

Durban Computer College (Pty) Ltd trading as



"Registered by the Department of Education for the Qualifications shown on certificate No: 00HC01" REGISTRATION NO: 2002/008189/07 (REGISTRATION NO.: 2008/FE071002 as per Certificate No. 293-P AND 2000/HE07/004 as per Certificate No. 044) GRADE 12 REGISTRATION NO.:35421283 / EXAM CENTRE NUMBER: 5411251

PROVISIONALLY ACCREDITED BY UMALUSI FET 00079PA SAQA NQF REGISTERED PROGRAMMES

COMPTIA INTERNATIONAL PARTNER

ACCREDITED TRAINING PROVIDER FOR THE INSTITUTE OF CERTIFIED BOOKKEEPERS DIRECTOR: MR.V.JUGLAL

CAMPUS 1 (HEAD OFFICE)	CAMPUS 2
DCC HOUSE	DCC HOUSE
375 SMITH STREET	384 SMITH STREET
DURBAN	DURBAN
4001	4001

TEL: 0860 CALL DCC (0860 2255322)

FAX: (031) 307 3412

AGREEMENT BETWEEN

#### DURBAN COMPUTER COLLEGE

Hereinafter referred to as DCC CAMPUS

AND

An adult male/female with identity number \_

\_\_\_\_ and who resides at:

EMAIL: info@dcccampus.ac.za

The following has been agreed upon:

- The contract is fixed term and runs from \_\_\_\_ / \_\_\_ /2016 to 07/10/2016. 1.
- The student upon registration agrees to pay an amount of R500.00 in respect of administration fees or R300 per subject in respect of 2. administration and exam fees for Grade 12 up- grades which are non-refundable.
- 3. The student hereby agrees to enrol for and will abide to the relevant fee structure.
- The student hereby agrees to pay fees as per the schedule provided below (mark the agreed scheme with a " 4.

✓	First Year, Second Year & Third Year : Full Time : Diploma in : Information Technology , Accounting , PC Support & Networking , Public											
	Relations , Human Resource Management , Tourism Management											
	Jan 2016 Feb 2016 Mar 2016 Apr 2016 May 2016 Jun 2016 Jul 2016 Aug 2016 Sep 2016 Oct 2016 Total											
	Option 1											
	Option 2	1,600.00	1,600.00	1,600.00	1,600.00	1,600.00	1,600.00	1,600.00	1,600.00	1,600.00	1,600.00	16,000.00

-	✓ First Year & Second Year: Full Time : Diploma in Catering Management AND One year Higher Certificate in Hospitality and Catering (Uniform Included),											
		Jan 2016	Feb 2016	Mar 2016	Apr 2016	May 2016	Jun 2016	Jul 2016	Aug 2016	Sep 2016	Oct 2016	Total
	Option 1 16,000.00 16,000.00 16,000.00											
	Option 2	1,800.00	1,800.00	1,800.00	1,800.00	1,800.00	1,800.00	1,800.00	1,800.00	1,800.00	1,800.00	18,000.00

1	One Year: Full Time: Higher Certificate in: Business Computing, Computers and Administration, Travel Operations.											
		Jan 2016	Feb 2016	Mar 2016	Apr 2016	May 2016	Jun 2016	Jul 2016	Aug 2016	Sep 2016	Oct 2016	Total
	Option 1	ption 1 14,000.00 14,000.00										
	Option 2											

✓	One Year :	One Year : Full Time : Certificate in : Information Technology , PC Support , Secretarial Studies										
	ICB Certificate in : Bookkeeping , Small Business Financial Management (Four Modules)											
		Jan 2016	Feb 2016	Mar 2016	Apr 2016	May 2016	Jun 2016	Jul 2016	Aug 2016	Sep 2016	Oct 2016	Total
	Option 1	14,000.00										14,000.00
	Option 2	1,600.00	1,600.00	1,600.00	1,600.00	1,600.00	1,600.00	1,600.00	1,600.00	1,600.00	1,600.00	16,000.00

~	One Year :	Part Time : (	Certificate ir	n : Informatio	on Technolog	gy , PC Supp	ort , Secretai	rial Studies				
		Jan 2016	Feb 2016	Mar 2016	Apr 2016	May 2016	Jun 2016	Jul 2016	Aug 2016	Sep 2016	Oct 2016	Total
	Option 1	10,000.00										10,000.00
	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	1,200.00	1,200.00	12,000.00

×	18 Months	18 Months : Full Time : ICB FET Certificate in : Bookkeeping (Six Modules)										
		Jan 2016	Feb 2016	Mar 2016	Apr 2016	May 2016	Jun 2016	Jul 2016	Aug 2016	Sep 2016	Oct 2016	Total
	Option 1	14,000.00										14,000.00
	Option 2	1,600.00	1,600.00	1,600.00	1,600.00	1,600.00	1,600.00	1,600.00	1,600.00	1,600.00	1,600.00	16,000.00

<b>v</b>	Six Month	Six Months : Full Time or Part Time : Certificate in : Secretarial Studies , Business Computing , IT Skills											
		Jan 2016	Feb 2016	Mar 2016	Apr 2016	May 2016	Jun 2016	Jul 2016	Aug 2016	Sep 2016	Oct 2016	Total	
	Option 1	8,000.00										8,000.00	
	Option 2	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00					9,000.00	

<b>✓</b>	Certificate	wo Months Full Time or Three Months Part Time : ertificate in : ICB Bookkeeping to Trail Balance , B Business Literacy , ICB Computerised Bookkeeping					Full Time or Two in : Microsoft Off		ne :
		1 <sup>st</sup> Month	2 <sup>nd</sup> Month	Total Amount			1 <sup>st</sup> Month	2 <sup>nd</sup> Month	Total Amount
	Option 1	4,000.00		4,000.00		Option 1	2,000.00		2,000.00
	Option 2	2,250.00	2,250.00	4,500.00		Option 2	1,250.00	1,250.00	2,500.00

•	✓ One Month Part Time : Certificate in : Practical Bakery, Bartending & Waitressing				•		Full Time or Two • , Practical Cook		ne : Certificate in :
		1 <sup>st</sup> Month	2 <sup>nd</sup> Month	Total Amount			1 <sup>st</sup> Month	2 <sup>nd</sup> Month	Total Amount
	Option 1	2,500.00		2,500.00		Option 1	1,500.00		1,500.00
	Option 2	1,300.00	1,300.00	2,600.00		Option 2	800.00	800.00	1,600.00

*	One Year :	One Year : FULL TIME ONLY: Grade 10 , 11 & 12: Students can choose a maximum of SIX Subjects										
		Jan 2016	Feb 2016	Mar 2016	Apr 2016	May 2016	Jun 2016	Jul 2016	Aug 2016	Sep 2016	Oct 2016	Total
	Option 1	12,000.00										12,000.00
	Option 2	1,400.00	1,400.00	1,400.00	1,400.00	1,400.00	1,400.00	1,400.00	1,400.00	1,400.00	1,400.00	14,000.00

COMPULSORY FE	E / SUBJECT
ADMIN FEE	R200.00
EXAM FEE	R100.00
** FEE IS NON-RE	FUNDABLE**

ſ	✓	One Year	One Year : Full Time: Students can choose a maximum of TWO Subjects											
	Jan 2016 Feb 2016 Mar 2016 Apr 2016 May 2016 June 2016								July 2016	Total				
ſ		Option 1	5,500.00							5,500.00				
ſ		Option 2	900.00	900.00	900.00	900.00	900.00	900.00	900.00	6,300.00				

✓	One Year :	One Year : Full Time: Students can choose a maximum of THREE Subjects										
		Jan 2016	Feb 2016	Mar 2016	Apr 2016	May 2016	June 2016	July 2016	Total			
	Option 1	6,500.00							6,500.00			
	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			

✓	One Year :	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													
		Γ	Jan 2016	Feb 2016	Mar 2016	Apr 2016	May 2016	Jun 2016	Jul 2016	TOTAL	Sep 2016	Oct 2016	Nov 2016	Total
	Opt	tion 1	7 000.00		[					7 000.00	3 000.00		<u> </u>	3 000.00
	Opt	tion 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

- 5. **OPTION 1** to be paid no later than the  $07^{\text{th}}$  of March 2016. Should you fail to meet the cut off date for Option 1, you will be automatically moved to **OPTION 2**.
- 6. **OPTION 2-** for <u>**HET Diploma and FET One Year courses**</u>, 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.
- 7. **OPTION 2-** for **<u>FET Six Months courses</u>**, to be paid no later than the 7<sup>th</sup> of July2016. Should you fail to meet the cut off date for OPTION 2, you will be handed over for debt collection immediately.
- 8. **OPTION 2** for **<u>GRADE 12 TWO SUBJECTS</u>**, 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.
- 9. **OPTION 2-** for **<u>GRADE 12 THREE SUBJECTS</u>, 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.**
- 10. **OPTION 2** for **<u>GRADE 12 FOUR SUBJECTS</u>**, 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.
- 11. **OPTION 2-** for **<u>GRADE 12 FIVE SUBJECTS</u>**, 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.
- 12. **OPTION 2-** for <u>**GRADE 12 SIX SUBJECTS.</u>** 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.</u>
- 13. Access permits to premises and lectures will be issued when fees are up to date.
- 14. 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.
- 15. 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.
- 16. I, the learner/Parent/Guardian/Sponsor understand that should the student decide not to study with DCC CAMPUS, the proper <u>de</u>registration process needs to be followed. Failure to do so will result in me being liable for the full course fees.
- 17. 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.
- 18. Should the account be in arrears at any stage in time, the account may be handed over for debt collection.
- 19. 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.
- 20. A waiting period of 60-90 (sixty ninety) days must be allowed for refund.
- 21. 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.

### WITHDRAWAL FROM CLASSES

#### LEARNERS DETAILS

SURNAME:	NAME:
RESIDENTIAL ADDRESS:	
POSTAL ADDRESS:	
TEL (H) :( CE	LL)

#### **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
- > Withdrawal up to February 28
- > Withdrawal up to March 31
- > Withdrawal up April 30
- > Withdrawal after 30 April

5% of total fees due to date + \* other charges 20% of total fees due to date +\* other charges 40% of total fee s due to date +\*other charges 60% of total fees due to date +\* other charges 100% of total fees due to date +\* other charges

- OTHER CHARGES INCLUDE ALL LEVIES AND ADMINISTRATION FEES  $\checkmark$
- $\checkmark$ 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	N THIS FORM.
SIGNATURE	DATE

## FOR OFFICE USE ONLY:

DATE SUBMITTED:

.....SIGNATURE.....