

Applicant's Name: _____

Date: _____

How did you know about us? _____

OFFICE USE (HELP DESK CONSULTANT)

Name: _____

REGISTRATION AND ACCREDITATION

Mpilo Royal College is accredited by Quality Council (QCTO) Accreditation Number - QCTOSDP01200312-1964. HWSETA Accreditation Number - HW591PA1212477.

Enrolment Form

PHASE ONE

The learner must submit the application form obtainable from the reception, together with the required documents before the closing date that will be specified for a particular learning programme

(NB): No late applications will be accepted and all registration fees are non refundable

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PHASE TWO

Registration requirement: Registrations requirements depend on the requirements specified for each learning programme. A minimum Admission requirements is Matric with 33.3% in Maths and English or grade 10, 11 or 12 plus FLC or ABET Level 4 plus FLC.

PLEASE ATTACH 2 CERTIFIED COPIES OF ID, 2 LATEST ACADEMIC, TERTIARY EDUCATIONAL CERTIFICATES AND CV.

International Students

- 1) International student who reside in South Africa must
 - i) have student permit, workers permit or valid asylum
- 2) International student applying from their countries of origin must have
 - i) 2 (two) certified copies of the valid passport
 - ii) Pay stated full registration and deposit
- 3) All international student must have
 - i) High school certificate valued by SAQA (South African Qualification Authority) www.saqa.org.za, Tel +2712431500
 - ii) High school certificate equivalent to Matric with 33.3% in Maths and English or grade 10, 11 or 12 plus FLC.

NB: We assist international student with Study permit application.

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LEARNER INFORMATION

Name of the College: _____

Name of the Course: _____

Course start date: _____

Sponsor Name: _____

Venue: JHB CAMPUS

LEARNER DETAILS:

TITLE: MR/MRS/MS _____

Name and surname: _____

ID No: _____

CONTACT DETAILS:

Home Address:1 _____ Home Address 2: _____

Province _____ Town: _____

Postal code: _____ Postal code: _____

Postal Address: _____

Postal code: _____

Telephone no: Home: () _____

Cell: () _____

Fax: () _____

Cell: () _____

E-mail: _____ / _____

Facebook Profile Name: _____

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http://www.facebook.com/_____

Whatsapp Number: _____

DEMOGRAPHIC INFORMATION:

Age: _____ Gender: _____ Occupation: _____

Employed: _____ Unemployed: _____ Citizenship: _____

Disability Status: _____

City/Town: _____

Municipality: _____

Province: _____ Rural/Urban _____

STATSSA AREA CODE: _____

Country: _____

PARENT/GUARDIAN DETAILS:

Name and surname: _____

ID no: _____

CONTACT DETAILS:

Postal address: (work) _____ (home) _____

Postal code: _____

Postal code: _____

Telephone no: work: () _____

Home: () _____

Fax: () _____

Cell: () _____

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E-mail: _____

Facebook Account: _____

WhatsApp number: _____

Write the programme name for which you would like to register, e.g. Health Promotion Officer (HPO) see academic programme brochure for more details)	
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LEARNER EDUCATION AND TRAINING BACKGROUND:

Highest qualification Obtained (grade 10, 11, 12 etc.):

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Highest SAQA Equivalent qualification to (grade 10, 11, and 12 etc.):

Prior/previous learning experiences/skills (with regard to this learning programme):

Language preference:

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LANGUAGE SKILLS:

English	Excellent	Average	Poor
Read			
Writing			
Speaking			

HOME LANGUAGE:

1.....	Excellent	Average	Poor
Read			
Writing			
Speaking			

SPECIAL LEARNING NEEDS (State relevant disabilities or learning difficulties)

SPECIFIC LEARNING NEEDS (with regards to the above mentioned disability or learning difficulties if there is any):

ANY CHRONIC CONDITION/DISEASE (If available please bring medical report)

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MOTIVATION FOR ENROLLING FOR THIS COURSE:



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LEARNER'S CONTRACT

Full names and surname of a learner _____ ID: _____

Declare, agree and undertake the following towards the MRCHE:

- 1) That I shall acquaint myself with the content of rules and regulations of MRCHE that apply to me in general as well as to the course for which I am registering and that, for the entire duration of my study, I commit myself to fulfill these rules and regulations as well as to the additional rules and regulations that MRCHE may announce thereof.
- 2) That failure to fulfill these rules and regulations can lead to disciplinary steps being taken, including permanent suspension from the college
- 3) That I cede and transfer to the college my rights and title in any intellectual property that I create or make in the course of my study or research project that I undertake or may undertake at MRCHE or that I develop with the assistance of the MRCHE equipment except where otherwise agreed;
- 4) That if any exploitable intellectual property rights emanate from my studies at MRCHE and the college shall derive revenue from it; the college shall pay me a portion of the revenue in terms of the guidelines that the Chief Executive Officer of MRCHE may lay thereof.
- 5) That I undertake to sign any document, whenever necessary, to cede and transfer the rights concerned;
- 6) That this contract is and enforceable for the entire duration of my registration at MRCHE thereafter until I have fulfilled all obligations in terms thereof;
- 7) That MRCHE is entitled to summarily cancel my registration at any time if false/incorrect information is provided to MRCHE
- 8) That I indemnify MRCHE against any liability damage of whatsoever nature that I may cause while I am registered as a learner at the college, irrespective of whether liability or damage that result from any of my activities in the premises of the college
- 9) I must complete the official registration form and submit specified registration requirements in each course that I am registering for.
- 10) That I shall acquaint myself with the admission requirements of MRCHE for the course which I am registering and shall fulfill these requirement at the commencement of academic year;
- 11) No registration will take place unless a minimum amount of fee as stated in the course brochure, has been paid;
- 12) All registrations fees are non refundable**
- 13) Registration period will depend on the notional hours specified for each course
- 14) I am aware that I will attend classes after a specified deposit is paid
- 15) No refund will be considered after 5 days of attending classes should I cancel my course or fail to attend my course.
- 16) I must pay all costs including bank charges, late assignment submission fee, fee for extension of training as determined by the college, late payment fee 2% of the amount due on that period and reasonable administrative fees payable by us for making use of such services.
- 17) Course fees are payable on EFT only and on monthly installment basis
- 18) If am paying on an installment basis my monthly installment must be paid on or before the (1) first day of each month.
- 19) All outstanding fees must be paid in full before the course ends, failure to do so will result in the decision to delay the student from writing national exams until the fees are settled.
- 20) For any outstanding fees not paid the college shall take up the matter with the legal department in the form of attorneys or debt collectors to recover the money.
- 21) Uniforms and portable equipment are available on campus and they are not included in the school fee but are available for sale.
- 22) Learning Materials are provided in a free tablet in the form of eBooks
- 23) Transport to clinical/ practical, Indemnity Cover, Accommodation, Student Name Tags, Access Cards and portable nursing equipment is my own responsibility

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- 24) In the event that I do not complete my studies or wish to cancel my registration for whatever reason, I am fully aware that I will not be entitled to any refunds of any study or examination fees or part thereof paid by my guardian or me.
- 25) Phone calls- a single phone call of collection / reminder for you to pay schools fees that are due, will costs R20, whether our agents/officers reached you/guardian or not. This amount will be included on a monthly invoice if you were called with regards to fees payment due.
- 26) The college reserves the right to increase fees if necessary.
- 27) It is my responsibility to buy /supply additional materials deemed necessary for my studies.
- 28) I understand that by scheduling myself for internal and external exams on the agreed date, I commit to avail myself.
- 29) A separate form for national examination enrolment shall be completed and the prescribed fees be paid at the end of the course.
- 30) I understand that if I fail to submit my portfolio as per agreed date it will cost me R2000 penalty fee.
- 31) Am aware that I will not be allowed on campus if my account is in arrears.
- 32) The right to attend lectures and write exams is not transferable. Accordingly, I shall attend all lectures in person and shall be the only person entitled to write examinations in respect of the subjects forming part of Mpilo Royal College course which I have enrolled for. Under no circumstances will NOT be permitted to write exams if any amount is outstanding and the full fees and other amounts due under this contract are not paid in full prior to such exam.
- 33) In the case of an extraordinary event or circumstance beyond the control of such parties, such as war, strike, riot, crime, act of God (e.g. earthquake, volcano), Mpilo Royal College will be entitled to suspend lectures and temporarily close any campuses affected thereby. I (where the consumer is not also the student) shall not by reason of such suspension or closure be entitled to terminate this agreement or claim a refund, fees paid or a reduction on fees payable or any compensation from Mpilo Royal College.
- 34) I accepts, as stipulated in Mpilo Royal College examination/assessment Policy (which shall be deemed to form part of this agreement) that as part of the examination of the course, I must fulfil certain academic requirements, which may include (but are not limited to) the completion and/or sign-off of a Portfolio of Evidence, required number of workplace learning hours or practical hours or other forms of assessments. I understands that submission of any academic work should be my intellectual work. Should submission of any academic work not mine, it will constitute fraud, which may result in my expulsion from the college.
- 35) I understand that by failing to comply with this agreement will result in an immediate termination and I will be fully liable for all outstanding fees.

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LEARNERS SIGNATURE

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Protection of Personal Information

The Parties acknowledge their respective obligations to comply with the substantive provisions of the Protection of Personal Information Act, 4 of 2013 (hereinafter referred to as 'POPI'). The personal information received shall not be further processed or disclosed without the consent of the disclosing party. The student/consumer hereby authorises Mpilo Royal College or any other authorised member of the management team to use, review and process any personal information provided to Mpilo Royal College and to use same in the manner that Mpilo Royal College sees fit. The persons signing this agreement acknowledge that they know and understand their right to privacy and to have their personal information processed in accordance with the conditions for the lawful processing of their personal information, and hereby give their consent to Mpilo Royal College to collect, process and distribute relevant personal information where Mpilo Royal College is legally required, and/or obliged to do so. They also consent to any third party service providers to have access to their personal information and consent to Mpilo Royal College sharing same. The persons signing this agreement confirm and acknowledge that they are aware that the information that they have provided may be transmitted to persons, companies, subsidiaries, affiliates and third parties in the Republic of South Africa and hereby consent in terms of section 72 of POPI to such transmission and use by Mpilo Royal College of Health Education.

POPI ACT AGREE

YES:

NO:

DATE: _____

Sign: _____

Legal Declaration and Indemnity

Neither Mpilo Royal College nor any official employee or representative of Mpilo Royal College acting in his/her capacity as such shall be liable for any damages arising out of: the death, bodily harm, loss of health or illness of any customer caused; and the destruction of and/or damage and/or loss and/or theft of any property owned by or in the custody of any customer, howsoever caused. The student/consumer hereby indemnifies Mpilo Royal College against any claim made (whether for damages, costs, or otherwise) against Mpilo Royal College in respect of any action and/or omission of the student and/or the consumer (where the consumer is not also the student). The student by his/her signature hereby confirms that he/she is fully aware of the type of course and/or programme enrolled for and that it is his/her responsibility to make himself/herself aware of the types of courses and that he/she has fully understood the course that he/she registers for and is indeed the course that he/she wants to register for and that no representations have been made other than those contained in the official brochure. The student/consumer hereby indemnifies Mpilo Royal College (Pty) Ltd against any claim they may have. The student is further aware of the factsheet in respect of the programme/course enrolled and confirms that it accurately reflects the qualification to be conferred and the type of programme/course registered for.

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Rules and Regulations

The student/consumer by his/her signature hereto hereby acknowledges that he/she has read and agrees to abide by all the rules and regulations of Mpilo Royal College that he/she attends and acknowledges that he/she can be disciplined in terms thereof. The student/consumer further acknowledges that right of admission to Mpilo Royal College campus is strictly reserved and Mpilo Royal College may, at its own discretion refuse admittance to any student and/or consumer.

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LEARNERS SIGNATURE

PARTICULARS OF PAYMENT

Indicate the payment option below with your “signature” as well as the payment amount. Deposit into MPILO ROYAL™ COLLEGE OF HEALTH EDUCATION, (NEDBANK BALFOUR PARK, ACCOUNT NUMBER: 1022300326, BRANCH CODE: 151105

Reference: Student Name And Surname) may only be made if a copy of deposit slip is attached to the registration form.

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DECLARATION BY PAYING PART

I.....do accept total responsibility for the payment of the named student’s fees to the fullest and accept that, this stands binding in me. I further agree that any failure by the student to attend lectures will not reduce my liability for the fees for the fullest programme. I understand that this contract may not be cancelled. I agree that if any instalments due here under remain unpaid for **three** months after the due date thereof, the whole balance will be deemed to have become due and payable in full and if attorneys are instructed to recover any amounts due, I will be liable for all costs and collection charges.

Signature:.....

Date:.....

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DECLARATION BY THE LEARNER

I declare that all the information furnished by me on this form is true and correct, and I undertake to comply with the rules, regulations and decisions of **MPILO ROYAL™ COLLEGE OF HEALTH EDUCATION**, and any amendments thereto which may be applicable to learners in general and produces or transmits in any form or manner, whether electronically or mechanically including photocopying, recording or any other form of information storage or retrieval, any study guide, book, thesis, dissertation, article, examination paper, lecture, printed tutorial matter or any other study aids in respect of which copyright exists, unless such reproduction or transmission is done in an authorized manner.

Date.....

Learner's signature.....



MPILO ROYAL[®]
College

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CANCELLATION POLICY ACKNOWLEDGEMENT

I _____

fully undertake responsibility and declare that:

(a) In the event that I do not complete my studies or wish to cancel my registration for whatever reason, I am fully aware that I will not be entitled to any refunds **AFTER 5 DAYS OF ATTENDING CLASSES** or being absent without any valid reasons and reporting.

(b) That I will be liable to pay a **20% CANCELLATION FEE** on the Deposit/Tuition/Equipment fees paid should I cancel before attending classes soon after registration.

(c) Should I cancel or withdraw from the course **WITHIN 5 DAYS** after the course has commenced I will be charge a **50% CANCELLATION FEE ON THE DEPOSIT/TUITION** that I paid for.

(d)After **5 DAYS OF ATTENDING CLASSES NO REFUND WILL BE PAID.**

(e) That this contract is and enforceable for the entire during of my registration at MRCHE thereafter until I have fulfilled all obligations in terms of thereof.

(f) The school will not **EXCHANGE OR BUY BACK** the used uniform or equipment and tablets that have been already purchased or issued.

(g) **ACCOMMODATION POLICY** will be applied based on the contract that the student might have entered into with Mpilo Royal™ College and proper measures will be followed.

Date.....

Learner's signature.....

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