



## APPLICATION FOR ADMISSION

Please read all the College Information carefully before completing this application form. All applicants admitted to Springfield FET will be bound by all rules and regulations stipulated in the registration agreement; therefore, by completing and/or signing the agreement the applicant binds him/her by the terms and conditions thereof.

**CAMPUS** | **PRETORIA CBD**  | **PRETORIA ARCADIA**  | **RUSTENBURG**  | **KLERKSDORP**  | **DURBAN**

**APPLICANT'S DETAILS**    **ADMISSION 20**     **STUDENT NUMBER**

SURNAME

FORENAMES

ID/PASSPORT NO

EMAIL

COURSE     LEVEL

CONTACT No. (H)

CELL:

**PARENT/GUARDIAN/SURETY DETAILS**

SURNAME

FORENAMES

ID/PASSPORT NO

EMAIL

EMPLOYER     OCCUPATION

RESIDENTIAL ADDRESS     CODE

CONTACT No. (H)

CELL:

**MARK APPROPRIATE BOX WITH "X"**    **FULL TIME**     **EXAMS ONLY**     **PART TIME**

<p><b>ELECTRICAL N1-N3</b> <input type="checkbox"/></p> <p>Mathematics <input type="checkbox"/></p> <p>Engineering Science <input type="checkbox"/></p> <p>Industrial <input type="checkbox"/></p> <p>Electrical Technology <input type="checkbox"/></p> <p><b>OPTIONAL</b>    Logic Systems <input type="checkbox"/></p> <p>Radio &amp; TV <input type="checkbox"/></p> <p>Electrical T.T <input type="checkbox"/></p>	<p><b>MECHANICAL N1-N3</b> <input type="checkbox"/></p> <p>Mathematics <input type="checkbox"/></p> <p>Engineering Science <input type="checkbox"/></p> <p>Motor/Diesel Trade Theory <input type="checkbox"/></p> <p>Engineering Drawing <input type="checkbox"/></p> <p><b>OPTIONAL</b>    Industrial Elect <input type="checkbox"/></p> <p>Mechano Tech <input type="checkbox"/></p> <p>Electrical T.T <input type="checkbox"/></p>	<p><b>CIVIL N1-N3</b> <input type="checkbox"/></p> <p>Mathematics <input type="checkbox"/></p> <p>Building Science <input type="checkbox"/></p> <p>Building Drawing <input type="checkbox"/></p> <p>Building &amp; Civil Tech <input type="checkbox"/></p>
<p><b>ELECTRICAL N4-N6</b> <input type="checkbox"/></p> <p>Mathematics <input type="checkbox"/></p> <p>Fault Finding/Eng Science <input type="checkbox"/></p> <p>Industrial Electronics <input type="checkbox"/></p> <p>Electrical Trade Theory <input type="checkbox"/></p> <p><b>OPTIONAL</b>    Eng. Physics <input type="checkbox"/></p> <p>Digital Elect <input type="checkbox"/></p> <p>Supervisory Mgt <input type="checkbox"/></p>	<p><b>MECHANICAL N4-N6</b> <input type="checkbox"/></p> <p>Mathematics <input type="checkbox"/></p> <p>Engineering Science <input type="checkbox"/></p> <p>Mechano Technics <input type="checkbox"/></p> <p>Engineering Drawing <input type="checkbox"/></p> <p><b>OPTIONAL</b>    Eng. Physics <input type="checkbox"/></p> <p>Fluid Mechanics <input type="checkbox"/></p> <p>Supervisory Mgt <input type="checkbox"/></p>	<p><b>CIVIL N4-N6</b> <input type="checkbox"/></p> <p>Building &amp; SS/Maths <input type="checkbox"/></p> <p>Building &amp; SC <input type="checkbox"/></p> <p>Building Admin <input type="checkbox"/></p> <p>Quantity Survey <input type="checkbox"/></p> <p><b>OPTIONAL</b>    Power Machines <input type="checkbox"/></p> <p>Supervisory Mgt <input type="checkbox"/></p>
<p><b>HUMAN RESOURCE N4</b> <input type="checkbox"/></p> <p>Management Communication <input type="checkbox"/></p> <p>Entrepreneurship &amp; BM <input type="checkbox"/></p> <p>Computer Practice <input type="checkbox"/></p> <p>Financial Accounting <input type="checkbox"/></p>	<p><b>HUMAN RESOURCE N5</b> <input type="checkbox"/></p> <p>Personnel Training <input type="checkbox"/></p> <p>Entrepreneurship &amp; BM <input type="checkbox"/></p> <p>Labour Relations <input type="checkbox"/></p> <p>Personnel Management <input type="checkbox"/></p>	<p><b>HUMAN RESOURCE N6</b> <input type="checkbox"/></p> <p>Personnel Training <input type="checkbox"/></p> <p>Entrepreneurship &amp; BM <input type="checkbox"/></p> <p>Labour Relations <input type="checkbox"/></p> <p>Personnel Management <input type="checkbox"/></p>
<p><b>FINANCIAL MAN N4</b> <input type="checkbox"/></p> <p>Management Communication <input type="checkbox"/></p> <p>Entrepreneurship &amp; BM <input type="checkbox"/></p> <p>Computerised Financial Systems <input type="checkbox"/></p> <p>Financial Accounting <input type="checkbox"/></p>	<p><b>FINANCIAL MAN N5</b> <input type="checkbox"/></p> <p>Entrepreneurship &amp; BM <input type="checkbox"/></p> <p>Computerised Financial Syst <input type="checkbox"/></p> <p>Cost Accounting <input type="checkbox"/></p> <p>Financial Accounting <input type="checkbox"/></p>	<p><b>FINANCIAL MAN N6</b> <input type="checkbox"/></p> <p>Cost Accounting <input type="checkbox"/></p> <p>Computerised Fin. Systems <input type="checkbox"/></p> <p>Income Tax <input type="checkbox"/></p> <p>Financial Accounting <input type="checkbox"/></p>
<p><b>PUBLIC RELATIONS N4</b> <input type="checkbox"/></p> <p>Communication <input type="checkbox"/></p> <p>Entrepreneurship &amp; BM <input type="checkbox"/></p> <p>information Processing <input type="checkbox"/></p> <p>Office Practice <input type="checkbox"/></p>	<p><b>PUBLIC RELATIONS N5</b> <input type="checkbox"/></p> <p>Communication <input type="checkbox"/></p> <p>Entrepreneurship &amp; BM <input type="checkbox"/></p> <p>information Processing <input type="checkbox"/></p> <p>Office Practice <input type="checkbox"/></p>	<p><b>PUBLIC RELATIONS N6</b> <input type="checkbox"/></p> <p>Communication <input type="checkbox"/></p> <p>Entrepreneurship &amp; BM <input type="checkbox"/></p> <p>information Processing <input type="checkbox"/></p> <p>Office Practice <input type="checkbox"/></p>

<b>BUSINESS MAN N4</b> <input type="checkbox"/> Management Communication <input type="checkbox"/> Entrepreneurship & BM <input type="checkbox"/> Computer Practice <input type="checkbox"/> Financial Accounting <input type="checkbox"/>	<b>BUSINESS MAN N5</b> <input type="checkbox"/> Sales Management <input type="checkbox"/> Entrepreneurship & BM <input type="checkbox"/> Economics <input type="checkbox"/> Labour Relations <input type="checkbox"/>	<b>BUSINESS MAN N6</b> <input type="checkbox"/> Marketing Management <input type="checkbox"/> Entrepreneurship & BM <input type="checkbox"/> Sales Management <input type="checkbox"/> Personnel Management N4 <input type="checkbox"/>	
<b>MARKETING MAN N4</b> <input type="checkbox"/> Management Communication <input type="checkbox"/> Entrepreneurship & BM <input type="checkbox"/> Computer Practice <input type="checkbox"/> Marketing Management <input type="checkbox"/>	<b>MARKETING MAN N5</b> <input type="checkbox"/> Sales Management <input type="checkbox"/> Entrepreneurship & BM <input type="checkbox"/> Economics <input type="checkbox"/> Marketing Management <input type="checkbox"/>	<b>MARKETING MAN N6</b> <input type="checkbox"/> Sales Management <input type="checkbox"/> Entrepreneurship & BM <input type="checkbox"/> Marketing Communication <input type="checkbox"/> Marketing Management <input type="checkbox"/>	
<b>MANAGEMENT ASS N4</b> <input type="checkbox"/> Communication <input type="checkbox"/> Entrepreneurship & BM <input type="checkbox"/> Computer Practice <input type="checkbox"/> Information Processing <input type="checkbox"/>	<b>MANAGEMENT ASS N5</b> <input type="checkbox"/> Communication <input type="checkbox"/> Entrepreneurship & BM <input type="checkbox"/> Computer Practice <input type="checkbox"/> Information Processing <input type="checkbox"/>	<b>MANAGEMENT ASS N6</b> <input type="checkbox"/> Communication <input type="checkbox"/> Entrepreneurship & BM <input type="checkbox"/> Computer Practice <input type="checkbox"/> Information Processing <input type="checkbox"/>	
<b>GRADE 12 (FULL TIME)</b> <input type="checkbox"/> English Language <input type="checkbox"/> Mathematics <input type="checkbox"/> Mathematics Literacy <input type="checkbox"/> Physical Science <input type="checkbox"/>	<b>MATRIC RE-WRITE EXAMS ONLY</b> <input type="checkbox"/> isiZulu <input type="checkbox"/> Setwana <input type="checkbox"/> Sepedi <input type="checkbox"/> Life sciences <input type="checkbox"/> Geography <input type="checkbox"/>		
<b>NCV L2:FUNDAMENTALS</b> <input type="checkbox"/> English Language <input type="checkbox"/> Mathematics <input type="checkbox"/> Mathematics Literacy <input type="checkbox"/> Life Orientation <input type="checkbox"/>	<b>SAFETY IN SOCIETY</b> <input type="checkbox"/> Intro Governance <input type="checkbox"/> Intro Law <input type="checkbox"/> Criminal Justice <input type="checkbox"/> Intro Policing <input type="checkbox"/>	<b>INFORMATION TECH</b> <input type="checkbox"/> Info Systems <input type="checkbox"/> Electronics <input type="checkbox"/> Sys. Development <input type="checkbox"/> Call Center Op <input type="checkbox"/> Enterprenuership <input type="checkbox"/>	<b>MARKETING</b> <input type="checkbox"/> Advertising & Prom <input type="checkbox"/> Marketing Com <input type="checkbox"/> Marketing <input type="checkbox"/> Call Centre <input type="checkbox"/>

## CONDITIONS OF REGISTRATION

### 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.

### 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 either by fax, email or registered mail after the he or she has registered or 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 or death.
- Full refund will be made and accepted by the college on condition of terminal illness or death only. In this case 90% of the paid amount will be refunded.
- Partial refund of fees will be made by the college if applicant has not attended class at all, once classes have been attended even once, the college will not refund at all. The college will only refund to the account of the Sponsor /Parent/Gaurdian only.
- Cancellation will also be granted to the student without any further contractual obligation to the student and No cash refund provided that he/she transfers his/her studies to another applicant to substitute his/her space or application.
- Automatic decline of application for refund will be instituted after 30 days of registration and No claims or liabilities will be made and or accepted by the college.

### LEARNER RIGHTS & OBLIGATIONS

- It's the applicant/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 the facilitators. Incase of reporting such an 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.
- It's the learner's duty and obligation to obtain from the college the important dates pertaining to examination enrollments, checking of prelims and forwarding any corrections made thereof. The College will use notice boards and SMS to communicate to the student.
- The applicant/learner Must adhere to all additional Internal and External College rules and regulations, processes and procedure through out their entire duration of studies at Springfield FET College.

### GENERAL CODE OF CONDUCT

- Learners must abstain from the following habits while at school: theft, smoking, drinking, drugs, carrying weapons, inappropriate behavior, abuse of school property and disobedience of instructions. Failure to comply with this instruction may result in serious consequences including suspension or dismissal without refunding the culprit/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 7<sup>th</sup> 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.

### 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.
- Upon Confirmation of registration, the learner must request for the class attendance time table, year event calendar and assessment schedules for his/her respective lessons further to that, they must also report in writing to [springfiled fet@gmail.com](mailto:springfiled fet@gmail.com) when they miss any scheduled classes

### EXTERNAL EXAMS REGISTRATION AND 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/or may 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.

### LIMITED LIABILITY

- Neither Springfield FET College nor it's 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 \_\_\_\_\_ 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.