

PART C: COURSE SELECTION INFORMATION

PLEASE TICK THE COURSES YOU INTEND TO TAKE:

SHORT COURSES	TICK APPROPRIATELY	PROFESSIONAL COURSES	TICK ONE																								
Information Systems		Association of Chartered Certified Accountants ACCA																									
Windows Operating System		Chartered Institute of Management Accountants CIMA																									
Microsoft Word 2007		Certified Accounting Technician CAT																									
Microsoft Excel 2007		Institute of Chartered Secretaries and Administrators ICSA																									
Microsoft PowerPoint 2007		Oxford Brookes Bsc in Applied Accounting Mentorship																									
Microsoft Access 2007		PLEASE ENTER THE PAPER CODES FOR PROFESSIONAL COURSE SELECTED (USE THE FACT SHEET PROVIDED)																									
Microsoft Outlook 2007		<table border="1"> <thead> <tr> <th>Code e.g. F1</th> <th>Paper Description e.g. Accountant In Business</th> </tr> </thead> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table>	Code e.g. F1	Paper Description e.g. Accountant In Business																							
Code e.g. F1	Paper Description e.g. Accountant In Business																										
Speed Typing																											
Internet Browsing																											
Web-Design (HTML)																											
Pastel Accounting																											
Computer Networking																											
PC Engineering																											
Web Design (Dreamweaver)																											
Diploma in Hospitality and Tourism																											
COURSE DELIVERY MODE PLEASE TICK ONE:																											
FULL TIME (3 DAYS PER WEEK) 4 MONTHS																											
PART-TIME (SATURDAYS) 4 MONTHS																											
BLOCK RELEASE PROGRAMME (2 MONTHS)																											
ARE YOU APPLYING FOR ACCA/CAT BURSARY? Bursary is ONLY full time students who are South African Citizens, Permanent Residents and Refugees/Asylum Seekers with Valid Documentation. YES <input type="checkbox"/> NO <input type="checkbox"/>		ARE YOU REGISTERED WITH THE ABOVE PROFESSIONAL BODY AS A STUDENT? YES <input type="checkbox"/> NO <input type="checkbox"/>																									
IF YES PLEASE PROVIDE THE STUDENT REGISTRATION NUMBER <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>																											

PART D: ENROLMENT DECLARATION

I, _____ (Full name and surname) the undersigned hereby enroll for the course(s) listed above as supplied to me in the terms of the prospectus for the academic year. I understand that all lectures will be in English and that all course material will be in English. I also commit to **PAY ALL** course fees applicable and understand that fees once paid is not refundable under no circumstances but can be used to undertake the same course or transferred to another course by myself or another person that I will introduce provided that the same person will accept the terms and conditions that I undersign and is qualified to undertake the course under minimum requirements as well as specific faculty requirements of the intended course, subject to regulations governing course deregistration. I will also abide to the **RULES AND REGULATIONS** of the college.

RULES AND REGULATIONS

- No dangerous weapons allowed in the premises e.g. Guns, knives, machetes, pen knives etc
- No drugs allowed in the premises. Pornography is strictly prohibited in the college premises. Illegal gaming, internet fraud, fraud and pedophiles will lead to deregistration and a report to the SAPS.
- Smoking restricted to designated places. No smoking in the toilets. Alcohol and alcoholic drinks are strictly prohibited in the premises. No eating or drinking in the lecture rooms
- Observe punctuality. Avoid spending more time in the computer and other facilities to the detriment of others after your time is over. Always carry your student card to be allowed to use the college facilities. Cell phone communication while in the class is strictly prohibited. Cell phones must be off at all times during the classes.
- Language: uncouth language towards other students and lecturers and making excessive noise, etc not allowed, racial and derogatory terms including xenophobic terms, meant to humiliate sections of the community in a discriminative way are strictly prohibited. Johannesburg Polytechnic is a diverse, multi-nationality institution which promotes a non-racial, non-sexist, non-discriminative and non-xenophobic society where no one is discriminated on whatever grounds.
- You must attend all lectures registered for before graduating. In case of absence without leave of absence, a doctor's certificate must be provided. Otherwise full registration fees due as well as registrations will be demanded for non-completed courses.
- FEES ARE PAYABLE UP-FRONT ON OR BEFORE THE 2ND OF EVERY MONTH. FEES ONCE PAID ARE NOT REFUNDABLE. FEES TO EXTERNAL EXAMINATION BODIES ARE NOT RECEIVED AT THE POLYTECHNIC AND HENCE ARE NOT INCLUDED IN THE TUITION FEES. TUITION FEES DO NOT INCLUDE BOOKS AND STATIONERY.**
- COURSE DEFFERMENT: COURSE DEFFERMENT CAN ONLY BE DONE IF THERE IS A REASONABLE EXPLANATION WHY A STUDENT CANNOT UNDERTAKE THE COURSE AT A PARTICULAR TIME E.G. A DOCTORS LETTER. HOWEVER IF THE COURSE FEES INCREASES DURING THE FOLLOWING SEMESTER OF THE DEFFERMENT, THE STUDENT WILL HAVE TO PAY FOR THE INCREASE.**
- Student manuals are for sale. Manuals should not be duplicated. Full amount will be demanded for duplicated manuals when caught.
- A student will remain designated as non-active for 1 month after failing to attend lectures. Thereafter deregistration and forfeiture of any fees paid will follow without any further correspondence.
- Indemnity: I hereby indemnify Johannesburg Polytechnic, Strathrand Technology cc, its workers, employees, management and agents from any legal costs which may arise due to any risk, damage of property, accidents, loss of property or loss of life including death whilst I am in the their premises.

PART E: EXTERNAL EXAMINATIONS RESULTS (CIMA/ACCA/CAT/ICB/ICSA) STUDENTS

VERY IMPORTANT: I HEREBY ACCEPT TO HAVE MY RESULTS RELEASED FROM EXTERNAL EXAMINERS. (ACCA/CIMA/ CAT/ICSA/ICB) TO JOHANNESBURG POLYTECHNIC. THE COLLEGE WILL ACCESS YOUR EXTERNAL EXAMINATIONS THROUGH THE RESPECTIVE EXTERNAL EXAMINATIONS PORTAL FOR PURPOSES OF GAUGING THE EFFECTIVENESS OF TUITION PROVIDED BY THE LECTURERS.

THIS DULY SIGNED BY: _____ DATE: ____/____/____

GURDIAN SIGNATURE: _____ NAME: _____ (FOR UNDER 21 YEARS)