

SECTION C: APPLICANT CONTACT DETAILS

	Residential address	Postal Address	Address during studies
APPLICANT (LEARNER)	Address line 1		
	Address line 2		
	Suburb		
	Town		
	Postal Code		
	Telephone number (H)		
	Telephone number(W)		
	Cell number		
	Fax / Efax		
	Email		

SECTION D: PARENT/ GUARDIAN CONTACT & PERSONAL DETAILS

1. CONTACT DETAILS

	Residential address	Postal Address
PARENT / GUARDIAN	Address line 1	
	Address line 2	
	Suburb	
	Town	
	Postal Code	
	Telephone number (H)	
	Telephone number(W)	
	Cell number	
	Fax / Efax	
	Email	

2. PERSONAL DETAILS

Surname		Initials						Title	
Full names									
ID									

Billing document (proof of residence) provided? YES NO

SECTION E: FORMAL STATISTICAL INFORMATION

Please note that these questions are asked to allow the Academy and the Government to track the progress in the transformation of Higher Education (prescribed by bursaries).

1. ETHNIC GROUP

- Black: African Black: Coloured Indian White Other

2. DISABILITY

If you have a disability, please complete the following:

- | | | |
|--|---|--|
| <input type="checkbox"/> Attention deficit disorder with / without hyperactivity
ADHD | <input type="checkbox"/> Autistic spectrum disorders | <input type="checkbox"/> Behavioural / conduct disorder
(including severe behavioural problems) |
| <input type="checkbox"/> Cerebral palsy | <input type="checkbox"/> Blindness | <input type="checkbox"/> Deafness |
| <input type="checkbox"/> Epilepsy | <input type="checkbox"/> Deaf-blindness | <input type="checkbox"/> Mild to moderate intellectual disability |
| <input type="checkbox"/> Partial sightedness / Low vision | <input type="checkbox"/> Hard of hearing | <input type="checkbox"/> Moderate to severe intellectual disability |
| <input type="checkbox"/> Severely intellectually disabled | <input type="checkbox"/> Physical disability | <input type="checkbox"/> Psychiatric disorder |
| | <input type="checkbox"/> Specific learning disability | |

PAYMENT METHOD

Monthly

Once off

Signature

SECTION I: TUITION FEES

1. A non-refundable Administration fee is required on registration. (Please be advised that this could be subject to change at the discretion of the Academy.)
2. A prorate refund of fees will only be considered in the following instances:
 - a. Death
 - b. The Academy is unable for one reason or another to offer or continue the course.
3. Learners that decide to abandon their studies after 10 days will remain liable for the full tuition fee

SECTION J: LEARNER DECLARATION

By signing this agreement I / we

(learner) and

(parent / legal guardian) hereby declare that I / we:

1. Understand and undertake to conform to all the requirements of the Learner Code of Conduct and the Learner Disciplinary Procedure.
2. Will ensure that I am familiar with and abide with the Rules and Regulations that apply to my chosen course.
3. Acknowledge that I will be excluded from lectures, tests or examinations if I do not comply with the attendance and academic requirements of the course, and if my fees are not paid as agreed.
4. Will familiarize myself with the assessment requirements in my programme and will adhere to these requirements regarding tests, assignments, portfolios, year marks, practicals, etc.
5. Will be liable for all costs, collection charges and any other disbursement incurred by the Academy in recovering monies owed to it.
6. Have supplied the Academy with the full and correct information on all documentation.
7. Will not hold the Academy responsible for any errors or omissions in this document.
8. Hereby agree to and accept the applicability of all policies of the Academy.
9. Accept that changes to my programme and / or subject(s) may only take place within two weeks of the commencement of the course.
10. That I accept that any refunds will take place in strict compliance with the Academy Refund Policy (refer Section I point 3).
11. Understand that any false declaration of this application will result in the application to register, being refused, and may result in legal action against the signatories.
12. Agree to the application of South African law in the event of legal action between ourselves and the Academy, and to the jurisdiction of the George Magistrates Court. In such a case, the Academy shall not be obliged to provide a deposit.
13. Undertake that all outstanding fees will be paid according to the agreement – on time every time.
14. The learner and parent / legal guardian further agree that while any anti-social conduct may result in disciplinary action, unlawful activities or serious misconduct may lead to summary expulsion and that any decision in this regard would be at the sole discretion of the Academy, without any deliberations being entered into under any circumstances whatsoever and that the decision of the Academy shall be absolute, legal and binding; and further agree that the Academy may amend the code of conduct, Disciplinary Procedure or Rules and Regulations at its own discretion at any time, without prior notification, and all such amendments shall be construed to form part of this agreement.
15. Outstanding fees will result in classes being terminated, and / or that a learner will not be allowed to write tests, or examinations or do their assessments / practicals.

SECTION K: INDEMNITY AND LEGAL AGREEMENT

1. The Academy shall not be held liable or responsible for any medical and / or other costs, claims or expenses of any course of action decided upon by any member of the Academy staff in the event of the conditions or circumstances referred to in this indemnity, irrespective of whether such a course of action involves any negligent act or omission on the part of the person(s) concerned.
2. We hereby waive all claims against the Academy, the Managing Director (MD), and teaching staff, as well as non-teaching staff of the Academy acting with the cause and scope of their employment, for any damage or loss suffered while said premises of the Academy, such damage or loss suffered out of: any loss of health or illness of the said learner; loss or destruction or damage to any property, however such damage or loss is caused, regardless of whether the said loss or damage has been caused by the negligence in the manner or by persons referred to above.
3. I/We hereby indemnify the Academy, the MD as well as teaching staff and non-teaching staff of the Academy against any claim by any person arising in any way as contemplated in the aforementioned paragraph or in respect of negligence or willful acts or omission on the part of the said learner.
4. I hereby consent that I may participate in all excursions, which may be organized and / or presented by the Academy. I hereby indemnify the Academy and / or employee(s) of the Academy acting within the scope of his / her contract of service with the Academy, against any loss.

We hereby declare that all information given in this application is accurate and correct. By our signatures hereto we agree to all the terms and conditions stated here in.

Learner Signature

Date

D	D	M	M	Y	Y	Y	Y
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Parent / Guardian Signature

Date

D	D	M	M	Y	Y	Y	Y
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Employer Signature (if responsible for account)

Date

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

SECTION L: METHODS OF PAYMENT

For your information, please take note of the various options that are available once you are accepted to study at the Academy. With registration, a specified amount (depending on the course) must be paid by. The balance of the fees may be paid according to the various options. Payment can be made in the following ways: cheque (payable to MeyerOtto Academy). Write the learner number on the back of cheque; cash to the cashier; bank deposit or electronic transfer.

You must always state your learner number or ID, course, initials and surname for reference purposes.

Bank details:

Bank: Investec

Branch Name: Grayston

Bank Code: 580105

Account Number: 50007920381

Account Holder: MeyerOtto Academy (Pty) Ltd

SECTION M: CHECKLIST

Please note that no incomplete applications will be considered. Before submitting your application, please check that you have done everything on the list below applicable to you. Please tick the box next to each point when you have checked it.

#	ITEM TO BE CHECKED	TO TICK OFF	
		APPLICANT	ACADEMY
1	Certified copy of your ID document?		
2	Proof of residential address?		
3	Certified copy of your highest academic qualification?		
4	Did you complete all sections of the form that apply to you?		
5	Do you meet the minimum admission requirements for the programme you are applying for?		
6	Did you sign the 'Agreement' declaring that the information furnished is correct?		
7	If you are under 18, did your parent / guardian sign the form?		
8	Did you provide all the contact details requested in the form?		

SECTION N: REFERENCE

Teachers

Promotional items

Community newspapers

Family

Talk at school

Academy website

Radio

Friends

COMPLETING THE FORM

It is in your own interest to ensure that this form is completed in full and that certified copies of all supporting documents are enclosed. If any question is left unanswered or certified documents are not enclosed, or the agreement is not signed, it will cause a delay, as the incomplete form will be returned to you for completion.

FOR OFFICE USE ONLY	
DATE APPLICATION RECEIVED	
DATE THE LEARNER IS NOTIFIED OF SELECTION APPROVAL	
DATE THE FINAL INFORMATION WAS FORWARDED TO THE LEARNER	