

B 2

Senior Certificate (Technical N3)	
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- Grade 10 and 11s are welcome
- In this syllabus there is no age restriction

Subjects	Sitting		
	April	Aug	Nov
Business English (1st Language)			
Sake Afrikaans (2nd Language)			
Engineering Science			
Mathematics			
Supervision			
Orientation			
Planning			

Please Note:

1. The two languages, Business English and Sake Afrikaans are only written in November.
2. One can chose to combine subjects from the N3 and academic syllabuses.

B2

Senior Certificate Old Syllabus	
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- Must be 23 years and older
- Must have proof of previous results (either N3 or Old syllabus)

Subjects	Please tick	HG/SG	1 st or 2 nd Lang	Subjects	Please tick	HG/SG
Afrikaans				Biology		
English				Physical Science		
Vernacular (Please indicate the subject)				Mathematics		
Accounting				Agriculture		
Business Economics				History		
Economics				Geography		
Mercantile law						

C. CONDITIONS OF REGISTRATION AND DECLARATIONS

C1. Paying Fees

C.1.1 All fees **are payable in advance** at the beginning of each year / term or in monthly instalments. Details of these payment options are reflected on the fee brochure. I understand that as a student of the college I must comply with the requirements for student tuition fees and any other fees as applicable, by the due dates set by the College each month otherwise I will be excluded from classes.

C.1.2 Fees are payable by :

Cheque: All cheques are to be made payable to : **Whitestone College (Pty) Ltd**

Internet Transfer: Payments should be made into the bank account referred to in fees brochure.

Cash Deposit : This should be done at any FNB branch into the bank account referred to in fees brochure.

Please ensure that the Student Name and Surname are used as reference. We also ask that a copy of the deposit slip is either faxed or emailed to the relevant office at the Campus.

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C.1.3 We wish to point out to parents that it is their obligation to ensure that proof of payment is obtained by the Account's Office.

C.1.4 In the case of a divorce, irrespective of the divorce agreement, both parents will be held responsible for the fees.

C.1.5 By signing this contract I commit myself to pay the **total fees** for the course I am registering for before sitting for the final examinations.

C.1.6 I also understand and agree that Whitestone College fees are quoted per course and not per months, days attended or the number of subjects.

C.1.7 By signing this contract I commit myself to pay the **total fees** for the course I have registered for, non attendance, absenteeism, not sitting for examinations does not absolve me from paying the total fees.

C.1.8 Whitestone College reserves the right to hand over to debt collectors/ to take legal action all outstanding monies. Legal fees, penalties and interest will be charged by debt collectors on all outstanding accounts.

Student's
Initials

Student's
Initials

C2. Refunds

Student's
Initials

I understand that monies paid as deposit / registration fee and/or examination fee is **strictly non- refundable**. Refunds for school fees will only be entertained according to the College Refund Policy which will be at each and every learner's disposal at registration and at any point of the learner's stay at Whitestone College.

C3. Changing from one Learning Programme (Subjects) to another

An applicant wishing to transfer his/ her enrolment from one course (subjects) to another may apply for permission from the Administration Office of Whitestone College. The learner will pay an administration fee that will be gazetted in that particular year of study. The learner will also have the responsibility of acquiring all the necessary books and requirements of the course to which he/ she is transferring.

C4. Examinations Enrolment

Student's
Initials

It is my responsibility as the learner to ensure that I enroll for examinations and I have paid the required examination fee. Failure to pay the examination fee per subject prescribed by the College will result in me not being enrolled for examinations. I must ensure that I complete a separate form for *Examination Enrollment*.

C5. Full-time, Part-time and Distance learning

Student's
Initials

Whitestone College communicate mostly through SMS and notices on the school notice board. Although care and timeous communication will be taken to ensure that training material, assignments and information reaches students in time and accurately, Whitestone College assumes no responsibility for incorrect details submitted in the registration form or failure on the student to read notices. The learner assumes responsibility to ensure that updated contact details are captured on the College MIS all the time. Part-time and distance learning students are also strongly advised to contact the school at least once a week for latest information on assignments, examination enrollments, examination results or any other information.

C6. Consequences for Late Enrolment and Absenteeism

Student's
Initials

I also take full responsibility for the consequences, as they apply from the college Rules and Policies, for any late enrolment or absenteeism on my part. Late enrollment does exempt me from paying the full course fees.

C7 Free matric and free computer course

Student's
Initials

The free matric re-write promotion only applies as long as you are still registered for the main course. It is my responsibility as a learner to attend the free computer course at my spare time.

D. LEARNER CODE OF CONDUCT

It is a condition of enrolment that learners agree to abide by Whitestone College’s code of conduct.

- 1. Learners must approach the Campus Management / Lecturers in case of any uncertainties.
- 2. Learners are not permitted to eat and drink in the computer room and smoking will not be allowed on the college premises.
- 3. Any damage to Whitestone College’s property through willful acts or negligence will not be allowed.
- 4. Learners shall not use alcohol or drugs whilst on the campus.
- 5. Learners shall not engage in any act of violence, threaten violence, or carry weapons on campus.
- 6. Learners shall accept all the results of Whitestone College examinations as final, subject to standard remark procedure. Learners may however appeal according to the Appeals procedure of Whitestone College.
- 7. **In case of outstanding fees, learners will not receive permission to write their examinations unless they either pay- up the outstanding amounts or get permission from management.**
- 8. Learners shall comply with the rules and regulations published by Whitestone College from time to time.

I agree to abide by the College By-Laws and the Rules and Policies of the College, as amended from time to time. I also agree that it is my responsibility to ensure that I review the By-Law, Rules and Policies of the College during my period of study as the most current rules are applied and may differ from the time of my initial enrolment.

Student’s Signature: _____

Date: ____/____/____

(I agree that I have understood the information contained in this form)

Parent’s Signature (If student is under 18): _____

Date: ____/____/____

Form processed by: _____

Date: ____/____/____

