

Ropzide IT Training Center  
 No: 204 Prime Tower Building  
 296 Francis Baard Street  
 Pretoria  
 0002



Tel: 012 320 8516/2152  
 Fax: 086 218 2014  
 Cell: 071 348 7471  
 Email: [info@ropzide.co.za](mailto:info@ropzide.co.za)  
[www.ropzide.co.za](http://www.ropzide.co.za)

## Ropzide IT Training Center

### Registration Form

#### Section A: Student Details

Title Mr. Mrs. Miss. Ms. Surname:  
 First Names ID No/Passport No Gender  
 Race: Nationality: SA Other  
 Home Language: English Afrikaans Other Date of Birth  
 Marital Status Highest Qualification

Please Attach copies of your highest qualification achieved to the registration form & copy of your ID

#### Section B: Communication Details

Residential Address Postal Address  
 City City  
 Code Code  
 Please provide at least two numbers  
 Work Cell:  
 Home Fax:  
 Email Address: Skype Address:  
 Contact Via Email Post SMS Student Card Photo Taken?

#### Section C : Details of Sponsor Or Person Responsible for the Account

Full Names (Company Name): ID Number:  
 Residential Address:  
 Postal Address:  
 Email Address: Contact No:

#### Section D: Programme Details

I hereby to Apply to register as student at RTC for the following Programme:

1<sup>st</sup> Module 4<sup>th</sup> Module  
 2<sup>nd</sup> Module 5<sup>th</sup> Module  
 3<sup>rd</sup> Module 6<sup>th</sup> Module

#### Section E: Payment Plan

Option 1	Pay in advance	Option 2	Monthly payment
			Registration Fee
R			Monthly Payment
			Recommended months

Payment Method	Banking Details
Cheque Cash Electronic Transfer Fund	Account Holder : Ropzide IT Training Center
Receive Statement Via E-mail Post	Bank Name : ABSA Acc no# : 4076618879
	Branch Code : 632005 Reference : ID Number

## Terms and Conditions

### BOOKING PROCEDURE

- To confirm your booking, please complete and attach a copy of your 10  
All faxed/mailed enrolment forms will be regarded as CONFIRMED BOOKINGS and will be LEGALLY BINDING.  
A signed enrolment contract constitutes an official purchase order and implies liability for payment.  
Rescheduling attracts an administration fee of R550 per incident.  
Please fax/e-mail the signed contracts as soon as possible to ensure selected course date, preferably 2 weeks in advanced  
Direct deposit can be made into RTC Training Solution account

### CONTRACT TERMS AND CONDITIONS

1. This agreement of RTC identified above (herein after 'RTC') and the person identified as the delegate in the first 'Section A: Personal Details' (herein after 'the delegate') and in the event that the delegate is a minor, the person identified as the person responsible for the account 'Section B: Person Responsible for Account' (herein after "the sponsor") shall be a third party to this contract in his own name.
2. Subject to RTC right to cancel the course or courses for which the delegate has enrolled in terms hereof as set out herein under, this enrolment constitutes an irrevocable agreement on the side of the delegate to participate in the course of courses enrolled for and to pay the course fees in prior to course commencement.
3. RTC shall be entitled to-but not obligated to-cancel or reschedule course/s for which the delegate has enrolled in terms hereof if there are 4 or less delegates in total that have enrolled for the same course/s, where by the delegate will not be liable for rescheduling fee.
4. The delegate (and if applicable, the sponsor) may not cede and delegates his rights and obligation terms hereof.
5. The delegate (and if applicable, sponsor) shall not be entitled to reduction of tuition fees in the event that the delegate fails to attend classes or course as a whole, which tuition fees shall remain fully paid irrespective.
6. As the field of information technology is a constant change evolving field of study, course content may need to be changed on short notice reflect changes in the field of study. As RTC strives to always provide the most up-to-date training for its delegates, the right to change courses and content is expressly reserved to RTC.
7. In the event that the delegate is a minor, the enrollment form should be co-signed by the delegate's legal guardian and (if a person other than the delegate's legal guardian) the delegate's sponsor all of who will be jointly and severally delegate liable for the payment of the delegate's tuition fees.
8. In the event that the delegate is an adult, and a person other than the delegate assumes the responsibility for the payment of the course fees, such person shall sign the enrolment contract as sponsor.
9. The parties understand that RTC provides tutor-led Training and Education and in the event of sickness or other indisposition of a tutor, classes may become disrupted and be rescheduled. In the event of a permanent indisposition of the tutor, RTC shall with all due haste once the permanent indisposition has been confirmed, procure the services of a replacement tutor.
10. The tuition fees do include RTC internal examination, which it is expressly understood by all parties not constitute an internationally recognized qualification the parties understand.
11. The delegate, his guardian and the sponsor hereby jointly and severally hold RTC harmless against any injury, harm or damage that the delegate may suffer whilst on the Premises of RTC or other-wise was participating in the activities of RTC or activities associated with RTC.
12. Certificates will only be issued upon full settlement of account.
13. RTC may, according to the rules, regulations and policy, hand over accounts for collections, if do not comply with the set payment terms of this agreement and all collections commission, fees and expenses will be for the account of the student.
14. Should a delegate not be able to attend training as per the enrolled course date, cancellation must be made 1 week prior to course commencement date telephonically, whereby RTC will send confirmation thereof. The delegate will be liable for a scheduling g fee R550 per incident. The delegate may complete the training within 3 months as per our available schedules, thereof the course is forfeited, and however the delegate will still be liable for the course fees.
15. A no show will result in a forfeit of the training course and courses fees.
16. RTC will not refund for any amount paid for training, should a delegate no longer wish to attend the course. A replacement candidate may be sent for the booked course.
17. The course duration as started in our quotations & pricelist is an estimate, based on 15 candidates per course, student's knowledge and competency. This is the maximum days allowed per module, and the course may end in less days/eves as stated. Course fees are not priced per hour or day/eve.

#### COOLING OFF PERIOD AND CANCELLATIONS

You have a 7-days cooling off period, within you can cancel with full refund minus the cancellation on fee. After the 7-day cooling off period, this agreement is binding and you are responsible for all fees. Cancellations are dealt with as per cancellation form and policy

I, the undersigned student, guardian/sponsor declare that I have read and understand the terms and conditions.

**I acceptance of Contract Provisions Important:** Please submit copies of you certified Metric's Certificate and ID's. I, the undersigned delegate, guardian/sponsor declare that I have read and understand the terms and conditions and that I am bound by RTC General Conditions of enrolment and that I will comply with all RTC rules, regulations, policies and procedures. I am fully conversant with the contents thereof and I hereby approve and authorize the execution of the enrolment contact. As undersigned, I hereby give consent to tracking and credit bureau listing in the event of non-payment or breach of this agreement.

### Please initial each page to indicate that you have read and understood these terms and conditions

Delegate Name	Signature
Company/Sponsor	Representative Signature
Company/Sponsor Stamp	Contact Person
	Signature
	Date
RTC Consultant/Manager	
Place	