address | | | |
| Suburb | | | |
| City/Province | | Post/Zip Code | |
| Next of Kin <i>(full name)</i> | | Relationship | |
| Email Address | | Cell Number | |

CURRENT OCCUPATION

| | | | |
|--------------------|--|---------|--|
| Name of Employer | | | |
| Position/Job Title | | | |
| Telephone | | Country | |

QUALIFICATIONS [Provide details of undergraduate level and above only, OR Matric qualification (if you do not have tertiary level qualification)]

| Name of University/College/Institute | Start Date (mm/yy) | Title of Qualification obtained/to be obtained | Date awarded (mm/yy) |
|--------------------------------------|--------------------|--|----------------------|
| | | | |
| | | | |
| | | | |

COCA ENROLMENT

CIMA ACCA SAICA CONVERSION
 CFA ICB

SUBJECTS ENROLLED

E.g. CIMA P1 Management Accounting

-
1.
 2.
 3.
 4.
 5.

STARTING PERIOD

FEBRUARY INTAKE (*semester 1*) AUGUST INTAKE (*semester 2*)
 JUNE INTAKE (*winter school*) ON-DEMAND CLASSES

STUDY MATERIALS

Do you want College of Chartered Accountants to include study materials on your tuition invoice?

YES, include study materials NO, I will purchase materials on my own

CHOOSE COCA CAMPUS

MIDRAND BRAAMFONTEIN
 PRETORIA ONLINE
 NAMIBIA OTHER.....

Terms and Conditions

Payments

The fees and other charges reflected on the invoice do not include external registrations, annual subscriptions fees, external Professional Body fees, examination fees. Such fees are, and shall be, the responsibility of the student.

Student hereby agree and acknowledge that they will be barred from attending campus and/or receiving any tuition material and/or tuition until such a time satisfactory arrangements for tuition fees have been made with COCA that are acceptable to COCA. COCA reserves the right to exclude a student more than once from its campus.

Registration

The student is responsible for ensuring that he/she has been properly registered with relevant external institute or examining body and that confirmation of being registered for examinations is received from such institute or body and that all relevant fees have been paid by the student.

All correspondence must be by way of Email, Telephone, or by hand delivery to COCA premises. All correspondence must be received and signed for by COCA prior to the applicable cut-off date as stated elsewhere in this agreement. It is the responsibility of the student to ensure that he/she obtains confirmation in writing from COCA on receipt of any documentation.

A full registration by a student shall be for the entire period/duration of the course registered for. In the event of the signatories to this agreement, having completed this form incorrectly and/or having signed an incorrectly completed form, or the payment details herein not being in accordance with the requirements of COCA, COCA shall be entitled to require the student to complete a new registration form. COCA may not be held responsible for such errors or consequences hereof.

Courses and lectures

The student shall not, by reason of his/her failure to attend lectures, be entitled to a reduction in fees, nor will it absolve the student from full liability for the payment of the full fees and other charges. Once a student has commenced attending lectures the student may not cancel this agreement except as provided for herein.

The right to attend lectures and write exams is not transferable to another student. Accordingly, the student shall attend all lectures in person and shall be the only person entitled to write examinations in respect of the courses, forming part of the COCA programme for which the student has enrolled. COCA shall have the right to alter timetables and programme commencement dates at its own discretion, on written notice to the student. The student hereby acknowledges and accepts that COCA shall always have the right to vary the terms and conditions hereof. COCA shall post such alterations and/or additions and/or variations on its website (www.cacollege.co.za), and other ways possible, as soon as is practical in the circumstances, and the student's attention is drawn to the provisions hereof and the student undertakes to visit such website regularly to ensure that the student is fully informed of such.

COCA shall have the right in its sole discretion, to postpone or cancel tuition in any programme initially advertised and offered, on the basis of insufficient demand. COCA shall be entitled to combine classes of a similar academic level and content.

Deferral of Programmes

All students wishing to defer their studies or part thereof, may make an application in writing to COCA within 14 (fourteen) days of the start of the course whereupon flexible study options may be considered at the sole discretion of COCA. A deferral charge of 30% (thirty percent) of the original cost of the programme to be deferred will be levied against the Student as precondition to COCA approving the application for the deferral.

Legal Declaration and Indemnity

Neither COCA nor any official employee or representative of COCA acting in his/her capacity as such shall be liable for any damages arising out of death, bodily harm, loss of health or illness of any customer caused, and the destruction of and/or damage and/or loss and/or theft of any property owned by or in the custody of any student, howsoever caused.

The student hereby indemnifies COCA against any claim made (whether for damages, costs, or otherwise) against COCA in respect of any action and/or omission of the student. The student by his/her signature hereto hereby confirms that he/she is fully aware of the type of course and/or programme enrolled for and that it is his/her responsibility to make himself/herself aware of the types of courses and that he/she has fully understood the course that he/she registers for and is indeed the course that he/she wants to register for and that no representations have been made other than those contained in the official brochure. The student hereby indemnifies COCA against any claim they may have

Protection of Personal Information

The Parties acknowledge their respective obligations to comply with the substantive provisions of the Protection of Personal Information Act, 4 of 2013 (hereinafter referred to as 'POPI'). The personal information received shall not be further processed or disclosed without the consent of the disclosing party.

The persons signing this agreement acknowledge that they know and understand their right to privacy and to have their personal information processed in accordance with the conditions for the lawful processing of their personal information, and hereby give their consent to COCA to collect, process and distribute relevant personal information where COCA is legally required, and/or obliged to do so.

Rules and Regulations

The student by his/her signature hereto hereby acknowledges that he/she has read and agrees to abide by all the rules and regulations of any campus that he/she attends and acknowledges that he/she can be disciplined in terms thereof. The student further acknowledges that right of admission to any of COCA's campuses is strictly reserved and COCA may, at its own discretion refuse admittance to any student and/or consumer.

Signature.....

Initials.....

Entire Contract

The terms and conditions contained herein shall be the entire contract between the student and no alteration and/or any verbal representation and/or variation or amendment will be of any force and effect unless such is reduced to in writing and hand signed by all parties hereto.

Cancellation

In the case of an extraordinary event or circumstance beyond the control of such parties, such as war, strike, riot, crime, act of God (e.g. earthquake, volcano), COCA will be entitled to suspend lectures and temporarily close any campuses affected thereby. The student shall not by reason of such suspension or closure be entitled to terminate this agreement or claim a refund, fees paid or a reduction on fees payable or any compensation from COCA

If the student registered in an academic year wishes to cancel their enrolment for that year, the following shall apply: No consensual or other cancellation of this contract shall be of any force or effect without the written consent thereto by an authorised director or authorised official of COCA. The student is hereby informed that no verbal agreements by any person shall be of force and effect unless the student has such cancellation confirmed in writing from COCA. The student by his/her signature hereto is made aware of the provisions of this clause and hereby acknowledges acceptance thereof.

REFUNDS

The general policy is that the college does not refund fees or any other form of payments, Cancellation by a registrant that has been made less than 10 calendar days before the start of the semester/course will then result in liability for full payment of the fees. Any fees paid will be forfeited to the College and no refunds will be made. Cancellation by registrant more than 30 calendar days before commencement of the semester/course will result in an administration fee of 50% of the total course paid/instalment fees thus far paid. In the event that the College cancelled classes, refunds can be processed. However, all material issued and paid for by students must be returned in original condition before processing the refund.

Refunds can also be processed in the event that the college offers material below quality promised. The affected student must raise a customer complaint in writing first and allow proper investigations to take place. The student will then be advised of the outcome of the investigations.

In the event that the student is hospitalised or unexpected medical condition developed (Need letter from a medical practitioner (Medical Doctor) stating that the student need a rest and cannot continue with lessons) the College allows the student to rest until recovery. Depending on the period of rest the student then need to make a choice of whether to continue with lessons or defer studies to next semester. The student must advise the College of their decision. In the event that the student decides to continue with studies our lecturers will assist the student with material covered to date. It will be the responsibility of the student to seek clarifications from his lecturers who will assist as far as is practicable. On the other hand, if the student decides to take a break due to the medical condition (Above medical report provided), the College will keep the fees on behalf of the student and the student will be treated as a fully paid returning student with tuition being offered only. The student must keep their material for future use. In the likelihood of new material being required it will be at the student’s cost. The College will provide tuition only.

All refunds processed will be to the same Payee and Bank Account from which the payment was received subject to availability of funds and as part of our own regular month-end payments. Payments directly to students will not be entertained when the initial payment was received from their Employer or a Sponsor. Funds will be returned to the sponsor’s or Employer’s bank account since in this case they are the Payee. In addition, the College will deduct ZAR1000 to cover administration and bank charges. Any Refund can take up to 90 working days after confirmation that the refund application has been approved. *Saturdays, Sundays, or South African public holidays are not counted as “working days”.

I have read and understand College of Chartered Accountants’ **Terms and Conditions above**. Please tick:

Student Declaration

1. I confirm that the information I have given is correct to the best of my knowledge and that I will update College of Chartered Accountants with any changes in my personal or contact details.
2. I understand that as a student studying on a program delivered by College of Chartered Accountants, I am required to abide by the Policies and Procedures of the College of Chartered Accountants, and the regulations thereof.
3. I accept liability for payment of all fees and additional costs due to College of Chartered Accountants in the absence of a payment by my employer or scholarship awarding body.
4. I understand that College of Chartered Accountants may send important communications to my designated email account and recognize that it is my responsibility to check this account regularly.
5. I understand that it is my responsibility to ensure that I have been properly registered as a student with my external Professional body and that my subscriptions, examination fees, and other fees payable to my Professional body are paid in full and in time.

I have read and understand the declaration above.

Signature: _____ Print Name: _____

Date: _____ Signed at (place): _____