

Date

(CTU Company Stamp)

Campus

CAREER CAMPUS TERMS AND CONDITIONS

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 under whose management the campus at which the programme tuition is specified to take place resorts: if Auckland Park or Randburg – CTU Training Solutions Randburg (Pty) Ltd; if Bloemfontein – CTU Training Solutions Bloemfontein (Pty) Ltd; if Boksburg – CTU Training Solutions Boksburg (Pty) Ltd; if Cape Town – CTU Training Solutions Cape Town (Pty) Ltd; if Nelspruit – CTU Training Solutions Nelspruit (Pty) Ltd; if Polokwane – CTU Training Solutions Polokwane (Pty) Ltd; if Port Elizabeth – CTU Training Solutions Port Elizabeth (Pty) Ltd; if Potchefstroom – CTU Training Solutions Potchefstroom (Pty) Ltd; if Pretoria – CTU Training Solutions Pretoria (Pty) Ltd; if Roodepoort – CTU Training Solutions Roodepoort (Pty) Ltd; if Stellenbosch – CTU Training Solutions (Pty) Ltd; if Vereeniging – CTU Training Solutions Vereeniging (Pty) Ltd; and if Umhlanga – CTU Training Solutions Umhlanga (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 contracted with the campus that has received its 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 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 be liable jointly and severally with the student 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, registration fee of R 1,000.00 and a R 5,000.00 deposit will become payable.
6. CTU will offer the student tutor facilitated tuition in the year for which, and for the programme or course for which, the student has enrolled as specified in Section D, "Programme or Course Selection", as more fully described in the Student Prospectus for the application year.
7. The student (and if applicable the sponsor) may not cede and delegate his rights and obligations in terms hereof.
8. Subject to CTU's rights to cancel any programme in terms set out herein under, this enrolment constitutes an irrevocable agreement on the side of the student to receive the tuition and participate in the programme of courses enrolled for and to pay the programme fees or course fees in full, as and when it becomes payable.
9. CTU shall be entitled to – but not obligated to – cancel or reschedule any programme if there are ten or less students in total that have enrolled for the same programme at the same campus.
10. CTU shall be entitled to – but not obligated to – consolidate a tuition programme with that offered at another CTU campus if there are ten or less students in total that have enrolled for the same programme at the same campus, but together the consolidated programme will have ten or more students.
11. The student (and if applicable, the guardian or sponsor) shall not be entitled to a reduction in programme fees in the event that the student should fail to attend classes, or to complete a course or a programme, which fees shall remain fully payable, irrespective.
12. 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 programmes and course content is expressly reserved to CTU.
13. The parties acknowledge that CTU is not a credit provider, that this contract does not constitute a credit agreement and that the programme and/or course fees are payable in full before the commencement date of the programme or course.
14. In the eventuality that the student elects to enrol for individual courses only, or to supplement a prior qualification by enrolling for individual course/s, or to complete a programme on a different time schedule that the annual programme cycle offered by CTU by entering for individual courses, the following shall apply:
 - a) The fees due for each course is payable per course in full prior to the commencement of each course.
 - b) The student shall attend the first course offered on or after the commencement date specified in the form.
 - c) If a student has made a part payment to a course fee, but has not settled the total at the time the course commences, CTU may, but is not obliged to allow the students to attend classes and to treat the outstanding balances as arrears.
 - d) While a student is in arrears any payment received will be allocated to the arrears first in the order of legal costs due, then interest before capital.
 - e) The student must complete all the courses within the year of enrolment as specified herein on the form.
15. Should the student have enrolled for more than one course, failure to pay the full course fee prior to the commencement of a course, shall automatically convert the course fees for the rest of the courses enrolled for, to debt immediately payable.
16. Late payments shall accrue interest compounded monthly at a rate equal to Nedbank's prime interest rate plus four per cent but in any event limited to the maximum allowed in terms of the Usury Act.
17. Provisional timetables for the year shall be made available to students at the time of the commencement of their programmes. CTU has the right at any time to alter the timetables.
18. The parties understand that CTU provides facilitator-led tuition and therefore:
 - a) In the event of resignation or sickness or other temporary indisposition of a facilitator, classes may become disrupted and be rescheduled.
 - b) In the event of a permanent indisposition of the facilitator, CTU shall with all due haste, once the permanent indisposition has been confirmed; engage the services of another facilitator.
 - c) CTU shall under no circumstances be liable for any disruption or rescheduling of classes due to a facilitator's personal indisposition, or breach of contract with CTU by the facilitator.
19. The student understands that this agreement does not entitle him to the qualification for which he has enrolled by virtue of this agreement or his attendance of classes only. To qualify for any internationally recognised qualification 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.
20. The cost of international examinations, as set out in the Student Prospectus, is included in the programme fee payable to CTU. If a student elects to study at his own schedule on an enrolment per course basis, all monies paid to CTU will firstly be allocated towards his liability for the course fees and lastly to his international examination. If any balance is still due by the time that the international examination, CTU will be entitled to preclude the student from the examinations.
21. Before attempting the International Exams, students shall sit for CTU examinations in preparation for sitting for their international examination and an 80% pass grade is required before they are allowed to write their international examination. All international examinations, which are included in the programme fee or course fee, must be completed before 15 December of the year in which the course was offered. Examinations written after this date will be for the students own account.
22. CTU shall be entitled to deny a student access to classes, withhold examination results, withhold certificates, deny access to its facilities and premises, as well as to deny the student participation in student activities, without such act constituting a breach of this agreement for as long as a student's programme fees or any course fee payment is wholly or partly unpaid or in arrears.
23. The student, his guardian and the sponsor 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.
24. No cancellation will be accepted unless signed by both parties, is in writing and is submitted at least by 30 November 2013. Enrolments after 30 November 2013 may be cancelled only within five (5) days from the date of enrolment. No cancellations will be accepted for late registrations accepted after the 15th of January annually as the academic year commence the 1st week in February 2014.
25. In the case of cancellation in due course, the registration fee and the deposit will be forfeited.
26. The Student, his/her guardian and the Sponsor herewith confirm that they understand that a programme or course is only offered when sufficient students have enrolled to make it financially viable to run the programme. For this reason, should a student unilaterally cancel or repudiate this agreement other than in the time periods set out above, he/she, the Guardian and the Sponsor shall remain liable to pay the full programme fee to CTU, the full balance of which shall become immediately payable without any discount or adjustment.

CORPORATE AND PART TIME TERMS AND CONDITIONS

1. 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 delegate in the first section "A. Delegate Personal Details" (herein after "the delegate") 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.
2. 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.
3. 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.

4. The delegate (and if applicable, the sponsor) may not cede and delegate his rights and obligations in terms hereof.
5. 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.
6. 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.
7. In the event that the delegate is a minor, this enrolment form shall be co-signed by the delegate's legal guardians and (if a person other than the delegates' legal guardians) the delegate's sponsor, all of whom will be jointly and severally with the delegate liable for the payment of the delegates' tuition fees.
8. In the event that the delegate is an adult, and a person other than the delegate assumes the responsibility for the payment of course fees, such person shall sign the enrolment contract as sponsor and he will be jointly and severally with the delegate liable for the payment of the delegates' tuition fees.
9. 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.
10. The tuition 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.
11. The delegate, his guardian and the sponsor hereby jointly and severally hold CTU harmless against any injury, loss or damage that the delegate may suffer whilst on the premises of CTU or otherwise whilst participating in the activities of CTU or activities associated with CTU.
12. Certificates will only be issued upon full settlement of account.
13. 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.
14. 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 sent 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.
15. CTU reserves the right to transfer the delegate to one of CTU's nearby branches should it not be able to provide the training at the branch where it was originally booked.
16. 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.
17. 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.
18. 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.
19. Course fees are due and payable prior to course commencement.
20. CTU reserves the right to make changes to the course content, trainer, duration and dates in its exclusive discretion without prior notification.
21. The cost of training material is included in the course price.
22. All student practice data will be deleted off the system on course completion.
23. International exam prices are not included in this quotation, unless so stated, and can be done at a local Prometric Testing Centre hosted by CTU.
24. Certificates of attendance are only issued after successful course completion, and settlement of the delegate's account in full.
25. CTU training solutions will not be held liable for incorrect entry-level bookings.
26. 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.
27. The student, his guardian and the sponsor 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.
28. All faxed and/or e-mailed bookings will be regarded as confirmed bookings irrespective of whether or not it is physically or digitally signed. The parties agree that the act of transmission will have the same legal effect as subscription to a physical document ordinarily has.

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 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 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 you facilitator to schedule supplementary assessments. In most cases, a supplementary assessment will have to be scheduled during normal working hours.

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.

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