

2023 Contract Of Enrolment

Passport
Photo



For Office Use Only

Date: _____

Student Number: _____

Application processed by: _____

Enrolment Must Be Accompanied By:

1. Copies of highest qualification
2. Copies of your ID or passport
3. Two ID sized photographs
4. Registration fee
5. An initial non refundable deposit

Please complete this and return it to the enrolments department or email to info@digmac.co.za, applications@digmac.co.za or digmacinfo@gmail.com, You will need to sign section 5 of the form by hand. Please complete all sections in CAPITAL letters.

This form confirms my application to DIGMAC (Digital media Arts college for the course below)

Course Name: _____

Course start date: Year Month Full Course Fee:

Section 1: Personal Detail:

Title / : Mr Miss Ms Mrs Dr Others

Surname / Last name _____

First name _____

Middle name

Date of birth Gender (please tick) Male Female

South African Identity Document

Are you a South African citizen? Yes No

If no, please state nationality

Passport number

Permit number Date permit obtained

(Submit certified copies of the Permanent Residence Certificate and Permanent Residence Visa in Passport)

Are you a refugee? Yes No Are you an asylum seeker? Yes No

(If you are a refugee / asylum seeker, please attach a certified copy of a valid permit)

Address:

38 Melle Street
Management House
5th floor Unit 514
Braamfontein Johannesburg

DIGITAL MEDIA ARTS COLLEGE

Postal Address

PO Box					
Suburb					
City	Postal Code				
Home Telephone No:					
Work Telephone No:					
Cellphone No:					
Fax No.:					
Email:					

NEXT-OF-KIN (TO BE CONTACTED IN CASE OF EMERGENCY)

Surname				
First name				
Home Tel. No:				
Cell No:	Relationship			

THIRD PARTY CONTACT DETAILS (Contact information of family or friend)

Home Telephone No:			
Work Telephone:			
Cellphone No.:			
Email Address:			
Student Sign.:	Date:		

SECONDARY EDUCATION

School Matriculated:				
Year Achieved:	Matriculation Exam Board			
Matriculation Status	Bachelors	Diploma	Higher Certificate	
Full Exemption	without exemption	Conditional		
Matriculation Certificate No:				

TERTIARY EDUCATION

Have you previously studied at any tertiary institution?	Yes	No
If yes, please state name of institution		
Qualification Previously Obtained		
Applying for credits or exemption for study units completed and passed	Yes	No

Where did you hear about Digmac?

Word of Mouth	Radio	Newspaper	Flyers	Online
educational fair/event	Television	Social media	Digmac Mail	E.A. Advisor
Specify				

Section 3 Health

The following information is required so we can help you as far as reasonably possible.

Please detail below any allergies, disabilities, medical conditions, learning difficulties or special requirements you need.

Please also detail any medication you will be required to bring on site.

Failure to declare a medical condition at this stage might impact upon your ability to progress through the programme and may result in your exclusion from the course.....

Section 4 Payment information

Student receiving a bursary / loan

Name of organization	Phone:
Address	
Contact Person	
Email	Position

STUDENTS PAYING BY DIRECT DEPOSIT

(To pay into account below on or before the due date of the installment)

Name of Account	DIGMAC
Account no:	1202620000
Bank	NEDBANK
Branchcode:	198765
Reference	Student name & surname

DETAILS OF PERSON LIABLE FOR PAYMENT OF FEES

Surname	
First name	
Home Tel. No:	
Cell No:	

Postal Address

PO Box					
Suburb					
City	Postal Code				
Work address					
Tel: (w)		Email:			

1. I, the above-mentioned account payer, do hereby confirm that the above information reflects my monthly income and expenditure as at the assessed date and is, to the best of my knowledge, true and correct.

2. I, the undersigned, hereby consent that:

a. Digital media arts college will be entitled to verify the information contained on this Enrolment form and make whatever enquiries it deems necessary regarding my creditworthiness with any credit bureau.

b. Its holding, affiliated, or subsidiary companies will be entitled to furnish any information in relation to any account of the account payer with

Digital media arts college, including account payer's creditworthiness and details with respect to how the account payer has conducted his/her account with Digital media arts college and the account payer's compliance or otherwise with these conditions, to any other creditor or to one or more agents.

3. As the account payer, I undertake to be liable to effect payment of all amounts due to Digital media arts college in respect of the student's enrolment in terms of this agreement. If the account payer and the student are not one and the same person, then the student hereby agrees

Student Sign.:.....

Date:.....

Section 5 Terms and Conditions

- 1 If payments fails via Debit order or Post-dated cheque, a R100 administration fee will be charged to your account, plus the fee charged by the bank/s in respect of such reversal.
 - 2 Student's rights to rescind/terminate the agreement
 - 2.1 Full-time Certificate and Diploma Application
A full-time registration by a student shall be for the entire period/duration of the courses registered for.
 - 2.2 Full Cancellation
If the consumer or the student (where the consumer is not also the student) registered for the first time to study in an academic year and wishes to cancel their enrolment for that year, the following condition shall apply.
- FULL-TIME STUDIES**
- 2.2.1 One-year programmes and other full-time programmes
A consumer or the student may cancel his/her enrolment for the current academic year of study as a whole and shall be exonerated from liability for the tuition fees (but excluding the registration fee and the student induction pack fees/Admin fees remain payable , and default administration charges that Digital media arts college will be entitled to levy) provided that Digital media arts college is informed in writing no later than 4 (four) weeks prior to the commencement of the academic year in question and with written notification of receipt and such cancellation of receipt and such cancellation having been furnished by Digital media arts college Should the consumer /student wish to cancel such registration, and

such cancellation is after 4 week notice period required in terms of this contract then consumer/student shall be liable to pay the reasonable cancellation costs which Digital media arts college has determined to be reasonable, to be 80% (eighty percent) of the annual fees charged which the consumer/student hereby agree to by his signature. However , at the discretion of Digital media arts college , and the subject of the parties reaching agreement on the relevant terms and conditions, full tuition value may be given instead, within the same academic year, to the consumer or (at the election of the election of the consume) a member of his/her immediate family. Any student/consumer shall only be entitled to cancel under this clause up until 30 of June of there of registration. All cancellation from date of commencement to date of cancellation will be worked on pro rata basic as to the benefit received by the student /consumer. No cancellation will be accepted after 30th of June.
- PART-TIME STUDIES (Evening & Saturday mornings only)**
- 2.2.2 First and Second semester (half year) Programmes
A consumer/student may cancel his/her enrolment for the current academic period and shall be liable for 80% (eighty percent) of the full tuition fees (but excluding registration fee and the student induction pack fees/Admin fees remain payable, and default administration charges that Digital media arts college will be entitled levy) provided
That Digital media arts college is informed in writing by no later than (4)four weeks before the cause commence, with written notification of receipt and such cancellation having been furnished by Digital media arts college to the consumer by the date . however ,at discretion of Digital media arts college, and subject to the parties reaching agreement on the relevant terms and conditions ,full tuition value may be given instead, within the same academic year , to the consumer or (at the election of the consumer) a member of his/her fairly. In the event of the student and or responsible person cancelling this contract then they will be liable for undertake to pay 80% (eighty percent) of the total course fees and be liable to pay for study material received which sum shall not exceed more than 10% (ten percent) of the total course cost if they cancel after 5 working days of the course having commenced.
3. General
 - 3.1 The student shall not, by reason of his/her failure to attend lectures, be entitled to a reduction in fees, nor will it absolve the student/consumer (where the consumer is not the student) from full liability for the payment of the full fees and other charges. Once a student has commenced attending lectures a student may not cancel this agreement except as provided for herein. Should any payment not be made for a period of three consecutive months then the student and/or the person responsible for payment hereby agree and acknowledge that such students will be barred from attending campus or receiving any tuition material or tuition until such time as satisfactory arrangements have been made with Digital media arts college and are acceptable to Digital media arts college. Digital media arts college reserves the right to exclude a student more than once from its campus.
 - 3.2 No consensual or other cancellation of this contract shall be of any force or effect without consent thereto by authorized director or authorized of Digital media arts college. The consumer/student is hereby informed that no verbal agreement by any person shall be of force and effect unless the consumer/student has such cancellation confirmed in writing from Digmac cancellation committee. The by his signature hereto is made aware of the provision of this clause and hereby acknowledge acceptance thereof. Refunds will take a minimum of 90 days to be paid from date of approval by the cancellation committee. By his/her signature/s hereto the persons responsible or standing surety for the payment of fees and/or any amount due under and/or in terms hereof hereby irrevocably authorize Digital media arts college to perform such credit checks as it may its sole discretion determined with any recognized credit bureau or the like.
 - 3.3 the right to attend lectures and write examination is not transferable. Accordingly, the student shall attend all lectures in person and shall be the only per - son in entitle to write examination in respect of the subject forming part of the Digital media arts college programme for which the student has enrolled. Interests will be charged on all over due accounts as from the date on which such amounts are all become due the at the rate of which date the person 15.5%per annum from which date the person acknowledge to liable to pay interest from untiil date of final payment. Under no circumstances will any student be permitted to write exam if any amount is outstanding and the full fees and other amounts due under this contract are not paid in full prior to such exam.
 - 3.4 The student/consumer (where the consumer is not the student) accepts that Digmac shall have the right to vary the programme syllabus at any time, without prior on written notice to the student/consumer. The consumer/student hereby acknowledges and accept that Digital media arts college shall have the right at all time to vary the terms and conditions hereof. Digital media arts college shall post such alterations and/or variation on its we
 - 3.5 Digital media arts college shall have the right in its sole discretion, to postpone or cancel tuition in any programmers initially advertised and offered, on the basics of insufficient demand .Digmac shall be entitled to combine classes of similar academic level and content.
 - 3.6 Digital media arts college shall be entitled to create and apply rules (including due performance requirements) and the student hereby agrees to be bound by such rules. Digital media arts college shall be entitled to exclude the student from lectures and examination (without any way detracting from the right of Digital media arts college to recover fees payable), and to with- hold student's results (or the student's examination results) should the student/consumer, as the case may be, fail to comply with any such rules or the terms of this agreement.
 - 3.7 The student/consumer shall be liable for costs incurred by Digital media arts college including but not limited to attorney and client fees, collection charges and tracing charges in enforcing the obligations of the student under this agreement to the maximum extent permitted by the National Credit Regulator.
 - 3.8 books, stationery or either items, which shall be for the account of the consumer/student.3.9 The student/consumer (where the consumer is not also the student) is responsible for ensuring that he/she has been properly registered with any relevant external institute or examining body, where applicable, and that he/she or the student/consumer (where the consumer is not also the student) has been regis- tered for examination with such institute or body.
 - 3.10 In the case of an extraordinary event or circumstance beyond the control of such parties, such as war, strike, riot, crime or act of God (e.g., food, earth- quake, volca Digital media arts college shall be entitled to suspend lectures and temporarily close any campuses affected thereby. The student /consume (where the consumer the student) shall not by reason of such suspension or closure be entitled to terminate this agreement or claim a refund, fees paid or a reduction





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5th floor Unit 514
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DIGITAL MEDIA ARTS COLLEGE

- 3.11 On fees payable or any compensation from Digital media arts college.
No relaxation, variation, or indulgence granted by Digital media arts college to the student/consumer (where the consumer is not also the student) shall constitute a waiver of any right vesting in Digital media arts college in terms hereof, and no reliance may be placed by the consumer or other signatory here or any statement or representation (where the oral, tacit or otherwise) not contained herein.
- 3.12 All correspondence must be by way of registered mail, telefax or by hand delivery to Digital media arts college's premises. All correspondence must be received and signed for
- 3.13 By Digital media arts college prior to the applicable cut-off-date as stated elsewhere in this agreement. It is the responsibility of the student to ensure he obtains confirmation in writing form.
- 3.14 In the event of the signatories to this agreement, other than Digital media arts college, having completed this form incorrectly, or the payment details
Herein not being in accord-once with requirements of Digital media arts college, Digital media arts college shall be entitled to reject the student's application or to require the student complete a new application.
A student/consumer (where the consumer is not also the student) who receives a promotional item as a result of this enrolment contract hereby acknowledges that Digital media arts college is not responsible for any repairs, service issues, warranties or performance on relation thereto. These must be referred to the promotional item.
As a result of this enrolment contract, hereby acknowledge that Digital media arts college is not responsible for any repairs, service issues, warranties or performance on relation thereto. These must be referred to the promotional item manufacture, service provider, network or agent(s) thereof, as the case may be.
- 3.15 The student accept, as stipulated in the Digital media arts college assessment policy (which shall be deemed from part of this agreement) that as part the assessment of the program me, the student must fulfill certain academic requirements which may include (but are not limited to) the completion and / or sign off of a Portfolio of evidence or other forms of assessment.
- 4.0 The student understands that submission of any academic work should be the intellectual work of the student.
Should submission of any academic work not be that of the student, it will constitute fraud, which may result in the expulsion of the student.
- 4.1
- 4.2
- 4.3
- 4.4 The student will not be allowed on campus when the amount is arrears. Digital media arts college will not issue any student with a certificate if any outstanding amount is not by the student payments
- 5.0 By their signature hereto any person/s here by authorize Digital media arts college to enquire from the employers of the persons responsible for payments (including the student and/or surely) the complete details of salary of such including the salary is paid and the amount.
Any amount that are due under and /or in terms hereof shall be deducted on the salary date of the person who is responsible for payment.
- 6.0 should of any reason whatsoever a debit order be returned unpaid then the person responsible for such payment hereby irrevocably authorizes PT Training to debit hi/ her account with amount due on any date as Digital media arts college MAY CHOOSE AND/ OR TO DOUBLE DEBIT his/ her account with the amount due at the next salary date . Charges /bank fees to be recovered from payer if a debit order is rejected address for receiving of documents.
- 6.1 Digital media arts college and the student/consumer (where the consumer is not also the student) respectively choose as their addresses for service of legal, documents the address-es listed at the top of this agreement. Any part to this agreement may changes is address by delivering to the party a written notice of the new address in.
The manner specified in the National Credit Act, and delivery made or attempted at such address chosen by the student shall be proof of completion of Digital media arts college's obligation with regard to any study materials to the student.
The student/consumer warrants that such address is the correct address at which delivery of all materials and/or study note act. Is to be effected and Jiet against any claim for delivery of the student materials, should Digital media arts college be able show attempted delivery.
- 6.1.1
- LEGAL DECLARATION AND INDEMNITY**
Neither Digital media arts college in or any official employees or reprehensive of Digital media arts college acting in his/her capacity as such shall be liable for any damages arising out of the death ,bodily harm loss of health of any customer however caused, and the destruction of or damage to any own by or in the custody of the customer, howsoever caused. The student /consumer herby indemnifies Digital media arts college against any claim made (whether for damages, cost, or otherwise) again Digital media arts college in respect of any action and/or omission of the student/consumer (where the consumer is not also the student). The student /consumer by his signature hereto confirms that he fully aware of the type of cause and that he register for, and that it is indeed the cause that he wants to register for, and that no representations have been made other than those contained in the official brochure. The student/consumer hereby indemnifies Digital media arts college against any claim they may have.
- 7.0
- 7.1
- 7.2
- 7.3
- 7.4
- 7.5 **ACCOMPANY DOCUMENTS**
The following material must accompany this application, namely:
The original and certificate copy of the front page of the student's valid identity book (if South African citizen),
The original and certificate copy of front page of the valid identity book and/valid passport of person(s) responsible for payment of account,
Certified copies of student's study permit and front page of valid passport (if not South African citizen)
Where applicable, original and certified copies of matriculation (grade 12) certificate, or symbols, or Schools, leaver's Certificate. If the student is awaiting matriculation results, these must be furnished as soon as they become available.
- 7.8 original and certified copies of Academic record and certificate of good conduct should the student be transferring from another account tertiary education institution or examining body to Digital media arts college
Original and certified copies of institute of enrolment where applicable
If a payment option other than cash is selected, the student must submit
- 8.0
- * Proof of income, being in respect of permanently employed person.
* The original and certificate copies of the most recent salary advice or 3(three) months bank statement for self employed persons
* Proof of residence of account payer
* Marriage Certificate(if married in community property)
- 9.0 supporting documentation, should the student require additional time for examinations?
The student /consumer(where the consumer is not also the student)acknowledges that this agreement shall only come in force once the enrolment form is duly completed , the correct documentation is attached and an invoice is issued to the student upon payment of the required registration fee and minimum required deposit.
RULES AND REGULATION
The consumer/ student by his signature herein hereby agrees to abide by all rules and regulations If any campus that he may attend and acknowledge that he/she can discipline in terms thereof. The consumer/student further acknowledges that right of admission to any of Digital media arts college's campuses is strictly reserved and Digital media arts college may at its own discretion refuse admittance to