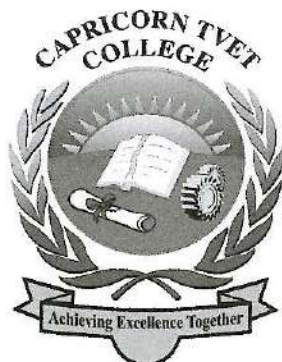


CAPRICORN TVET COLLEGE

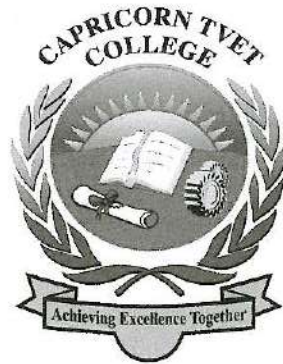


STUDENT ADMISSION AND REGISTRATION POLICY

**CAMPUSES:
POLOKWANE
SESHEGO
SENWABARWANA
RAMOKGOPA**

Policy Revised:	30/11/2022
Approved by Management:	05/12/2022
Approved by Academic Board:	15 /02/2023
Ratified by Council:	23/ 03/ 2023
Council Chairperson	<i>[Signature]</i> 09/05/23
Next revision date:	November 2025

VISION OF CAPRICORN TVET COLLEGE



“A dynamic Technical Vocational Education and Training Institution of Excellence”

MISSION STATEMENT OF CAPRICORN TVET COLLEGE

Capricorn College is to offer responsive, flexible and quality programmes that are accessible to all learners through formal learning, skills development and learnerships. This is achieved by adhering to policies and procedures, making use of committed human capital and employing appropriate physical and fiscal resources.

Values

- **Respect:** We treat others as we would like to be treated ourselves. Abusive or disrespectful treatment is not tolerated. We will strive for fairness and equity.
- **Integrity:** We are committed to transparency, honesty and sincerity.
- **Communication:** We are committed to effective communication. We believe information is meant to move and that information moves people.
- **Excellence:** We are satisfied with nothing less than the best quality in everything we do.

Student Admission and Registration Policy	Date of Version : 2022-11-30	Due date for next review: November 2025	Authorised By Management	Page 2 of 18
---	---------------------------------	--	-----------------------------	--------------

Table of Contents

INNOVATION AND DEVELOPMEN DIVISION.....	4
STUDENT ADMISSION AND REGISTRATION POLICY.....	4
1. POLICY OBJECTIVES	4
2. ACRONYMS	4
3. ABBREVIATIONS:	4
4. THE SCOPE OF APPLICATION	4
5. GOVERNING PRESCRIPTS (LEGISLATIVE AND POLICY FRAMEWORK)	5
6. GUIDING PRINCIPLES AND PROCEDURAL GUIDELINES.....	5
6.1 ADMISSION	5
6.2 SET QUALIFICATION STANDARD	6
6.3 MINIMUM ENTRY REQUIREMENTS	7
6.4 RETURNING STUDENTS	8
7. ADMISSION REQUIREMENTS FOR OCCUPATIONAL PROGRAMMES.....	8
8. COMMUNICATION OF STANDARDS TO PROSPECTIVE STUDENTS	8
9. REVIEW OF PROSPECTIVE STUDENTS' QUALIFICATIONS.....	8
10. REGISTRATION	9
10.1 INTRODUCTION.....	9
10.2 INFORMATION.....	10
11. STUDENT CATEGORIES.....	11
12. REGISTRATION PROCEDURES	12
13. CAPTURING OF STUDENT INFORMATION.....	14
14. EXAMINATION ONLY ENROLMENT	15
15. TUITION FEES AND PAYMENTS	15
16. CREDIT ARRANGEMENTS.....	15
17. COLLECTION OF OUTSTANDING FEES <i>SEE COLLEGE'S DEBT COLLECTION POLICY</i>	16
18. DEREGISTRATION	16
19. BURSARIES:.....	17
20. GENERAL REGISTRATION OFFICIALS MUST TAKE NOTE OF THE FOLLOWING:.....	17
21. REPORTING REQUIREMENTS.....	18
22. POLICY IMPLEMENTATION AND REVIEW.....	18

INNOVATION AND DEVELOPMENT DIVISION

STUDENT ADMISSION AND REGISTRATION POLICY

1. POLICY OBJECTIVES

- 1.1. To outline guidelines for the admission and registration of students at Capricorn TVET College
- 1.2. To ensure that prospective students adhere to pre-set admission norms before they can enroll to register as students.
- 1.3. To ensure that the college admission norms are set in line with DHET admission norms as well, depending on the nature of the programmes presented.
- 1.4. To set qualification standards for all intended programmes before enrolment commences.
- 1.5. To ensure that College approved programmes are marketed to potential students.

2. ACRONYMS

- 2.1 **College** means Capricorn TVET College.
- 2.2 **Council** means the College Council of Capricorn TVET College as established in terms of CET Act 16 of 2006 as amended.
- 2.3 **Registration** is the process whereby all students confirm their subjects and programme choices and agree to abide by the College Regulations and the Principal Conditions of Registration.

3. ABBREVIATIONS:

- 3.1 **DHET** Department of Higher Education and Training
- 3.2 **TVET** Technical and Vocational Education and Training
- 3.3 **HoD** Head of Department
- 3.4 **RPL** Recognition of Prior Learning
- 3.5 **NQF** National Qualification Framework
- 3.6 **NC(V)** National Certificate Vocational
- 3.7 **CET** Continuing Education and Training
- 3.8 **SAQA** South African Qualifications Authority
- 3.9 **EMIS** Educational Management Information System

4. THE SCOPE OF APPLICATION

This policy applies to TVET Colleges declared or established by the Minister in terms of the *Continuing Education and Training Act, 2006 (Act No. 16 of 2006 as amended)*.

Student Admission and Registration Policy	Date of Version : 2022-11-30	Due date for next review: November 2025	Authorised By Management	Page 4 of 18
---	---------------------------------	--	-----------------------------	--------------

5. GOVERNING PRESCRIPTS (Legislative and Policy framework)

- 5.1. The admission policies of Technical Vocational and Training Colleges (TVET) Colleges are underpinned and guided by the Constitution of the Republic of South Africa, 1996 (Act no 108 of 1996).
- 5.2. The policy seeks to provide a balance between the provision of access in TVET Colleges with the aim of redressing the imbalances of the past and ensuring rigorous success of students. This will ensure that we recruit the capable students who have a keen interest in vocational and technical education.
- 5.3. The White Paper for Post –School Education and Training (WP-PSET) envisages a post-school education and training system that is committed to achieving the following objectives:
 - 5.4. Education and Social Justice;
 - 5.5. A single coordinated system;
 - 5.6. Expanding access, improving quality and increasing diversity;
 - 5.7. Education and work; and
 - 5.8. Responsiveness
- 5.9. **CET ACT**

The Department recognizes that the CET Act entrusts the role of developing College admission policies to the Council after consulting the academic board and with approval of executive council.

5.10. SAQA Act

The Act created a single, unified system for education and training qualifications in the country. It set up ways of ensuring that quality and training in South Africa is of a high quality and provide many different entry, exit and re-entry points.

5.11. White paper 6

The college council will take necessary steps within its available resource to ensure that the college is accessible to students with disabilities.

6. GUIDING PRINCIPLES AND PROCEDURAL GUIDELINES

6.1 ADMISSION

- 6.1.1. A person may register as a student at Capricorn TVET College, only if he or she satisfies the legal requirements for admission to study at the College and satisfies any other requirements for admission that may be determined by the College Council and laid down in the College Student Code of Conduct.

Student Admission and Registration Policy	Date of Version : 2022-11-30	Due date for next review: November 2025	Authorised By Management	Page 5 of 18
---	---------------------------------	--	-----------------------------	--------------

- 6.1.2. To be eligible for admission to a programme at Capricorn TVET College, the applicant must be a South African citizen or have a valid study permit, in case the applicant is from a foreign country.
- 6.1.3. Foreign students must have South African Qualification Authority (SAQA) approved foreign qualification
- 6.1.4. Preference will be given to students who:
- i. Are South African citizens
 - ii. Have performed well academically as per APS scoring criteria per programme and the Placement test results.
- 6.1.5. Have good attendance record as per Student Attendance and Punctuality Policy for returning students.
- 6.1.6. Additional guidance, support and accommodations will be given to learners with special needs.
- 6.1.7. Management, Academic Board and College council will guide the development of a suitable admission process and the provision of services for prospective students, which is inclusive, fair and transparent.
- 6.1.8. Registrations which is conducted at the beginning of each academic period will open for 1 week during each intake to allow enough time for teaching and learning, particularly for students who are studying towards a Report 191 qualifications(semester/trimester)
- 6.1.9. A prospective student will be denied admission if he /she had been expelled from another College as part of a disciplinary sanction or Examination sanction from the DHET.

6.2 SET QUALIFICATION STANDARD

- 6.2.1. Qualification standards for all intended programmes shall be set before enrolment commences.
- 6.2.2. Minimum qualification standards for DHET programmes are set by the DHET, and are circularized to each campus site.
- 6.2.3. The Academic Board sets admission requirements. The admission standards are authorized by the College council.
- 6.2.4. The Academic Board sets the minimum admission standards for non-DHET programmes internally. The College Council approves the admission standards.

Student Admission and Registration Policy	Date of Version : 2022-11-30	Due date for next review: November 2025	Authorised By Management	Page 6 of 18
---	---------------------------------	--	-----------------------------	--------------

6.2.5. Standards for existing programmes should not change from year to year, but could be revised annually.

6.3 MINIMUM ENTRY REQUIREMENTS

6.3.1. NC (V) at NQF Level 2

6.3.1.1. A year-end school report, competent results for Grade 9,10, 11 or 12 certificate; or

6.3.1.2. A year-end school report, competent results for Grade 11 or 12 certificate; or

6.3.1.3. An NQF Level 1 qualification;

6.3.1.4. An approved bridging programme designed for the specific purpose to access NQF Level 2; or (PLP)

6.3.1.5. A Recognition of Prior Learning (RPL) assessment to meet the basic requirements for access to NQF Level 2;

6.3.2. N4 – N6 (BUSINESS AND GENERAL UTILITY STUDIES)

6.3.2.1. A prospective student must have a National Senior Certificate with admission to Diploma/ Bachelor or N4 /N3/ NC (V) L4; Introductory N4

6.3.2.2. First preference shall be given to NC(V) Level 4 graduates;

6.3.2.3. A Recognition of Prior Learning (RPL) assessment to meet the basic requirements for access to N4.

6.3.3. N1 – N3 ENGINEERING

6.3.3.1. N1- Grade 12 with Mathematics/ Physical Science or certificate of competence in an N1 Preparatory Programme.

6.3.3.2. N2- A student must strictly have passed N1;

6.3.3.3. N3 - A student must strictly have passed N2.

6.3.4. N4 –N6 ENGINEERING

6.3.4.1. N4 - A student must have N3/Technical Matric/ NCV Level 4 within the same stream;

6.3.4.2. N5 - A student must strictly have passed N4;

6.3.4.3. N6 - A student must strictly have passed N5.

Student Admission and Registration Policy	Date of Version : 2022-11-30	Due date for next review: November 2025	Authorised By Management	Page 7 of 18
---	---------------------------------	--	-----------------------------	--------------

6.4 RETURNING STUDENTS

- 6.4.1. An NC (V) students may not register for Level 3, for instance if he/she has not passed all five (5) subjects in his/her Level 2;
- 6.4.2. Similarly, a Nated student may not register for the next N level if he/she has not passed all three (3) subjects in his/her previous N Level.
- 6.4.3. All returning students should apply for their next level and for new programme if they intend to return to the college. Only students who have applied will be pre-enrolled.
- 6.4.4. Late registration will be allowed under the following conditions: death in the family, due illness (supporting documents must be submitted: medical certificate, death certificate, birth certificate accompanied by a letter from a qualified medical doctor)

7. ADMISSION REQUIREMENTS FOR OCCUPATIONAL PROGRAMMES

- 7.1. Minimum entrance requirements as per registered Skills Programme/ Learnership approved by QCTO/SETA.
- 7.2. To be eligible to apply for an Occupational Programme, a student who previously enrolled for NC(V) or Report 191 programmes will only be considered if such a student has fully completed the NC(V) or Report 191 programme (passed all subjects).

8. COMMUNICATION OF STANDARDS TO PROSPECTIVE STUDENTS

- 8.1. Minimum admission requirements for programmes are communicated to prospective students in the media, career exhibitions, open days and brochures shared with schools through marketing and communication section.

9. REVIEW OF PROSPECTIVE STUDENTS' QUALIFICATIONS

- 9.1. Prospective students need to supply both their original qualification and certified copies of documentation when enrolling for a programme.
- 9.2. Registration selection committee should check the certified documentation supplied as follows:
- 9.2.1. Proof of Identity, e.g. ID Copy/passport.
- 9.2.2. Proof of qualifications e.g. matriculation results, proof of previous year academic results.

Student Admission and Registration Policy	Date of Version : 2022-11-30	Due date for next review: November 2025	Authorised By Management	Page 8 of 18
---	---------------------------------	--	-----------------------------	--------------

9.2.3. Parents' /guardian/ next of kin ID document;

9.2.4. Proof of residence.

9.3. Whenever in doubt, the institution that issued the report should be contacted to confirm the authenticity of the document.

9.4. The reviewer should check that the qualifications supplied by the student comply with the minimum admission requirements for the desired programme.

9.5. Certified copies of student ID, academic results, original proof of residence and parent ID, should be attached to the completed enrolment form for administration purposes.

9.6. Existing students, wishing to enroll for a successive academic period, only need to supply documentation relating to the results obtained for the programmes completed.

9.7. Prospective students who are from other institutions must also produce certified copies of matric results and results obtained for the programme completed.

9.8. The campus makes a printout of academic history results available to students.

9.9. Prospective students holding foreign qualifications are required to submit SAQA evaluation report to determine whether they are adequately qualified to comply with qualification standards for the courses they wish to enroll for.

9.10. Foreign Students should provide valid study permits.

9.11. Admission standards do not apply for students when an organization approaches a college to do specific training of staff members. These students shall not to be included in the College enrolment.

9.12. Exceptions (e.g. where programmes are developed to address specific training needs on request of an outside organization) shall to be dealt with separately. The Campus Manager, together with the relevant HoDs should assess all the details relating to the application to ensure that prospective students will be able to complete the programme developed for them. Admission should be authorized by the academic board.

10. REGISTRATION

10.1 INTRODUCTION

10.1.1. The status of being "registered" in an Academic Time Period as a student at Capricorn TVET College shall be achieved by meeting criteria determined by the College from time to time, and shall require that a student:

10.1.2. Satisfy the academic requirements for admission in a chosen programme.

Student Admission and Registration Policy	Date of Version : 2022-11-30	Due date for next review: November 2025	Authorised By Management	Page 9 of 18
---	---------------------------------	--	-----------------------------	--------------

10.1.3. Be enrolled in an academic programme, and

10.1.4. Has paid prescribed fees (See "College Fee Structure.")

10.2 INFORMATION

10.2.1. A student will be registered in an approved programme of study following the successful completion of the College's admission process or, for continuing students, having satisfied progression requirements.

10.2.2. A student must complete all the essential parts of the registration process before attending lectures. As evidence of completing the registration process and formally registering in an approved programme of study, students will receive a 'Proof of Registration' printed from the College Management system.

10.2.3. Students will carry the proof of registration at all time and produce it upon request.

10.2.4. All new students will be required to provide the College with original documentary evidence of qualifications used to gain admission, proof of identity and other personal information.

10.2.5. All new students will be required to participate in a compulsory orientation and induction programme prior the commencement of classes.

10.2.6. All new students should acknowledge their programmes and subject choices for the specific time period.

10.2.7. Upon registering, students will be issued with a Proof of Registration, listing the programme and subjects which they will be studying for the specific time period.

10.2.8. Students who are unable to complete their registration at the allocated time or by the published deadline will not be enrolled. However, in exceptional circumstances students may be allowed up to a maximum of two weeks to complete their registration. Students who fail to produce the necessary documentation and/or evidence to complete their registration by the agreed deadline will not be registered.

10.2.9. Students may not register concurrently for more than one programme leading to a recognized certificate or diploma.

10.2.10. The College reserves the right to rescind the Registration Status of any student who has provided false information, made any misrepresentation and/or provided counterfeit or forged documents in respect of an application for a place at the College, tuition fees assessment, Certificate or Diploma or Bursary.

Student Admission and Registration Policy	Date of Version : 2022-11-30	Due date for next review: November 2025	Authorised By Management	Page 10 of 18
---	---------------------------------	--	-----------------------------	---------------

- 10.2.11. The College also reserves the right to withhold re-registration for students with outstanding financial obligations and to rescind the Registration Status of any student for the non-payment of tuition fees. (See College's policy on Debt Collection).
- 10.2.12. Students who formally withdraw from their studies must inform the College by completing the appropriate documentation, confirming the last date of attendance. Otherwise, the College will take the date of withdrawal as being the last confirmed attendance supplied by the lecturer. (See College's policy on Financial Management – Refund of student fees).
- 10.2.13. Student should deregister within two weeks after closing date for registration. Students who deregister after two weeks will be liable for tuition and hostel fees. Hostel fees shall be calculated on pro-rata basis.
- 10.2.14. A student who is funded by NSFAS /other donors must submit deregistration forms to Campus Student Support. Furthermore, a bursary beneficiary who decides to deregister from the College must submit proof of deregistration.
- 10.2.15. Students are not generally entitled to change subjects or programmes after registration. However, with the agreement of the HoD and/or Senior lecturer, changes can be made within the first two weeks of each Registration Period. A change or amendment to a programme is not valid until the HoD and/or Senior lecturer has completed the appropriate documents for authorization.
- 10.2.16. Students who are unable to complete their registration at the allocated time or by the published deadline will not be enrolled. However, in exceptional circumstances, students may be allowed up to a maximum of two weeks to complete their registration. Students who fail to produce the necessary documentation and/or evidence to complete their registration by the agreed deadline will not be registered

11. STUDENT CATEGORIES

- 11.1. *New students* – students who have never registered at the college before.
- 11.2. *Returning Students* – Students who have previously enrolled with the College.
- 11.3. **There are two possible anomalies within these two categories:**
- 11.3.1. Students who have registered at another college, and are transferring to the college are regarded as *new students*, simply because their details have not been captured on the college's system.

Student Admission and Registration Policy	Date of Version : 2022-11-30	Due date for next review: November 2025	Authorised By Management	Page 11 of 18
---	---------------------------------	--	-----------------------------	---------------

11.3.2. Students who have successfully registered at the college, but who have not successfully completed any courses at the college are regarded as *returning students*, as their details have already been captured within the college system.

11.4. Cases of pending results shall be handled individually.

12. REGISTRATION PROCEDURES

12.1. Students need to undergo a pre-registration process by registering on student portal online.

12.2. The College will process all student applications and communicate to both successful and unsuccessful prospective students.

12.3. Only successful prospective students may come physically to the college to finalize registration and get enrolled.

12.4. No provision shall be made for walk-in registration applications, however, provision shall be applicable in cases where the Campuses did not reach its projections. This applies only to applicants who should have applied on-line.

12.5. Enrolment dates are communicated to students through public media, student portal, brochures, prospectus, etc.

12.6. The following details will be communicated:

12.6.1. Qualifications required per programme

12.6.2. Enrolment dates and times

12.6.3. Tuition fees

12.6.4. Enrolment categories

12.7. The Principal determines final cut-off dates for enrolment, which is within the parameters of the deadline date set by the DHET.

12.8. Registration venues must be clearly signposted so that students know where to enroll for which programme.

12.9. An information desk should be set up, where students can obtain information relating to the enrolment process. (Admission requirements, brochures/prospectus, fee structure etc.)

12.10. Prospective students go to the information desk where they are to be directed to different venues.

12.11. Students, who are unsure of programmes that they can enroll for should be sent to student support for counseling and career guidance.

Student Admission and Registration Policy	Date of Version : 2022-11-30	Due date for next review: November 2025	Authorised By Management	Page 12 of 18
---	---------------------------------	--	-----------------------------	---------------

- 12.12. Registration venues, manned by registration staff, must be indicated in such a manner that students have easy access to it. Registration venues should be clearly signposted, so that students know where to enroll for which programmes.
- 12.13. Staff registering students must be aware of the enrolment process, including programmes and admission requirements. Registration Staff must also receive training on reviewing documentation for authenticity.
- 12.14. Selection committees shall clearly indicate which programme the student is approved to enroll for guided by the results of the placement test/APS scores. The students' current qualifications and identification documents (birth certificates, ID documents, qualification documents and study permits for foreigners) are reviewed for authenticity and minimum admission requirements. Certified photocopies of these documents are attached to the completed registration form.
- 12.15. When registration staff has ensured that the student has complied with all the admission requirements, assistance can be provided with the completion of the registration form.
- 12.16. The registration staff signs the enrolment form after completion as proof of review and that the student has been placed in the correct programme and make sure copies of all the required documentation have been attached to the registration form.
- 12.17. Registration staff must have a copy of existing students' results. These results must be reviewed to ensure compliance with progression criteria for the programme the student wishes to enroll for.
- 12.18. Selection committees compile manual class lists and submit to Registration staff.
- 12.19. Registration staff supply information to students on induction and commencement of classes.
- 12.20. Registration staff provide prospective students with information for Bank Payment.
- 12.21. Issue an account number.
- 12.22. Refer students to Administration desk if an arrangement for payment/credit is necessary. (See credit arrangements)
- 12.23. The student is required to deposit the prescribed/arranged amount, at the bank, before the enrolment process can be completed, where applicable.
- 12.24. A 24-hour registration form can be filled out to reserve the prospective student's position in the programme he/she wishes to enroll for, until he/she returns from the bank. It should be stated clearly to the student that a position on the programme would only be reserved for **24 hours**.
- 12.25. Once the payment has been made, the stamped deposit slip must be taken back to the registration venue (Non bursary holders).

Student Admission and Registration Policy	Date of Version : 2022-11-30	Due date for next review: November 2025	Authorised By Management	Page 13 of 18
---	---------------------------------	--	-----------------------------	---------------

- 12.26. Registration staff reviews and signs the deposit slip, to ensure that the correct amount had been deposited into the correct bank account. The student's completed registration form is also reviewed to ensure that it is signed.
- 12.27. A copy of the signed deposit slip must be attached to the Proof of Registration.
- 12.28. It should be noted that clauses pertaining to payment of tuition and accommodation fees are only applicable to students who are non-beneficiaries of NSFAS.

13. CAPTURING OF STUDENT INFORMATION

- 13.1. Once the administration has ensured that enrolment documentation is complete, prescribed fees have been paid, the student is transferred from student portal to Coltech system and the student's name is added on the class list of the programme he/she is enrolling for.
- 13.2. The administration clerk updates the College student system for any information on the student.
- 13.3. A printout of the information entered onto the system is made and signed by the student as acknowledgement of review and accuracy/correctness thereof.
- 13.4. A confirmation of registration is handed to the student as proof that he/she is enrolled for the next academic time period.
- 13.5. A student card is prepared for the student, indicating:
- 13.6. Student's name; Student number; enrollment period; student photo; and class group.
- 13.7. The student should receive a: Proof of registration; Student card; and Time table for classes to be attended.
- 13.8. A class list is printed once enrolment is complete. Students need to sign the class list once they have attended the first class to verify that they have been registered in the correct programme.
- 13.9. The student must check and sign The DHET preliminary schedules (prelims).
- 13.10. An adequate filing system should be maintained, where student records can be kept. The administration clerk will file the enrolment documents received from students alphabetically per faculty, programme & level.
- 13.11. The examination enrolment list is prepared by the administration clerk and reviewed by the examination officer.
- 13.12. The examination officer submits this list electronically to the DHET.

Student Admission and Registration Policy	Date of Version : 2022-11-30	Due date for next review: November 2025	Authorised By Management	Page 14 of 18
---	---------------------------------	--	-----------------------------	---------------

14. EXAMINATION ONLY ENROLMENT

- 14.1. Students who want to enroll for examinations only can register at the administration office.
- 14.2. Registration can take place outside the enrolment period, but should be done before the due date for exam enrolments to be send to the DHET.
- 14.3. The student has to complete an examination only enrolment form.
- 14.4. Before a student is enrolled, the relevant Senior lecturer/HoD/Exam officer will confirm that the student still has a valid year mark (NCV student' year marks are valid for one year, Report 191 Semester students' year marks are valid for two years and Report 191 Trimester student' year marks are valid for three years), thus authorizing the enrolment. If not, the student will not be enrolled.
- 14.5. Students shall pay assistance fee per subject prior to Report 191 exam only.
- 14.6. A registration fee is payable by the student before registration is complete. The administration clerk issues a receipt for funds received.
- 14.7. Assistance fee should be paid prior to supplementary examination per subject.
- 14.8. The administration clerk rolls over the student's details from Student portal onto the College system.

15. TUITION FEES AND PAYMENTS

- 15.1. Tuition fees are determined during the budgeting process. Students need to pay a minimum prescribed amount as determined by the College before they are registered as students. (See College's "College Fee Structure.")
- 15.2. Fees can be paid in the following manner: Cash/Direct deposit to the bank, Parents/guardians can negotiate for payment/credit arrangement, Bursaries
- 15.3. The administration clerk must reconcile fees received from students registered during the enrolment period. The Campus manager/Administration Head should review the reconciliation

16. CREDIT ARRANGEMENTS

- 16.1. Credit facilities are only available to full time students. Part time students must pay the full tuition fee upon enrolment.
- 16.2. A standardized contract must be used to arrange credit for full time students

Student Admission and Registration Policy	Date of Version : 2022-11-30	Due date for next review: November 2025	Authorised By Management	Page 15 of 18
---	---------------------------------	--	-----------------------------	---------------

- 16.3. The payment agreement form must be completed by prospective students requiring credit applications.
- 16.4. The payment agreement form must state: The fee to be paid, Installments to be paid, Installment payment date
- 16.5. The payment agreement form also must be signed by the person taking responsibility for the payment of the fees (usually the parent/guardian of the student).
- 16.6. This person must have contractual capacity.
- 16.7. The administration clerk must retain a copy of the payment agreement form until the original signed documents is returned to the administration department.

17. COLLECTION OF OUTSTANDING FEES

See College's Debt Collection Policy

18. DEREGISTRATION

18.1. Cancellation of registration should be done in writing not later than two weeks after the registration closing date by the student or person responsible for the payment of the account. Also on merit, that the student has attended no classes or written any assessment. Students who have not complied with the above requirement will be liable to pay the full fees due to the College except for the following instances;

18.1.1. Death of a student;

18.1.2. Illness confirmed by a medical certificate;

18.1.3. Transfer to another educational institution (confirmed by the institution);

18.1.4. A course or subject not offered;

18.1.5. Where the programme enrolled for is already full;

18.1.6. Supplementary Students

18.1.7. Where in terms of College rules and regulations such payment should not be made. (*Refer to payment and reimbursement policy*)

Student Admission and Registration Policy	Date of Version : 2022-11-30	Due date for next review: November 2025	Authorised By Management	Page 16 of 18
---	---------------------------------	--	-----------------------------	---------------

19. BURSARIES:

19.1. All NSFAS eligible qualifying bursary beneficiaries will not pay registration fees. See “NSFAS Eligibility criteria and Conditions for Financial Aid policy

20. GENERAL

Registration officials must take note of the following:

- 20.1. Campus Managers must convene a planning meeting before registration commences.
- 20.2. Enrollment and registration is based on available resources (educators and facilities)
- 20.3. Existing students are given first priority to register within a reasonable period. If an existing student has to register later, an arrangement must be made with the Campus Manager.
- 20.4. A student can fail the same course or subject twice and failure to pass during the second attempt, the student will not be enrolled. An exemption will be made for students living with disabilities.
- 20.5. Registration will be done one week prior to commencement of classes according to The National College Calendar.
- 20.6. HoDs, Senior Lecturers and admin staff are responsible for registration as delegated by the Campus Manager.
- 20.7. Fundamental staff/Heads of Departments and Student Support are responsible for conducting and analyzing Placement test results.
- 20.8. Lecturers to commence duty two days before lessons commence (as indicated on The Official College Calendar}. In those 2 days the following must take place:
- 20.8.1. Senior Lecturer meetings with program staff
 - 20.8.2. Subject meetings
 - 20.8.3. Files, text books & timetables issued to lecturers
 - 20.8.4. Term lesson preparation finalized and submitted to the Senior Lecturer.
- 20.9. Examination enrolments close for students a week prior to closing date for submission to DHET. No new examination enrolments will be done during the last week before submission, only corrections will be done.

Student Admission and Registration Policy	Date of Version : 2022-11-30	Due date for next review: November 2025	Authorised By Management	Page 17 of 18
---	---------------------------------	--	-----------------------------	---------------

20.10. Verification of corrections and the final examination enrolments will be printed and paper copies will be placed on notice boards & Senior lecturers will give handouts to register class lecturers for control purposes.

20.11. If examination results are late / pending and it is an administration mistake on the College side, the student gets the benefit of the doubt.

21. REPORTING REQUIREMENTS

Campus Manager/ HoD to submit daily registration statistic reports to Innovation and Development Division at Central office.

22. POLICY IMPLEMENTATION AND REVIEW

This policy will be implemented the day on which it has been approved by the Academic Board and ratified by Council and will be reviewed at the end of every three (03) years.

Student Admission and Registration Policy	Date of Version : 2022-11-30	Due date for next review: November 2025	Authorised By Management	Page 18 of 18
---	---------------------------------	--	-----------------------------	---------------