

Tamar Academy(Pty) Ltd

Learner Information Form



For Official Use Only

Date of Registration Receipt Number

Student Number Amount Paid

New Student Former Student Other

Start Date End Date

Discretionary Grant Contract Number (If applicable)

Course enrolled

53 Eloff Street, 314 His Majesty Building
Johannesburg, Gauteng, South Africa
Phone: 011-492-7153
Cell: 072-399-1923
Fax: 086-505-8493

E-mail: tamaracademy2015@gmail.com
enquiries@tamaracademy.co.za
www.tamaracademy.co.za

Reg.No: 2012/009384/07

TETA:12-262

ICB: 300907

A. Personal Details

Surname Date of Birth

Forename(s) ID/Passport Number

Phone Number Cell Gender (X) Male Female

email

Address

City/Town State/Province

Country Zip/Postal Code

Employed (X) Yes No

If employed please provide:

Occupation Years in Occupation

Company

Highest Level of Education Last School Attended Year Attended

Are you a South African Citizen (X) Yes No Equity (X) African Indian Coloured White

Home Language(X) Afrikaans Zulu Pedi Tswana IsiXhosa Other: Specify

B. Person to Notify in Case of Emergency

Full Name(s)

Cell Relationship

C. Declaration

C1. Paying Fees

I understand that as a student of the college I must comply with the requirements for student tuition fees, exam fees and any other fees as applicable, by the due dates set by the College each month otherwise I will be excluded from classes, miss exams or suffer the relevant inconvenience. I also agree that money paid as registration fee is strictly non-refundable.

C2. Refunds

Money paid as Deposit/ Registration Fee is strictly non- refundable. Refunds will only be made according to the College Refund Policy which will be at each and every learner's disposal on registration and at any point of the learner's stay at Tamar Academy.

C3. Changing from one learning Programme (Subjects) to another.

An applicant wishing to transfer his/her enrolment from one course (subjects) to another may apply for permission from the Administration office of Tamar Academy. In all such cases fees payable will be that of the programme to which the learner is transferring and it will be payable in the same time frame as that pertaining to the first course. The learner will pay an administration fee that will be gazetted in that particular year of study. The learner will also have the responsibility of acquiring all the necessary books and requirements of the course to which he/she is transferring.

D. Learner Code of Conduct

Learner Code of Conduct

It is a condition of enrolment that learners agree to abide by Tamar Academy 's code of conduct.

1. Learners must approach the Campus Administrator / Lecturers in case of any uncertainties.
2. Learners are not permitted to eat and drink in the computer room and smoking will not be allowed on the college premises.
3. Any damage to Tamar Academy property through wilful acts or negligence will not be allowed. The responsible parties will be required to pay.
4. Learners shall not use alcohol or drugs whilst on the campus.
5. Learners shall not engage in any act of violence, threaten violence, or carry weapons on campus.
6. Learners shall accept all the results of Tamar Academy examinations as final, subject to standard remark procedure. Learners may however appeal according to the Appeals procedure of Tamar Academy.
7. In case of outstanding fees, learners will not receive permission to write their examinations unless they either pay- up the outstanding amounts or get permission from management.
8. Learners shall comply with the rules and regulations published by Tamar Academy from time to time.

E. Examinations Enrolment

It is the responsibility of the learner to ensure that he/she registers is enrolled for examinations and has paid the required examination fee (where applicable). The learner must ensure that he/she complete a separate form for examination enrolment.

F. Consequences for Late Enrolment and Absenteeism

I also take full responsibility for the consequences, as they apply from the college Rules and Policies, for any late enrolment or late payment of the examination fees on my part.

G. Declaration by learner

I agree to abide by the College By-Laws and the Rules and Policies of the College, as amended from time to time. I also agree that it is my responsibility to ensure that I review the By-Law, Rules and Policies of the College during my period of study as the most current rules are applied and may differ from the time of my initial enrolment. I hereby declare the information above is true and correct. Furthermore, I agree to this information being utilised by ETQA for reporting purposes.

Signed By Student: _____

Date

Signed By Parent(Under 18): _____

Date

For Official Use Only

Form Processed By

Date

Comments:

Short Courses

- | | |
|--|---|
| <input type="checkbox"/> Call Centre | <input type="checkbox"/> Forklift |
| <input type="checkbox"/> Microsoft Office | <input type="checkbox"/> Reach Truck |
| <input type="checkbox"/> Computer Literacy | <input type="checkbox"/> Excavator |
| <input type="checkbox"/> Cashiering | <input type="checkbox"/> TLB |
| <input type="checkbox"/> Waitering | <input type="checkbox"/> Mobile Crane |
| <input type="checkbox"/> CCTV | <input type="checkbox"/> Tower Crane |
| <input type="checkbox"/> Welding | <input type="checkbox"/> Front End Loader |
| <input type="checkbox"/> Nail Technician | <input type="checkbox"/> Grader |
| <input type="checkbox"/> Bobcat | <input type="checkbox"/> Boiler Maker |

Checklist

- Certified Copy of ID
- 2XID size photos
- Last results (if applicable)
- Written Consent and Copy of ID
- Physical Fitness
- Eye test/Driver's Licence

Please rate your overall satisfaction with the service.

- very satisfied
- somewhat satisfied
- neutral
- somewhat dissatisfied
- very dissatisfied

How did you hear about us?

- Newspaper Advert
- Poster
- Flyer
- Word of mouth
- Board

Banking Details

BANK NAME: FNB

ACCOUNT NO: 62362571898

BRANCH: ELOFF STREET

BRANCH CODE: 200917

ACCOUNT NAME: Tamar Academy(Pty) Ltd