

**Consultant Name:** \_\_\_\_\_

OVAL INTERNATIONAL COMPUTER EDUCATION

Please read the Oval prospectus and the programme information prior to completing this Contract of Enrolment. Should you have any queries regarding the completion of this document please contact the Registrar at registrar@oval.co.za. Note that this contract will only be binding once you have been accepted by the institution and the registration fee is paid.

**Please sign every page of this Contract of Enrolment.**

**DOCUMENTS TO BE ATTACHED**

STUDENT TO ATTACH DOCUMENT & TICK(✓)	TICK(✓)	OFFICIAL TICK(✓)
1. Certified copy of student's ID document		
2. Certified copy of latest results (school OR tertiary)		
3. Certified copy of Study Permit (non-South African)		
4. Certified copy of Account payer's ID document		
5. Account payer's salary advice slips for the past 3 months		
6. Account payer's current bank statements for the past 3 months		
7. Account payer's proof of residence (any utility bill or letter from municipality)		
8. Two ID photographs of student with his/her name, programme and year of study on the back.		
9. Acceptance Letter from the institution		

FOR OFFICIAL USE ONLY	
Campus :	_____
January Intake	<input type="checkbox"/> July Intake <input type="checkbox"/>
Reg Card Issued : Yes	<input type="checkbox"/> No <input type="checkbox"/>
Date :	_____
Reg No:	<input type="text"/>
Type of Registration :	General <input type="checkbox"/> CAT <input type="checkbox"/> RPL <input type="checkbox"/>
Signature Of Registrar:	_____
Date	_____

**PLEASE FILL-IN THIS SECTION FOR STATISTICAL PURPOSES ONLY:**

<b>Gender</b>	<b>Population Group</b>	<b>Home Language</b>
Male <input type="checkbox"/>	African <input type="checkbox"/>	English <input type="checkbox"/>
Female <input type="checkbox"/>	Indian <input type="checkbox"/>	IsiZulu <input type="checkbox"/>
<b>Marital Status</b>	White <input type="checkbox"/>	Afrikaans <input type="checkbox"/>
Single <input type="checkbox"/>	Coloured <input type="checkbox"/>	isiXhosa <input type="checkbox"/>
Married <input type="checkbox"/>	Other <input type="checkbox"/>	Other <input type="checkbox"/>
Divorced <input type="checkbox"/>		

**STUDENT TO TICK(✓) PROGRAMME REGISTERED FOR**

Bachelor of Commerce	<input type="checkbox"/>
Bachelor of Commerce in Travel & Tourism	<input type="checkbox"/>
Bachelor of Science in IT	<input type="checkbox"/>
Diploma in Management	<input type="checkbox"/>
Diploma in Public Relations	<input type="checkbox"/>
Diploma in Travel & Tourism	<input type="checkbox"/>
Diploma in Information Technology	<input type="checkbox"/>
Certificate in Computers & Management	<input type="checkbox"/>
Stream of Qualification :	
(eg. BCom1-HR&MKT, Dip IT2-ADN2)	

Current Year of Study: (1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup> Year) \_\_\_\_\_

**N.B All returning students to attach copies of past results.**

Year of first registration with Oval : \_\_\_\_\_

**COMPULSORY INFORMATION : MUST BE COMPLETED ACCURATELY IN BLOCK LETTERS**

**Section One :**

**A. Biographical Information of Student (All Students)**

Surname	<input type="text"/>	Title	Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Mr <input type="checkbox"/>
First Name(s)	<input type="text"/>	SA ID Number/ Passport Number	<input type="text"/>
Permanent	<input type="text"/>	Permanent	<input type="text"/>
Residential	<input type="text"/>	Postal	<input type="text"/>
Address	<input type="text"/>	Address	<input type="text"/>
Postal Code	<input type="text"/>	Postal Code	<input type="text"/>
Phone (home)	<input type="text"/>	Phone (cell)	<input type="text"/>
e-Mail	<input type="text"/>	Computer Access	YES <input type="checkbox"/> NO <input type="checkbox"/>
		Internet Access	YES <input type="checkbox"/> NO <input type="checkbox"/>

**DISCLAIMER: ALL QUALIFICATIONS ARE SUBJECT TO ECONOMICALLY VIABLE CLASS SIZES. OVAL INTERNATIONAL COMPUTER EDUCATION RESERVES THE RIGHT TO WITHDRAW COURSE OFFERINGS IN THE EVENT OF INADEQUATE CLASS SIZES. E&OE**

SIGNATURE : \_\_\_\_\_

DATE : \_\_\_\_\_ 1

## B. Next of Kin Information (All Students)

Surname		Relationship SA ID Number/ Passport Number Home Phone Cell No.	
First Name(s)			
Name of employer			
Company Address			

## C. Foreign Student Information

Passport No.		Nationality Residential Address	
Date of arrival in S.A			

### Section Two: Academic Information

**Modules Registering for :** (Seek advice from a student advisor if you are uncertain about your modules)

SEMESTER 1		SEMESTER 2		CARRY OVER MODULES	
Module Name	Code	Module Name	Code	Module Name	Code
1.		1.		1.	
2.		2.		2.	
3.		3.		3.	
4.		4.			
5.		5.			
6.		6.			
7.		7.			

#### OFFICIAL USE ONLY

Approval 1 : \_\_\_\_\_ Date : \_\_\_\_\_  
 (Head Of Department)

Approval 2 : \_\_\_\_\_ Date : \_\_\_\_\_  
 (Registrar)

(NB. Must be signed by an HOD before acceptance of registration)

### Section Three : How did you hear about Oval? (Tick the appropriate box)

Newspaper  \_\_\_\_\_ (Title)      Radio  \_\_\_\_\_ (Station)

Referral  \_\_\_\_\_ (Name)      Other  \_\_\_\_\_ (Give detail)

Name of High School Last Attended : \_\_\_\_\_

### Section Four : Payment Information

**THREE PAYMENT PLAN OPTIONS :** (Refer to Fee Schedule for detailed monthly payment plan) (Tick the appropriate box)

1. Cash Plan  - Registration Fee and full payment of annual academic fees upon registration or before end of February.
2. Easi Pay  - Registration Fee, plus deposit, thereafter 6 equal installments of the balance of the fees.
3. Flexi Pay  - Registration Fee, plus deposit, thereafter 10 equal installments of the balance of the fees.

**PAYMENT OPTIONS :** (Tick the appropriate box)

- |   |  |
|---|--|
| 1. Company Bursary/Loan <input type="checkbox"/> - If chosen, complete Option 1 below.        | 3. Debit Order <input type="checkbox"/> - If chosen, complete Option 3 below.  |
| 2. EFT Transfer/Direct Deposit <input type="checkbox"/> - If chosen, complete Option 2 below. | 4. Cash Payment <input type="checkbox"/> - If chosen, complete Option 2 below. |

SIGNATURE : \_\_\_\_\_

DATE : \_\_\_\_\_ 2

1. COMPANY BURSARY/LOAN : [Attach letter of approval of bursary / loan on organisation's letterhead]

COMPANY DETAILS

Name of company :	Phone:	Fax :
Address :	e-mail :	
Contact Person :	Contact No :	

2. EFT/DIRECT DEPOSIT :

(To pay into account below on or before due date of the instalment)

Name of Account : Oval Institute of Higher Education	Account No : 050290495
Bank : Standard Bank	Branch Code : 040026
Branch : Kingsmead	Reference on deposit slip should have the following information: Student surname, student first name, student number Example. Mkhize Samuel, 1401001

3. CASH PAYMENT

Cash payments are only accepted at the Durban, Pietermaritzburg, Johannesburg and Cape Town Administration offices. All payments at any other registration centre are via bank transfers (EFT), postal orders, etc.

ACCOUNT PAYER'S DETAILS

Surname	
First Name(s)	
Permanent Residential Address	
Code	
Phone (home)	
e-Mail	

Title	
ID Number	
Permanent Postal Address	
Code	
Phone (cell)	

**Banking Details:**

Bank:	
Branch :	
A/C Holder :	
A/C Number :	
A/c Type :	Branch Code:

Work Address	
Code	
Phone	
Net Income: R	Net Expenses: R

- I, the above-mentioned account payer, do hereby confirm that the above information reflects my monthly income and expenditure as at the assessed date and is to the best of my knowledge, true and correct.
- I, the undersigned, hereby consent that :
  - Oval will be entitled to verify the information contained on this Enrolment form and make whatever enquiries it deems necessary regarding my creditworthiness with any credit bureau.
  - Its holding, affiliated, or subsidiary companies will be entitled to furnish any information in relation to any account of the account payer with Oval, including account payer's creditworthiness and details with respect to how the account payer has conducted his/her account with Oval and the account payer's compliance or otherwise with these conditions, to any other creditor or to one or more credit bureau.
- As the account payer, I undertake to be liable to effect payment of all amounts, as indicated below, due to Oval in respect of the student's enrolment in terms of this agreement. If the account payer and the student are not one and the same person, then the student hereby agrees to be jointly and severally liable, as surety and co-principal debtor, with the account payer for the due fulfillment of all and any obligations of the account payer to Oval.

Registration Fee (non-refundable) \_\_\_\_\_ + Tuition Fee : \_\_\_\_\_ = Total Fee Payable : \_\_\_\_\_

\_\_\_\_\_  
Signature of Account Payer

\_\_\_\_\_  
Signature of Student  
(As surety and co-principal debtor, if not Account payer)

**Section Six : TERMS AND CONDITIONS OF CONTRACT OF ENROLMENT**

Please sign each page to indicate that you have read and understood these terms and conditions:

On acceptance by Oval, whereupon the student has entered studies at Oval pursuant to the Contract of Enrolment entered into with Oval, the student shall be responsible for the fulfillment of all terms of the agreement.

SIGNATURE : \_\_\_\_\_

DATE : \_\_\_\_\_ 3

1. **Compliance with Oval Rules and Regulations** (refer to General Handbook)
  - 1.1. The student will comply with all the rules and regulations of Oval as may be laid down from time to time with the intent and purpose of ensuring the highest possible academic standard and the best educational results from the whole Student body.
  - 1.2. The student is subject to the provisions of the Student Financial Policies and Procedures as enacted in the General Handbook.

2. **Student Liability for damage or loss**

The Student shall be responsible for paying for all damage or loss caused by the Student to any property of Oval or any other person lawfully on the premises of Oval.

**Legal Declaration of Indemnity**

- 2.1 The Student hereby indemnifies Oval against all claims for loss or damage of whatsoever nature in respect of the student's attendance at the premises of Oval, or any in connection with any activities of Oval in which the Student may participate. Neither Oval nor any official, employee, agent or representative of Oval shall be liable for any loss or damage arising out of the death, bodily injury, loss of health or illness of any Student, howsoever caused.
- 2.2 The Student hereby indemnifies Oval against any claim made against Oval in respect of any damages arising out of the fault of the Student, whenever and howsoever arising.

3. **Termination of Studies**

Registration, once accepted, and the registration fee paid, is binding and cannot be cancelled in any way. In the event of any Student desiring to terminate studies, for any reason whatsoever, this shall not absolve the Student or other Students to this contract from full liability for the payment of fees and any other charges. However, the student may terminate the Contract of Enrolment within 30 days of registration and Oval will levy charges in accordance with the cost of services rendered. The balance paid will be refunded to the student.

\_\_\_\_\_  
Signature of Account Payer

\_\_\_\_\_  
Signature of Student(As surety and co-principal debtor, if not Account payer)

4. **Academic Performance**

The Student accepts that his/her enrolment is subject to all the rules and regulations of Oval. In the event of the behavior or academic progress of the Student found to be unacceptable to the Directorate of Oval, the Director, in the exercise of his/her sole discretion, shall have the right to determine and cancel the Student's entitlement to attend Oval. Under no circumstances will the registration fee or other fees paid be refundable.

5. **Student Fees**

- 5.1 In the event of any fees due by the Student being unpaid on the due date, the full outstanding balance of fees shall immediately become due, owing and payable. Interest on all outstanding fees will accrue at the rate of 24% per annum.
- 5.2 A statement of accounting reflecting the amount due by the Account payer and certified as correct by the Bursar of Oval is hereby agreed to be prima facie evidence of the amount so certified and to support an Application for Summary Judgment by Oval against the account payer. Oval reserves the right to cede the collection of fees to a finance house or other institution.
- 5.3 In the event of any proceedings being instituted by Oval against the Student then, by the signature hereto, the account payer consents, in terms of Section 45 (1) of Magistrate's Court Act No 32 of 1994, as amended from time to time, to any proceeding which may be instituted in the Magistrate's Court which has jurisdiction in terms of Section 28 (1) of the Magistrate Court, as so amended, notwithstanding the amount of the claim.
- 5.4 The account payer shall be liable for all legal costs and charges, on an attorney and client scale, incurred by Oval, as well as all tracing costs, collection costs, and any other disbursements which are incurred in recovering monies which may at any time be owed by the account payer to Oval.
- 5.5 The Student acknowledges that the annual fees payable in respect of subsequent years of study will be varied and are not determined on the basis of the applicable fees at the date of first enrolment.
- 5.6 The Student will not receive reports, exam results, certificates or be given access to any other services provided by Oval unless his/her account is up to date and /or paid up in full.
- 5.7 A Student who has failed the academic year shall not receive any reimbursement of the fees due and payable.
- 5.8 Monthly fees must be paid on or before the 7th of each month. Any student enrolling after 31st January will be liable for the deposit plus the first installment.
- 5.9 Reg fee of R650 is non-refundable.

6. **Conditions of Registration**

- 6.1 The Student's failure to attend lectures for whatsoever 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.
- 6.2 No cancellation of this contract shall be of force or effect without written consent there to by an authorized officer of Oval.
- 6.3 The right to attend lectures and write examinations is not transferable.
- 6.4 The Student hereby accepts that Oval shall have the right to vary the course syllabus at any time, without prior notification and without furnishing reasons therefore. Oval shall further have the right to alter timetables and course commencement dates where necessary.
- 6.5 Oval shall have the right at its sole discretion, to cancel tuition in any course or subject initially advertised and offered, on the basis of insufficient demand. Oval further reserves the right to combine classes of a similar academic level and content.
- 6.6 Fees payable to Oval comprise the tuition and registration fees applicable to the year of study the Student has enrolled for and do not include notes, books, stationery or other items.
- 6.7 In the case of any event beyond Oval's control resulting in lectures and/or tuition not being possible, then Oval reserves the right to cease such lectures without affecting refund of fees.
- 6.8 No relaxation, variation or indulgence granted by Oval to other signatories hereto in respect of this agreement shall constitute a waiver of any rights vesting in Oval in terms hereof; and no reliance may be placed by the Student or other signatories hereto or any statement or representation not contained herein.

6.9  
6.9.1 Oval chooses as its *domicilium citandi et executandi* for all purposes arising here from:  
31 Joe Slovo Street  
Durban, KZN  
4000

6.9.2 The Student chooses as their *domicilium citandi et executandi* for all purposes arising here from:  
\_\_\_\_\_  
\_\_\_\_\_

6.10 In the event of the signatories to this agreement, other than Oval, having completed this form incorrectly, or the payment details herein not being in accordance with the requirements of Oval, then such incorrect information or payment details shall be deemed to have amended so as to be in accordance with the requirement of Oval, without further notice.

6.11 Oval shall be deemed to include any division of Oval or any other juristic person to whom the rights and obligations of Oval, as contained herein may be ceded and/or assigned.

6.12 The student accepts that it is a condition for enrolment in respect of all courses that the student shall have access to a computer.

**This registration will only be considered once the registration form is duly completed and approved by the Quality Assurance Team; the correct documentation is attached and submitted, with proof of payment of the required registration fee, to the Oval Registrar.**

SIGNATURE : \_\_\_\_\_

DATE : \_\_\_\_\_ 4