

Durban Computer College (Pty) Ltd trading as



"Registered by the Department of Education for the Qualifications shown on certificate No: 00HC01" (REGISTRATION NO.: 2008/FE071002 as per Certificate No. 293-P AND 2000/HE07/004 as per Certificate No. 044) GRADE 12 REGUSTRATION NO.:35421283 / EXAM CENTRE NUMBER: 5411251 PROVISIONALLY ACCREDITED BY UMALUSI FET 00079PA SAQA NQF REGISTERED PROGRAMMES COMPTIA INTERNATIONAL PARTNER ACCREDITED TRAINING PROVIDER FOR THE INSTITUTE OF CERTIFIED BOOKKEEPERS

TEL: 0860 CALL DCC (0860 2255322)	FAX: (031) 307 3412	EMAIL: info@dcccampus.ac.za	
	DURBAN 4001	DURBAN 4001	
	CAMPUS 1 (HEAD OFFICE) DCC HOUSE 375 SMITH STREET	CAMPUS 2 DCC HOUSE 384 SMITH STREET	

# AGREEMENT BETWEEN

# DURBAN COMPUTER COLLEGE

Hereinafter referred to as DCC CAMPUS

AND

An adult male/female with identity number \_\_\_\_\_\_ and who resides at:

12,000.00

12,600.00

13,230.00

The following has been agreed upon:

Option 2

Option 3

Option 4

4,000.00

2,100.00

1,470.00

4,000.00

2,100.00

1,470.00

4,000.00

2.100.00

1,470.00

2.100.00

1,470.00

- 1. The contract is fixed term and runs from \_\_\_\_/2013 to 07/10/2013.
- 2. The student upon registration agrees to pay an amount of R 450.00 in respect of administration fees which is non – refundable.
- 3. The student hereby agrees to enrol for and will abide to the relevant fee structure.
- 4. The student hereby agrees to pay fees as per the schedule provided below (mark the agreed scheme with an "☑")

✓	First Year,	First Year, Second Year & Third Year : Full Time : Diploma in : Information Technology , Accounting , PC Support & Networking , Public Relations , Human Resource Management , Tourism Management									
		Jan 2013         Feb 2013         Mar 2013         Apr 2013         May 2013         Jun 2013         Jul 2013         Aug 2013         Sept 2013         Total									
	Option 1	11,000.00	-	-	-	-	-	-	-	-	11,000.00
	Option 2	4,000.00	4,000.00	4,000.00	-	-	-	-	-	-	12,000.00
	Option 3	2,100.00	2,100.00	2,100.00	2,100.00	2,100.00	2,100.00	-	-	-	12,600.00
	Option 4	1,470.00	1,470.00	1,470.00	1,470.00	1,470.00	1,470.00	1,470.00	1,470.00	1,470.00	13,230.00
✓	First Year & Second Year: Full Time : Diploma in Catering Management (Uniform Included)										
	Jan 2013         Feb 2013         Mar 2013         Apr 2013         May 2013         Jun 2013         Jul 2013         Aug 2013         Sept 2013         Total										
	Option 1	11,000.00	-	-	-	-	-	-	-	-	11,000.00
	Option 2	4,000.00	4,000.00	4,000.00	-	-	-	-	-	-	12,000.00
	Option 3	2,100.00	2,100.00	2,100.00	2,100.00	2,100.00	2,100.00	-	-	-	12,600.00
	Option 4	1,470.00	1,470.00	1,470.00	1,470.00	1,470.00	1,470.00	1,470.00	1,470.00	1,470.00	13,230.00
✓	One Year : Full Time: Higher Certificate in : Business Computing, Computers and Administration, Hospitality and Catering, Travel and Tourism										
		Jan 2013	Feb 2013	Mar 2013	Apr 2013	May 2013	Jun 2013	Jul 2013	Aug 2013	Sept 2013	Total

2,100.00

1,470.00

2.100.00

1,470.00

1,470.00

1,470.00

1,470.00

•	One Year :			ı : Informatio ate in : Bookk						ur Modules)	1	
		Jan 2013	Feb 2013	Mar 2013	Apr 2013	May 20	13	Jun 2013	Jul 2013	Aug 2013	Sept 2013	Total
	Option 1	11,000.00	-	-	-	-		-	-	-	-	11,000.00
	Option 2	4,000.00	4,000.00	4,000.00	-	-		-	-	-	-	12,000.00
	Option 3	2,100.00	2,100.00	2,100.00	2,100.00	2,100.0	00	2,100.00	-	-	-	12,600.00
	Option 4	1,470.00	1,470.00	1,470.00	1,470.00	1,470.0	00	1,470.00	1,470.00	1,470.00	1,470.00	13,230.00
1												
•	One Year :			ı : Informatio								
		Jan 2013	Feb 2013	Mar 2013	Apr 2013	May 20	13	Jun 2013	Jul 2013	Aug 2013	Sept 2013	Total
	Option 1	7,740.00	-	-	-	-		-	-	-	-	7,740.00
	Option 2	2,745.00	2,745.00	2,745.00	-	-		-	-	-	-	8,235.00
	Option 3	1,460.00	1,460.00	1,460.00	1,460.00	1,460.0	00	1,460.00	-	-	-	8,760.00
	Option 4	1,030.00	1,030.00	1,030.00	1,030.00	1,030.0	00	1,030.00	1,030.00	1,030.00	1,030.00	9,270.00
✓	19 Months	· Eull Time ·	ICR FFT Ca	rtificate in : I	Bookkoonin	(Form M	od-1	oc)				
	10 WORLDS		Feb 2013	Mar 2013	Apr 2013	May 20		Jun 2013	Jul 2013	Aug 2012	Sant 2012	Total
	Option 1	Jan 2013 13,390.00			Apr 2015		15			Aug 2013	Sept 2013	
	1	,	-	-	-	-		-	-	-	-	13,390.00
	Option 2	4,630.00	4,630.00	4,630.00	-	-	0	-	-	-	-	13,890.00
	Option 3	2,400.00	2,400.00	2,400.00	2,400.00	2,400.0		2,400.00	-	-	-	14,400.00
	Option 4	1,660.00	1,660.00	1,660.00	1,660.00	1,660.0	0	1,660.00	1,660.00	1,660.00	1,660.00	14,940.00
~	Six Month	s : Full Time	or Part Time	: Certificate	in : Secretar	ial Studie	s, B	usiness Con	puting , IT S	skills		
		Jan 2013	Feb 2013	Mar 2013	Apr 2013	May 20	13	Jun 2013	Jul 2013	Aug 2013	Sept 2013	Total
	Option 1	5,560.00	-	-	-	_		_	-	-	-	5,560.00
	Option 2	1,940.00	1,940.00	1,940.00	-	-		-	-	-	-	5,820.00
	Option 3	1,520.00	1,520.00	1,520.00	1,520.00	-		-	-	-	-	6,070.00
	Option 4	1,055.00	1,055.00	1,055.00	1,055.00	1,055.0	00	1,055.00	-	-	-	6,330.00
<b>√</b>	Certificate	in : ICB Boo	kkeeping to	onths Part Tir Trail Balance terised Bookl	e,	Γ	✓		1 Full Time o in : Microso		hs Part Time nputing ,	:
		1 <sup>st</sup> Month	2 <sup>nd</sup> Mont						1 <sup>st</sup> Month	2nd Mon	th Total A	Amount
	Option 1	4,000.00	_	4,000				Option 1	1,500.00	_		00.00
	Option 2	2,250.00	2,250.00	0 4,500	0.00			Option 2	800.00	800.00		00.00
✓	Certificate	h Part Time : in : akery , Barter		itressing			✓	in :	n Full Time o		hs Part Time	: Certificate
		Registration	n Mid	Total A	mount				Registration		Total	Amount
	Option 1	2,500.00	-	2,500	0.00	Γ		Option 1	2,500.00	-	2,50	00.00
	Option 2	1,300.00	1,300.0	0 2,600	0.00			Option 2	1,300.00	1,300.0	0 2,6	

✓	One Year : Full Time: Grade 10 & 11: Students can choose a maximum of SIX Subjects										
		Jan 2013	Feb 2013	Mar 2013	Apr 2013	May 2013	Jun 2013	Jul 2013	Aug 2013	Sept 2013	Total
	Option 1	9,000.00	-	-	-	-	-	-	-	-	9,000.00
	Option 2	3,250.00	3,250.00	3,250.00	-	-	-	-	-	-	9,750.00
	Option 3	1,700.00	1,700.00	1,700.00	1,700.00	1,700.00	1,700.00	-	-	-	10,200.00
	Option 4	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	11,250.00

✓	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					
** FEE IS NON-REFUNDABLE **						

✓	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							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.
- 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:		
POSTAL ADDRESS:		
TEL(H):		
	• = = = ,	• • • • • • • • • • • • • • • • • • • •

# <u>REFUND POLICY REGARDING WITHDRAWAL FROM LEARNING PROGRAMME/AND/OR</u> 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 > Withdrawal up to February > Withdrawal up to March 31 > Withdrawal up April 30 > Withdrawal after 30 April	
<ul> <li>Cancellation of subject/ mo</li> </ul>	E ALL LEVIES AND ADMINISTRATION FEES dules will be subject to the same cancellation calculations as above (sixty – ninety) days must be allowed for refund.
LEARNER TO COMPLETE	
	DR: IRATION:

I CONFIRM SUBMISSION FOR CANCELLATION OF REGISTRATION I UNDERSTAND AND AGREE TO THE CONDITIONS AS STIPULATED ON THIS FORM.

SIGNAT	ruri	E	

DATE

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