Damelin correspondence
The Career Development College

HEAD OFFICE
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Email: info@dcc.edu.za | Website: www.dcc.edu.za

STUDENT NUMBER ☐☐☐☐☐☐☐☐☐☐
PRODUCT CODE ☐☐☐☐☐
SC CODE ☐☐☐☐☐
ADKEY ☐☐☐☐☐☐☐☐
OPPORTUNITY NUMBER ☐☐☐☐☐☐☐☐☐☐

IMPORTANT: Sections 1 to 4 must be completed by all students

SECTION 1: Tell us more about yourself - mandatory

Mr ☐ Mrs ☐ Ms ☐ Other ☐ Initials _____ Surname _____

First Name/s (as in identity document) _____

Have you registered/studied at DCC before? Yes No If yes, supply student no. ☐☐☐☐☐☐☐☐☐☐☐☐☐

Gender: Male ☐ Female ☐ Race: African ☐ White ☐ Coloured ☐ Indian ☐ Other ☐ (Required by Government for statistical purposes)

Marital Status: Single Married Divorced Widowed

Nationality: SA ☐ Other _____ Date of Birth: Day ☐☐ Month ☐☐ Year ☐☐☐☐

SA identity number/passport number if not SA citizen ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐ (Please attach a certified copy of your ID/Passport)

Work/Study permit no. (if not a South African citizen, but living in South Africa) _____
(Please attach a certified copy of your work/study permit)

Highest qualifications attained _____
(Please attach certified copies of your matric certificate and/or other relevant entrance qualifications and subject results to this registration form)

Do you have any disabilities that may require assistance? ☐ S-Sight (even with glasses) ☐ H-Hearing ☐ D-Disabled

☐ C-Communication ☐ P-Physical ☐ N-None ☐ I-Intellectual ☐ E-Emotional

SECTION 2: Which programme would you like to enrol for?

I hereby apply to enrol for the following programme(s) and confirm that I meet the required admission requirements:

Programme Name _____

IMPORTANT: ELECTIVE SUBJECTS: This section must be completed by all students studying towards a programme with elective subjects.
Fill in your elective subject choices below (if applicable).

1st Elective _____ 2nd Elective _____
3rd Elective _____ 4th Elective _____
5th Elective _____ 6th Elective _____
7th Elective _____ 8th Elective _____

IMPORTANT: SUBJECT EXEMPTION REQUEST: This section must be completed by all students who wish to request an exemption from a subject.
Exemptions are subject to academic approval. Fill in your subject exemption request below (if applicable).

1st Subject _____ 2nd Subject _____
3rd Subject _____ 4th Subject _____

Complete the College enrolment forms with all the supporting documents as required. Supporting documents fall into two categories:
1. Legal and administrative documents, which include, but is not limited to: legible and certified copies of a valid identity document or passport, proof of residency, banking details and 3 months' bank statement if self-employed or past three salary advice slips and employment particulars. Where a guardian or sponsor is responsible for the fee payment, that individual's legal administrative, proof of employment, payslip/salary advice are also required.
2. Academic and related documents, which include, but may be limited to: legible and certified copies of your highest school grade achieved, and/or all other post-school achievements, a detailed curriculum vitae (CV) and/or employer's letter for confirmation of relevant work experience.

NOTE: Computer programmes: For computer programmes, you are confirming that you have access to the required computer hardware and software as prescribed in the relevant brochure.

I fully understand the type of programme for which I am enrolling: National Qualification ☐ DCC Programme ☐ Agent Programme ☐

SIGNATURE: .....

SECTION 3: What are your contact details?

STUDENT CONTACT DETAILS

Home: Code ☐☐☐ Number ☐☐☐☐☐☐☐ **Work:** Code ☐☐☐ Number ☐☐☐☐☐☐☐

Primary Cell: Code ☐☐☐ Number ☐☐☐☐☐☐☐ **Secondary Cell:** Code ☐☐☐ Number ☐☐☐☐☐☐☐

Fax: Code ☐☐☐ Number ☐☐☐☐☐☐☐

Email ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐ (please refer to 2.5. under Terms and Conditions)

Completion of the physical, delivery and postal addresses are compulsory.

Physical Address _____

Postal Code _____ **Postal Address** _____

Postal Code _____ **How many years have you lived at your present home address?** Less than 1 year 1 to 3 years More than 3 years

Accommodation details: Owner Rented With parents Hostel/Boarding houses

DISTRIBUTION AND MARKETING

Physical address for delivery of study material (Please note: study material will be delivered by courier during business hours) _____

_____ **Postal Code** _____

Your contact number for the courier company to confirm delivery (for delivery of study material between 8am-4pm) _____

Would you like your important information sent by SMS EMAIL **May we send your invoice/statement by email?** Yes No

May we share your contact details with employment agencies? Yes No **May we share your contact details with other students?** Yes No

CONTACT INFORMATION OF FAMILY MEMBER/FRIEND WHO IS NOT LIVING WITH THE STUDENT:

Name _____

Tel: Code ☐☐☐ Number ☐☐☐☐☐☐☐ **Primary Cell:** Code ☐☐☐ Number ☐☐☐☐☐☐☐

Physical Address _____

_____ **Postal Code** _____ **Email** _____ Initial _____

SECTION 4: To be completed by the student/guarantor

STUDENT/GUARANTOR DETAILS

(Please attach a copy of your ID/Passport)

Mr ☐ Mrs ☐ Ms ☐ Other ☐ Initials _____ ID Number/Passport _____

Surname _____ First Name _____

Relationship to student _____

Reason for sponsoring _____

Physical Address _____

_____ Postal Code _____

Postal Address _____

_____ Postal Code _____

Contact Numbers (1 landline number is compulsory)

Work: Code ☐☐☐ Number ☐☐☐☐☐☐☐ Home: Code ☐☐☐ Number ☐☐☐☐☐☐☐

Email _____ Cell: Code ☐☐☐ Number ☐☐☐☐☐☐☐

THIRD PARTY CONTACT DETAILS

Contact information of family member/friend who is not living with you: Name _____

Tel: Code ☐☐☐ Number ☐☐☐☐☐☐☐ Primary Cell: Code ☐☐☐ Number ☐☐☐☐☐☐☐

Physical Address _____

_____ Postal Code _____ Email _____

STUDENT/GUARANTOR EMPLOYMENT DETAILS

Company Name _____

Company Registration No. ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

Designation _____

How long have you worked for this company? _____

Company Physical Address _____ Suburb _____

City _____ Postal Code ☐☐☐☐

Company Postal Address _____ Suburb _____

City _____ Postal Code ☐☐☐☐

Contact Person: Mr ☐ Mrs ☐ Ms ☐ Other ☐ Initials _____ Surname _____

Contact Numbers:

Work: Code ☐☐☐ Number ☐☐☐☐☐☐☐ Email _____

Are you: Employed full time ☐ Employed part time ☐ Contract ☐ Unemployed ☐ Self-employed ☐

Net monthly salary (after deductions): Less than R 999 ☐ R 1 000 - R 1 599 ☐ R 1 600 - R 2 999 ☐ R 3 000 - R 4 999 ☐ R 5 000 - R 7 999 ☐ R 8 000 - R 13 999 ☐ R 14 000+ ☐

Years in current job: Less than 1 ☐ 1 to 3 ☐ More than 3 ☐ Salary Date _____ (Please attach a copy of your salary slip)

If self-employed provide business registration number ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

What is your marital status? ☐ Unmarried ☐ Married in Community of Property ☐ Married out of Community of Property (Please attach a copy of your marriage certificate)

If married in community of property, please complete below

(Please attach a copy of your marriage certificate)

If you are a sole-proprietor, provide 3 months' bank statement

Name and address of spouse's employer _____

_____

Tel number of employer: Code ☐☐☐ Number ☐☐☐☐☐☐☐ Number of years at company ☐☐

Spouse's gross monthly income: 0 - R 1 500 ☐ R 1 501 - R 3 500 ☐ R 3 501 - R 5 500 ☐ R 5 501 - R 7 500 ☐ R 7 501 - R 10 000 ☐ R10 001 - R15 000 ☐ R15 001+ ☐

Student/Guarantor Signature: _____ Signature of Spouse (if married in Community of Property) _____

SECTION 5: If the account payer is a business they must complete this section

IF THE ACCOUNT PAYER IS A BUSINESS

Business Name _____

Business Registration No. ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

Postal Address _____ Suburb _____

City _____ Postal Code ☐☐☐☐

Physical Address _____ Suburb _____

City _____ Postal Code ☐☐☐☐

Contact Person: Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other _____ Initials _____ Surname _____

Called - Designation _____ ID/Passport No. ☐☐☐☐☐☐☐☐☐☐☐☐☐

Contact Numbers: Work: Code ☐☐☐ Number ☐☐☐☐☐☐☐ Email _____

(Please attach a certified copy of your company documents)

Signature of person signing on behalf of the company/business who warrants that he/she has authority to bind the company/business and who also signs in his/her personal capacity _____

Initial _____

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The Career Development College

SECTION 6: METHOD OF PAYMENT - Please refer to the payment plan provided by the student consultant

EARLY BIRD FEE	R

PAYMENT PLAN		
	Normal fee	R
	Deposit	R
	Additional costs	R
	Monthly instalment	R
	Number of instalments	
	Amount paid now	R

BANK DEPOSITS

BANKING DETAILS:
Account Name: Damelin Correspondence College (Pty) Ltd – Johannesburg
Bank: FirstRand Bank Ltd
Branch Code: 204109
Account No: 62275014919
Type of Account: Cheque Account
Reference No.: Your ID Number (This is very important)

POSTAGE: Students residing outside South Africa are required to pay the additional cost of postage and handling.

Please indicate who will be paying the monthly instalments:

Student ☐ Third Party ☐

NOTE:
- **When paying via Easy Payment Plan, Debit Order details are compulsory**
- **Terms of Easy Payment Plan option subject to credit vetting and affordability approval**

Payment Form

Please choose one of the following payment methods and complete in full:

Student Name & Surname

Student Number

Finance Account Number

Type of Account: Full Cash Payment ☐ Credit Card ☐ Debit Order ☐

Phone Numbers of Payer:

Work

Home

Cell

Debit Order Application ☐

***Please attach a copy of your most recent salary advice.**

Name of Bank

Branch Code (first 6 digits)

Branch Name

Account Number

Type of Payment: Credit Card | Cheque | Savings | Transmission

Name of Account Holder

Signature of Account Holder

Abbreviated Name as Registered with PM8@DCC...

Date: 15 25 31 1

Signature of Spouse (if married in Community of Property)

I hereby authorise Damelin Correspondence College to deduct from the specified account via the bank's debit order system, the monthly instalment or other amount, if specified, for the chosen programme. I understand that I have the right to stop the debit order and I will become liable for the continuance of such payments until the account is paid in full and/or this Authority/Mandate is terminated by me giving you notice in writing of not less than 20 (twenty) ordinary working days, sent by prepaid registered post or delivered to your address as indicated above. I further understand that should there be insufficient funds in my account to meet the obligation, Damelin Correspondence College is authorised to track my/our account and represent the instruction for payment as soon as sufficient funds are available. I further acknowledge that Damelin Correspondence College has the right to add charges for every returned or unpaid debit order and that the maximum instalment amount may be up to 1.5 (one and a half) times the instalment amount. If my debit order collection method is unsuccessful in 2 (two) consecutive months, then Damelin Correspondence College reserves the right to claim the full fee outstanding.

Amount: R _____
*Please attach a copy of your most recent salary advice

Salary Date: _____

First deduction date: _____
(Debit order to be deducted monthly on salary payment date)

** Please take note that your agreement reference number will be your student number **

I understand that the date adjustment rule is applicable and if the chosen payment date falls on a weekend or public holiday the amount will be deducted from my account on the preceding bank day. I also understand that if I do not supply all the relevant information or the correct information, I cannot hold Damelin Correspondence College responsible for non-payment of my account.

I acknowledge that all payment instructions issued by Damelin Correspondence College shall be treated by my above-mentioned bank as if the instructions have been issued by me personally. I agree that although this Authority and Mandate may be cancelled by me, such cancellation will not cancel the Agreement. I also understand that I cannot reclaim amounts that have been withdrawn from my account (paid) in terms of this Authority and Mandate if such amounts were legally owing to Damelin Correspondence College.

I understand that my/our bank may send me/us an instruction to authenticate this Mandate to enable the use of the DebiCheck payment stream and should such authentication fail, this payment instruction may be processed in the NAEDO or EFT payment stream.

In order to process this debit order payment instruction, I acknowledge and grant consent that my personal information (inclusive of my name, identity number, account details as well as other relevant information contained in this Authority/Mandate) may be used by Paym8 (Pty) Ltd, the debit order facilitation service provider, located at Thornhill Office Park, Bekker Road, Midrand.

I further grant consent that the aforementioned information may be stored by the debit order facilitation service provider or its partners and that the information may be distributed to the relevant South African Banking Institutions for processing purposes. I agree and acknowledge that a record of this information may be kept for a period of 5 (five) years after completion and/or cancellation of this debit order. I acknowledge that the provision of this information is mandatory and a failure to provide such information will lead to an inability to process this debit payment instruction. I further acknowledge that I have the right to object and to lodge a complaint as contained in the Protection of Personal Information Act 4 of 2013.

I acknowledge that this Authority may be ceded or assigned to a third party if the Agreement is also ceded or assigned to that third party. I acknowledge that if debit orders are not deducted as per my instruction that it will still be my onus to ensure that payment is made to Damelin Correspondence College in respect of any outstanding amounts due to Damelin Correspondence College.

Signed at _____ on this _____ day of _____

Signature of Account Holder: _____

Credit Card Payments

I, the undersigned, hereby authorise Damelin Correspondence College to deduct the specified amount from my credit card - details depicted below

Credit Card: Master ☐ Visa ☐ Diners ☐ American Express ☐

Credit Card Number

Card Holder Name

Expiry Date m m yy

Signature of Account Holder _____

CSV Number (last 3 digits on back of card)

Amount (lump sum)

Credit Card Instructions: Straight

Number of Months: Budget 6 12 18 24

ID Number of Card Holder

Signature _____ Date _____

I acknowledge that the information provided above is true and correct, and hereby sign this page as proof thereof.

_____
Sign here

Initial _____

TERMS AND CONDITIONS**

A. Please ensure that you read these terms and conditions carefully.
B. These terms and conditions are subject to variation which shall be posted on the DCC website. The student undertakes to visit the DCC website regularly to ensure that he/she is fully informed of same.

Initial _____

1. DEFINITIONS

1.1. Some of the words in this agreement are printed in blue in order to indicate that they have a special meaning for the purpose of this agreement.

1.1.1. **'AGREEMENT'** means the registration form and these Terms and Conditions and any annexures hereto;
1.1.2. **'REGISTRATION'** means the student that has been approved and has received a student number from DCC via sms confirming the details of the registration;
1.1.3. **'DEBT'** means all debts incurred by the student whose particulars appear on the registration form, including, but not limited to, outstanding study fees;
1.1.4. **'FEES'** mean all fees charged by DCC for your studies, including, but not limited to, study and administration fees;
1.1.5. **'MATERIAL/STUDY MATERIALS'** means all study materials supplied by DCC including, but not limited to all material supplied in any electronic format;
1.1.6. **'STUDENT/ACCOUNT PAYER/GUARANTOR/CONSUMER'** refers to the business or individual whose details appear under Section 4 and 5 of the registration form;
1.1.7. **NON CAUSA DEBITI** – a legal term used to describe a legal exception which means that "there is no cause for the debt";
1.1.8. **ERROR IN CALCULI** – a legal term used to describe a legal exception which means an "error in calculation";
1.1.9. **NON NUMERATAE PECUNIAE** – a legal term used to describe an exception which means that the defaulting party (student/account payer/guarantor) cannot claim that the services were not rendered therefore there is no obligation owing;
1.1.10. **'WE'**, **'US'** and **'OUR'** refers to DCC; and
1.1.11. **'YOU'** and **'YOUR'** refers to the student whose particulars appear on the registration form.

2. OUR SERVICES TO YOU

2.1. An sms will be forwarded to you, the student, on date of acceptance of the registration by us. DCC undertakes to dispatch the first consignment of programme material within 21 (twenty one) days of the aforesaid date (i.e., date of acceptance of registration).

2.2. The core functions of DCC are to provide training/tuition/assessment; and the award except where same is the responsibility of external bodies such as the Department of Education, SETA, SABPP programmes and the like. The student will receive the relevant qualification/result upon successful completion of the programme or subject registered for.

2.3. The rules and regulations are published in the DCC Orientation Guide and on the DCC website, and apply to all students registered at DCC. You will receive your DCC Orientation Guide in this first consignment of study material. It is important that you read, know, and understand the rules and regulations contained in the DCC Orientation Guide and the DCC website, and by your signature hereto you undertake to do so.

Initial _____

2.4. On enrolment with DCC, you will receive an dcc.me email address.

2.5. All official communication from DCC will be sent to this email address only. You will receive activation instructions for your dcc.me email address with your enrolment pack. Please ensure that you activate your dcc.me email address as soon as possible, and that you regularly check this email address for communication from us, such as statements and exam confirmation. DCC shall not be responsible should a student fail to do so.

Initial _____

2.6. A student shall not, by reason of his/her failure to submit assignments, or to write exams, be entitled to a reduction in fees, nor will it absolve the student from full liability for the payment of the full fees and charges.

Initial _____

2.7. DCC reserves the right to discontinue services to a student as often as deemed necessary in its sole discretion.

2.8. The right to tuition and writing of exams is not transferable. Accordingly, the student shall attend to and complete all assignments by himself/herself. The student shall be the only person entitled to write examinations in respect of the examinable subjects forming part of the programme registered for.

2.9. Students shall ONLY be permitted to write exams upon proof of payment of all fees due to DCC in addition to exam fees applicable.

Initial _____

2.10. Under no circumstances will any student be permitted access to their exam/s results until such time as all outstanding fees and other due amounts under this contract are paid in full.

2.11. For examinable programmes (other than Computer Studies), we undertake to update study material for two consecutive exam sittings counting from the date of issue of the study material, provided that you are within the contract period.

2.12. The student accepts that DCC shall have the right to vary and update programme and/or subject syllabi at any time, without prior notification and without furnishing reasons therefor.

2.13. The student is solely responsible for ensuring that he/she has been properly registered with any relevant external institution or examining body, where applicable, and that he/she has been registered for examinations with such institute or body, and has obtained the relevant exam number.

Initial _____

2.14. The student accepts, as stipulated in the DCC assessment policy that he/she is required to fulfil certain academic requirements. A failure to meet the requirements may result in the cancellation of the student's registration which will be subject to the cancellation policy of DCC.

2.15. The student must supply DCC with a physical address for the delivery of study material between (08h00-17h00) on weekdays.

2.16. DCC shall not be liable for the courier's inability to deliver the study material due to the student not being present at the point of delivery. Any further attempts to deliver the material shall be additional and at the student's cost. Any attempted service shall be fulfilment by DCC of its obligation under Clause 2.1.

Initial _____

3. YOUR RESPONSIBILITIES

3.1. Study material

3.1.1. You must pay postage on everything posted by you to us.

3.1.2. You must pay courier costs on anything couriered to you by us.

3.1.3. You must pay for the replacement of study materials supplied to you by us.

3.1.4. Study material supplied to you may not be passed/given/lent to any person and may not be accessed by anyone other than you. You may not allow anyone to copy such material in any manner or form nor may you supply any copy of such material to any other person.

3.1.5. If necessary, an extension may be granted for the study period, provided that we are notified promptly when you are prevented from studying due to illness or reasons beyond your control provided that you supply us with proof of the reasons relied upon (medical certificate, death certificate of immediate family member, etc.).

Initial _____

3.2. Payment of your fees/Credit vetting

3.2.1. If you are over 18 and will be paying the fees yourself, then you hereby declare that you:
(a) Will sign acceptance of all the terms and conditions of this agreement on each page;
(b) Are legally bound to this contract;
(c) Are responsible for the repayment of the entire debt; and
(d) Have the consent of your spouse if applicable;
(e) The student/payer hereby renounces the benefits of the legal exceptions "non numeratae pecuniae", "non causa debiti" "error in calculi", "revision of accounts" and "no value received" and declares himself to be fully acquainted with the full meaning of each of them.

3.2.2. If you are under 18, then your parent, custodian or guardian:
(a) Must sign acceptance of all the Terms and Conditions of this agreement on each page;
(b) Hereby accepts responsibility for the repayment of the entire debt; and
(c) The student/payer/third party hereby renounces the benefits of the legal exceptions "non numeratae pecuniae", "non causa debiti" "error in calculi", "revision of accounts" and "no value received" and declares himself to be fully acquainted with the full meaning of each of them.

3.2.3. If a third party will be paying the fees for you, then:
(a) If the third party is a business, then the person signing hereby:
(i) Warrants he/she has authority to bind the company to these terms and conditions;
(ii) Takes full responsibility for the repayment of the entire debt and accepts all the Terms and Conditions of the entire agreement in his personal capacity; and
(iii) The student/payer/third party renounce the benefits of the legal exceptions "non numeratae pecunia", "non causa debiti" "error in calculi", "revision of accounts" and "no value received" and declares himself/herself to be fully acquainted with the full meaning of each of them.
(b) If the third party is an individual, then the individual:
(i) Must sign acceptance of all the Terms and Conditions of this agreement;
(ii) Takes full responsibility for the repayment of the entire debt and accepts all the Terms and Conditions of the entire agreement in his/her personal capacity; and
(iii) Renounces the benefits of the legal exceptions "non numeratae pecunia", "non causa debiti" "error in calculi", "revision of accounts" and "no value received" and declares himself/herself to be fully acquainted with the full meaning of each of them;
(iv) Confirms consent of spouse, if applicable.

3.2.4. The price payable will be by the method you have indicated on your registration form.

3.2.5. All payments due in terms of this agreement must be paid on or before the due date for payment.

3.2.6. We are entitled to levy an administration charge in addition to any other bank charge or the like levied as a result, which you agree to pay, if any debit order or other form of payment is returned unpaid or if your credit card payment is rejected for whatever reason.

3.2.7. The student/payee acknowledges that the onus is upon themselves to ensure that the monthly payments are made.

3.2.8. DCC reserves the right to change the debit order date and/or amount to accommodate public holidays, weekends, arrears, exam fees, etc.

3.2.9. Should for any reason whatsoever a debit order be returned unpaid then the person responsible for such payment hereby irrevocably authorises DCC to debit his/her account with the amount due on any date as DCC may choose and/or to double debit his/her account and/or include other charges as may be applicable with the amounts due at the next salary date or such other date as may be chosen by DCC in terms hereof;

3.2.10. By his/her signature hereto the student/account payer/sponsor/third party/surety and/or guarantor hereto hereby consents to DCC requesting and obtaining credit bureau reports from time to time through any credit bureau or similar institution in order to ascertain the personal circumstances, credit history and credit worthiness as well as to supply details of defaults of the signatories/payer/third party hereto;

3.2.11. By his/her signature hereto the persons responsible or standing surety for the payment of fees and/or terms hereof hereby irrevocably authorises DCC to perform such credit checks as it may in its sole discretion determine with any recognised credit bureau and the like;

3.2.12. You are responsible for ensuring that you are properly registered with any relevant external institute or examining body where applicable and by your signature hereto agree that you will ensure that you receive written confirmation from the relevant institute of being registered for examinations. You further agree to make payment of all relevant fees to the external body responsible for same.

3.3. **What happens if you don't pay us on time?** * Please note that the following points apply to both the student/third party and the payer of the account.

3.3.1. Should a student or account payer fail to make two consecutive payments then the student hereby agrees and acknowledges that he/she will be barred from receiving any further study material, tuition and submitting assignments and/or attending any tutorials, revision classes and the like.

3.3.2. You shall be responsible for the cost of all letters, telephone calls, tracing fees, other collection costs and charges, including all legal expenses, on an attorney own client scale including collection commission at 10% (ten percent) per instalment irrespective of the maximum laid down, incurred as a result of any breach of this agreement.

3.3.3. Charges/Bank fees will be recovered from the Payer if a debit order is rejected, in addition to other charges.

4. WARRANTIES GIVEN BY THE STUDENT/PAYER/THIRD PARTY

4.1. You warrant that the information disclosed in this agreement is true and correct in every respect and it shall be a material breach of this agreement if such information or part thereof is found to be fraudulent, untrue or incorrect. (Please note that this applies to both the student and the payer of the account.)

4.2. You undertake to notify us in writing of any material changes to your contact details, including, but not limited to your business, postal or residential addresses, home, work or cell phone numbers, banking details and email addresses, within 7 (seven) days of such change. (Please note that this applies to both the student and the person responsible for payment.)

4.3. **Please note:** You consent to us requesting and obtaining credit bureau enquiries from time to time through any credit bureau or similar institution in order to ascertain your personal circumstances, credit history and credit worthiness and to supply details of your defaults to such credit bureaus.

4.4. You consent to us obtaining, using and disclosing your personal information, when necessary including, but not limited to, as follows:
(a) To provide the materials to you and otherwise perform our obligations and enforce any of our rights under this Agreement;
(b) To use your information to inform you of our other programmes, products or services that may be of interest to you;
(c) To share your information with companies in our group, (associated companies and third parties) to enable them to inform you of other products or services that may be of interest to you; and
(d) To give to attorneys and debt collection agencies, credit bureaus if you are in breach of this agreement.

5. PROTECTION OF PERSONAL INFORMATION

5.1. 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').

5.2. The personal information received shall not be further processed or disclosed without the consent of the disclosing party except for the consents already given herein.

5.3. The student/consumer hereby authorises DCC or any other authorised member of the management team to use, review and process any personal information provided to DCC and to use same in the manner that DCC sees fit.

5.4. The student/payer/third party signing this agreement acknowledge that they know and understand their right to privacy and to have their personal information, fingerprints and biometric data processed in accordance with the conditions for the lawful processing of their personal information, fingerprints and biometric data and hereby give their consent to DCC to collect, process and distribute relevant personal information where DCC is legally required, and/or obliged to do so and/or in DCC's sole discretion. The student also consents to DCC supplying such personal information to any third party service providers to have access to their personal information and consent to DCC sharing same with any such party.

5.5. The persons signing this agreement confirm and acknowledge that they are aware that the information that they have provided may be transmitted to persons, companies, subsidiaries, affiliates and third parties outside of the borders of South Africa and hereby consent in terms of section 72 of POPI to such transmission and use by DCC.

5.6. In the event of a cross border transmission of information, DCC will take all reasonable steps to ensure that the data is transmitted securely.

6. YOUR RIGHTS TO SETTLE DEBTS

6.1. You are entitled to settle your debts any time, with or without advance notice to us.

6.2. The amount required to settle a debt is the total of the unpaid balance of the principle debt at that time and all other fees and charges payable by you to us up to the settlement date.

7. LIMITATION OF OUR LIABILITY

7.1. We will not be liable in any way whatsoever, for damages, personal injury, liability or losses (whether direct, indirect or consequential) suffered by you, the payer, the third party, or your parent/guardian or custodian, resulting from the use of the material, or arising in any manner or form.

8. BREACH AND TERMINATION

8.1. In the event of either of the student/consumer committing a material breach of any of the terms of this Agreement and failing to remedy such breach within a period of 7 (seven) business days after receipt of a written notice from DCC calling upon the student/payer/third party to remedy the breach complained of then:
8.1.1. DCC shall be entitled at its sole discretion without prejudice to any of its other rights in law, either:
8.1.1.1. To claim specific performance of the terms of this Agreement; and/or
8.1.1.2. To cancel this Agreement forthwith and/or
8.1.1.3. Claim and recover damages from the student/consumer.

9. PROGRAMME FEES/QUALIFICATIONS

9.1. Programme fees exclude:
(a) Registration fees for institutes and other external bodies; and
(b) Examination fees; and
(c) Cancellation fees; and
(e) External institute membership fees;
(f) External university fees;
(g) Notes, books, stationery or other items.

9.2. Certificates/Diplomas will only be issued once your account has been settled in full and all applicable exams and tests have been completed and you are declared competent.

9.3. We do not accept responsibility for your eligibility or entry and/or registration for public examinations.

9.4. Results will only be issued to the registered student.

9.5. We do not accept responsibility for your eligibility or entry and/or registration for any relevant external Institution or Examining Body.

10. CANCELLATION:

10.1. A student/consumer may cancel his/her enrolment for the current academic year of study as a whole by completing the cancellation form together with the necessary supporting documents.

10.2. You reserve the right to cancel this agreement subject to any cancellation fee and all cancellation policies in writing within 5 (five) days from date of registration as per the CPA (Consumer Protection Act), whereafter this agreement shall not be cancelled without our consent.

10.3. A cancellation fee, will be payable on cancellation, if granted, taking various factors into account including, but not limited to fixed costs, such as study material, postage/courier costs incurred, administration costs, etc. Refunds amounting as a result of cancellation, if granted, will be determined by the Cancellation Committee.

10.4. All refunds that may be due in terms hereof shall only be payable after a period of 90 (ninety) days after the said refund has been approved by the refunds committee. No refund shall be payable unless the approval of the refunds committee is obtained, and all their requirements are met/satisfied. A deregistration/cancellation form needs to be completed to initiate any process for cancellation.

11. GENERAL

11.1. DCC will be entitled to create and apply rules (including due performance requirements) and you hereby agree to be bound by such rules. DCC shall be entitled to exclude you from lectures and examinations (without in any way detracting from the right of DCC to recover fees payable) and to withhold your results should you fail to comply with any of the terms of this agreement and/or the student code of conduct.

11.2. 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 DCC, DCC shall be entitled in its sole discretion to reject your application and/or require you to complete a new application. DCC may not be held responsible for such errors or the consequences thereof and may in its sole discretion agree to abide by or reject such application. You agree to be bound by such application.

11.3. You accept that as part of the assessment of the programme, you must fulfil certain academic requirements which may include (but are not limited to) the completion and/or sign off of a Portfolio of Evidence (PoE) and other forms of assessments.

Initial _____

11.4. You agree and acknowledge that in certain circumstances external bodies are responsible for the verification and award of a qualification. In such circumstances DCC shall not be held responsible and/or liable for the delays occasioned by the verification process of the awarding/external bodies.

Initial _____

11.5. You acknowledge and agree that the sole responsibility of the submission of the PoE shall lie with you and that DCC accepts no responsibility for the submission thereof. You must be able to prove that you have submitted a PoE by way of written confirmation from DCC and in addition you MUST keep a certified copy of the submitted PoE stamped or signed by DCC in the event of the PoE having being lost or destroyed making it necessary to be resubmitted. DCC shall not be held liable for any damages arising from any circumstances in any manner and/or form.

Initial _____

11.6. Where programmes are subject to external verification and certification, DCC's result sheet shall not be valid and may not be used as proof of having passed such a programme and/or qualification.

11.7. You, the payer and/or the third party choose the address as disclosed in section 3 of this agreement as your, the payer's and/or the third party's domicilium citandi et executandi for all purposes arising from this agreement.

11.8. DCC chooses as it domicilium citandi et executandi for the purposes of service of all legal notices and processes the address of 57 Underwood Road, Pinetown, 3610.

11.9. No relaxation or indulgence, which we may extend to you, shall affect our rights under this agreement. (Please note that this applies to both the student and the person responsible for payment.)

11.10. All liabilities or obligations arising under this agreement shall be enforceable against you after termination of this agreement. All relevant clauses survive the omission of this agreement.

11.11. This agreement constitutes the whole agreement between you and us and no variation, deletion, or addition will be valid, unless it is in writing and signed by hand and in ink or published by us on the DCC website, which you undertake by your signature hereto to periodically visit to ensure that you are properly informed of same. (Please note that this applies to both the student and the person responsible for payment.) Electronic communication such as email and the like, shall not constitute written notice or be a variation of the Terms and Conditions of this agreement, no matter the wording contained therein and only a written agreement signed by both parties by hand and ink shall be capable of varying the terms contained herein.

11.12. You consent to the jurisdiction of any Magistrate's Court having jurisdiction, regarding any legal action issued by us against you arising from this agreement, and you also consent to us issuing proceedings out of the High Court, if we choose to do so. (Please note that this applies to both the student and the person responsible for payment.)

11.13. A minimum non-refundable administration cost of R1 000 per student will be charged against any cancellation for any reason whatsoever including a cancellation within the 5 (five) day period stipulated in Clause 10.2. which cost shall be payable by the student/account payer and shall be deducted from any cancellation fees charged overall to cancel this contract.

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11.14. This agreement is subject to acceptance by us, which will be communicated in writing to you.

11.15. DCC reserves the right to enrol students upon the student meeting all academic and financial requirements.

11.16. The student hereby acknowledges that he/she is obliged to make himself/herself aware of the rules and regulations of this institution and undertakes to abide by the rules and regulations contained in the prospectus and student guide contained on its website or any directive issued by this institution, as well as all the terms contained on the DCC website at www.dcc.edu.za

11.17. DCC accepts that the student/payer/the third party has read all rules and regulations and has been fully understood by the student/payer/the third party. The rules and regulations published in the DCC Student Guide and DCC Student Policies are subject to change on the DCC website and which the student/payer/the third party hereby agrees and undertakes to continuously update themselves on any changes that occur.

11.18. DCC does not guarantee the student employment by any institution and/or company and/or individual. For more information and to view the DCC Student Prospectus, refer to www.dcc.edu.za

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* Please note that 'you'/'your', in these clauses or sentences refer to the person responsible for payment, being the student (if over the age of 18 years), or his/her parent, guardian or custodian (if the student is under 18 years), or the third party whose particulars appear under section 4 or 5 of the registration form.

** For the full Terms and Conditions of this agreement, please visit www.dcc.edu.za.
The student/consumer confirms that he/she has made themselves fully aware of the Terms and Conditions contained on such website.

Initial _____

Signed by student	Date	Co-signed by parent/guardian/custodian (if student is under 18) or parent/guardian (responsible for payment*)	Account Payer/Guarantor Business/Individual	Spouse of Account Payer

Damelin Correspondence College (Pty) Ltd is provisionally registered as a private college with the Department of Higher Education and Training under the Continuing Education and Training Act No. 16 of 2006. Registration Certificate Number: 2008/FE07/037. Damelin Correspondence College (Pty) Ltd. is provisionally accredited by Umalusi, the Quality Council for General and Further Education and Training. Accreditation number: 18 FET02 00134 PA. Damelin Correspondence College (Pty) Ltd is further accredited by the Quality Council for Trades and Occupations (QCTO) Accreditation number: 13/0005.

Registration number: 1996/000339/07