REGISTRATION IS SUBJECT TO THE FOLLOWING CONDITIONS

1. **ENROLMENT REQUIREMENTS;** The applicant attests that the information supplied is correct and accurate in all respects and undertakes to update it with the institution as and when there is any change in the supplied details.

2. **CANCELLATION OF STUDIES AND REFUND;** The applicant reserves the right to terminate his/her studies at Springfield FET College provided that he/she submits a letter of cancellation to Springfield FET College and the letter is received by the college not later than 14 days by email before the commencement of the course. Provide sufficient evidence to motivate cancellation of studies i.e. student unable to carry on with studies due to terminal illness, relocation, college cancelling program or death. In either event, the college will provide a full refund on installment fees only provided that applicant has not attended any classes. Full refund will be made if the applicant initially paid for his/her fees and then sponsor pays for fees. The applicant will be entitled to a full refund of what he/she initially paid. No refund of fees will be made by the college if applicant has attended orientation briefing or attended classes even if it is once. The college will only refund to the account of the Sponsor /Parent/Guardian only and further verification will be imposed on the applicant before fund are refunded. Cancellation will also be granted to the applicant without any further contractual obligation to the student and No cash refund given by the college provided that the applicant transfers his/her studies to another prospecting student to substitute his/her space at the college. Automatic decline of application for refund will be instituted after 14 days of registration and No claims or liabilities will be made and or accepted by the college whatsoever.

3. **LEARNER RIGHTS & OBLIGATIONS;** It is the student's right to obtain the correct service that he/she has paid for and therefore the student's duty to notify the college administration in writing or otherwise if he/she feels that this right is being compromised by any official at the college. In the event that a student wishes to report any incident, the applicant must provide a comprehensive description of the nature of problem and or any evidence to support that claim and must insist on obtaining a reference for the query, alternatively the student may use the online student survey form to lodge their compliant at www.springfieldfet.co.za . It is the learner's duty and obligation to obtain from the college all important information pertaining to teaching, prelim checking for examination enrollments, forwarding any corrections made to the college admin timeously after the college has notified the student either via notice boards, SMS or email. The student must adhere to all additional Internal College / External DHET rules and regulations, processes and procedure throughout their entire duration of studies at Springfield FET College.

4. **GENERAL CODE OF CONDUCT;** Students must abstain from the following habits while at school: theft, smoking, drinking, drugs, carrying weapons, inappropriate behavior and abuse of school property, disobedience of instructions and college processes. Failure to comply with this will result in serious consequences including suspension or dismissal without refunding the offender/s. foreign applicants must pay at least half of the required fees or provide proof of sufficient funds and a valid study permit. All fees payments are due on the 7th of every calendar month unless if special arrangements have been made and granted by the college. Late payments resulting into late Examination entries will be a responsibility of the applicant and the college will not be held liable whatsoever for any irregularities that may arise.

5. **ATTENDANCES AND ASSESSMENTS;** A minimum of 30 weeks of regular and punctual attendance is required of the student and the college reserves the right to block access from either internal or External Exams if the student fails to meet the stipulated duration of attendance per term or year as set by the Department of higher Education and Training. Upon Confirmation of registration, the student must request for the class attendance time table, year event calendar and assessment schedules for his/her respective lessons further to that, he/she must also report in writing to **springfiledfet@gmail.com** when they miss any scheduled classes

6. **EXTERNAL EXAMS REGISTRATION & PROCEDURES;** Failure to Comply or complete or amend changes to the registration form, Examination forms or preliminarily schedules for whatsoever reason will place the entire learner's academic term, semester or year in serious jeopardy and will result in a decline to admission into the Examination room. Where such happens the college will not be held liable and will not refund whatsoever. Exams will be transferred to the following term and additional conditions imposed on student as per concession granted.

7. **LIMITED LIABILITY;** Neither Springfield FET College nor its employee/s or representative will be held liable to any minor or serious bodily harm or death or loss of property arising in any way whether or not by willful or negligent act or mission or breach of contract by any college representative/s. **Either I_____(for Minor/Below 18 Years) or** I_____duly assisted in Law By_____, (Legal Guardian) on this____day of

8. _____20____at_____do hereby declare and warrant the I Severally and or Jointly understand and accept the conditions of registration at Springfield FET College. Furthermore attest to the correctness of the information that I have declared, and acknowledge that any false, Misleading or inadequate declarations may result in serious and yet undesired consequences. Hence I will not expect Compensation from Springfield for any inconveniences that are a result of my own negligence.

_____
Registrar

_____   _____
Applicant signature   Date