



## ENROLLMENT FORM

Surname						Initials			Title		
ID Number				DOB	DD	MM	YYYY	Nick name			
Full Name(s)											
RSA Citizen	Y	N	Nationality								
Immigration Date	DD	MM	YYYY	Passport No			Alternative ID			ID Type	
Gender	M	F	Ethnic			Marital			Maiden		
Mother Tongue							Home Language				
Highest Grade							Year Passed				

**Contact Details and Address:**

Student Cellphone											
E-mail											
Address Line 1											
Address Line 2											
City/Town											
Postal Code											

**Parent / Guardian / Next of Kin Information:**

Surname					Cell No		
Name					E mail		
Initials					Title		
ID							
Address Line 1							
Address Line 2							
City/Town							
Postal Code							

**Registration Info:**

Campus				Time Period		
1 <sup>st</sup> Choice Course						
2 <sup>nd</sup> Choice Course						
3 <sup>rd</sup> Choice Course						

**Agreement**

I hereby declare that the before mentioned information on this form is accurate and correct and should I, ..... the applicant, be accepted as a student, I will unconditionally adhere to the rules and regulations of this college.

.....  
Signed: Parent/Guardian (Where Applicable)

.....  
Signed: Applicant

Date.....

Date.....



IMPORTANT

When you register with us, you accept these terms and fees as revised for each relevant year. You also accept our rules (including all regulations, policies and codes of conduct), which you can read from our website.

1. Definitions

In these terms:

- Academic registration means agreement to the courses or modules you will be undertaking this year and the associated fees
Academic year means the annual period of instruction normally running from 1 January until 31 December, or from 1 July until 30 June the following year or any other period as stipulated.
Account payer means the natural or juristic person responsible for paying the contract amount or other fees due by the student.
Attend includes taking part in any class or structured academic activity in person on campus or remotely by correspondence means.
Contract amount means the fees and other charges you must pay for the programme for the relevant academic period, including application fees, deposit, tuition fees, practical fees, POE fees, Uniform fees, Books and any other relevant fees.
Due date means any date in any academic year by which you must pay any part of the contract amount
Programme means any unit of study for which a student registers at Crane International Academy and includes, but is not limited to, full qualifications, short courses, a module, workshop or tuition support.
Rules mean our regulations, policies, the Student Code of Conduct, Dispute, Grievance and Disciplinary Policy
Semester & trimester means an academic cycle including a period of study and summative assessments.
Student means the person who is registered and studying at Crane International Academy..
We, our or us refers to Crane International Academy
You, your or yours refers to everyone who is party to this contract (including the student) together and individually depending on the circumstances.

2. Financial:

- 2.1 Each person accepting this contract promises and agrees that they are jointly and severally liable to pay the contract amount to Crane International Academy in full on these terms. This means that you are legally responsible together and individually for paying the contract amount.
2.2 The contract amount must still be paid in full irrespective of student attendance at any class or engagement with any academic activity. It will not be reduced or refunded.
2.3 The contract amount may change as a result of any change to the number of modules/subjects undertaken by a student. This change can be effected retrospectively.
2.4 You must follow the stipulated process if the student wants to make any changes to their registration for any programme or part of any programme.
2.5 Any refund will exclude an amount for any programme already commenced for which the student has registered for and/or paid as a registration or deposit fee and/or any academic material already supplied.
2.6 This contract is cancelled if we or any external provider expels the student following the proper disciplinary process. We will not refund any fees, and you remain responsible for paying the balance of the contract amount.
2.7 When this contract ends, the terms which protect our rights will still be effective.
2.8 You must send and we should receive a signed letter, accompanied with all the stipulated requisite documents, to the person authorised by Crane International Academy if you intend to cancel your registration in terms of this contract. Crane International Academy may retain the following amounts as a reasonable cancellation fee to cover its administrative and other costs:

Table with 2 columns: IF YOU CANCEL, THE AMOUNT BELOW MUST BE PAID AND WILL NOT BE REFUNDED. Rows include cancellation before and after the stipulated start date of the programme.

- 2.9 If the payment of any contract amount is late, we may exclude the student from campus, any programme and graduation and keep back any results until the amount has been paid, without prejudice to our other rights. The student must still complete and submit any assignments and assessments set during this time. You must still pay the full contract amount even if we exclude the student or hold back results.
2.10 Failure by student to attend lectures for any reason whatsoever will not reduce liability for the total cost of the full course and the student shall be entitled to no credit or reduction as result of the students' failure to attend lectures. If the student decides not to attend classes, she/he is still liable to settle the Full Fee of the Course.
2.11 You remain responsible for any expenses we have to pay if you breach this contract. Our expenses may include legal fees, tracing and collection costs.
2.12 We will charge interest on any outstanding amounts at the highest rate allowed under the National Credit Act, 32 of 2005 as amended from time to time.
2.13 An account statement or a letter signed by an authorised representative of Crane International Academy stating the amount you owe at any time is good enough provisional (prima facie) proof of your debt for all purposes.
2.14 You must write to the person authorised by Crane International Academy as soon as you change address or contact details.

3. Important Indemnity

- 3.1 We and our agents will accept responsibility for any loss or damage suffered by the student only if such damage or loss is caused by us or our agents on purpose or by gross negligence
3.2 You indemnify (cover) us against any claim, loss, damage, injury or death that results from any negligence or deliberate act or omission by the student, on or off campus.
3.3 The student takes part in all activities at own risk, and you:

- a) Give permission for the student to take part in Crane International Academy's activities, on or off campus, including sport, cultural, educational or social activities, tours, outings or any similar activity.
b) Understand that the activities carry some risk of injury and are not necessarily supported by us or subject to our supervision or control.
c) Indemnify us (including our associated companies, employees, subcontractors and representatives) against any claim linked to any loss, damage or injury to the student or their property in the course of these activities, unless caused by our gross negligence; and
d) Give permission for any of our employees or representatives to attend to any injury the student suffers while taking part in any activity, and to consent to any medical treatment with the same authority as a parent (in loco parentis) where they cannot contact the student's parents or guardian in a medical emergency; and
e) Agree to pay any medical or related costs incurred by Crane International Academy for treating the student.

4. General

- 4.1 You warrant and promise that all your information in the application and registration form and this contract is true and correct.
4.2 The person accepting these terms warrants and promises that he/she will have full contractual capacity.
4.3 We may cancel or change any certification, programme syllabus, start or end date or timetable, without any notice, to allow for changing circumstances in a reasonable way.
4.4 We may combine classes of similar academic level and content or cancel any programme or module offered, if there is not enough demand.
4.5 The student must make sure he/she is registered for all the right subjects, modules, programmes and qualifications.
4.6 You warrant and promise that you have properly checked the relevant qualification, programme, subjects and modules before accepting this contract. You release us from responsibility for any loss or debt resulting from any incorrect registration, for any reason.
4.7 You hereby acknowledge that you know which bodies run, accredit and award the student's study programme or qualification and accept the accreditation status of Crane International Academy with the relevant bodies.
4.8 We may change rules or introduce new rules about academic matters, student conduct and other issues at any time and the changes will be published on the Policies and Procedures section of our website. The student must follow these new or changed rules.
4.9 You hereby give us permission to send you information about academic and financial matters, campus activities and any similar information using electronic communication, including text messages and email.
4.10 We may also send marketing material to you by electronic communication and you may opt out of receiving such communication.
4.11 We take academic integrity very seriously. We will take disciplinary action against any student we believe is involved in cheating, plagiarism or any other breach of academic integrity. If the student is suspended or expelled, you are still responsible for paying the full contract amount.
4.12 We will do our best as soon as practically possible to resume any programme which is stopped because of any circumstances beyond our reasonable control. These include load-shedding, extreme weather, natural disasters, war, revolution, industrial or student unrest and similar events.
4.13 This contract may only be changed or cancelled if it is done in writing and accepted by or on behalf of all parties. No specific or implied waiver of our rights is valid unless in writing and signed by all parties.
4.14 You (including the student) acknowledge that we collect personal information such as academic results. You give us permission to collect your personal information and to exchange, check or confirm it with our external providers in connection with this contract and the student's studies.
4.15 When you accept this contract you also agree that the student has ceded and assigned to Crane International Academy any rights to and ownership in any intellectual property the student creates in the course of any academic study, research or project with us or in using our equipment or facilities unless explicitly agreed to in writing in advance.
4.16 You also allow us to use any of the student's work for our marketing and promotion.
4.17 You also unconditionally consent to us using any image of the student in any of our material, including social media.
4.18 We may report anything to do with the student's progress, conduct, breach of any rules, wellbeing or health to their parent, guardian or account payer, or any relevant authority, and you give us permission to provide such reports by signing this contract. This may include personal information.
4.19 International students who are not residents of South Africa must get the relevant study permit for the full duration of study from the Department of Home Affairs.
4.20 We do not make any guarantee, promise or representation about the student's success, failure or performance in any student's chosen study programme.
4.21 The contract is binding once accepted. Academic registration is conditional on submission of all documents needed to complete our registration process, and that we accept the documents. If any of these are not supplied, the student will not be able to graduate. The student must make sure we have certified copies of the documents, and must resubmit them if necessary. All documents submitted must be valid and we will take appropriate action if any fraudulent documents are submitted.
4.22 This contract shall be interpreted in accordance with the law of the Republic of South Africa.
4.23 The parties consent to the jurisdiction of the Magistrate's Court having jurisdiction in respect of any legal action which either party may institute against the other arising from this contract.

NAMES.....

SURNAME.....

SIGNATURE.....

DATE.....