



# contract of enrolment

head office: box 87605 • houghton • 2041 • south africa • 'phone 0861-inscape  
 pretoria / tshwane: 431 atterbury road • menlo park • 'phone 012 346 2189 • 'fax 012 346 7529  
 cape town: A302 the armory - buchanan square • 164 sir lowry road • 'phone 021 462 6915 • 'fax 021 462 6916  
 johannesburg: 1 Cecil Avenue • melrose estate • 'phone 011 327 2002 • 'fax 011 447-7054  
 satellite tuition campuses: alberton  
 www.inscape.co.za • study@inscape.co.za

## architectural draughting

2011/1e

student's name: First name/s \_\_\_\_\_ Surname: \_\_\_\_\_

I,  Mr  Ms \_\_\_\_\_

of (home address): \_\_\_\_\_

\_\_\_\_\_ code: \_\_\_\_\_ home 'phone: ( ) \_\_\_\_\_

Postal address: \_\_\_\_\_

\_\_\_\_\_ code: \_\_\_\_\_ cell 'phone: ( ) \_\_\_\_\_

email address: \_\_\_\_\_ @ \_\_\_\_\_  Please send me e-mails & SMSs

Date of birth: \_\_\_\_/\_\_\_\_/19\_\_\_\_\_ Please send correspondence to my  home address  postal address

ID / passport no.: \_\_\_\_\_ Citizen of: \_\_\_\_\_

do enrol for the: (please mark one)

**2 classes/week 'PART TIME' Certificate Course**

**4 classes/week 'FULL TIME' Certificate Course**

I understand that the fee for the course  
**(IF PAID BEFORE END SEPTEMBER 2010)** is R 22,600.00.  
 I choose the following fee payment option: (mark one)

**Monthly payments into Inscape's Bank Account:**  
 payable as follows: an enrolment fee of R 2,260.00  
 and nine monthly installments of R 2,260.00,  
 each paid no later than the last business day of the months:  
 February 2011 to October 2011.

**Monthly Debit Order:**  **Monthly Credit Card:**  
 7.5% discount = R 20,900.00, payable as follows:  
 an enrolment fee of R 2,090.00  
 and nine monthly installments of R 2,090.00,  
 made out for the last business day of each of the months:  
 February 2011 to October 2011. If any payment defaults, the  
 discount will be cancelled.

**Single payment in full at enrolment:**  
 10.5% discount = R 20,250.00 (Non-South Africans MUST pay  
 the fee in FULL at enrolment).

**Bank details for deposits:** Inscape Design College;  
 Standard Bank ac 001 66 44 17; branch 00 72 05

I agree to abide by the Inscape Code of Conduct for students (as  
 amended from time to time), which is displayed in a public place  
 on the premises.

I understand that the following condition applies:

- **Once entered into, this contract may not be cancelled** and  
 should any installment remain unpaid for a period beyond the  
 due date of the following installment, the whole balance shall  
 be due and payable on that date.

I will join the course on **24 or 25 January, '11** in: (mark one)

	Rosebnk	Alberton	Pretoria	Cape Tn
<b>4 classes 'FULL TIME'</b>				
Tues - Fri 13:30-15:15	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>2 classes 'PART TIME'</b>				
M&W 9:00-10:45			<input type="checkbox"/>	<input type="checkbox"/>
M&W 15:30-17:15				<input type="checkbox"/>
M&W 17:30-19:15	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Tu&Th 9:00-10:45	<input type="checkbox"/>	<input type="checkbox"/>		
Tu&Th 17:30-19:15	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>

For my elective, after I have finished my 4th module,  
 I will complete the enrolment form for: (please mark one)

**AutoCAD: Built Environment (half-day, one week)**

**Starting your own Business (8 evenings)**

**Running a Successful Business (8 evenings)**

I understand that the following conditions apply:

- I am liable for the full amount of this contract,
- Interest may be charged on outstanding balances,
- In the event that fees are overdue for one month, Inscape Design College reserves the right to suspend the learner's tuition without prejudice to its own rights;
- Successful graduation from all Inscape courses is dependent, inter-alia, on the fees having been paid in full.

I agree that this document constitutes the entire contract.

Student's signature: \_\_\_\_\_ Date: 2 0 \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Town: \_\_\_\_\_

I heard about Inscape and its courses from:  friend / family  advertisement  \_\_\_\_\_

**CONSENT OF PARENT/GUARDIAN/SPOUSE** (for applicants under the age of 21 years or married in CoP) /**ACCOUNT PAYER:**

I, the undersigned, being the parent/guardian/spouse/account payer (delete that which is not applicable) of the above applicant,

- do hereby consent to this enrolment,
- consent to any necessary credit checks and credit reporting,
- acknowledge that I am liable for the fees payable in terms of this contract and for any other financial indebtedness to Inscape Design College.

I have also read, understand and agree to the "CONDITIONS for PARENT/GUARDIAN/SPOUSE/ACCOUNT PAYER".

Name (block letters):  Ms  Mr \_\_\_\_\_

ID no.: \_\_\_\_\_ Signed: \_\_\_\_\_

Tel / Cell: ( ) \_\_\_\_\_ Date: 2 0 \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Town: \_\_\_\_\_

Physical address: \_\_\_\_\_

\_\_\_\_\_ email address: \_\_\_\_\_

Office use	Receipt # _____ Date _____ Amount _____ Student No: _____
	<input type="checkbox"/> Credit check <input type="checkbox"/> Accounts <input type="checkbox"/> Database <input type="checkbox"/> Confirm Letter <input type="checkbox"/> ICAS no: _____ <input type="checkbox"/> ID Doc <input type="checkbox"/> ID Photo <input type="checkbox"/> School Cert. <input type="checkbox"/> Student Card <input type="checkbox"/> Enrol Reg No. _____

Please affix ID photo here and attach a photocopy of ID document or passport



# addendum to contract of enrolment

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## CONDITIONS for the PARENT/GUARDIAN/SPOUSE/ACCOUNT PAYER

The parent or guardian or spouse or account payer of the student understands and agrees that:

- One of the primary purposes of Inscape courses is to prepare students to succeed in a tough, adult world; students choose to study at Inscape for this reason;
- As our courses are tough, it might not be wise for physically or emotionally 'delicate' applicants to enrol at Inscape;
- Inscape is a place of higher learning; we enrol adults and young adults, and parents expect that the college will treat its students as such;
- All lecture sessions and presentations must be attended. Students who arrive late may not be permitted to enter as it is disruptive for both the class and the lecturer. Students who are late for, or do not attend classes or presentations may be penalised;
- Our lecturers are not trainers; the students' responsibility is to learn and the lecturers', to facilitate their learning;
- Every assignment must be submitted. Assignments that are not submitted, complete and on time, or have not been submitted following the procedures, will not be marked;
- Students' unfortunate circumstances, given as reasons for not attending lectures or submitting assignments, cannot be accommodated;
- Inscape may treat (even minor) non-compliance or infringements or misdemeanours strictly and firmly; plagiarism is cause for expulsion;
- Some situations may appear to be unfair, but students will not always understand the well-considered reasons for college rules, instructions and decisions;
- Students must pass every subject or module with a minimum of 50% to pass the year;
- Socially inappropriate behaviour is unacceptable and will not be tolerated;
- If a student has a complaint, s/he must handle it in accordance with the college grievance policy. Only if it is not resolved satisfactorily, may the parent or guardian or spouse or account payer intervene;
- Payment of college fees does not entitle the account-payer to make demands on the college;
- Outstanding fees will result in the with-holding of services which may jeopardise the student's progress.

## FIDELITY GUARANTEE as required by the Department of Higher Education and Training

"In the event of Inscape Design College (the company) not being able to meet its commitments to students as result of the liquidation of the company, students will, in the event of their claims against the company not being fully recovered, have the right to request the said liquidator to claim any shortfall from the financial institution which has provided a guarantee to beneficiaries to cover such an eventuality, provided that the total amount claimable from such institution will not exceed the total amount of the guarantee. Should the total of such unrecoverable claims exceed the total amount of the guarantee then the total amount claimed by beneficiaries in terms of the said guarantee will be pro-rated amongst the beneficiaries who submitted claims"

The college Policies and Procedures are publically available on the Inscape Design College website: [www.inscape.ac.za](http://www.inscape.ac.za)

Inscape thanks its past parents, guardians, spouses and account payers for assisting us to compile these conditions.




Please complete both Credit Transfer slips with the same details (use the correct student number. If you don't have a student number, enter all zeros). Make your deposit at any branch of Standard Bank. After they have been stamped by the bank, leave the bottom slip with the bank. Then fax, post or deliver the top slip to Inscape Design College.

Post to:  
 Accounts Department  
 Inscape Design College  
 Box 87605  
 Houghton  
 2041

Fax to:  
 Accounts Department  
 Inscape Design College  
 (011) 447 7054

M65 M65


 **M65 Credit Transfer**

Date (YYYY-MM-DD)

Payment to  
 Inscape Design College (Pty) Limited

**Retain this copy for your records**  
 Shaded areas for bank use only

Customer name  
**INSCAPE DESIGN COLLEGE (Pty) Ltd**



Teller's date stamp and signature	R10 notes		
	R20 notes		
	R50 notes		
	R100 notes		
	R200 notes		
	Other		
	Coins		
	Postal / Money orders		
<b>Total cash</b>			
Cheque deposited (Drawer's name)			
<b>Total credit * R</b>			

The Bank shall not be responsible for the accuracy of data reference fields. Cheques, etc. handed in for collection will only be available as cash when paid. While acting in good faith and exercising reasonable care, the Bank will not accept responsibility for ensuring that depositors/accontholders have lawful title to cheques, etc., collected.

**M65 (M) E**


Customer identity number	Amount *	Transaction code	Dep Branch IBT number	Student number	Student's surname & initials
0 7 4 S E		E	E	0	E

Depositor's / Contact person's name	Contact telephone no.	Depositor's / Contact person's signature	Operator's initials
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The Standard Bank of South Africa Limited (Reg. No. 1962/000738/06) Authorised financial services provider.



M65 M65


 **M65 Credit Transfer**

Date (YYYY-MM-DD)

Payment to  
 Inscape Design College (Pty) Limited

**This copy is retained by the bank**  
 Shaded areas for bank use only

Customer name  
**INSCAPE DESIGN COLLEGE (Pty) Ltd**



Teller's date stamp and signature	R10 notes		
	R20 notes		
	R50 notes		
	R100 notes		
	R200 notes		
	Other		
	Coins		
	Postal / Money orders		
<b>Total cash</b>			
Cheque deposited (Drawer's name)			
<b>Total credit * R</b>			

The Bank shall not be responsible for the accuracy of data reference fields. Cheques, etc. handed in for collection will only be available as cash when paid. While acting in good faith and exercising reasonable care, the Bank will not accept responsibility for ensuring that depositors/accontholders have lawful title to cheques, etc., collected.

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0 7 4 S E		E	E	0	E

Depositor's / Contact person's name	Contact telephone no.	Depositor's / Contact person's signature	Operator's initials
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