



ENROLLMENT FORM

Email: accounts@jfa2training.co.za / WhatsApp: 067 232 6194

ALL PAGES TO BE COMPLETED & SIGNED

Student Details:

D D / M M / Y Y Y Y

Identity number/ Passport number:																Date of Birth		/		/							
Surname:																											
Full Names:																											
Preferred First Name:																											
Initials:																											
Gender:	M	☐	F	☐													Title:	Ms	☐	Mr	☐	Other:	☐				
Race:	White:	☐	African:	☐	Coloured:	☐	Asian:	☐	Other:																		
Home Language:																											
Married:	Yes:	☐	No:	☐																							
Disability:	Yes:	☐	No:	☐	If Yes, please specify: _____																						

STUDENT CONTACT DETAILS – This must be the **STUDENT**'s information (not parents/company/legal guardian/spouse/friend)

Physical Address:																															
City:																										Code:					
Postal Address:																															
(If not the same as physical address)																															
City:																										Code:					
Country:																															
STUDENT Email Address																															

Work Phone:																			
Home Phone:																			
STUDENT Cell Phone																			

Preferred method of correspondence:	SMS	☐	Email	☐
Where did you hear about us?	Advertisement	☐		
	Brochure	☐		
	Web	☐		
	Word of mouth	☐		

STUDENT QUALIFICATIONS:

Highest Academic Qualification:	Grade 9	☐	Grade 10	☐	Grade 11	☐	Grade 12	☐	Y Y Y Y	
							(Matric)			
Did you Complete:										
Pure Mathematics	Yes	☐	No	☐						
Pure Science	Yes	☐	No	☐						

Responsible for Payment: No minor or Person without an Income and NO Third Party Are Allowed to Complete except Companies.

Surname:																															
Full Names:																															
Cell Phone:																ID Number:															
Physical Address:																															
City:																										Code:					
Country:																															
Email Address:																															

I hereby confirm that the information supplied on this form is correct and that I have read and agree to the conditions stipulated on the reverse side of this enrolment form. I accept personal responsibility to ensure payment of the relevant fees before commencement of the course.

Signature:																D D / M M / Y Y Y Y

Return the completed original enrolment form to JFA2 Technical Training Institution, 99 Skew Road, Anderbolt, Boksburg, 1459.

For JFA OFFICE USE - DO NOT COMPLETE THIS SECTION

COMPANY:		Term 1 (April Exam)
LEVEL:		Term 2 (August Exam)
C/W:		Term 3 (November Exam)
LOGIN:		

Terms & Conditions

Banking Details – as per invoice

The following payment method are accepted:

- Electronic Transfer (EFT)
- Credit Card

JFA² Technical Training Institution NPC & Orbiton Academy adhere to the POPI Act

Enrolment and Payment of Fees

- ALL fees, including an administration fee to be settled upon registration/enrolment of any course presented by JFA² Technical Training Institution NPC.
- Overdue amounts shall be subject to the interest rate (8.5% per month), calculated from the Invoice Date until the date of payment.
- If any legal or other action can be taken by the college to recover any amounts due in terms of this agreement, the applicant/student/sponsor shall be liable for all costs including but not limited to collection commissions, attorney/clients' costs, tracing costs, etc.
- Should the college not be paid timeously and continues to allow the right of access to a student in arrears to continue their studies, the college may use its discretion in allowing the student the right of attendance as part of this contract.
- JFA² Technical Training Institution NPC reserves the right to revoke admission to a course without full payment upon which a student's enrolment will be cancelled.
- JFA² Technical Training Institution NPC further reserves the right to withhold access to any course and/or a student's results and certificate if full payment has not been received.
- No refund will be made on any monies paid to JFA² College in respect of registration, or fees. Should a student wish to change any course or subject it **should be done in WRITING within the first 14 Days** of classes commencing.

Students' Responsibilities

- Students must inform JFA² Technical Training Institution of any change of personal and/or payment information as supplied on their enrolment forms.
- Students confirm that they comply with and fully understand the admission requirements of a course upon enrolment.
- Students confirm their willingness to enrol for a course and they/sponsor accept all responsibilities for payment of relevant course fees.
- Any form of Registration is Accepted as Legal Confirmation of Registration for the course.

General

- Should a student be absent for a national examination, he/she will have to Register again for the following exam, this is applicable to all courses.
- The physical address of the student as set out in the registration form shall serve as the domicillium et executandi for all purposes in terms of this agreement.
- This contract comprises the entire agreement between the parties. No amendment, variations or cancellations shall be of force or effect unless presented in writing and signed by both parties.
- In the event of any dispute of any nature whatsoever arising between a student and JFA² Technical Training Institution NPC, South African legislation will apply, and the appropriate courts of South Africa will preside over jurisdiction.
- All intellectual property rights (i.e., rights in text, recordings, pictures, or other licensed materials) vests with JFA² Technical Training Institution NPC and students may not reproduce or distribute any such material.
- ALL COURSE FEES IS SUBJECT TO CHANGE

Cancellation Policy- Notification of Cancellation must be Submitted in Writing.

- Cancellations from Students will be accepted in Writing and without penalty within 7 days into the Trimester.
- A Fee of 25% will be allocated for cancellations received from 7-14 days of the Trimester commencement.
- The full fee will become payable if no cancellation is received as per point 1 & 2.
- Students who cancel outside the approved cancellation period will not be entitled to any refunds.
- Failure by any student to attend lectures for any reason whatsoever will not reduce liability to the total cost of the full course and the student shall be entitled to no credit or reduction because of the students' failure to attend the said lectures.
- Subjects can only be moved one Term.

Disclaimer

Neither JFA² Technical Training Institution NPC nor any of its agents or representatives shall be held liable for any personal accidents, illness, losses, or damages to private property of students on any course.

Compulsory:

The onus is on the **ONLINE; FACE to FACE and EXAMINATION ONLY** Student ...

1. to ensure his/her Subject/s is loaded correctly onto all the various Systems.
2. to write 2 x Compulsory ICASS Tests per Subject for a Term Mark.
3. to get over 40% for Term Mark and attend 80% of classes.
4. to confirm their Tests & Term Mark prior to the Examination/s
5. to provide JFA² College/ Online Orbiton Academy with their correct contact number and email address (no Third-Party Details is accepted)
6. to check Test Dates and Rosters regularly on the website and with Lecturers

Initial _____

POPI ACT

You hereby declare and confirm that you, as the person/entity/body/individual/company whose is providing information and hereinafter collectively referred to as the "client", do hereby irrevocably agree and understand that any/all information supplied or given to the service provider, is done so in terms of the POPI Act.

Initial _____

Course Registration:

Documentation needed to be submitted/uploaded for your studies.

South African Students

- Birth Certificate/Identity Document (Proof of application for new ID/Passport)
- Most recent Academic results
- Certificates/Qualifications
- DHET Statement of result and Certificates

International Students (In addition to the above)

- Study Permit (valid for duration of study period)
- SAQA Foreign Qualifications Evaluation (www.saqa.org.za)
- Passport

Online ☐ Face-to-Face ☐ Exam only ☐ AOD/Payment Plan ☐

The college reserves the right to cancel a subject for the term should there be less than 5 students for the designated subject.

Engineering/Business Nated Programme:

Maximum of 5 Subjects:

Level:

Textbooks required

I hereby confirm the above course/subjects to be correct. I also confirm that I need to submit the required documentation and acknowledged that my enrolment will not be processed without it.

Signature: _____