



# ALLIED SKILLS TRAINING CENTRE

PHOTO

## LEARNER ENROLMENT CONTRACT FORM

### LEARNER'S PERSONAL DETAILS:

Course applied for: And Level		Previous Highest Grade:			
		Year:			
Surname		Student Ref. No (Official Only):			
Full Names:		Learner's cell No.:			
Initials:		Race:		Home Language:	
Course Admitted into:		Religion:			
Gender:	ID No:	Date of Birth	Y	Y	Y
			Y	M	M
				D	D
Previous School Name:		Telephone:			
Previous School Address:		Province:			
Passport number (Foreign students only)		Nationality			
Do you have any disability(ies)	Y	N	Please elaborate		
Do you have a medical condition we should be aware of (Elaborate if any;)					

### PARENTS' / GUARDIANS' CONTACT DETAILS:

MOTHER/GUARDIAN		FATHER/GUARDIAN	
Surname		Surname	
Full names		Full Names	
ID Number		ID Number	
Cell Number		Cell Number	
Home Tel		Home Tel	
Work Tel		Work Tel	
Email		Email	
Physical Address			
Emergency contact details	Names	Cell No:	
	Home No:	Work No:	

### SECTION A: 1. ADMISSION POLICY & CONDITIONS:

The admission policy of ASTC complies with the requirements of the DHET & Umalusi. The ASTC gives preference to Learners who reside within the NATURAL CATCHMENT AREA of the ASTC. This is the area closest to the ASTC by the way of registered roads or access. *ALLIED SKILLS TRAINING CENTRE does not discriminate on the basis of race, sex or religion. Students are admitted solely on the basis of availability of space.*

- An applicant/learner must comply with the age compatibility of the grade for which he/she is applying.
- The most recent academic report and transfer cards from previous ASTCs will be taken into consideration.
- Non South African citizens require residence or study permits before full registration is confirmed.
- Acceptance of an application for admission to the ASTC does NOT imply acceptance into the ASTC.
- Learners and parents must feel comfortable with the basic ethics of the ASTC before registering.
- The ASTC Uniform policy, Learner code of conduct and other regulations are expected to be observed at all times.
- Registration fees, Admin fees & Library fees are non-refundable. Notice to discontinue studies or deregister from ASTC will only be validated with approval of a parent and Principal and must be made a full calendar month before the intended date of terminating studies.

**“NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS”:**

**SECTION B: 1. ENROLLMENT & FEES PAYMENT AGREEMENT**

1.1 I/We hereby agree to pay to ALLIED SKILLS TRAINING CENTRE the determined fees as follows:

PAYMENT FOR	TOTAL AMOUNT	PAYMENT DATE/ PERIOD AGREED UPON
• <b>Registration fees (Non-refundable):</b>	<b>R1000.00</b>	
• <b>Deposit:</b>		
• <b>Admin fees (Non-refundable)</b>		
• <b>Tuition fees</b> <i>(Please arrange convenient terms of payment to suit your affordability)</i>		Agreed monthly installment of R _____ To be paid from ____/____/20__ until ____/____/20__
• <b>Others (eg. PoE, Exam, Books, instruments fees etc)</b>	(_____)	

**“NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS”:**

- 1.2 Subject to the provisions of the South African ASTCs Act, 1996, and any Provincial law that may apply, the Parent (s) hereby undertake(s) that, for as long as the Learner attends ALLIED SKILLS TRAINING CENTRE, the ASTC fees and / or any other levies as determined by the ASTC shall be payable.
- 1.3 The Parent(s) agree(s) to be liable for payment of interest on all overdue amounts, at the maximum rate permitted by law from time to time.
- 1.4 ASTC fees and/ or levies and interest shall be paid into the ASTC Account and be administered and utilized by the Governing Body of the ASTC at its discretion, but always subject to the provisions of South African ASTCs Act and any Provincial laws that may apply.
- 1.5 If the ASTC institutes legal action for the recovery of any outstanding fees, the Parent(s) agree(s) and undertake(s) to pay all legal costs incurred by the ASTC on the scale as between an Attorney and his own client including interest or commission.
- 1.6 ASTC fees can be paid monthly in advance over an academic year period commencing January with final payment on or before 15<sup>th</sup> December each year. Quarterly or Cash options are also available.

**Full name of Parent (s)/ Legal guardians here in referred to as “the parent (s)”**

**Father/guardian:** \_\_\_\_\_ **ID No.** \_\_\_\_\_

**Mother/guardian:** \_\_\_\_\_ **ID No.** \_\_\_\_\_

**In respect of the education of \_\_\_\_\_ (Learner Names) and ID (DOB):** \_\_\_\_\_

**2. REMOVAL OF LEARNERS FROM THE INSTITUTION:**

- 2.1 The PARENT(S) / GUARDIAN(S) shall give the Institution at least ONE month written notice of his/her intention to remove a Learner(s) from the Institution, in which event the Institution shall upon the Learner’s departure from the Institution, refund to the PARENT(S) any tuition fees paid in advance for the portion of the year not utilized. Monies paid for other effects such as library fee, uniform, books etc may not be refundable.
- 2.2 If a Learner is removed from the Institution and NO '30 days' notice is given by the parent /guardian, fees paid in advance shall be FORFEITED and accrued fees may still be expected and payable by the legal parent / guardian. There will be NO expectations from the parent/guardian to be reminded that fees have to be paid. The Institution shall have the right to hand over any outstanding accounts without further notice.

**3. TUITION OF LEARNERS:**

- 3.1 The Institution shall provide education in accordance with the curriculum and syllabi determined by the ETQA and Umalusi, but always subject to the requirement of the South African Institution Act.
- 3.2 The parent hereby agrees that no extra tuition shall be expected of the Institution save for additional support events the Institution may implement as extracurricular activities.

**4. GENERAL:**

- 4.1 All registration fees, Library fees, administration fees or any other upfront deposits required are non-refundable.
- 4.2 The learner's failure to attend classes for whatsoever reason shall in no way entitle him/her to a reduction in fees nor will it absolve him/her or other signatories to this document from full liability for the payment of fees and other charges.
- 4.3 ALLIED SKILLS TRAINING CENTRE shall have the right to alter timetables, opening and closing dates of the Institution whenever necessary. The Institution shall NOT necessarily follow all DHET calendars/dates.
- 4.4 No alteration, cancellation, variation or addition hereto, shall be of any force or effect unless reduced to writing and signed by the parties to this agreement, or their duly authorized representatives.
- 4.5 This document together with the Learner Code of Conduct and any other RULES AND REGULATIONS thereto contain the entire agreement between the parties, and neither party shall be bound by undertakings, representations or warranties not recorded herein.
- 4.6 Neither party may cede or assign their rights or delegate their obligations in terms of this agreement without the prior written approval of the other party, which shall not be unreasonably withheld.
- 4.7 The Parent(s) hereby choose(s) DOMICILIUM CITANDI ET EXECUTANDI for the purpose under this agreement at the address set forth below, and the Parent(s) shall be entitled by notice to the INSTITUTION to change his or her/ their chosen DOMICILIUM provided that the changes shall only become effective 14 days (fourteen) after service of the notice in question.

## 5. EXTRA CURRICULAR EVENTS:

Extracurricular activities at our ASTC shall generally include all ASTC activities conducted outside class for or by learners including but not limited to trips, study excursions, sports events and competitions. It is necessary for every child to participate in outside class activities for proper mental development. However, "NO LEARNER MAY PARTICIPATE IN ANY ACTIVITY UNLESS THIS SECTION OF THE FORM IS FULLY COMPLETED AND SIGNED BY THE PARENT/ GUARDIAN".

I,..... [Full name and surname], the parent/guardian

of.....(Learner name) hereby give permission for him/her to participate in the ASTC extracurricular activities.

I hereby indemnify and hold the ASTC, its agents, representatives and educators harmless against any claim or demand arising from the death of or injury to my child or any loss of or damage to property, of whatsoever nature and howsoever sustained, including consequential loss, arising from or occasioned by my child's participation in ASTC extracurricular activities.

I also agree that, if in the opinion of the Principal of the ASTC or his delegated deputy an emergency has arisen and medical treatment be deemed necessary for my child, the Principal of the ASTC or his delegated deputy shall have the authority (which is hereby delegated to the extent such delegation may be required) to consent to such medical treatment, including surgical intervention, on my behalf.

I further accept that all precautions will be taken to ensure the safety and welfare of my child and that I will be held responsible for the payment of medical and/or hospital accounts where applicable.

1) Mother's Signature: \_\_\_\_\_ 2) Father's Signature: \_\_\_\_\_

Signed and dated at \_\_\_\_\_ on this \_\_\_\_\_ day, of \_\_\_\_\_ 20\_\_\_\_\_.

## 6. DISCIPLINARY MATTERS:

All disciplinary matters pertaining to the education and training of the Learners shall vest in the PRINCIPAL of the ASTC, or a person authorized by the PRINCIPAL. Learners and parents shall also be expected to play a role as outlined below:

### 6.1 RESPONSIBILITIES OF PARENTS WITH RESPECT TO THE CODE OF CONDUCT FOR LEARNERS

The ultimate responsibility for learners' behaviour rests with their parents or guardians. It is expected that parents will

- 6.1.1 support the ASTC, and require learners to observe all ASTC rules and regulations and accept responsibility for any misbehaviour on their part; and
- 6.1.2 take an active interest in their children's ASTC work and make it possible for the children to complete assigned homework.
- 6.1.3 Parents have the responsibility towards their children to display a positive attitude towards the ASTC, educators and rules and to encourage their children to do the same.
- 6.1.4 Parents should attend meetings that the Governing Body (SMT) or educators convene for them.
- 6.1.5 Parents have the right to take legal actions against any educator, learner or person who unlawfully violates the constitutional rights of their children by, e.g. corporal punishment, injury to the child, etc.
- 6.1.6 They should inform ASTC authorities about any problem concerning their children or other children in the ASTC.
- 6.1.7 Parents have a responsibility to understand the ASTC code of conduct and work hand in hand with the ASTC to ensure that all the ASTC rules and regulations are observed.

### 6.2 RESPONSIBILITIES OF LEARNERS WITH RESPECT TO THE CODE OF CONDUCT FOR LEARNERS

Among other ASTC rules and regulations as stipulated in the Students code of conduct, learners shall be charged with the responsibility of observing the following ASTC rules and regulations:

- 6.2.1 Being prompt and on time for lessons and not leaving early.
- 6.2.2 Listen to instructions.
- 6.2.3 Respect own equipment as well as that of other people.
- 6.2.4 Not be disruptive, thereby preventing the other pupils from receiving quality education
- 6.2.5 Complete all homework and class work assignments to the best of my ability
- 6.2.6 Be honest in all my work including tests and in all I say or do.
- 6.2.7 Avoid rough or dangerous games & not gamble or play any unlawful games
- 6.2.8 Refrain from using unacceptable language
- 6.2.9 Respect sports facilities and rules, **Not smoke** on the ASTC premises grounds or while in ASTC uniform
- 6.2.10 Stay away from 'out of bounds' areas at all times & not climb over any ASTC fence or walls
- 6.2.11 Refrain from throwing any objects or littering.
- 6.2.12 Not deface any walls, doors, desks or vandalize ASTC property; do not remove or tamper with anything from class rooms
- 6.2.13 Refrain from any form of challenge of an educator's authority whatsoever
- 6.2.14 Not tamper with safety equipment
- 6.2.15 Not leave the ASTC or classroom during ASTC hours without the permission of the principal or educator.
- 6.2.16 Not bring phones, electronic games, tablets, pets or toys or valuables or undesirable reading matter to ASTC
- 6.2.17 Obey the instructions of prefects or learner representatives
- 6.2.18 Not be guilty of any form of rowdiness or loud behaviour

## 7. UNDERTAKINGS:

THE PARENT(S) / GUARDIAN(S); ..... (Names) hereby

- a) Indemnify the ASTC, the members of the GOVERNING BODY, the STAFF and OFFICIALS against any injury, harm or any other loss caused to any person by the conduct of the Learners.
- b) Consent to their children participating in ASTC activities, including sport, outings and any other extracurricular activities. The GOVERNING BODY, the STAFF, OFFICIALS and PERSONS ASSISTING THEM are indemnified against ANY claim for INJURY or LOSS sustained by the LEARNERS and/ or the PARENT (s) while the Learner is engaged in such activities, unless the ASTC, member of the governing body, the staff, officials or person assisting them acted without authorization or with malicious intent.
- c) Undertake(s) to comply with the terms and conditions of the ASTC RULES and the CODE OF CONDUCT as amended from time to time. A copy of such rules is issued to the learners and by request to the parent.
- d) Indemnify the ASTC, its employees and officials from liabilities incurred on account of any injuries to, or illness of the Learners and agrees and consents that the ASTC, or any of its educators may consent to any operation or medical treatment of an URGENT nature for the Learners should such consent be required for medical reasons and should it not be possible for the PARENT(s) to be approached immediately, all REASONABLE steps to do so having been taken.
- e) Accept (s) the Constitution, Rules, Dress Code and code of Conduct of the ASTC and any amendments thereto from time to time.
- f) Agree(s) to comply with the regulations pertaining to medical inspections as contained in South African ASTCs Act and any provincial law that may apply.
- g) Agree(s) to have the Learners immunized against all normal infectious and/ or contagious disease and to provide proof upon request.
- h) Agree(s) that their children may lawfully be searched for weapons, drugs and may be tested where there is reasonable suspicion of drug use
- i) Agree(s) to notify the ASTC immediately of any absence or pending absence of the Learners from the ASTC.
- j) Agree(s) to ensure that the Learner is neatly attired in accordance with the ASTC UNIFORM REGULATIONS and conducts him/herself in accordance with the CODE OF CONDUCT of the ASTC.
- k) Indemnify the ASTC from any liability that may arise due to the learner's failure to register for department examinations. On receiving a ASTC calendar, I will diarise all closing dates and ensure that my child is fully registered for the necessary examinations required.

## 8. BREACH:

8.1 Should the PARENT(s) / Guardian(s) fail to pay any amount in terms of this Agreement on the due date, and in such event;

8.2 Legal action shall be instituted against the parent if other means fail.

8.3 Where a parent is not satisfied with the ASTC's procedures, the ASTC's enrollment terms, learners' code of conduct, ASTC disciplinary policy, ASTC refund policy, ASTC uniform policy, ASTC assessment policy, ASTC attendance policy, other relevant policies and procedures shall be invoked as the first terms of reference to resolve the dissatisfaction. Should parent(s) still not feel satisfied, then the principal (SMT) will grant leave to the dis-satisfied parent to escalate the issue to the Department of Education's district or provincial office. Any attempt not to follow this procedure shall constitute breach of the enrollment terms for ALLIED SKILLS TRAINING CENTRE.

### ***Legal address where all official correspondences should be sent if different from the above***

Residential Address: \_\_\_\_\_  
\_\_\_\_\_

Postal Address: \_\_\_\_\_

### **Important**

- ◆ NOTE: IF DIVORCED, copies of the section of the DIVORCE AGREEMENT pertaining to schooling must be attached.
- ◆ IF MARRIED, BOTH PARENTS MUST SIGN THIS AGREEMENT.

THUS DONE and SIGNED by the PARENT (s) and LEARNER at \_\_\_\_\_ on this \_\_\_\_ Day of \_\_\_\_\_ 20 \_\_\_\_\_.

Signature \_\_\_\_\_  
FATHER and MOTHER/ LEGAL GUARDIAN

Signature \_\_\_\_\_  
LEARNER / STUDENT

In the presence of the undersigned witness

**Name & Signature** \_\_\_\_\_

**WITNESS**

**Name & Signature** \_\_\_\_\_

**COLLEGE OFFICIAL**