



MATRIC RE-WRITE 2023 ADMISSION FORM

Physical Address: 110 Oxford Street, Cuthbert Building,
Opposite City Hall in Town, Room 205 2nd floor, East London, 5201.
Tel: 043 722 2343 Email: collegeadmin@amitekbc.co.za

APPLICATION FEES: Non-refundable fee of R200.00.
No late applications will be accepted.

BANKING DETAILS

PLEASE ATTACH THE ORIGINAL DEPOSIT SLIP TO YOUR APPLICATION FORM

- **Bank:** ABSA Bank
- **Branch:** East London
- **Branch Code:** 630678
- **Account Name:** Amitek Business College
- **Account Number:** 4100217391
- **Reference:** Applicant's full name

ACADEMIC DETAILS:

| | | | | | |
|-------------------------------------|--------------|--|-----------|--|------------|
| Type of Matric: Caps/Ncs | | | | | |
| Matric group: | | | | | |
| Type of Study: | Full time | | Part time | | Exams only |
| Campus: | East London. | | K.W.T. | | |
| Already registered with Department? | Yes | | No | | |
| Start date: | | | | | |
| Subjects: | 1. | | | | |
| | 2. | | | | |
| | 3. | | | | |
| | 4. | | | | |
| | 5. | | | | |
| | 6. | | | | |

STUDENT DETAILS:

| | | | |
|------------------|--|---------------|--|
| Full names: | | | |
| Surname: | | | |
| Identity number: | | | |
| Nationality: | | | |
| Gender: | | Home address: | |
| Home Language: | | | |
| Cellphone: | | | |
| Tel. | | Code: | |

PARENTS/GUARDIAN DETAILS:

| | | | |
|------------------|--|--------------|--|
| Full Names: | | | |
| Identity Number: | | | |
| Occupation: | | | |
| Email: | | | |
| Cellphone: | | Tel (Work) | |
| Postal Address: | | Home Address | |
| | | | |
| | | | |
| Code: | | Code: | |

SECONDARY EDUCATION:

| | | | |
|----------------------|--|-------|--|
| High School attended | | | |
| Highest grade passed | | Year: | |
| | | | |
| Disabilities: | | | |

Please briefly indicate your type of disability and special requirements:

This information will not compromise your application.

Do you have any disabilities/medical condition(s)? Indicate your choice with an x. Yes No

If yes, please specify your disability type:

.....

Every reasonable attempt will be made to provide you with the assistance you may need as a result of your disability.

You are required to submit supporting documentation with your application.

DECLARATION BY APPLICANT

I hereby declare:

Should my application be successful, I undertake to:

- (a) Comply with the general rules and regulations, disciplinary code and ethos as contained in the **Mission Statement** of Amitek Business College.
- (b) Acknowledge the authority of the Principal, Campus Manager, and all staff.
- (c) Return all books and other property belonging to the college.
- (d) I agree to have 80% class attendance as required by the institution.
- (e) Failure to seat for internal examination will result to a fee penalty of R200 per module.
- (f) Pay all costs incurred for damage to school property or losses caused by my child /ward.
- (g) I am fully aware that Amitek Business College is under no obligation to provide either financial assistance or accommodation of any kind.
- (h) I declare that all particulars given by me on this form are true and correct.
- (i) I agree that any misrepresentation due to information entered on this form or the withholding of information, shall cause this application to become void or voidable at the discretion of the College without prejudice to its rights.

SCHOOL FEES:

- I acknowledge that all fees have been determined by Amitek Business College.
- I/We acknowledge that **Amitek Business College** is a fee-paying college and parents / guardians / stipulated fee payer are expected to pay the fees each month till the end of the course enrolled for. Tuition fees are payable in advance on the agreed date with the college finance department each month.
- I agree that the relevant fees will be paid by the due date. If such fees are not paid, I acknowledge the rights of the College to cancel my registration at any time and to claim payment of the amounts owing by me and/ or my guardian.
- In terms of Family Law, parents are jointly and severally liable for the payment of the tuition fees, irrespective of marital status. In the event of non-payment of tuition fees, the college will have the right to sue both parents, irrespective of maintenance and court orders, which may exist between the parties.
- Financial assistance forms are available from the Bursar. Only upon approval, will fees be reduced or waived. A reduction/exemption must be applied for every semester.
- The college may conduct an enquiry and / or information search about the parents with a credit information bureau, persons acting as their agents and/ or credit grantors.
- If parents fail to meet their tuition fee obligations, the college may record the parent's non-performance with a credit information bureau. Any information conveyed to a credit information bureau will be available to other credit grantors and used in making credit risk management related decision.
- In the event of any fees due by the student being unpaid on the due date, the full outstanding balance of the fees shall immediately become Due, Owing and Payable.
- In the event of any proceeding being instituted by Amitek Business College against the student by the Signature hereto, the account payer consents in terms of **Section 45 (1) of the Magistrate's Court Act 32 of 1994**, as amended from time to time, to any proceeding which may be instituted by the Magistrate's Court as so amended notwithstanding the amount of the claim.
- The account payer shall be liable for all legal costs and charges , on an attorney and client scale, Incurred by ABC as well as all tracing costs, collecting costs and any other disbursements which are incurred in recovering monies which may at any time be owned by the account payer to ABC.
- Please be advised that our application and registration fee is non-refundable, under no circumstances whatsoever.

TERMINATION OF STUDIES AND REFUND:

- Registration fee once paid and accepted cannot be refunded under whatsoever circumstances.
- Withdrawal or cancellation of a program by a student within seven (7) working days after registration, after having attended some Classes, the full monthly instalment fee is deducted and the remainder (50%) may be refunded to the student, excluding the registration fee
- I/We agree to **give a 1 month notice** in writing of any intention to cancel the course.
- All fees paid in the Amitek Business College bank account by either employers or legal firms with the intended purpose of school fees for individuals can neither be transferred nor refunded, unless the payer states otherwise, **10%** will be deducted in bank charges.

CONDITIONS OF REGISTRATION:

- If I negligently or during the course of my studies, at the College, sustain any injuries or contract any illness or suffer any loss or damages, I hereby undertake not to institute any claim against the College on account thereof but to the responsible party, irrespective of the cause of such damages or loss. In the event of my death during the course of my studies, this undertaking shall be binding on the executor of my estate and my heirs and successors-in-title. Under the circumstances referred to above, I, or my executor, administrator, heirs, and successors-in-title (in the event of my death) hereby indemnify the College in respect of any damages suffered by me arising from any of the cause referred to above.
- The student`s failure to attend classes for whatever reason shall in no way entitle him/her to a Reduction in fees, nor will it absolve him/her from full liability for the payment of fees that charge for the duration of his/her studies.
- No cancellation of this contract shall be of force or effect without written consent there to by the Principal / administration of Amitek Business College.
- The right to attend classes and write examinations / assessments is not transferable.
- Amitek Business College shall have the right at its sole discretion, to cancel tuition in any course or subjects initially advertised and offered on the basis of insufficient demand.
- Amitek Business College further reserves the right to combine classes of a similar academic level and learning outcome.

I acknowledge that I have read this document, understand its contents and agree to its terms and conditions. I further acknowledge that I am signing this agreement freely and voluntarily.

Full names and surname of student

Declaration by Student and Parent

I, ID Number:..... as Student, and

..... ID Number:.....as Sponsor

confirm that I/we have read and understood the terms, conditions and contents of this document, the student code of conduct, cancellation, deferral and re-do policies and the fact, nature and effect of all the clauses/provisions were understood by me/us as well as the fact that some of these clauses / provisions contain terms that may affect me/us now or in the future.

Signature Student _____

Date _____

Signature Sponsor _____

Date _____

CHECKLIST

TWO (2) CERTIFIED COPY of each of the following documents must be attached:
(such documents become the property of Amitek Business College and will not be returned)

- Grade 9 or 11 report / Statement of results
- Original Proof of payment of application fee
- ID Photos
- Certified ID copies of Student.
- Certified ID copies of Parents.

❖ All students must bring a ream of paper before commencement of classes.

| FREQUENTLY ASKED QUESTIONS | ANSWER |
|---|--|
| Where do I email the filled in application form? | Email your application with all the required documents (proof of application fee payment, proof of residence, ID copy and results) to collegeadmin@amitekbc.co.za . |
| Whom do I contact for subject related enquiries? | Email: phumla.x@amitekbc.co.za kingamitekbc@gmail.com |
| Whom do I contact for any other registration related questions? | Email: anthony.c@amitekbc.co.za phumla.x@amitekbc.co.za |

Contact Details:

East London Campus

Tel: 043 722 2343

WhatsApp: 061 892 5334

King William`s Town Campus

Tel: 043 642 1017

WhatsApp: 061 010 7437

MATRIC FEES FOR 2023 ACADEMIC YEAR:

| (NCS GROUP A) August 2022 - June 2023 | | MONTHLY TUITION FEES (9 Months) | |
|---------------------------------------|-----------------------------|---------------------------------|----------------|
| APPLICATION FEE | REGISTRATION FEE (ONCE OFF) | 3 & 4 Subjects | 5 & 6 Subjects |
| R200 | R800 | R600 | R800 |

| (NCS GROUP B) February - June 2023 | | MONTHLY TUITION FEES (5 Months) | | |
|------------------------------------|-----------------------------|---------------------------------|-------|-------|
| APPLICATION FEE | REGISTRATION FEE (ONCE OFF) | 1 & 2 | 3 & 4 | 5 & 6 |
| R200 | R800 | R800 | R1000 | R1200 |

| CAPS February - November 2023 | | MONTHLY TUITION FEES (10 Months) | | |
|-------------------------------|-----------------------------|----------------------------------|-------|-------|
| APPLICATION FEE | REGISTRATION FEE (ONCE OFF) | 1 & 2 | 3 & 4 | 5 & 6 |
| R200 | R800 | R800 | R1000 | R1200 |