



# VARSITY INSTITUTE OF SCIENCE AND TECHNOLOGY

Empowerment through science and technology

## ADMISSION CONTRACT FORM

e: admission@vistech.co.za | w: www.vistech.co.za  
t: +27(0)110526639, +27(0)110501684, +27 (0)733214138

### APPLICATION INSTRUCTIONS

1. Complete this form in BLOCK CAPITAL letters using a black pen.
2. Attach 1 recent passport size (3.5cm x 4.5cm) photo of yourself in the space provided.
3. Sign the applicant's declaration on the last page of this form and submit form along with all necessary documents as per the Admission Procedure applicable to you according to your nationality (described in the relevant leaflet or on our website) to:  
Student Enrolment Centre, 4th Floor, 77 Cnr de Korte and de Beer Street, Braamfontein, Johannesburg, South Africa. 2001.
4. A non-refundable registration fee is payable.

### PROGRAMME INFORMATION:

Commencement Date for Programme Selected

Campus Name

Select Programme to Study

Entry Level/Minimum Duration

### PERSONAL DETAILS:

Title

Initials

Surname

ID/Passport Number

Date of Birth

Marital Status

Single ☐ Married ☐ Divorced ☐ Widow/er ☐

Are You a South African Citizen? If yes pls attach your proof of ID/Passport

Yes ☐ No ☐

International Applicants: It is required by DHA for permit purpose

Student Permit Number

Nationality

Residential Address

City

Mobile Number

Email

APPLICATION NUMBER:

FOR OFFICE USE ONLY

Application Date

FT  PT  1<sup>st</sup> YR  2<sup>nd</sup> YR  3<sup>rd</sup> YR

Applicant's Advisor

Student Number (FOR OFFICE USE ONLY)

First Name

Gender

Male ☐ Female ☐

Home Language

Nationality

Race Background

Asian ☐ Black ☐ Colored ☐ Indian ☐ White ☐

Date Arrived in South Africa

Country/Postal Code

Home Telephone Number

How did you hear about VISTECH

Word of Mouth ☐ Radio ☐ Newspaper ☐ Magazines ☐ TV ☐ Online ☐ Schools ☐ Other ☐  
For (OTHER) Please Specify:

Student Signature

Parent(s) Signature

## EDUCATIONAL BACKGROUND

2

Name of School Matriculated

Year Achieved

Grade 12 Yes ☐ No ☐

Other Qualification (Please Specify)

### NEXT OF KIN (NOT LIVING WITH YOU)

Surname

Relationship to You

Email

City

Matriculation Examination Board

Matriculation Certificate Number

**Matric. Status:** Bachelors ☐ Diploma ☐ Higher Certificate ☐

Full Exemption ☐ Without Exemption ☐ Conditional ☐

If conditional, please specify: \_\_\_\_\_

First Name

Telephone Number

Residential Address

Country/Postal Code

## SECTION 2: TO BE COMPLETED BY PARENTS/SPONSOR/GUARANTOR

Title

Initials

Surname

Maiden Name

Residential Address

City

Mobile Number

Work Telephone Number

First Name

ID/Passport Number

Country/Postal Code

Home Telephone Number

Fax Number

## THIRD PARTY CONTACT DETAILS FOR PARENTS/SPONSOR/GUARANTOR

Contact information of family member/friend who is not living with you:

Surname

Mobile Number

Residential Address

City

First Name

Email

Country/Postal Code

**COMPANY DETAILS (WHEN STUDENT IS COMPANY SPONSORED)****3**

Company Name

Academic Year

Company Registration Number

Company VAT Number

PURCHASE ORDER NUMBER

SETA VOUCHER

OTHER

**CONTACT PERSON/PERSON SIGNING AGREEMENT - AUTHORISED COMPANY REPRESENTATIVE**

First Name

Surname

Job Title

Work Telephone Number

Contact Address

Email

City

Country/Postal Code

**ACCOUNT PAYER ( TICK RELEVANT BOX) FULL SETTLEMENT BEFORE COURSE COMMENCEMENT DATE**

OPTION 1

☐**FULL SETTLEMENT**

EFT | CASH R

Registration Fee R

Balance Due and Payable R

OPTION 2

☐**INSTALMENT PLAN****DEBIT ORDER (COMPULSORY)**

3MONTHS

☐

6MONTHS

☐

10MONTHS

☐

12MONTHS

☐

OTHERS

☐

DATE:

Registration Fee

R

Total Annual Fee

R

First Instalment Date

Deposit Payable

R

Deposit Due Date

Last Instalment Date

Monthly Instalment Fee R

Total Contract Fee R

Account Manager Signature

\*The credit assessment form is compulsory for ALL account payments on terms

\*Change of payment plan will be recalculated to the new payment plan and R650 administration fees is charged and payable on the day of application. A duly signed payment plan will be completed by both parent(s)/sponsor and student.

\*If the bursary is not awarded Varsity Institute of Science and Technology reserves the right to follow the appropriate instalment plan as the normal full fees.

**DEBIT ORDER AUTHORISATION**☐

Name of Bank

Branch Code

Branch Name

Account Number

Type of Account

CHEQUE

☐

SAVINGS

☐

TRANSMISSION

☐

Name of Account Holder

Signature of Account Holder

I/We hereby authorise Varsity Institute of Science & Technology Ltd to deduct from the specified account via the banks's NAEDO debit order system, the monthly instalment or other amount for the chosen course. I/We understand that. I/We do not have the right to stop the debit order and will become liable for the continua of such payments until the account is paid in full. I/We further understand that Varsity Institute of Science & Technology Ltd has the right to add charges for every returned or unpaid debit order. If your debit order collection method is unsuccessful for two consecutive months then we reserve the right to claim the full course fee outstanding. \* PLEASE ATTACH A COPY OF YOUR RECENT SALARY SLIP

**SALARY DATE:**

(DEBIT ORDER TO BE DEDUCTED ON SALARY PAYMENT DATE)

I/We understand that if the chosen payment date falls on Sunday or public holiday the amount will be deducted from my/our account on the preceding or following bank day. I/We also understand that if I/We do not supply all the relevant information or the correction information, I/We cannot hold Varsity Institute of Science & Technology (Pty) Ltd responsible for nonpayment of my/our account.

I/We acknowledge that all payment instructions issued by you shall be treated by my/our above mentioned Bank as if the instructions have been issued by me/us personally. Should any debit order payment be rejected on the chose debit order date I/We hereby irrevocably authorise Varsity Institute of Science and Technology (Pty) Lt to present the said debit order on any other date for payment. I/We also understand that I/We cannot reclaim amounts that have been withdrawn. NOTE: The NAEDO and/or EFT User may add or delete ( at its own risk) from the above minimum requirements.

Signed at on this day of

1. Fees are subject to change yearly.
2. Current Default student is liable to pay the full fees on the fees structure.
3. Dropout Default, the current fees structure of the academic year will be used to calculate the total contract settlement, should your fees overlap to the following year and its payable at the rate of the current academic year.
4. Change of payment plan will be recalculated to the new payment plan and **R650** administration fees is charged and payable on the day of application. A duly signed payment plan will be completed by both parent(s)/sponsor and student.
5. R1250 administration fee is charge for changing from your registered department to another.

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Student Signature

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Sponsor/Account Payer  
Signature

TO BE COMPLETED BY THE INSTALMENT PAYER

Section A: STUDENT DETAILS

Surname		
First Name	Initials	
ID No.		

Section B: ACCOUNT PAYER'S DETAILS

Title		Other	
Gender	Male	Female	Initials
Surname			
First Name			
ID Number			
Cell Phone No.			
Home Tel No.			
Email Address			
Relation to Student			
If married, please tick where applicable			
ANC <input type="checkbox"/> COP <input type="checkbox"/> TRD <input type="checkbox"/>			

Required by the government for statistical purposes

Race	Asian <input type="checkbox"/>	Black <input type="checkbox"/>	Coloured <input type="checkbox"/>	Indian <input type="checkbox"/>	White <input type="checkbox"/>
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Section C: ACCOUNT PAYER'S DETAILS

Employer's Name	
Job Title	
Work Tel No.	
Work Address	
Suburb	
City	
Code	

RESIDENTIAL ADDRESS

Address Line 1	
Address Line 2	
Suburb	
City	
Code	

POSTAL ADDRESS

PO Box	
Suburb	
City	
Code	

I confirm that the information contained in this documents is to the best of my knowledge, true and correct. By completing and submitting the signed application form, the applicant consents to Varsity Institute of Science and Technology (Pty) Ltd performing a credit search with credit bureaux in order to do credit assessment prior to granting any credit facility.

The creditAssessment Form is subject to the attachment Terms and Contusions.

MONTHLY INCOME

\*Please attach latest salary advice

Net Salary (After Deduction)	R	
Other Net Income (After Deduction)	R	
Sub Total A	R	

MONTHLY EXPENDITURE

Insurance (Life and Short term)	R	
Domestic (Water, Electricity ,rates & Taxes	R	
School and University fees	R	
Transport (Car payments, fuel, fares)	R	
Loan Repayments	R	
Other Expenses1 (Clothing, Accessories ,Groceries	R	
Other Expenses 2 (Clothing, Accessories, Groceries	R	
Annual Expenses (TV License, Vehicle, etc.)	R	
Home Loan Instalment	R	
Rent	R	
Instalment Sale agreement 1	R	
Instalment Sale agreement 2	R	
Cheque Account Repayment 1	R	
Cheque Account Repayment 2	R	
Credit Card Repayment 1	R	
Credit Card Repayment 2	R	
Sub Total B	R	

FOR OFFICE USE ONLY

Net Monthly Income	Sub Total A	R
Subtract Monthly Expenditure	Sub Total B	R
Total		R

By my signature hereto, I Accept full responsibility for payment of the entire amount due by the student herein, and hereby bind myself as surety and co-principal debtor for the payments of all such amount due by the student. I renounce the benefits of non-debit, error in calculation ETC which have been explained to me.

Signature of Spouse if married in community of Property:	
Signature Account Payer:	
Date Signed:	

I acknowledge that the information provided above is true and correct, and hereby sign this page as proof thereof.

Student Signature

Sponsor/Guarantor/Surety/  
on behalf of the company



## Terms and Conditions\*

- 1.1 Fees are due on 1<sup>st</sup> of every month and are paid in advance not in arrears
- 1.2 If payment fails via Debit order or Post-dated cheque, a R100 administration fee will be charged to your account in addition to the fee charged by the bank/s in respect
- 1.3 First installment must be paid before you attend or commence with your classes.
- 1.4 For a candidate to be eligible for examination registration, the candidate fees must be up-to-date as at the time of the examination registration. Furthermore, for a candidate to be allowed to write the examination, the candidate fees must be up-to-date as at the time of the examination.
- 2 **Students right to rescind/terminate the agreement**
  - 2.1 **Full-time and Part-time Diploma and Certificate Applications**  
A full registration by a student shall be for the entire period/duration of the course registered for.
  - 2.2 **Cancellation**  
If the consumer or the student (where the consumer is not also the student) registered in an academic year wishes to cancel their enrolment for that year, the following conditions shall apply.  
  
**FULL-TIME STUDIES**
    - 2.2.1 Complete a cancellation form.
    - 2.2.2 **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 cost of notes/books, both of which remain payable, and default administration charges for Varsity Institute of Science & Technology (Pty) Ltd will be entitled to levy) provided that Varsity Institute of Science & Technology (Pty) Ltd is informed in Writing no later than 4 (four) weeks prior to the commencement of the academic year in question and with written confirmation of receipt and such cancellation having been furnished by Varsity Institute of Science & Technology (Pty) Ltd. Should the student/consumer wish to cancel such registration and such cancellation is within the 4 (four) week notice period required in terms of this contract then the student/consumer shall be liable to pay the reasonable cancellation costs that Varsity Institute of Science & Technology (Pty) Ltd has determined to be reasonable, which is 80% (eighty percent) of the annual fees charged, which the student/consumer hereby agrees to by his/her signature hereto. However, at the discretion of Varsity Institute of Science & Technology (Pty) Ltd, 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 (at the election of the consumer) to a member of his/her immediate family. Any Student/consumer shall only be entitled to cancel under this clause up until 31 March of the year of registration, whereafter no request for cancellation will be entertained. No cancellation will be accepted after 31 March. All cancellations are subject to approval by the cancellation committee on such terms and conditions as it may determine.
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 the student may not cancel this agreement except as provided for herein.  
Full fees are payable after 2 (two) nonpayment debit orders / monthly installment.  
Should any payment not be made for a period of 2 (two) consecutive months then the student and/or the person responsible for payment hereby agree and acknowledge that such student will be barred from attending campus or receiving any tuition material or tuition until such time as satisfactory arrangements have been made with Varsity Institute of Science & Technology (Pty) Ltd and are acceptable to Varsity Institute of Science & Technology (Pty) Ltd.  
  
Varsity Institute of Science & Technology (Pty) Ltd 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 written consent thereto by an authorised director or authorised official of Varsity Institute of Science & Technology (Pty) Ltd.  
The consumer/student is hereby informed that no verbal agreements by any person shall be of force and effect unless the consumer/student has such cancellation confirmed in writing from the Varsity Institute of Science & Technology (Pty) Ltd Cancellation Committee.  
The student by his/her signature hereto is made aware of the provisions of this clause and hereby acknowledges acceptance thereof. Refunds will take a minimum of 90 (ninety) days to be paid from date of approval by the cancellation committee. By his/her signature hereto the persons responsible or standing surety to the payment of fees and/or any amounts due under and/or in terms hereof hereby irrevocably authorises Varsity Institute of Science & Technology (Pty) Ltd to perform such credit checks as it may in its sole discretion determine with any recognised credit bureau or the like.  
No person shall be entitled to claim a refund in the event that a course had commenced and has been effective for more than a period of 2 (two) weeks.
  - 3.3 The right to attend lectures and write exams is not transferable. Accordingly, the student shall attend all lectures in person and shall be the only person entitled to write examinations in respect of the subjects forming part of the Varsity Institute of Science & Technology (Pty) Ltd programme for which the student has enrolled. Interest will be charged on all overdue accounts as from the date on which such amounts are or become due at the rate of 15.5% (fifteen and a half percent) per annum from which the date the person acknowledges to be liable to pay interest from date of default until date of final payment.  
Under no circumstances will ANY STUDENT be permitted to write exams 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 Varsity Institute of Science & Technology (Pty) Ltd shall have the right to vary the programme syllabus at any time, without prior notification and without furnishing reasons therefor. Varsity Institute of Science & Technology (Pty) Ltd shall further have the right to alter timetables and programme commencement dates at its own discretion, on written notice to the student/consumer. The consumer/student hereby acknowledges and accepts that Varsity Institute of Science & Technology (Pty) Ltd shall have the right at all times to vary the terms and conditions hereof. Varsity Institute of Science & Technology (Pty) Ltd shall post such alterations and/or additions and/or variations on its website ([www.vistech.co.za](http://www.vistech.co.za)) as soon as is practical in the circumstances, and the student's attention is drawn to the provisions hereof and the student/consumer undertakes to visit such website regularly to ensure that the student/consumer is fully informed of such.
  - 3.5 Varsity Institute of Science & Technology (Pty) Ltd shall have the right in its sole discretion, to postpone or cancel tuition in any programme initially advertised and offered, on the basis of insufficient demand. Varsity Institute of Science & Technology (Pty) Ltd shall be entitled to combine classes of a similar academic level and content.
  - 3.6 The registration fee paid in terms hereof is non-refundable and should a student fail his matric or equivalent examination, Varsity Institute of Science & Technology (Pty) Ltd shall at its own discretion offer to the student an alternative, if the student qualifies for any alternative.
  - 3.7 Varsity Institute of Science & Technology (Pty) Ltd will be entitled to create and apply rules (including due performance requirements) and the student hereby agrees to be bound by such rules. Varsity Institute of Science & Technology (Pty) Ltd shall be entitled to exclude the student from lectures and examinations (without in any way detracting from the right of Varsity Institute of Science & Technology (Pty) Ltd to recover fees payable), and to withhold a student's results (or the student's examination results) should the student or the consumer, as the case may be, fail to comply with any of the terms of this agreement.
  - 3.8 The student/consumer shall be liable for all costs incurred by Varsity Institute of Science & Technology (Pty) Ltd, 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.
  - 3.9 The fees and other charges reflected on the invoice do not include external institute membership fees, external university fees, examination fees, notes, books, stationery or other items, which shall be for the account of the student/consumer.
  - 3.10 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 registered for examinations with such institute or body.
  - 3.11 In the case of an extraordinary event or circumstance beyond the control of such parties, such as war, strike, riot, crime, act of God (eg. earthquake, volcano), Varsity Institute of Science & Technology (Pty) Ltd will be entitled to suspend lectures and temporarily close any campuses affected thereby. The student/consumer (where the consumer is not also 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 on fees payable or any compensation from Varsity Institute of Science & Technology (Pty) Ltd.
  - 3.12 No relaxation, variation, or indulgence granted by Varsity Institute of Science & Technology (Pty) Ltd to the student/consumer (where the consumer is not also the student) shall constitute a waiver of any rights vesting in Varsity Institute of Science & Technology (Pty) Ltd in terms hereof, and no reliance may be placed by the customer or signatory hereto or any statement or representation (whether oral, tactic or otherwise) not contained herein. Neither shall such indulgence granted operate as an estoppel against Varsity Institute of Science & Technology (Pty) Ltd.

Student Signature

Sponsor/Account Payer  
Signature



- 3.13 All correspondence must be by way of registered mail, telefax or by hand delivery to Varsity Institute of Science & Technology (Pty) Ltd's premises. All correspondence must be received and signed for by Varsity Institute of Science & Technology (Pty) Ltd prior to the applicable cut-off date as stated elsewhere in this agreement. It is the responsibility of the student to ensure that he/she obtains confirmation in writing from Varsity Institute of Science & Technology (Pty) Ltd on receipt of any documentation.
- 3.14 In the event of the signatories to this agreement, other than Varsity Institute of Science & Technology (Pty) Ltd, having completed this form incorrectly, or the payment details herein not being in accordance with the requirements of Varsity Institute of Science & Technology (Pty) Ltd, Varsity Institute of Science & Technology (Pty) Ltd shall be entitled to reject the student's application or to require the student to complete a new application.
- 3.15 Any student/consumer (where the consumer is not the student) who receives a promotional item as a result of this enrolment contract, hereby acknowledges that Varsity Institute of Science & Technology (Pty) Ltd is not responsible for any repairs, service issues, warranties or performance in relation thereto. These must be referred to the promotional item manufacturer, service provider, network or agent(s) thereof, as the case may be.
- 3.16 The student accepts, as stipulated in the Varsity Institute of Science & Technology (Pty) Ltd Assessment Policy (which shall be deemed to form part of this agreement) that as part of the assessment of the programme, 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 assessments. 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.
- 3.17 Students will not be allowed on campus if their account is in arrears. Varsity Institute of Science & Technology (Pty) Ltd will not issue any student with a certificate if any outstanding amount is not paid by the student. The student by their signature hereto, hereby specifically agrees to the same. All Certificates are issued on the completion of the full program on the graduation ceremony.
- 4. Copyright**
- 4.1 The student accepts that any production, including film, video, soundtracks, writings, recordings or any other products emanating from the student's endeavours, but not limited to any programme, assignments, research, etc, at Varsity Institute of Science & Technology (Pty) Ltd, shall be deemed to be solely owned by Varsity Institute of Science & Technology (Pty) Ltd, and all rights therein shall vest with Varsity Institute of Science & Technology (Pty) Ltd. All my details including my photographic images could be used by the institution for marketing or advertising purposes and I confirm that all the information supplied are true and I permit the institution to process my application with the information provided. All such fruits emanating therefrom shall belong to Varsity Institute of Science & Technology (Pty) Ltd including any and all copyright rights, ownership and all rights contained therein, in intellectual property and the like and which may not be used without the express written permission of Varsity Institute of Science & Technology (Pty) Ltd.
- 4.2 The student warrants that by his/her signature hereto he/she accepts that all materials created arising out of this enrolment with Varsity Institute of Science & Technology (Pty) Ltd will solely belong to Varsity Institute of Science & Technology (Pty) Ltd and all rights thereto, and that he will not have any claim thereto, and by his signature hereto cedes all such rights to Varsity Institute of Science & Technology (Pty) Ltd.
- 4.3 The student indemnifies Varsity Institute of Science & Technology (Pty) Ltd from all and any claim that the student may have in respect of any material created as per clause 4.1 above.
- 5. Transfer Procedure**
- 5.1 **Transfer from one Varsity Institute of Science & Technology (Pty) Ltd Campus to Another**
- 5.1.1 All tuition will be conducted at the preferred campus indicated on the face of this agreement, unless Varsity Institute of Science & Technology (Pty) Ltd informs the student/consumer otherwise.
- 5.1.2 A full 'Transfer Policy' document will be made available to the consumer if requested and forms part of this contract of enrolment. In essence this means that a consumer (or the student, where the consumer is not also the student) is entitled under certain circumstances and subject to the terms of the transfer policy to receive tuition from a Varsity Institute of Science & Technology (Pty) Ltd campus.
- 5.2 **Full-time Students**
- A consumer/student who wishes to transfer his/her enrolment (or the enrolment of the student, where the consumer is not also the student) from one Varsity Institute of Science & Technology (Pty) Ltd campus to another, should do so at least 2 (two) weeks prior to the commencement thereof. Any transfer may only occur with the written permission of Varsity Institute of Science & Technology (Pty) Ltd. Where the fees between campuses differ, the transfer shall be subject to a new credit application by the consumer/student and Varsity Institute of Science & Technology (Pty) Ltd's approval of the credit application and the transfer. The higher fee will be payable to Varsity Institute of Science & Technology (Pty) Ltd and Varsity Institute of Science & Technology (Pty) Ltd will issue a new invoice that shall replace the original invoice. This policy is subject to there being space available at the time of the application to accommodate the student/consumer and subject to Varsity Institute of Science & Technology (Pty) Ltd's normal approval procedures.
- 5.3 **Part-time Students**
- A consumer/student who wishes to transfer his/her enrolment (or the enrolment of the student, where the consumer is not also the student) from one campus to another, should do so within 2 (two) weeks prior to the commencement of the programme in question, and only with the written permission of Varsity Institute of Science & Technology (Pty) Ltd. Where the fees between campuses differ, the transfer shall be subject to a new credit application by the consumer and Varsity Institute of Science & Technology (Pty) Ltd's approval of the credit application and the transfer. The higher fee will be payable to Varsity Institute of Science & Technology (Pty) Ltd will issue a new invoice that shall replace the original invoice.
- 5.4 **Transfer from one Varsity Institute of Science & Technology (Pty) Ltd Programme to Another**
- 5.4.1 A full 'Transfer Policy' document will be made available to the consumer on request and forms part of this contract of enrolment once completed.
- 5.4.2 **Full-time Students**
- A consumer/student who wishes to transfer his/her enrolment (or the enrolment of the student, where the consumer is not also the student) from one Varsity Institute of Science & Technology (Pty) Ltd programme to another, at the same campus and in the same academic year, may apply for permission to do so from Varsity Institute of Science & Technology (Pty) Ltd. Where the fees in respect of the programmes differ, the transfer shall be subject to a new credit application by the consumer/student and Varsity Institute of Science & Technology (Pty) Ltd's approval of the credit application and the transfer. In all such cases, the fee payable will be that of the programme carrying the higher fee, even if that happens to be the programme from which he/she is transferring. In addition to the higher tuition fee, the consumer/student will be charged the value of the notes/books for the programme from which he/she or the student, as the case may be is transferring, as well as those required for the programme to which he/she or the student is transferring.
- In the case of a consumer or student transferring from any full-time computer programme to another, the consumer will additionally be charged a default administration fee in respect of computer and software costs.
- 5.4.3 **Part-time Students**
- A consumer/student who wishes to transfer his/her enrolment (or the enrolment of the student, where the consumer is not also the student) from one Varsity Institute of Science & Technology (Pty) Ltd programme to another at the same campus and in the same academic quarter, may apply for permission to do so from Varsity Institute of Science & Technology (Pty) Ltd. Where the fees in respect of the programmes differ, the transfer shall be subject to a new credit application and the transfer. In all such cases, the fee payable will be that of the programme carrying the higher fee, even if that happens to be the campus from which He/she is transferring.
- In addition to the higher tuition fee, the consumer/student will be charged the full value of the notes/books for the programme from which he/she or the student is transferring, as well as those required for the programme to which he/she or the student is transferring, as the case may be.
- In the case of a consumer or the student transferring from any Full-time computer programme to another, the consumer/student will additionally be charged a default administration fee in respect of computer and software costs.
- 5.4.4 **Deferral of Programmes**
- All consumers/students wishing to defer their studies (or the studies of the student, where the consumer/student is also not the student), or part thereof, may make an application in writing to Varsity Institute of Science & Technology (Pty) Ltd within 14 (fourteen) days of the start of the course whereupon flexible study options may be considered at the sole discretion of Varsity Institute of Science & Technology (Pty) Ltd. A deferral charge of 30% (thirty percent) of the original cost of the programme to be deferred will be levied against the consumer as precondition to Varsity Institute of Science & Technology (Pty) Ltd approving the application for the deferral.
- A full 'Deferral Policy' document will be made available to the student and is also available at all Varsity Institute of Science & Technology (Pty) Ltd campuses and forms part of this contract enrolment once completed.

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Student Signature

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Sponsor/Account Payer  
Signature



## 6. Payment

- 6.1 By their signature hereto the signatory/signatories hereto authorise/s **Varsity Institute of Science & Technology (Pty) Ltd** to enquire from the employers of the persons responsible for payment and including the student and/or Surety, the complete details of the salary of such person including the date on which the salary is paid and the amount.
- 6.2 Any amounts that are due under and/or in terms hereof shall be deducted on the salary date of the person who is responsible for payment.
- 6.3 Should for any reason whatsoever a debit order be returned unpaid, then the person responsible for such payment hereby irrevocably authorises **Varsity Institute of Science & Technology (Pty) Ltd** to debit his/her account with the amount due on any date as **Varsity Institute of Science & Technology (Pty) Ltd** may choose and/or to double debit his/her account with the amounts due at the next salary date.

## 7. Legal Declaration and Indemnity

- 7.1 Neither **Varsity Institute of Science & Technology (Pty) Ltd** nor any official employee or representative of **Varsity Institute of Science & Technology (Pty) Ltd** acting in his/her capacity as such shall be liable for any damages arising out of:
- 7.1.1 The death, bodily harm, loss of health or illness of any customer caused; and
- 7.1.2 The destruction of or damage to any property owned by or in the custody of any customer, howsoever caused.
- 7.2 The student/consumer hereby indemnifies **Varsity Institute of Science & Technology (Pty) Ltd** against any claim made (whether for damages, costs, or otherwise) against **Varsity Institute of Science & Technology (Pty) Ltd** in respect of any action and/or omission of the student and/or the consumer (where the consumer is not also the student).
- 7.3 The student by his/her signature hereto hereby confirms that he/she is fully aware of the type of course and/or programme enrolled for and that it is his/her responsibility to make himself/herself aware of the types of courses and that he/she has fully understood the course that he/she registers for and is indeed the course that he/she wants to register for and that no representations have been made other than those contained in the official brochure. The student/consumer hereby indemnifies **Varsity Institute of Science & Technology (Pty) Ltd** against any claim they may have. The student is further aware of the factsheet in respect of the programme/course enrolled and confirms that it accurately reflects the qualification to be conferred and the type of program/course registered for.

## 8. Accompanying Documents

- The following material must accompany this application, namely:
- 8.1 The original and certified Copy of the front page of student's valid identity book (if a South African citizen);
- 8.2 Certified copies of student's study permit and front page of valid passport (if not a South African citizen);
- 8.3 Where applicable, Original and certified copies of Matriculation (Grade 12) Certificate, or symbols, or School Leaver's Certificate. If the student is awaiting matriculation result, these must be furnished as soon as they become available; and in any event prior to commencement of the course registered for.
- 8.4 Original and certified copies of Academic record and certificate of good conduct should the student be transferring from another tertiary education institution or examining body to **Varsity Institute of Science & Technology (Pty) Ltd**;
- 8.5 Original and certified copies of Confirmation of institute enrolment where applicable.
- 8.6 If a payment option other than full settlement is selected, the student/company/guarantor/surety must submit:
- Proof of income, being in respect of permanently employed persons.
  - The original and certified copies of the 3 (three) most recent salary advice or 3 (three) months' bank statements for self-employed persons.
  - Proof of residence of account payer.
- 8.7 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 into 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.

## 9. Rules and Regulations

The student/consumer by his/her signature hereto hereby agrees to abide by all the rules and regulations of any campus that he/she attends and acknowledges that he/she can be disciplined in terms thereof.

The student/consumer further acknowledges that right of admission to any of **Varsity Institute of Science & Technology (Pty) Ltd**'s campuses is strictly reserved and **Varsity Institute of Science & Technology (Pty) Ltd** may at its own discretion refuse admittance to any student.

## 10. Entire Contract

The terms and conditions contained herein as well as the terms contained on the **Varsity Institute of Science & Technology (Pty) Ltd** website ([www.vistech.co.za](http://www.vistech.co.za)) shall be the entire contract between the student/consumer and no alteration and/or any verbal representation and/or variation or amendment will be of any force and effect unless such is reduced to in writing and signed by all parties hereto.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
(Place)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
Signature of Sponsor(s)/Account Holder/Consumer

\_\_\_\_\_  
(Place)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
Signature of Spouse

\_\_\_\_\_  
(Place)

\_\_\_\_\_  
(Date)

(Where the student is married in community of property or in terms of the Recognition of Customary Marriages Act, No. 120 of 1998, the spouse of the student must co-sign the agreement)

**NB: The credit assessment form must be completed and attached to this contract by the consultant for ALL account payments on terms**

\*For the full Terms and Conditions of this agreement please visit [www.vistech.co.za](http://www.vistech.co.za). The student/consumer confirms that he/she has made themselves fully aware of the Terms and Conditions contained on such website.

\_\_\_\_\_  
Name of Student Advisor

\_\_\_\_\_  
Student Advisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Sales Manager

\_\_\_\_\_  
Sales Manager Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Sponsor/Account Payer  
Signature



CERTIFIED ID COPY X2 FOR STUDENT	<input type="checkbox"/>
MATRIC CERTIFICATE (CERTIFIED COPY) X2	<input type="checkbox"/>
PREVIOUS TERTIARY CERTIFICATE/TRANSCRIPT (CERTIFIED COPY) X2	<input type="checkbox"/>
ID/PASSPORT DATA PAGE X2 FOR PARENTS/SPONSOR/GAURDIAN CERTIFIED	<input type="checkbox"/>
PASSPORT DATA PAGE IF NON SOUTH AFRICA CITIZEN CERTIFIED	<input type="checkbox"/>
CERTIFIED COPY OF PAYSIP / 3 MONTHS BANK STATEMENT	<input type="checkbox"/>
PROOF OF RESIDENCE NOT OLDER THAN 3MONTHS	<input type="checkbox"/>

\_\_\_\_\_  
Name of Student Advisor

\_\_\_\_\_  
Student Advisor Signature

## INSTRUCTIONS FOR SUBMITTING APPLICATION FORM

**PLEASE ENSURE THAT YOU ARE CONNECTED TO INTERNET BEFORE YOU SUBMIT THE FORM**

### DOWNLOAD THE APPLICATION FORM

1. Click the submit form button below to submit application form.
2. Click on use webmail, select your email user and enter your email address, click ok and click continue.
3. Log onto your EMAIL, open your DRAFT message and send the application form as attached in your DRAFT message.

**SUBMIT FORM**

## VISTECH IS A REGISTERED INSTITUTE WITH

Registration No: 2012/216039/07  
QCTO Registration No: SDP1220/16/0016  
Department of Higher Education Exam. No: 0899992833  
MICT SETA Accreditation No: ACC/2015/07/0063  
APPETD Membership No: MEM2016/0054  
Umalusi Accreditation No: 16 FET02 00068 PA  
ICB Registration No: 301113  
TETA Accreditation Number : TETA17-902  
PSETA Approval Number: P21/1017/GP824

## STUDENT ENROLMENT CENTRE

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e: info@vistech.co.za, admission@vistech.co.za  
w: www.vistech.co.za

