

APPLICATION FOR ADMISSION 2018

Consultant: _____

Sage Invoice no: _____

Student no: _____

INDICATE THE PROGRAMME FOR WHICH YOU ARE APPLYING:

- National Certificate: Information Technology: End User Computing
- National Certificate: Information Technology: System Support
- Further Education and Training Certificate: Programming
- IT Systems Engineering
- FET Certificate: Bookkeeping
- National Diploma: Financial Accounting
- National N Diploma in Business Management
- National N Diploma in HR Management
- National N Diploma in Marketing Management

- National N Diploma in Public Relations
- National N Diploma in Tourism
- FET Certificate Project Management
- National N Diploma in Interior Decorating
- National N Diploma in Art & Design
- Higher Certificate in Graphic Design
- Advanced Certificate in Graphic Design
- Cambridge International (Gr 11/Gr 12)
- Other

SECTION A: REGISTRATION DETAILS

New student

1st Year

Returning Student

2nd Year

Initial

SECTION B: PERSONAL DETAILS

Title: Mr Mrs Ms Dr Prof

Surname: _____

First Name(s): _____

ID Number: _____ Date of Birth: _____

Nationality: _____

Postal Address: _____

Physical Address (if different): _____

Cell: _____ Home Tel: _____

Email: _____

Initial

SECTION C: DEMOGRAPHIC DETAILS

Gender: Male Female

Race: White Black Indian Coloured

Home Language: _____

Additional Languages: _____

Preferred Method of Communication: SMS Email

Disability Status: _____

Employment Status: _____

Any medical conditions we should be aware of: _____

Special Learning Needs: _____

What is your motivation for entering this programme? _____

Initial

SECTION D: NEXT OF KIN

Surname: _____ First Name: _____
Relationship: _____ Contact Number: _____
Email: _____

Initial

SECTION E: MARKETING SOURCE

Where did you hear about ELMI: _____
Word of Mouth/School Visit/Newspaper/WEB/FaceBook/Other (Please specify): _____

Send marketing information via sms or email: Yes No

Use photographs for PR/Marketing: Yes No

Initial

SECTION F: EDUCATION DETAILS

High School attended: _____

Highest Grade Passed: _____ Year: _____

Additional Qualifications: _____

Please attach relevant qualifications

Initial

SECTION G: CONSENT AND INDEMNITY

I, _____ being a registered student of the ELMI and being over the age of 18 years, do hereby authorize and appoint any duly appointed staff member of ELMI whilst I am under their control and supervision, to take any decision and/or perform any act, which he/she may deem necessary for my safety, well-being and welfare.

I do further hereby indemnify and hold free from harm ELMI and its staff and waive any claim against them for loss, injury or damage caused by or arising from or as a result of the attendance at or participation in any activity of ELMI.

I declare that I shall be allowed to travel in vehicles driven by ELMI staff which may be the property of staff and employees of ELMI.

Signature: _____ Date: _____

Parent/Guardian Signature: _____

SECTION H: DEPARTMENT OF HIGHER EDUCATION AND TRAINING STUDENT DECLARATION

I _____ (Name and Surname) _____ (Student Number), am fully aware that the programme I have applied for admission for, namely the _____

_____ with SAQA ID _____ is

approved by the Department of Higher Education and Training to East London Management Institute (PTY) Ltd, known as ELMI, Reg No 2012/HEO7/006 as indicated on the certificate dated 19/07/2016 I acknowledge that I have familiarised myself with the relevant programme as per the attached ELMI Course Outline and certify that the information given in this form is accurate and complete in all aspects.

Signature of Applicant: _____ Signature of witness: _____

Print Name: _____ Print Name: _____

Date: _____ Date: _____

SECTION I: FINANCIAL INFORMATION

Total Contract Amount:	Registration Fee:
Number of instalments:	Instalment Amount:
Receipt Number:	Reg Fee Pmt Date:
Banking Details: East London Management Institute Bank: ABSA Account Number: 4 074 057 229	Branch Code: 632005 Ref: Student Name or Account Number

Payment of Fees: Self Sponsor Bursary Trust Fund
 Payment: Option 1: Full Fee Option 2: Debit Order Option 3: Combo
 Sponsor Name and Surname: _____
 ID: _____
 Postal Address: _____
 Contact Number Home: _____ Cell: _____
 Work: _____
 Email: _____

I agree to the following terms and conditions for the payment of fees:

1. The registration fee paid non-refundable.
2. Should this registration be cancelled, the fees paid, with the exception of the registration fee, will be refunded only if the cancellation is confirmed in writing more than five days before the commencement of classes.
3. Consent is given to ELMI to conduct any Credit Checks and Verifications they may deem necessary before and after enrollment.
4. ELMI reserves the right to offer and withdraw the deferred payment option entirely at its own discretion.
5. The student shall not, by reason of his/her failure to attend lectures or complete the course, be entitled to a reduction in fees, nor will it absolve the student/sponsor (where the sponsor is not the student) from full liability for the payment of the full fees and other charges.
6. ELMI reserves the right to withhold results, entry to external exams and access to classes until outstanding amounts are settled in full. ELMI further reserves the right to withhold certificates until the account has been settled in full.
7. If the fee payer defaults on the deferred payment schedule or studies are terminated early for any reason, the remainder of the deferred payments becomes immediately due and payable.
8. The Student and Sponsor undertake to pay all legal collection costs including collection charges and tracing fees, should ELMI institute action for recovery of any arrears amounts.
9. The student and sponsor choose their home addresses for the purposes of service of any legal notices and processes, should legal action flow from this agreement. ELMI chooses 231 Oxford Street, Southernwood, East London for the purposes of service of any legal notices and processes arising here from.

Declaration by Student and Sponsor

I, _____ (Student) and I/We _____ (Sponsor) hereby agree to be liable/jointly and severally liable for the full contract fee as per this agreement.

SECTION J: DEBIT ORDER AUTHORISATION

Debit Order Account holder name in full:	
Account holder ID Number:	
Account Holder Postal Address:	
Postal Code:	
Telephone:	Business: Home:
	Cell:
Name of Bank:	Branch:
Branch Code:	
Account Name:	Date of First Debit Order:
Date of Debit Order Run:	<input type="checkbox"/> 1st <input type="checkbox"/> 15th <input type="checkbox"/> 20th <input type="checkbox"/> 25th <input type="checkbox"/> 30th (please tick)
Account Number:	Type of Account:

Debit Order Consent by Account Holder:

I hereby agree that

1. East London Management Institute (Pty) Ltd may debit my account as stated above.
2. I will ensure that funds are available in my account to meet this Debit Order.
3. Should the Debit Order be rejected, for any reason whatsoever,
 - a. I will pay the rejected amount in cash, by EFT or by Credit Card immediately upon notification.
 - b. I understand that ELMI reserves the right to run a debit order at any time for any arrears on my account as a result of unpaid debit orders.
 - c. ELMI may charge a debit order admin fee for any debit orders rejected.
 - d. After a second rejection, ELMI reserves the right to cancel the Debit Order agreement, and the full course fees will become immediately due and payable.
4. This authorisation will remain in force until the full settlement of any outstanding fees relating to this contract.

Debit Order Account Holder's Signature: _____ Date: _____

SECTION K: ELMI CODE OF CONDUCT

The aim of the ELMI Code of Conduct is to promote academic performance and positive social conduct. A breach of the ELMI Code of Conduct could result in disciplinary action. The use of one gender in the Code of Conduct automatically includes reference to other genders.

A Student shall:

- at all times conduct himself in a manner becoming to a Student of ELMI;
- obey any reasonable order given to him by any member of staff;
- comply with the basic dress regulations of ELMI, that require a Student to dress in a tidy and decent manner;
- communicate individually with the ELMI management on matters affecting him;
- comply with the rules and regulations published by ELMI from time to time;
- escort any guests to the campus to Reception on their arrival

A Student shall not:

- Bring alcoholic beverages of any nature whatsoever onto ELMI property without prior permission of management;
- Be under the influence of alcohol or drugs whilst on the campus;
- Indulge in the use of, or have in his possession, any drugs, unless such drugs have been prescribed by a medical doctor; under no circumstances whatsoever may a Student offer any drug of whatever nature to any person;
- Engage in any acts of violence, or bring onto ELMI property a firearm or any other weapon;
- Damage any property belonging to ELMI either through intentional act or through negligence;
- Smoke anywhere on ELMI premises unless it is in a designated smoking zone;
- Hold political activities on campus;
- Consume food in any lecture theatre or the library or the study center or any other area that is so demarcated;
- Use insulting language;
- Behave in a racist or sexist manner; any form of sexual harassment will not be tolerated and will be severely dealt with;
- Interfere with or disrupt any lecture or other ELMI activity;
- Reproduce or distribute material that has been made available by ELMI by way of lecture notes, seminar notes or any other form of study material;
- Engage in dishonest conduct with regard to examinations, assignments, tests or any other form of academic assessment; engagement in such behaviour will result in expulsion;
- Remove any ELMI property from the premises;
- You may not: deface or destroy any property of the ELMI;
 - Tamper with or have in their possession other people's property;
 - View, display or have in their possession pornographic material on college premises;
 - Hack a computer or engage in any other major breach of protocol regarding computer usage;

SECTION L: REGISTRATION TERMS AND CONDITIONS

1. Acceptance to study at ELMI is based on a student meeting the admission and financial affordability requirements.
2. ELMI reserves the right to cancel or postpone the any programme due to insufficient demand.
3. Acceptance to the programme is communicated via an acceptance letter.
4. The Student is responsible for ensuring that he/she has been properly registered with any relevant external institute or examining body, where applicable, and that he/she has been registered for examinations with such institute or body.
5. The Student acknowledges that he/she has familiarised him/herself with the prospectus and information sheet for the relevant programme for which he/she has applied to register and he/she certifies that the information provided in this form is accurate and complete.
6. In the case of instances beyond ELMI's control and acts of God, ELMI reserves the right to cease lectures and close the college temporarily. While every effort will be made to resume lectures as soon as possible, no warranties are made in this regard and no refund in fees will be made.
7. The right to attend lectures and write exams is not transferable. The student shall attend all lectures in person and is the only person entitled to write examinations in respect of the subjects forming part of the programme for which the student has enrolled.
8. The student/sponsor accepts that ELMI shall have the right to vary the programme syllabus at any time, without prior notification and without furnishing reasons therefor. ELMI shall further have the right to alter timetables and programme commencement dates at its own discretion, on written notice to the student/sponsor. The student/sponsor hereby acknowledges and accepts that ELMI shall have the right at all times to vary the terms and conditions hereof.
9. The student accepts, as stipulated in the ELMI Assessment Policy (which shall be deemed to form part of this agreement) that as part of the assessment of the programme, the student must fulfil certain academic requirements, which may include (but are not limited to) the completion and/or sign-off of a Portfolio of Evidence and/or Logbook or other forms of assessments. The student understands that submission of any academic work should be the intellectual work of the student. Should submission of any academic work not be that of the student, it will constitute fraud, which may result in the expulsion of the student.
10. Right of admission to register and study at ELMI is at the discretion of the Admissions Board.
11. No variation or consensual of this agreement will have any force or effect unless reduced to writing and signed by both parties.
12. All course fees exclude supplementary exams.

The student/sponsor by his/her signature hereto hereby agrees to abide by all the rules and regulations of ELMI and acknowledges that the student can be disciplined in terms thereof. The student/sponsor further acknowledges that right of admission to ELMI is strictly reserved and ELMI may at its own discretion refuse admittance to any student.

I _____ (student name and surname), and _____ (sponsor name) acknowledge that we have read and understood the contents of the declarations listed in this enrolment contract.

Student Signature: _____ Date: _____

Sponsor/Parent Signature: _____ Date: _____

Witness: _____ Date: _____

DOCUMENT CHECK LIST

OFFICE USE ONLY

	Initial	Date		Initial	Date		Initial	Date
Copy of Student ID			HubSpot			Consultant	Finance	
Copy of Sponsor ID			Academic Approval			Temporary	Final	
Proof of Address			Credit Check			Clear	Adverse	
Salary Slip			Invoicing			Deposit	Complete	
Bank Statement			Campus Online			Loaded	Not Loaded	
Copy of Academic Qualifications			Acceptance Letter			Provisional	Full	
Proof of payment of Registration & Deposit								
Signed Course Outline								