

Date

(CTU Company Stamp)

Campus

CAREER CAMPUS TERMS AND CONDITIONS

1. Definitions

- 1.1 **"Administration Fee"** – means an administration fee equal to R1700.00 (One Thousand Seven Hundred Rand) payable in January or June (depending on intake). This fee covers the student card, the building of an electronic portfolio of evidence (ePoE) and access to the online library and student LMS;
- 1.2 **"Business Day"** – means any day excluding Saturdays, Sundays and/or recognised public holidays in the Republic of South Africa;
- 1.3 **"Blended Tuition"** – means a combination of Student tutor-facilitated and virtual instructor-led tuition and various methodologies of learning (face-to-face/instructor-led; Lync or Skype; laboratory work; virtual-led training; self-study; group interactive studies);
- 1.4 **"Co-signatory"** – means the party undersigning with the **Student**, being the **Parent/Guardian** and/or the **Sponsor**;
- 1.5 **"CPA"** – means the Consumer Protection Act 68 of 2008;
- 1.6 **"CTU"** – means CTU Training Solutions (Pty) Ltd with registration number 2005/038944/07 and/or any subsidiary of **CTU** and/or the **CTU** campus identified in this **Form**;
- 1.7 **"Deposit"** means the amount of R4000.00 (Four Thousand Rand) to be paid by a **Student** and/or the **Parent/Guardian** (and if applicable, the **Sponsor**) and/or the **Parent/Guardian** (and if applicable, the **Sponsor**) on or before the **Late Registration Date** to secure the **Student's** position for the **Programme** applied for in this **Form**;
- 1.8 **"Fees"** – means the **Programme Fee**, monthly fee, cash fee, **Registration Fee** and **Deposit** identified in the **Form** under **Section D - Programme Selection & Payment Options**;
- 1.9 **"Form"** – means this enrolment form, inclusive of these terms and conditions and all other **Sections**;
- 1.10 **"Minor"** – means a person under the age of 18 (eighteen) years, as defined in Sections 17 and 18(3)(b) of the Children's Act 38 of 2005;
- 1.11 **"Late Registration Date"** – means 01 December 2017 for a February 2018 intake and 1 June 2017 for a July 2017 intake;
- 1.12 **"NCA"** – means the National Credit Act 34 of 2005;
- 1.13 **"Parent/Guardian"** – means the person identified in the **Form** under **Section B - Parent/Guardian Details**;
- 1.14 **"Party"** – means either the **Student** and/or the **Co-signatory** or **CTU**;
- 1.15 **"Parties"** – means the **Student** and/or the **Co-signatory**, and **CTU** collectively;
- 1.16 **"Programme"** – means the programme selection identified in the **Form** under Section D - *Programme Selection and Payment Options*;
- 1.17 **"Programme Fees"** – means the programme (or the course fee) as described and quoted as per **Part D** of this **Form**;
- 1.18 **"Registration"** – means the registration and enrolment of a **Student** by **CTU** for the **Programme** selected by the **Student** as per this **Form** and which registration and enrolment will be subject to the **Registration Fee** being paid by the **Student** and/or **Parent/Guardian**;
- 1.19 **"Registration Fee"** – means an amount of R2'000.00 (Two Thousand Rand) payable upon completion of this **Form** and proof of payment to be submitted with this **Form** to **CTU**;
- 1.20 **"Section"** – means an alphabetically categorized section of the **Form**;
- 1.21 **"Signature Date"** – means the date of undersigning of this **Form** by the **Student**, and/or the **Co-signatory**, as the case may be;
- 1.22 **"Sponsor"** – means the person identified in the **Form** under **Section C - Sponsor or Company Details**; and
- 1.23 **"Student"** – means the person identified in the **Form** under **Section A - Student Personal Details**;
- 1.24 **"Tuition Commencement Date"** – means the day upon which classes/tuition in respect of the Programme/courses are to commence;
- 1.25 **"Virtual Instructor-led Training"** – means courses that are delivered online in real-time, enabling the student to interact with an established industry expert, regardless of location.
- 1.26 **"1st Semester"** – means for purposes of this **Form** the period Classes commence:
February Intake - February 2018 to June 2018
Mid-year Intake - 1 July 2017 to November 2017/1 July 2018 to November 2018
- 1.27 **"2nd Semester"** – means for purposes of this **Form** the period
February Intake - 1 July 2018 to November 2018
Mid-year Intake - February 2018 to June 2018/February 2019 to June 2019

2. General

- 2.1 This **Form** is a contract between the **Student**, and/or the **Co-signatory**, and **CTU**.
- 2.2 In the event that the **Student** is a **Minor**, this **Form** shall be co-signed by the **Student's Parent/Guardian**, who will be deemed to have assisted the **Minor** in entering into the **Form** and shall be jointly and severally liable with the **Student** for the **Fees**.
- 2.3 In the event that a **Sponsor** assumes the liability for the **Student's** fee, the **Sponsor** shall be a third party to this **Form** in his/her/its own name, with the obligation to pay the **Fees** jointly and severally with the **Student**, where the **Student** is not a **Minor** at the **Signature Date**. The **Sponsor** shall be held solely liable for the **Fees** in the event that the **Student** is a **Minor** at the **Signature Date**.
- 2.4 If the choice of campus is left blank for the **Student** to later specify his/her choice of campus it shall be deemed that the **Student** is contracted with the campus that has received his/her **Registration Fee**.
- 2.5 If a different campus is attended by the **Student** than what is reflected under **Section A**, the campus at which the **Student** commences his/her tuition will be the applicable campus.
- 2.6 If the **Student** has not paid the **Registration Fee** and the **Deposit** on or before the **Tuition Commencement Date** he/she will not be registered and not be entitled to commence any tuition, provided, however, that all registrations and enrolments will be within **CTU's** discretion.
- 2.7 Should the **Student** and/or **Parent/Guardian** have paid the **Registration Fee** and the **Deposit** on or before the **Tuition Commencement Date** but failed to have reported to any campus of **CTU** to commence his/her tuition, he/she shall be deemed to have been contracted with the **CTU** campus closest to his/her place of residence/or the **CTU** campus that received his **Registration Fee** and **Deposit**.

3. CTU's Rights and Obligations

- 3.1 **CTU** will offer the **Student** tutor-facilitated and/or virtual instructor-led and/or **Blended Tuition** in the year for the **Programme**.
- 3.2 The **Parties** acknowledge that **CTU** provides facilitator-led tuition and therefore:
 - 3.2.1 in the event of resignation or sickness or temporary indisposition of a facilitator, classes may become disrupted and be rescheduled;
 - 3.2.2 in the event of a permanent indisposition of the facilitator, **CTU** shall within reasonable time constraints, once the permanent indisposition has been confirmed, engage the services of another facilitator; and
 - 3.2.3 **CTU** shall not be liable for any disruption or rescheduling of classes due to a facilitator's personal indisposition.
- 3.3 Provisional timetables for the year shall be made available to the **Student** at the time of the commencement of the **Student's Programmes**. **CTU** reserves the right at any time, to alter the timetables, with adequate notice being given to the **Student**, where reasonably possible. No other commitments should be made by the **Student** prior to receiving the schedule.
- 3.4 Subject to **CTU's** rights to cancel any **Programme** on the terms and conditions set out hereunder, this **Form** constitutes an undertaking on the side of the **Student** to receive the tuition, participate in the **Programme** enrolled for and for the **Student** and/or the **Parent/Guardian** to pay the **Programme Fees** in full, as and when the **Fees** become due and payable.
- 3.5 **CTU** makes use of **Blended** learning in all classes. **CTU** reserves the right to apply Online/Skype/**Virtual Instructor-led** training if there are less than 10 (ten) students enrolled for the specific **Programme**.
- 3.6 **CTU** further reserves the right to cancel or reschedule any **Programme** if there are 10 (ten) or less students in total that have enrolled for the same **Programme** at the same campus or to transfer the **Programme** to an alternative campus.
- 3.7 **CTU** reserves the right to consolidate a tuition **Programme** with that offered at another **CTU** campus if there are 10 (ten) or less students in total that have enrolled for the same **Programme**, at the same campus, but together the consolidated **Programme** will have 10 (ten) or more students.
- 3.8 As information technology is an evolving field of study, **Programme** and course content is continually being revised and may need to be changed on short notice to reflect changes in the field of study. The right to change any of the **CTU Programmes** and course content is expressly reserved to **CTU** and within **CTU's** discretion. Any changes as per this 3.8 will be conveyed to the **Student**.
- 3.9 **CTU** shall be entitled to deny a **Student** access to classes and/or withhold examination results, withhold certificates, deny access to its facilities and premises, deny the **Student** participation in student activities, without such act constituting a breach of this **Form** for as long as a **Student's Fees** remain wholly or partially in arrears.

4. Student's Rights and Obligations

- 4.1 The **Student** must complete all the courses and specified national and/or international exams relevant to the specific **Programme** within the year of enrolment as specified in this **Form**.
- 4.2 The **Student** understands that this **Form** does not entitle him/her to the qualification of which he/she has enrolled for by virtue of this **Form** or his/her attendance of classes only. To qualify for any internationally recognised certification the **Student** shall at the completion of **Programme** or modules of **Programme**, be required to write an internationally recognised examination set by an independent examination organisation that will also be responsible for the issuing of such internationally recognised certifications upon a successful completion of such examinations. **CTU** will not be held liable to the **Student** should a **Student** fail to pass any examination. **CTU** does not have

Initial: _____

- control over the content & outcomes of the international vendor-related exams.
- 4.3. A foreign student need a study permit to study at any CTU campus. All foreign students should sign the "Foreign Student Addendum".
- 5. Fees & Payment Terms**
- 5.1. CTU has two modes of payment, namely:
- 5.1.1. Payment in full:
- The **Student** and/or the **Parent/Guardian** may elect to pay all of the **Fees** as per this **Form** upon completion of this **Form** on or before the **Tuition Commencement Date**.
 - A **Student** and/or **Parent/Guardian** that elects to pay all of the **Fees** in full upon completion of this **Form** on or before the **Tuition Commencement Date** (February intake - January 2018 and mid-year intake July 2018/July 2019) will be entitled to a **Cash Fee**.
- 5.1.2. Payment in instalments:
- The **Student** and/or the **Parent/Guardian** may elect to pay the **Fees** in monthly instalments provided that the **Student** and/or **Parent/Guardian** settled the **Registration Fee**, the **Deposit** of the **Programme Fee** on or before the **Tuition Commencement Date** in 11 equal instalments;
- 5.2. **Students** can enrol by completing the **Form** and paying the **Registration Fee**. This **Form** will not be considered if not accompanied with a proof of payment in respect of the **Registration Fee**.
- 5.3. However, regardless of that stated above, a **Student** can only be registered and accepted to a **Programme** provided that the **Registration Fee** has been paid and the non-refundable **Deposit** has been paid on or before the **Late Registration Date**.
- 5.4. In the event that the **Student** elects to enrol for individual courses only, or to supplement a prior qualification by enrolling for (an) individual course/s or modules, or to complete a **Programme** on a different time schedule than the annual **Programme** cycle offered by **CTU** by registering for individual courses, the following terms shall become applicable:
- 5.4.1. The **Fees** due for each course are payable per course in full prior to the **Tuition Commencement Date** of each course.
- 5.4.2. The **Student** shall attend the first course offered on or after the **Tuition Commencement Date** specified in the **Form**.
- 5.4.3. If a **Student** has made a partial payment to a course/modules fee, but has not settled the total at the time the course commences, **CTU** reserves the right to allow the **Student** to attend classes and to treat the outstanding balances as arrears.
- 5.4.4. While a **Student** is in arrears, any payment received will be allocated first to legal costs due (if any) and then to the capital amount outstanding.
- 5.4.5. Should the **Student** have enrolled for more than one course, failure to pay the full course/modules fees prior to the **Tuition Commencement Date** of a course/modules shall automatically convert the **Fees** for the rest of the courses/modules enrolled for to debt immediately payable. The cost of training material is included in the course price.
- 5.4.6. All student practice data will be deleted off the system on course completion.
- 5.5. FULL TIME: The cost of international examinations for some of the programmes, as set out in the student prospectus, is included in the **Fees** payable to **CTU**. If a **Student** elects to study on his/her own schedule on an enrolment per course basis, all amounts paid to **CTU** will firstly be allocated towards the **Fees** and lastly to the costs of the international examination. If any balance is still due by the time that the international examination organisation that will also be responsible for the issuing of such internationally recognised certifications upon a successful completion of such examination, **CTU** will not be held liable to the **Student** should a **Student** fail to pass any examination.
- 5.6. FULL TIME: Before attempting the international exams, **Students** shall sit for a **CTU** examination in preparation for sitting for their international examination. An 80% (eighty percent) pass rate is required before a **Student** may attempt to write the equivalent international examination. International examinations, as specified in the prospectus, must be completed before 1 December of the year in which the course was offered. Examinations written after this date will be for the **Students** own account. (Not all **CTU** programmes include international examination. Please refer to the prospectus of the registration year.) The re-write of any international module is not included in our Programme fee. International exams can only be taken once a student meets the academic requirements. Please ensure that all international exams are booked prior to the expiry date. **Students** will not have the option to book/write international exams after 10 December 2017/2018 (depending on intake).
- 5.7. In the event that the **Student** needs to postpone his/her studies prior to the February 2018 or Mid-year 2018/2019 intake, the learner will be allowed to utilise the funds within one year. Should the **Student** not re-enrol within the period of a year for the following intake, the **Student** will forfeit the funds.
- 6. Cession and Delegation**
The **Student** and/or the **Co-signatory**, may not cede and delegate his/her/their rights and obligations in terms hereof.
- 7. Application of the NCA**
- 7.1. The **Student** and/or his/her **Co-signatory** acknowledge that **CTU** is not a credit provider.
- 7.2. In the instances where amounts owing to **CTU** by the **Student**, and/or the **Co-signatory** are not settled within 20 (twenty) **Business Days**, this **Form** will become an incidental credit agreement, whereto the provisions of the **NCA** apply.
- 8. Indemnity**
The **Student**, and/or the **Co-signatory** and/or **Parent/Guardian** hereby jointly and severally indemnify and hold **CTU** harmless against any claim for any injury, harm, theft or damage that the **Student** may suffer whilst on the premises of **CTU**, or while otherwise participating in the activities of **CTU** or activities associated with **CTU**.
- 9. Election to cancel Form**
- 9.1. **CTU** and the **Student** and/or **Parent/Guardian** acknowledge that the **CPA** applies to this **Form**.
- 9.2. The **Student**, and/or the **Co-signatory** shall be entitled to cancel this **Form** by providing **CTU** with at least 20 (twenty) **Business Days** written notice of his/her/its intention to cancel the **Form**.
- 9.3. The **Student** and/or the **Co-signatory** acknowledges that **CTU** will incur expenses in anticipation of the services to be rendered in terms of the **Programme** elected by the **Student**. The aforementioned expenses, including, but not limited to, tutor salaries, wages and course material, will be incurred upon **Registration** of the **Student**.
- 9.4. The **Student**, and/or the **Co-signatory** acknowledges that in terms of the **CPA**, **CTU** is entitled to levy a reasonable **Cancellation Fee**.
- 9.5. The **Cancellation Fees** are set out in **Part I** of the **Form** and the **Student**, and/or the **Co-signatory** expressly acknowledge that he/she/it understands and accepts the provisions set out therein.
- 9.6. Should this **Form** have been entered into as a result of direct marketing (website registrations) by **CTU**, the **Student** and/or the **Co-signatory** shall have a 5 (five) **Business Day** cooling off period, calculated from the **Signature Date**, during which the **Form** may be cancelled, in writing, without reason or penalty by the **Student** and/or the **Co-signatory**. All amounts paid to **CTU** will be paid back to the **Student** and/or the **Co-signatory** within 15 (fifteen) **Business Days** of receipt of the written cancellation.
- 10. Commencement date and duration**
The provisions regarding as contained in this **Form** shall apply from the **Signature Date** and shall remain to be of full force and effect from date thereof until expiration of the **Form** or as otherwise agreed between the **Parties** in writing, provided that this **Form** is accompanied by a proof of payment in respect of the **Registration Fee**.
- 11. Miscellaneous**
- 11.1. **Notices**
- 11.1.1. The **Parties** choose, for all purposes of giving any notice, the serving of any process and for any other purpose arising from this **Form**, the addresses as set out in **Sections A** and/or **B** and/or **C** as it relates to the **Student** and/or **Co-signatory** and at the registration campus address, as it relates to **CTU**.
- 11.1.2. Each of the **Parties** shall be entitled from time to time, by written notice to the other, to vary its address to any other physical address and/or its facsimile number.
- 11.1.3. Any notice given and any payment made by any **Party** to the other which is delivered by hand during normal business hours of the addressee's domicile for the time being or by fax, shall be presumed to have been received by the addressee at the time of delivery; and transmitted by registered post shall be deemed to have been received by the **Party** to whom it is addressed within 14 (fourteen) days from the date of dispatch.
- 12. Whole agreement and non-variation**
- 12.1. This **Form** is the whole agreement between the **Parties**, who/which acknowledge that they have not been induced to enter into this **Form** by any representations or warranties, other than those set out or contained herein.
- 12.2. No representations or warranties shall be of any force or effect unless reduced to writing and contained herein.
- 12.3. No alteration, amendment, variation or consensual termination of this **Form** shall be of any force or effect unless reduced to writing and signed by each of the **Parties**.
- 13. Good Faith**
- 13.1. The **Parties** enter into this **Form** on the basis of trust and record that they will observe good faith in contracting and dealing with each other and implementing the provisions hereof. This implies, amongst other things, that:
- 13.1.1. the **Parties** will at all times during the currency of the **Form** act reasonably and in good faith; and
- 13.1.2. the **Parties** will perform their obligations arising from this **Form** diligently and with reasonable care.
- 14. Waiver**
No waiver of any of the terms and conditions of this **Form** will be binding for any purpose unless expressed in writing and signed by the **Party** giving the same, and any such waiver will be effective only in the specific instance and for the purpose given. No failure or delay on the part of either **Party** in exercising any right, power or privilege will operate as a waiver, nor will any single or partial exercise of any right, power or privilege preclude any other or further exercise thereof or the exercise of any other right, power or privilege.
- 15. Cancellation Fees**
1. Should the **Student** decide to cancel his/her/its studies at **CTU**, a notice period of cancellation (20 **Business Days**) should be adhered to and a cancellation penalty will become payable.
2. In the event the **Student**, and/or his/her **Co-signatory** should elect to cancel the **Form**, the following cancellation schedule will apply:
- 2.1. Should the **Student**, and/or his/her **Co-signatory** elect to cancel the **Form** at any time from the first day after the **Late Registration Date** including and up to the last day of or during the 1st Semester, the **Cancellation Fee** will be equal to the **Administration Fee**, plus the **Registration Fee**, plus the **Deposit**, plus 20% (twenty percent) of the

Initial: _____

- Programme Fees** quoted for the duration of this **Form**; and
- 2.2. Should the **Student**, and/or his/her **Co-signatory** elect to cancel the **Form** at any time from the first day after the last day of the **1st Semester** including and up to the last day of the **2nd Semester**, the **Cancellation Fee** will be equal to the **Administration Fee**, plus the **Registration Fee**, plus the **Deposit**, plus 10% (ten percent) of the **Programme Fees** quoted for the duration of this **Form**.
 3. Should the **Student** and/or the **Parent/Guardian/Sponsor** have settled the **Fees** in full at any stage before cancellation of the **Form**, the **Cancellation Fee** will be determined as per the provisions of this **Part I**, clause 2 and subtracted from the **Fees** already paid before cancellation. Should there be a credit in favour of the **Student** and/or the **Parent/Guardian/Sponsor**, it will be refunded to such **Student** and/or **Parent/Guardian/Sponsor** and should there be a debit, the **Student** and/or **Parent/Guardian/Sponsor** will be liable to pay such debit (i.e. the portion or part of the **Cancellation Fee** determined as per this **Part I**, clause 2).
 4. Cancellation requests should be submitted in person, per e-mail or by using the CTU cancellation request, stipulating the reasons in detail. Please hand in or send all supporting documents. The completion of the cancellation form does not mean the cancellation is a done deal. All cancellations will be reviewed. Feedback will be provided in writing, confirming the outcome of the request.

16. Enrolment Procedure: This serves as an annexure to the CTU Enrolment form for January 2018/July 2018/January 2019 (Depending on intake)

CTU's academic **Programme** will commence July 2017/February 2018/July 2018 (depending on intake). More information with regards to campus induction and events will be provided in your **CTU** registration letter.

We would like to bring the following under your attention: Ensure that you understand the **CAREER Programme** enrolled for by referring to the latest version of our prospectus and that you understand your financial obligation.

1. Please ensure that you understand the agreement signed/or will sign with **CTU** - this is a binding contract.
2. **CTU** is a CASH-FREE environment.
3. **IMPORTANT NOTICE:** Your R6000 total registration fee is/will be non-refundable after the **Late Registration Date**.
4. A total registration fee of R6000 is required and can be settled as follows: R2000 (i.e. **Registration Fee**) is payable upon completion and submission of this **Form**. This **Form** will not be considered if not accompanied with a proof of payment in respect of the **Registration Fee**. A further R4000 (i.e. the non-refundable **Deposit**) is payable on/or before 30 June 2017/30 November 2017/30 June 2018, depending on intake (i.e. the **Late Registration Date**), to finalise registration. If the monthly payment option is selected, a R6000 only payment via debit order will be accepted.
5. Late registrations after 30 June 2017/30 November 2017/30 June 2018, depending on intake (i.e. the **Late Registration Date**), must pay the total registration fee of R6000 immediately in order to secure space for 2017/2018 (depending on intake). CTU Training Solutions is not registered as a credit provider and therefore the following will apply for late registrations in 2018:
 - 5.1. Late registrations in July 2017/January 2018/July 2018 (depending on intake): R6000 + one month payment required.
 - 5.2. Late registrations in August 2017/February 2018/August 2018 (depending on intake): R6000 + payment for January + payment for February required.
 - 5.3. Late registrations in September 2017/March 2018/September 2018 (depending on intake): R6000 + payment for January, February & March/July, August & September (depending on intake) required in advanced.
 - 5.4. If the above payments cannot be met in the stipulated time, students will be required to register towards our next intake.
6. The same registration process as per clause 4 & 5 applies when students want to register for a 2nd or 3rd year.
7. **Cash Fee** is only applicable to cash upfront payments of all the **Fees** (account paid in full on/or before 30 June 2017/31 January 2018, depending on intake (i.e. the course/programme commencement date)). Refer to Section E.
8. **Fees** include national qualifications. Selected **Programmes** include international certifications as specified in the latest prospectus. The following programme exclude international certifications: Tourism & Hospitality.
9. National qualification obtainable after **Programme** completion after 1/2/3/4 years as specified in the latest prospectus.
10. **Fees** for diplomas are quoted per year.
11. Note that the **Student** and/or the **Parent/Guardian** (and if applicable, the **Sponsor**) shall not be entitled to a reduction in **Fees** in the event that the **Student** should fail to attend classes or a course as a whole, and which **Fees** shall remain fully payable.
12. As the field of information technology is a constantly evolving field of study, course content may need to be changed on short notice to reflect changes in the field of study. As **CTU** strives to always provide the most up-to-date training for its **Students**, the right to change courses and content is expressly reserved to **CTU**.
13. The **Programme Fees** do include **CTU's** internal examinations (depending on the course), which it is expressly understood by all the **Parties** does not constitute an internationally recognized qualification. The **Parties** understand that **CTU** offers these examinations for purposes only of preparing the delegate to sit for the international examinations.
14. **CTU** may, in its discretion, hand over arrear accounts for collection if the **Student** and/or the **Parent/Guardian** (and if applicable, the **Sponsor**) does not comply with the payment terms of this **Form**. In that case all collection commission, fees and expenses will be for the account of the party liable for the payment of the account. Such commissions, fees and expenses will be recoverable on a scale as between attorney and his client.
15. **CTU** reserves the right to transfer the **Student** to one of **CTU's** nearby campuses should it not be able to provide the training at the campus where it was originally booked.
16. Provisional timetables for the year shall be made available to the **Student** at the time of the commencement of the **Student's Programmes**. **CTU** reserves the right at, any time, to alter the timetables, with adequate notice being given to the **Student**, where reasonably possible. No other commitments should be made by the **Student** prior to receiving the schedule.
17. Software is not included but our vendors allow **Programme** software distribution should these be available. Creative Cloud packages for design students (Graphic Design, Web Development, Visual Communication) are compulsory and available to purchase at an estimated price of R2500 per year.
18. **CTU** Career Campus requires all students to own a device (laptop/tablet) with 3G internet access (5GB) as outlined in our latest prospectus to access digital books. Digital books are available for a period of one year. Please request a list from your career consultant.
19. Content of our **Programmes** is subject to change without notification due to market trends in the industry or as required by regulatory bodies, QCTO, various SETAs, Department of Education and any other vendor-related **Programmes**.
20. The re-write of any international module is not included in our **Programme** fee. International exams can only be taken once a student meets the academic requirements. Please ensure that all international exams are booked prior to the expiry date. Students will not have the option to book/write international exams after 10 December 2018/2019 (depending on intake).
21. Parents should encourage students/graduates to secure their own employment and register with job sites/recruitment agencies.
22. Please note that we will require a credit check for monthly payment options.
23. SAID registration and stationary are not included in the Computer Aided Drawing/Draughting **Programme**.
24. ICB annual student registration, textbooks, assessments per subject are for the students' own account.
25. Additional vendor membership/registration fees apply for: ICB/HR (SABPP), Tourism & Hospitality and CAD programmes.
26. Minimum student (capacity) group sizes will fall into the Virtual Instructor-Led programme commencing in the month of February/July each year. These courses are delivered online in real-time, enabling you to interact with a facilitator regardless of your campus location. Refer to clauses 3.5 of terms & conditions.
27. **CTU** students are required to do a minimum of 80 hours workplace experience. The responsibility to find workplace experience lies with the student.
28. **CTU** will not provide your personal details to any third party.

CORPORATE AND PART TIME/SHORT COURSE TERMS AND CONDITIONS

Initial: _____

1. This enrolment form (herein "the form") is a contract between the person identified in the form under Section A. Student Personal Details (herein "the student") and the subsidiary company of CTU Training Solutions Holdings (Pty) Ltd.
2. If the choice of campus is left blank for the student to later specify his choice of campus, this shall not invalidate the contract, but it shall be deemed that the student is contracted with the campus that has receipted his/her registration fee; or alternatively, if a different campus - the campus at which he commences his tuition; alternatively, if the student has not paid the registration fee, nor reported at any campus of CTU to commence his tuition, he shall be deemed to have been contracted with the CTU campus closest to his place of residence.
3. In the event that the student is a minor, this enrolment form shall be co-signed by the student's legal guardians, whose personal details are recorded under Section B (Parent or Guardian), who will jointly and severally with the student be liable for the payment of the students fees.
4. In the event that a third party (other than the Student's legal guardian if he/she is a minor) assumes the liability for the students fee, the Sponsor, whose personal details appear in the enrolment form under Section C "Sponsor Details" shall be a third party to this agreement in his own name, with the obligation to pay the fees jointly and severally with the Student.
5. Upon completion and submission of this enrolment form, a non-refundable deposit of 15% will become payable. If the 15% of the quoted programme value is less than R 1 000, a minimum of R 1 000 is required. Only quoted programmes to the value of R 2 500 or more qualify for a split payment option. Receipts will only be given for cash/cheque payments.
6. The parties to this agreement are the branch of CTU identified at the top of this page (herein after "CTU") and the person identified as the student in the first section "A. Student Personal Details " (herein after "the student") and in the event that the delegate is a minor, the person identified as the person responsible for the account "B. Person Responsible for Account" (herein after "the Sponsor") shall be a third party to this contract in his own name.
7. Subject to CTU's right to cancel the course or courses for which the delegate has enrolled in terms hereof as set out herein under, this enrolment constitutes an irrevocable agreement on the side of the delegate to participate in the course or courses enrolled for and to pay the course fees in full prior to course commencement or submit a purchase order/credit application.
8. CTU shall be entitled to - but not obligated to - cancel or reschedule a course or courses for which the delegate has enrolled in terms hereof if there are six (6) or less delegates in total that have enrolled for the same course or courses. In such case the delegate will not be liable for a rescheduling fee, nor for any compensation for losses or damages or consequential losses or damages caused by the rescheduling.
9. The delegate (and if applicable, the sponsor) may not cede and delegate his rights and obligations in terms hereof.
10. The delegate (and if applicable, the sponsor) shall not be entitled to a reduction in tuition fees in the event that the delegate should fail to attend classes or a course as a whole, which tuition fees shall remain fully payable, irrespective.
11. As the field of information technology is a constantly evolving field of study, course content may need to be changed on short notice to reflect changes in the field of study. As CTU strives to always provide the most up-to-date training for its delegates, the right to change courses and content is expressly reserved to CTU.
12. The parties understand that CTU provides tutor-led training and education and that in the event of sickness or other temporary indisposition of a tutor, classes may become disrupted and become rescheduled. In the event of a permanent indisposition of the tutor, CTU shall with all due haste once the permanent indisposition has been confirmed, procure the services of a replacement tutor.
13. The tuition fees includes CTU's internal examinations (depending on the course), which it is expressly understood by all the parties does not constitute an internationally recognized qualification.
14. CTU may, in its discretion, hand over accounts for collection if the delegate does not comply with the payment terms of this agreement. In that case all collection commission, fees and expenses will be for the account of the party liable for the payment of the account. Such commissions, fees and expenses will be recoverable on a scale as between attorney and his client.
15. Should a delegate not be able to attend training as per the enrolled course date, a rescheduling request must be made one (1) calendar week prior to course commencement date. The rescheduling will only be effected provided that it does not reduce the number of course participants below the threshold of six or otherwise does not adversely affect other participants. A delegate's course will only be regarded as having been rescheduled after CTU has send written confirmation thereof. The delegate will be liable for a rescheduling fee of R150 per incident. The delegate may complete the training within 3 months from the date of the original course as per CTU's available schedules, thereafter the course is forfeited, however the delegate will remain liable for the course fees.
16. CTU reserves the right to transfer the delegate to one of CTU's nearby campuses should it not be able to provide the training at the branch where it was originally booked.
17. A failure to attend a scheduled course will result in the forfeit of the training course and course fees, which if not yet fully paid, will remain payable in full.
18. CTU will not refund any amount paid for training, should a delegate no longer wish to attend the course. In CTU's discretion a replacement candidate may be sent for the booked course. Refer to CTU's refund policy in the signed terms and conditions of the quoted course.
19. The course duration as stated in CTU's quotations & pricelist is an estimate, based on an optimal number of candidates per course and is affected by delegates' existing proficiency and prior subject knowledge and competency. For this reason advertised course duration is the maximum days allowed per module, and the course may be completed in less days or evenings than advertised. Delegates agree that course fees are not priced per hour, day or evening.
20. Course fees are due and payable prior to course commencement unless a purchase order or credit application have been completed.
21. CTU reserves the right to make changes to the course content, trainer, duration and dates in its exclusive discretion.
22. The cost of training material is included in the course price as per quote, any additional material available at additional cost.
23. All student practice data will be deleted off the system on course completion.
24. International exam prices are not included in the cash or programme fee, unless so stated and accepted on the relevant quote, (and can be done at a local Prometric/Certiport or PearsonVUE Testing Centre hosted by CTU).
25. Certificates of attendance are only issued after successful course completion, and settlement of the delegate's account in full.
26. CTU training solutions will not be held liable for incorrect course registrations due to pre-requisites not being met as per course outline.
27. The student will be expected to comply with the rules and regulations of CTU and the owners or building manager's rules applicable at the various buildings in which its training facilities are situated. This information is available upon request at the reception desk.
28. The student, his guardian and the sponsor/company hereby jointly and severally hold CTU, its staff, contractors and facilitators harmless against any injury, harm, theft or damage that the student may suffer whilst on the premises of CTU or otherwise and anywhere while participating in the activities of CTU or activities associated with CTU.
29. Most instructor-led courses include digital books and will require students to own a device (laptop/tablet) with 3G internet access (5GB). hard-copy content available at additional cost.
30. Delegate details will be kept on the CTU system for up to 5 years for academic and historical data purposes.

ADDITIONAL TERMS AND CONDITIONS FOR ICB SHORT PROGRAMMES

1. Course fees are due and payable prior to course commencement.
2. This skills programme is divided into three study phases, each ending with the submission of two pieces of work (five formative assessments and one summative assessment in total).
3. The five formative assessments comprise three formative activities (assignments) and two formative evaluations (class tests). The three completed formative activities will not be marked by your facilitator, but must be completed in the Formative Activity Answer Book included in the ICB Portfolio of Evidence (PoE) that will be sent to the learner upon registration for assessment. The two formative evaluations (class tests) will be marked by the facilitator, but will be assessed by the ICB's National Assessor upon completion of the course.
4. The five formative assessments will be assessed as a whole and will contribute 30 % to the final mark. The final summative assessment (examination) will contribute the remaining 70 %. In total, the learner needs to score at least 60 % to be found competent on the unit standards included in this skills programme. However, there is a sub-minimum of 50 % for the

Initial: _____

summative assessment component only. For further information, please refer to the Institute of Certified Bookkeepers (ICB) Assessment Policy at www.icb.org.za. This document is also provided on the CD that comes with the textbook.

5. The learner will only receive the ICB Portfolio of Evidence (which includes the Formative Activity Question Paper Book as well as the Formative Activity Answer Book) upon successful registration for assessment with the ICB.
6. The formative activities need to be completed in the Formative Activity Answer Book, and the formative evaluations and summative assessment will be completed in answer books provided on the assessment dates. These answer books must be inserted in the PoE. All six assessments have to be completed in your own handwriting (unless otherwise instructed). Please use blue or black ink in all instances. Typed versions will not be accepted. Also note that correction fluid (Tipp-ex®) of any nature is strictly prohibited.
7. Please note that class attendance is compulsory. However, should the learner not be able to attend any of the sessions listed overleaf, please inform the facilitator as soon as possible. Should you fail to attend a session during which one of the two formative evaluations is due to be written, it will be your responsibility to contact your course coordinator to reschedule such an assessment. It is not the duty of your facilitator to schedule supplementary assessments. In most cases, a supplementary assessment will have to be scheduled during normal working hours.

CTU GENERAL EXAMINATION TERMS AND CONDITIONS

Please complete all details in capital letters and in full detail for completion of certificate. CTU Training Solutions cannot be held responsible for spelling mistakes. Please consider that this is an internationally recognized certification issued by an independent authority and your information provided should correlate with your ID- or Passport information. Your names will appear on your certificate as spelled on the exam enrolment form. Any mistakes made by the independent authority cannot be corrected by CTU locally.

PLEASE NOTE: Exam times 9:30 am and 1:30pm, Monday to Thursday and 09:30am on Fridays. Exam Registrations and payments have to be made 10 working days prior to testing. Min rescheduling periods before exam date: Microsoft 16 days, CompTIA 3 days, Pearson Vue 3 days. CTU reserves the right to re-schedule any examination due to circumstances beyond our control. Exam fees are payable up front and no candidate will be permitted to proceed without prior arrangements being made as well as positive identification (2 Types of ID. Exam prices are subject to change without prior notice due to currency fluctuations. Please note that, failure to show up for a scheduled exam will result in automatic forfeiting of exam fees as stipulated by Prometric & Pearson Vue

ADDITIONAL TERMS AND CONDITIONS FOR REGISTERED CTU LEARNERSHIPS

1. Groups smaller than 20 will fall into the Full-time Career Programme commencing in the month of February each year.
2. Groups larger than 20 are not restricted to specific starting dates and can be customised according to client's needs.
3. Learnerships will only commence once a signed SLA (Service Level Agreement) has been accepted.
4. All other terms and conditions as of corporate and part time/short course will apply.
5. CTU career SETA certificate issuance: CTU cannot be held responsible.

REFUND POLICY

Refunds

In order to request and process a refund, customers must complete the refund application form and e-mail a copy and supporting documentation to the relevant campus manager. We will send you an email to notify you that we have received your request for refund. We will also notify you of the approval or rejection of your refund, this process may take up to 14 days (2 weeks). CTU Training Solutions will not refund any amount paid for training, should a delegate no longer wish to attend the course. In CTU's discretion, a replacement candidate may be sent for the course booked. If you are approved, then your refund will be processed, and a credit will automatically be applied to your credit card or original method of payment, within 14 days (2 weeks).

Late or missing refunds (if applicable)

If you haven't received a refund yet, first check your bank account again.

Then contact your credit card company, it may take some time before your refund is officially posted.

Next contact your bank. There is often some processing time before a refund is posted.

If you've done all of this and you still have not received your refund yet, please contact us at billing@ctutrainig.co.za.

Sale items (if applicable)

Only regular priced items may be refunded, unfortunately sale items cannot be refunded.

DELEGATE		SIGNATURE	
COMPANY/SPONSOR		SIGNATURE	
CTU CONSULTANT/BRANCH MANAGER		SIGNATURE	
PLACE		DATE	