





✓	One Year : Full Time: Students can choose a maximum of ONE Subject			
	Jan 2013	Feb 2013	Mar 2013	Total
Option 1	2,950.00	-	-	2,950.00
Option 2	1,135.00	1,135.00	1,135.00	3,405.00

COMPULSORY FEE/ SUBJECT	
ADMIN	R 120.00
EXAM	R 80.00
<b>** FEE IS NON-REFUNDABLE **</b>	

✓	One Year : Full Time: Students can choose a maximum of TWO Subjects				
	Jan 2013	Feb 2013	Mar 2013	Apr 2013	Total
Option 1	3,500.00	-	-	-	3,500.00
Option 2	1,100.00	1,100.00	1,100.00	1,100.00	4,400.00

✓	One Year : Full Time: Students can choose a maximum of THREE Subjects					
	Jan 2013	Feb 2013	Mar 2013	Apr 2013	May 2013	Total
Option 1	4,200.00	-	-	-	-	4,200.00
Option 2	1,050.00	1,050.00	1,050.00	1,050.00	1,050.00	5,250.00

✓	One Year : Full Time: Students can choose a maximum of FOUR Subjects						
	Jan 2013	Feb 2013	Mar 2013	Apr 2013	May 2013	Jun 2013	Total
Option 1	4,750.00	-	-	-	-	-	4,750.00
Option 2	1,050.00	1,050.00	1,050.00	1,050.00	1,050.00	1,050.00	6,300.00

✓	One Year : Full Time: Students can choose a maximum of FIVE Subjects							
	Jan 2013	Feb 2013	Mar 2013	Apr 2013	May 2013	Jun 2013	Jul 2013	Total
Option 1	5,610.00	-	-	-	-	-	-	5,610.00
Option 2	990.00	990.00	990.00	990.00	990.00	990.00	990.00	6,930.00

✓	One Year : Full Time: Students can choose a maximum of SIX Subjects								
	Jan 2013	Feb 2013	Mar 2013	Apr 2013	May 2013	Jun 2013	Jul 2013	Aug 2013	Total
Option 1	6,050.00	-	-	-	-	-	-	-	6,050.00
Option 2	990.00	990.00	990.00	990.00	990.00	990.00	990.00	990.00	7,440.00

\*PLEASE NOTE THAT SHOULD YOU REQUIRE TUTION ONLY FOR GRADE 12 UPGRADES AND REWRITES, THE SAME FEE STRUCTURE APPLIES BUT THE EXAM FEE IS NOT APPLICABLE.

5. Option 1 – to be paid no later than the 7<sup>th</sup> of March 2013. Should you fail to meet the cut off date for Option 1, you will be automatically moved to Option 2.
6. Option 2 – to be paid no later than the 7<sup>th</sup> of April 2013. Should you fail to meet the cut off date for Option 2, you will be automatically moved to Option 3.
7. Option 3 – to be paid no later than the 7<sup>th</sup> of July 2013. Should you fail to meet the cut off date for Option 3, you will be automatically moved to Option 4.
8. Option 4 – to be paid no later than the 7<sup>th</sup> of October 2013. Should you fail to meet the cut off date for Option 4, you will be handed over for debt collection immediately.
9. Access permits to premises and lectures will only be issued when fees are up to date.
10. I, the Learner/Parent/Guardian/Sponsor also acknowledge that all fees must be paid no later than the 7<sup>th</sup> of October of the year of study with the exception of short course registrations whereby fees must be paid on the month of the learner registering.
11. 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.
12. I, the Learner/Parent/Guardian/Sponsor understand that should the student decide not to study with DCC CAMPUS, the proper De – Registration process needs to be followed. Failure to do so will result in me being the liable for the full course fees.

13. 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.
14. Should the account be in arrears at any stage in time, the account may be handed over for debt collection.
15. 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 that particular document.
16. 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 \_\_\_\_\_ 2013.

\_\_\_\_\_

PARENT/LEGAL GUARDIAN/SPONSOR/STUDENT

\_\_\_\_\_

FOR DCC

\_\_\_\_\_

## WITHDRAWAL FROM CLASSES

### LEARNERS DETAILS

SURNAME: .....NAME: .....  
 RESIDENTIAL ADDRESS: .....  
 ..... CODE: .....  
 POSTAL ADDRESS: .....  
 .....  
 TEL(H):.....(CELL).....(W).....

### 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	5%of total fees due to date + *other charges
> Withdrawal up to February 28	20% of total fees due to date +* other charges
> Withdrawal up to March 31	40% of total fee s due to date +*other charges
> Withdrawal up April 30	60% of total fees due to date +* other charges
> Withdrawal after 30 April	100% of total fees due to date +* other charges

\*OTHER CHARGES INCLUDE ALL LEVIES AND ADMINISTRATION FEES  
 •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 THIS FORM.

.....  
 SIGNATURE

.....  
 DATE

**FOR OFFICE USE ONLY:**

**DATE SUBMITTED: .....SIGNATURE.....**