



**RECOMMENDED**

**Technical & Vocational Education & Training**

**REGISTERED | ACCREDITED**

DHET REG No: 2016/FE07/004 EXAM No: 899992837

QCTO ACC No: NATED/2015/0179 UMALUSI ACC No: FET00630PA Mictseta ACC No: 2015/07/0029

## ADMISSION FORM | TVET COLLEGE

<b>LEARNER'S DETAILS:</b>		<b>Student No:</b>	
Surname:		Name(s):	
ID/Passport No.		Date of birth:	
Nationality:		Gender (M/F)	
Residential Address		Home Language:	
Postal Address			
Email Address			
Previous grade:		Previous school/college:	
List two sporting activities:			
Date of application:		Signature:	
Tel (Home):			
Cell:			

<b>FEES STRUCTURE:</b>	<i>(Non Refundable)</i>	
	Registration and Admin Fee:	
Total Tuition Fees:		Exams /Assessment Fees:
Trimester / Semester Fees:		Monthly Instalments:

		Level	Fill in Course
• ENGINEERING STUDIES	N1-N6	<input type="checkbox"/>	_____
• BUSINESS STUDIES	N4-N6	<input type="checkbox"/>	_____
• COMPUTER STUDIES	NQF L3-L4	<input type="checkbox"/>	_____
• ICB DIPLOMA & CERTIFICATE COURSES	NQF L3-L6	<input type="checkbox"/>	_____
• SAFETY IN SOCIETY	NQF L2-L4	<input type="checkbox"/>	_____
•		<input type="checkbox"/>	_____

### Welcome:

On behalf of the Mbowa College community we would like to extend a warm welcome to you our new students joining us this year. In support of our Vision & Mission, we aim at working with our stakeholders to ensure that our objectives are achievable.

We will develop a team mentality where there is collaboration amongst us in order to become active ambassadors of our school by building an excellent reputation in order to help our learners meet their potentials in life with the right attitude.

### Objectives:

To empower our community with knowledge, skills and innovation by developing constructive partnership with our community, students, parents/guardians and related sectors.

### Vision:

To be a channel of triumph to this generation and the generations to come.

Thank you for choosing Mbowa college as your center of choice. \_\_\_\_\_ Campus Manager

# FEES PAYMENT FORM

Party Responsible:

Parent  Guardian  Self Sponsored  Others:.....

Title		Surname		Name(s):												
Gender (M/F)		ID/Passport No.														
Nationality:		Tel(Home).						Cell:								
Residential Address																
Postal Address																
Email Address																

## Declaration by Parent or Guardian Form

I the undersigned,  
The Parent/Gurdian of.....(Student's Names)

I do hereby declare as follows:

- That the above information is correct and affirm that I will abide by the rules and regulations set by the College as clearly mentioned in Mbowa College prospectus & diary.
- Abide by decision (s) taken by the College authority in case of insubordination, political involvement, unruly behavior or any other misbehaviour towards staff members and / or fellow students.
- In case of any accident or illness, the College authority "may" seek/offer medical attention depending on the condition.
- That the College, may not be held responsible or any person acting on its behalf, be held responsible for injuries or death of any student occasioning from events that are accidental in nature.
- That the documents submitted with this application form as mentioned in the checklist are authentic originals or true copies of such documents.
- I hereby declare that should I fail to comply with any of the above conditions fully or partially or furnished false documents or incorrect information, Mbowa College shall have the right to strike off the student's name from the college rolls and that will be considered as a withdrawal of such a student from the college.
- That I understand and undertake that I am fully & legally liable for all fees and other charges payable to Mbowa College.
- I the undersigned, do hereby agree to participate in the college activities and or excursions as may be offered Mbowa College be it sports, school promotions and any other legal college activities.

## Ideminity

I also hereby undertake to indemnify, hold blameless and absolve Mbowa College, its management, staff members and any person instructed to act on its behalf against and from all or any claims whatsoever that may arise from or in connection with any loss or damage to the property or injury arising from such activities, in knowledge that the person(s) concerned nevertheless took all reasonable precautions to ensure the safety and welfare of the students.

Date: -----

(Signature of Parent/Guardian)-----

## BANKING DETAILS

### Please Note:

Proof should be presented to the college accounts department.

All monthly fees installments are due by the 2nd of each month.

All fees payments should be paid in the Mbowa college bank account only.

Bank:	Nedbank
Account Name:	Mbowa College
Account No.	1169745628
Branch Code:	19060500
Reference:	Student Number & Names

# FINANCIAL CONTRACT:

- I the undersigned.....(Full Names)
  - The Parent/Guardian of.....(Full Names)
  - Residing at.....(Address)
- Hereby do apply for the enrolment of.....Student's Names)

Should this application for admission be approved, I undertake to pay all the fees as levied by Mbowa College as follows;

Full payments  
(in advance on registration)

Monthly instalments  
(payable on or before the second (2nd) of each month)

## NOTE: FULL FEES PAYMENTS SHOULD BE PAID UP BEFORE FINAL EXAMS BEGIN

- I undertake liability to pay the full fees **upfront** if this student leaves the college without giving prior notice in writing and i accept that should i default on payment of any instalment(s) to Mbowa College as they become due, I shall be liable to pay the entire outstanding amount with the penalty and with immediate effect also for the costs incurred if any in trying to recover such amount as between the attorney & the College.

### Please note.

- Unless payments are made by the 2nd of each month, tuition and any other college activities maybe suspended until such payments are brought up to date.
- The Grace period for fees payments shall be only seven (5) days after the second (2nd) of each month, after which a penalty of R20.00 shall be charged for each day that passes until all outstanding payments are made.
- Failure to attend classes for whatever reason shall not entitle any student to a fees reduction or other college charges.
- Failure to use/indicate the student's correct reference details ( student No. & surname) when paying fees, will result to such payments not reflecting on the fees statement and penalty of R 25% shall be charged for such collections.
- All monthly fees instalments are due by the 2nd of each month.

## CANCELLATION OF ADMISSION AND DE-REGISTRATION POLICY

This means either party do not wish to continue the engagement; it is important that contents are read & understood carefully.

- Mbowa College shall be free from all legal and or other claims that may arise as a result of any activities, misinformation, misunderstood or not informed.
- The College reserves the right to de-register a student on any grounds that it deems fit following deliberations, student/parent shall be informed of such a decision, unless the circumstances are such that it becomes costly or impossible to make such communication, but the student in question shall be required to stop attending or participating in any college activities.
- Any student who upon being successfully admitted later decides to cancel his/her admission, must put such request and reasons in writing a letter addressed to the Campus Manager.
- A one month notice with a full course payment shall be required before a student leaves. Failure to give such notice shall not exempt a learner from paying fees.
- A learner intending to cancel his/her admission to Mbowa College must prove that he/she has no outstanding fees or other charges as at the time of the intended cancellation, the College shall not approve any request of cancellation if there is any outstanding fees.

## REFUNDS:

- Refunds for whatever payments made to Mbowa college shall be done only if a written notice of such a request is submitted to the Campus Manager's office within three (3) working days after such payments, beyond that; no refund whatsoever.
- If a request for a refund has been approved by Mbowa college, such payments may be done only after seven (7) working days.
- Refunds shall be made only to the parent/guardian or sponsor who completed and signed the financial contract with proof of payment.

**I have read and clearly understood the above financial agreement and the terms that come with it and hereby agree and bind myself to abide by such agreement and its terms and conditions.**

Signed at.....

Signature

On this.....day of.....20.....

(Parent/Guardian/Sponsor).....

# ADMISSION POLICY

---

- Admission of a student shall depend on the availability of space in the respective study programme.
- Admission shall be open to all students irrespective of ethnicity, race, gender or religion.
- Before a confirmation of admission is approved, the College may subject a student to an interview to determine whether to admit or not to, depending on the outcome of the assessment.
- Assessments shall be carried throughout the entire academic period; this will include tests, assignments, projects, etc.
- Mbowa College reserves the right to fail, pass, promote or recommend a repeat for any student on the basis of academic performance.
- Admission of a student shall be determined on Academic competence to cope with the requirements of the respective Study Program and personal conduct.

**ALL STUDENTS ARE SUBJECT TO THE MBOWA COLLEGE RULES AND REGULATIONS,  
AND THEREFORE UNDERTAKE TO CO-OPERATE IN ENFORCING THEM**

- Smoking, selling or consuming alcohol, drugs and other intoxicants in the College facilities, is strictly prohibited.
- Carrying, usage or possession of any dangerous weapons inside or within the vicinity of the College is strictly forbidden.
- Theft or damaging the college properties, staffs or those of fellow students' 'is a serious offence'. Anyone found guilty of this behaviour shall be forced to repair or repay plus suspension.
- Violent assaults to students or staff members with or without the help of outsiders, 'is a serious offence'
- Use of abusive, aggressive, or disrespectful language and attitude towards staffs or fellow learners shall not be tolerated.
- A learner facing a criminal conviction resulting in a sentence shall be suspended until the matter is resolved
- Late coming for lessons/lectures for more than two times in two weeks shall result to a disciplinary hearing with or without a parent.

Failure to adhere to above rules and regulations shall result to a disciplinary action against any student

.....  
(Parent/Guardian's signature and date)

.....  
(Learner's signature and date)

## FOR OFFICIAL USE:

- Application and Admission form completed
- Registration & Admin fee paid
- 2 copies Passport Photo attached
- For foreign a student, passport copy & study permit copy attached
- Proof of Residence attached
- Previous results attached
- ID Copy submitted

## REGISTRAR'S REMARKS

---

ACCEPTED:

REJECTED:

CONDITIONALLY ACCEPTED:

DATE.....

SIGNATURE (REGISTRAR).....

SIGNATURE (PRINICIPAL) .....