



[illegible]

✓	One Year : Full Time: Students can choose a maximum of FOUR Subjects								
	Jan 2016	Feb 2016	Mar 2016	Apr 2016	May 2016	Jun 2016	June 2016	July 2016	Total
Option 1	7,000.00								7,000.00
Option 2	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	8,400.00

✓	One Year : Full Time: Students can choose a maximum of FIVE Subjects								
	Jan 2016	Feb 2016	Mar 2016	Apr 2016	May 2016	Jun 2016	Jul 2016	Aug 2016	Total
Option 1	8,000.00								8,000.00
Option 2	1,150.00	1,150.00	1,150.00	1,150.00	1,150.00	1,150.00	1,150.00	1,150.00	9,200.00

✓	One Year : Full Time: Students can choose a maximum of SIX Subjects								
	Jan 2016	Feb 2016	Mar 2016	Apr 2016	May 2016	Jun 2016	Jul 2016	Aug 2016	Total
Option 1	9,000.00								9,000.00
Option 2	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	10,000.00

**FACULTY OF ENGINEERING STUDIES Diploma in Electrical/ Mechanical/Civil Engineering**  
**REGISTRATION FEE: R 1 000.00**

✓	One Year : FULL TIME ONLY: FEES CHARGE D PER LEVEL											
	1 <sup>ST</sup> SEMESTER- 6 MONTHS								TRIMESTER- 3 MONTHS			
	Jan 2016	Feb 2016	Mar 2016	Apr 2016	May 2016	Jun 2016	Jul 2016	TOTAL	Sep 2016	Oct 2016	Nov 2016	Total
Option 1	7 000.00							7 000.00	3 000.00			3 000.00
Option 2	1,100.00	1,100.00	1,100.00	1,100.00	1,100.00	1,100.00	1,100.00	7,700.00	1,100.00	1,100.00	1,100.00	3 300.00

- OPTION 1** – to be paid no later than the 07<sup>th</sup> of March 2016. Should you fail to meet the cut off date for Option 1, you will be automatically moved to **OPTION 2**.
- OPTION 2**- for **HET Diploma and FET One Year courses**, to be paid no later than the 7<sup>th</sup> of November 2016. Should you fail to meet the cut off date for OPTION 2, you will be handed over for debt collection immediately.
- OPTION 2**- for **FET Six Months courses**, to be paid no later than the 7<sup>th</sup> of July 2016. Should you fail to meet the cut off date for OPTION 2, you will be handed over for debt collection immediately.
- OPTION 2**- for **GRADE 12 - TWO SUBJECTS**, to be paid no later than the 7<sup>th</sup> of July 2016. Should you fail to meet the cut off date for OPTION 2, you will be handed over for debt collection immediately.
- OPTION 2**- for **GRADE 12 – THREE SUBJECTS**, to be paid no later than the 7<sup>th</sup> of July 2016. Should you fail to meet the cut off date for OPTION 2, you will be handed over for debt collection immediately.
- OPTION 2**- for **GRADE 12 - FOUR SUBJECTS**, to be paid no later than the 7<sup>th</sup> of July 2016. Should you fail to meet the cut off date for OPTION 2, you will be handed over for debt collection immediately.
- OPTION 2**- for **GRADE 12 - FIVE SUBJECTS**, to be paid no later than the 7<sup>th</sup> of August 2016. Should you fail to meet the cut off date for OPTION 2, you will be handed over for debt collection immediately.
- OPTION 2**- for **GRADE 12 - SIX SUBJECTS**, to be paid no later than the 7<sup>th</sup> of August 2016. Should you fail to meet the cut off date for OPTION 2, you will be handed over for debt collection immediately.
- Access permits to premises and lectures will be issued when fees are up to date.
- I, the learner/Parent/Guardian/Sponsor also acknowledge that all fees must be paid no later than the 07<sup>th</sup> of November of the year of study with the exception of short course registration whereby fees must be paid on the month of the learner registering.
- I, the learner/Parent/Guardian/Sponsor am aware that if the fees are not paid in full, DCC CAMPUS reserves the right to withhold the release of my examination results.
- I, the learner/Parent/Guardian/Sponsor understand that should the student decide not to study with DCC CAMPUS, the proper **de-registration** process needs to be followed. Failure to do so will result in me being liable for the full course fees.
- I, the learner/Parent/Guardian/Sponsor understand that all learners who register late will be liable to pay the fees up to and including the date of registration.
- Should the account be in arrears at any stage in time, the account may be handed over for debt collection.
- Should the student wish to withdraw from the course the student must sign the de-registration form that has been provided on the back of this form and this must be done in accordance with the terms and conditions of the forms provided.
- A waiting period of 60-90 (sixty – ninety) days must be allowed for refund.
- The parties hereby agree that by affixing signatures hereto you agree to all the terms of conditions of the forms provided.

Thus signed and dated in DURBAN on the \_\_\_\_\_ day of \_\_\_\_\_ 2016.

\_\_\_\_\_  
PARENT/LEGAL GUARDIAN/SPONSOR/STUDENT

\_\_\_\_\_  
FOR DCC

## WITHDRAWAL FROM CLASSES

### LEARNERS DETAILS

SURNAME: .....NAME: .....  
RESIDENTIAL ADDRESS: .....  
..... CODE: .....  
POSTAL ADDRESS: .....  
.....  
TEL (H) :.....( CELL)..... (W).....

### REFUND POLICY REGARDING WITHDRAWAL FROM LEARNING PROGRAMME/AND/OR CANCELLATION OF REGISTRATION WITH DCC CAMPUS:

- ❖ In order to be considered for any refund of fees, a learner who wishes to withdraw from the College must formally complete the “Withdrawal from Classes” form (obtainable from the Accounts/Administration Department before the stipulated deadlines.
- ❖ A learner who fails to withdraw officially, as stipulated will be liable for the total fee payable (including penalties and interest).
- ❖ The final dates for the withdrawal for refund purposes will be determined by the Admissions Department.
- ❖ There shall be no exceptions to the rule.
- ❖ Fees shall be refundable to a student who withdraws from the College on the following basis:
- ❖ Student must surrender student card and permit to accounts department.

#### Liability:

> Withdrawal before classes commence	5%of total fees due to date + *other charges
> Withdrawal up to February 28	20% of total fees due to date +* other charges
> Withdrawal up to March 31	40% of total fee s due to date +*other charges
> Withdrawal up April 30	60% of total fees due to date +* other charges
> Withdrawal after 30 April	100% of total fees due to date +* other charges

- ✓ OTHER CHARGES INCLUDE ALL LEVIES AND ADMINISTRATION FEES
- ✓ Cancellation of subject/ modules will be subject to the same cancellation calculations as above.
- ✓ A waiting period of 60 - 90 (sixty – ninety) days must be allowed for refund.

### LEARNER TO COMPLETE

LEARNING PROGRAMME REGISTERED FOR:

DATE OF SUBMISSION OF THIS FORM:

REASON FOR CANCELLATION OF REGISTRATION:

I CONFIRM SUBMISSION FOR CANCELLATION OF REGISTRATION

I UNDERSTAND AND AGREE TO THE CONDITIONS AS STIPULATED ON THIS FORM.

SIGNATURE

DATE

FOR OFFICE USE ONLY:

DATE SUBMITTED:

SIGNATURE