



The saj Competency Training Institute (Pty) Ltd

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 Vat Reg: 4320183165 • Reg No: 2007/006815/07

ENROLMENT FORM

ENGINEERING STUDIES

Academic Year:		Learner Number:					
Company Student		Private Student		Exam only Student			
Full-time	Part-time Student		Trimester		1	2	3
Level:	(Please tick <input checked="" type="checkbox"/>)		N1	N2	N3/N4		

FITTING & MACHINING	BOILERMAKING	ELECTRICAL
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LEARNER PARTICULARS (Please tick)

How did you find out about us?		Media	Poster	Career Expo	Family/friend	Facebook / Whatsapp / BBM	Website / Internet								
Title	Mr	Miss	Ms	Mrs	Prof	Dr	Date of birth	y	y	y	y	m	m	d	d
Surname															
First Name															
Second Name															
ID Number															
Physical Address															
Postal Address (if different from physical)															
Tel No.:															
Email:															

Province of origin (Tick <input checked="" type="checkbox"/>)	Eastern Cape	Free State	Gauteng	Kwa-Zulu Natal	Limpopo	Mpumalanga	Northern Cape	North West	Western Cape	
Home language	English	Zulu	Afrikaans	IsiNdebele	SiSwati	IsiXhosa				
SeSotho	SePedi	SeTswana	TshiVenda	XiTsonga	Other (Specify)					
Gender	Male	Female	Ethnic Group			African	White	Coloured	Indian	
Nationality			South Africa	Angola	DRC	Lesotho	Mozambique	Citizen Status	South African	Permanent Resident
Swaziland	Zimbabwe	Other (specify)			<small>(All learners who originate from countries other than South Africa must provide study permits before they can be registered)</small>					
Disability status		Sight	Hearing	Physical	Other					
Previous Years' Occupation		Attended this college	Secondary Education	Employed	Other					
Secondary Education		Gr 9	Gr 10/N1	Gr 11/N2	Gr 12/N3	Other			Aggregate Mark (%)	

PARENT/GUARDIAN/EMPLOYER INFORMATION

Title	Mr	Miss	Ms	Mrs	Prof	Dr	P/O No										
First Names																	
Surname																	
Employers Name																	
Physical address (Employer)																	
Physical address (Parent/Guardian)																	
Tel No (h)																	
Tel No (w)																	
E-mail:																	

Developing people all the way

COURSE DETAILS: Make sure that you select the correct level and subject/s by placing an "X" in the relevant block

- "F" – Full Time
- "P" – Part Time
- "E" – Rewrite or Exam only

CODE	SUBJECT	F	P	E	AMOUNT R C
N1 - 50111032					
16030121	Mathematics				
15070391	Engineering Science				
08080641	Industrial Electronics				
08090261	Engineering Drawing				
11041861	Electro Trade Theory				
11021871	Fitting & Machining				
11022061	Metal Workers Theory				
08090091	Plating and Structural Steel Drawing				
11020221	Foundry				
11040651	Motor Trade Theory				
<i>(C) COMPULSORY</i>		TOTAL			

CODE	SUBJECT	F	P	E	AMOUNT R C
N2 - 50211032					
16030192	Mathematics				
15070402	Engineering Science				
08080602	Industrial Electronics				
08090272	Engineering Drawing				
11041872	Electro Trade Theory				
11022032	Fitting & Machining				
11020532	Patternmakers' Theory				
08090102	Plating and Structural Steel Drawing				
11022182	Platers Theory				
11021152	Moulders' Theory				
11040662	Motor Trade Theory				
<i>(C) COMPULSORY</i>		TOTAL			

CODE	SUBJECT	F	P	E	AMOUNT R C
N3 - 50311032					
16030143	Mathematics				
15070391	Engineering Science				
08080613	Industrial Electronics				
08090283	Engineering Drawing				
11040343	Electro technology				
08190373	Mechanotechnology				
08090113	Plating and Structural Steel Drawing				
<i>(C) COMPULSORY</i>		TOTAL			

CODE	SUBJECT	F	P	E	AMOUNT R C
N4 - 50411032					
16030164	Mathematics				
15070434	Engineering Science				
08080164	Industrial Electronics				
08080074	Electrotechnics				
08090204	Mechanical Draughting				
08190194	Mechnotechnics				
08080104	Fault Finding and Protective Devices				
08090124	Plating and Structural Steel Drawing				
04110504	Supervisory Management				
08080284	Logic Systems				
<i>(C) COMPULSORY</i>		TOTAL			

TERMS AND CONDITIONS

RULES & REGULATIONS OF SAJ COMPETENCY TRAINING INSTITUTE (Pty) Ltd

1. Zero tolerance for the following acts: Drug/Alcohol Abuse; fighting.
2. All learners are expected to attend all classes timeously and Within the scheduled time
3. **I will adhere to the 90/40 rule.**
4. **Upon failure to attend lecturers, the learner will forfeit all monies paid to the SAJ Institute and shall be liable for all outstanding fees levied against him/her.**
5. SAJ Institute reserves the power to expel any student should such student have committed any deed that the SAJ Institute deems serious, in which case clause (3) above will apply.
6. Theft and violent acts will lead to immediate dismissal of the learner concerned.
7. Upon cancellation of your studies from the college, notify the College in writing immediately, without written confirmation of cancellation the student/parent/guardian/company will be held liable for full course payment.
8. Subject/Course changes and cancellations will only be accepted until the end of the first week after closing of registrations.

DECLARATION BY LEARNER:

I hereby confirm that the information provided by me in this form is accurate and should my application as learner to the College be successful, then I will unconditionally adhere to the rules and regulations of the College.

NAME & SURNAME (Student)

NAME & SURNAME (PARENT/GUARDIAN/EMPLOYER)

SIGNATURE (Student)

SIGNATURE (PARENT/GUARDIAN/EMPLOYER)

DATE: _____

DATE: _____

CANCELATION/WITHDRAWAL GUIDELINES

AFTER REGISTRATION THE STUDENT WILL BE RESPONSIBLE FOR THE FEES IN FULL. UNDER SPECIAL CIRCUMSTANCES CANCELLATION/WITHDRAWAL WILL BE CONSIDERED. THIS WILL BE ACCORDANCE THE ACADEMIC CALENDER FROM THE DEPARTMENT OF EDUCATION.

THE FOLLOWING GUIDELINES WILL THEN APPLY.

TIME PERIOD	PERCENTAGE OF FEES OWED TO SAJ TRAINING INSTITUTE	REASON
AFTER ONE DAY	NO PENALTIES	IF ANY PAYMENTS WAS MADE LEARNER CAN CLAIM IT BACK OR TRANSFERRED TO THE NEXT BLOCK.
DURING 2 ND WEEK	20% ADMIN	80% OF FEES PAID CAN BE CLAIMED BACK, OR TRANSFERRED TO THE NEXT BLOCK.
DURING 3 RD WEEK	50% ADMIN & CLASSES	50% OF FEES PAID CAN BE CLAIMED BACK, OR TRANSFERRED TO THE NEXT BLOCK.
DURING 5 TH WEEK	100% ADMIN, CLASSES AND EXAM COSTS	NO FEES CAN BE CLAIMED BACK FROM SAJ TRAINING INSTITUTE AND FEES SHOULD BE PAID IN FULL, TO PREVENT FURTHER ACTION TO BE TAKEN.

I, UNDERSTAND THE CONSEQUENCES, CONCERNING THE FEES, OF CANCELLING/WITHDRAWAL AFTER REGISTRATION.

SIGNATURE (payer)

DATE