



## APPLICATION FOR ADMISSION NATIONAL N DIPLOMA 2023

This is an APPLICATION to study at **AMITEK BUSINESS COLLEGE** in 2023.

**Physical Address:** 110 Oxford Street, Cuthbert Building, Opposite City Hall in Town,  
Room 205 2<sup>nd</sup> floor, East London, 5201.

**CLOSING DATE FOR ALL ONLINE & ONSITE APPLICATIONS: FRIDAY, 17 FEBRUARY 2023.**

<b>TAKE NOTE</b>	ALL INCOMPLETE APPLICATION FORMS WILL NOT BE PROCESSED.
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**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

**1. ACADEMIC DETAILS**

<b>DIPLOMA FOR WHICH APPLICATION IS BEING MADE</b>	First Choice:	
	Second Choice:	
<b>LEVEL</b>	N4 / N5 /N6	
<b>MODULES</b>		

**CAMPUS**

East London

KWT

**TYPE OF STUDY**

Full Time

Part Time

Exam Only

**2. PERSONAL DETAILS**

**TITLE**

**ID/PASSPORT NO.**

**FIRST NAMES:**

**SURNAME:**

**MARITAL STATUS:**

**GENDER:**

MALE

FEMALE

**DATE OF BIRTH:**

Dd/mm/yyyy

**STUDENT NUMBER**

**3. CONTACT DETAILS**

**3.1 APPLICANT'S DETAILS**

**TELEPHONE NUMBERS:**

Home

Work

**CELLPHONE NUMBER:**

**NB: SMS messages will be sent to this number**

**EMAIL ADDRESS:**

**POSTAL ADDRESS**

(WHERE MAIL MUST BE DELIVERED)

**Postal Code**

**NB: Take note that acknowledgements of receipt and other communications will be sent to the above-mentioned address**

**RESIDENTIAL ADDRESS**

(No postal address must be indicated here)

**Postal Code**

**3.2 NEXT OF KIN DETAILS: (COMPULSORY)**

**SURNAME:**  **INITIALS:**  **TITLE:**

**RELATIONSHIP:**

**TELEPHONE NUMBERS:**

<input type="text"/>	Home
<input type="text"/>	Work

**CELLPHONE NUMBER:**

**EMAIL ADDRESS:**

**RESIDENTIAL ADDRESS**  
(No postal address must be indicated here)  
  
  
**Postal Code**

**4.1 ETHNICITY**     African     Asian     Coloured     White

**4.2 LANGUAGES:**

**4.3 Are you employed?**     Yes     No

**5. Any disability or special educational needs:**     Yes     No    If YES please complete below

**CONFIDENTIAL**    **Students with disabilities/ special educational needs:**

The unit for Students with Disabilities provides support services for students with disabilities. Please provide the following information to enable the College to offer maximal support to students with special needs:

**Disability:**

**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.

**6. LAST SCHOOL ATTENDED**

Name of School:

Highest grade passed:

Matric Year

**7. IF YOU HAVE BEEN REGISTERED AT ANOTHER TERTIARY INSTITUTION IN THE PAST, PLEASE SUPPLY THE FOLLOWING INFORMATION**

NAME(S) OF UNIVERSITY (TIES) OR COLLEGE(S)	CERTIFICATE / DIPLOMA OBTAINED	YEAR(S) OF REGISTRATION		STUDENT NUMBER
		FROM	TO	

**DECLARATIONS WHICH MUST BE COMPLETED AND SIGNED**

DECLARATION BY STUDENT (COMPULSORY)

I hereby surrender all rights to which I am or may be entitled to discharge amounts due to the College.

Signature of student:.....

Date:.....

## 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 and 40% SBA ICASS which will be obtained by doing all the 3 required assessment tasks.
- (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) Acquaint myself with the general rules and regulations relating to the programme for which I am accepted.
- (h) I am fully aware that Amitek Business College is under no obligation to provide either financial assistance or accommodation of any kind.
- (i) I declare that all particulars given by me on this form are true and correct.
- (j) 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.
- (k) I understand that meeting the minimum admission requirements is no guarantee for admission. The College has other considerations, e.g. academic merit, equity, etc.

## 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 (February – June) 5 equal monthly instalments.
- 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

.....

Identity Number:.....

Signature:

.....

Date:.....

**DECLARATION BY PARENT / GUARDIAN**

I declare that I am aware that Rules and Regulations exist as promulgated by the College. I confirm that I am aware that the College may promulgate further Rules and Regulations from time to time, and I agree that my son/ daughter binds himself/ herself to comply with such Rules and Regulations.

I hereby declare that I am the legal guardian of the above minor signatory, and I hereby assist, approve, ratify and agree to the above minor signatory signing this document (Waiver of Liability and Indemnity and Declaration).

I hereby waive any and all rights, claims, demands and causes of action which I may have against the College, its employees and agents arising from the above minor signatory's participation in the qualification and the related activities, including without limitation, any claim for damages to my property or any property in the above minor signatory's possession or under his/ her control, and/ or damages resulting from his/ her personal injury or death.

I furthermore hereby indemnify the College, its employees and agents against any and all liability, loss, damages and legal costs which the College, its employees and agents may incur or sustain as a result of any claims which may be instituted by the above minor signatory (after reaching the age of 18 years or while still a minor, with the assistance of his/ her guardian) to the extent that the same have arisen from, have occurred during or are in any way related to his/ her participation in the qualification and the related activities.

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 voluntarily.

**This commitment, in its entirety, will be valid from the day on which it is signed by the parent/ guardian to the day on which the student officially leaves the college.**

Full names and surname of parent/ guardian

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Identity Number:.....

Signature of parent/ guardian

.....

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)

- Matric Certificate / Statement of results
- Original Proof of payment of application fee
- ID Photos
- SAQA clearance certificate (foreign student)
- Certified ID copies of Parents and Student.

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 <b><u>collegeadmin@amitekbc.co.za</u></b> .
Whom do I contact if I have an inquiry as an International student?	Email: <a href="mailto:chiti.k@amitekbc.co.za">chiti.k@amitekbc.co.za</a> <a href="mailto:anthony.c@amitekbc.co.za">anthony.c@amitekbc.co.za</a>
Whom do I contact for Faculty related enquiries?	Email: <a href="mailto:anthony.c@amitekbc.co.za">anthony.c@amitekbc.co.za</a> kingamitekbc@gmail.com
Whom do I contact for any other registration related questions?	Email: <a href="mailto:phumla.x@amitekbc.co.za">phumla.x@amitekbc.co.za</a>

### Contact Details:

East London Campus

King William`s Town Campus

Tel: 043 722 2343

Tel: 043 642 1017

WhatsApp: 061 892 5334

WhatsApp: 061 010 7437

### OFFICE USE ONLY

	1 <sup>st</sup> choice	2 <sup>nd</sup> choice	Date received:	Received By:	Signature	Start Date	Reason for approval or rejection
Accepted							
Provisionally accepted							
Rejected							
Final Choice					Official Signature:		
Admission Number:					Level applying for:		
Admin Signature:					Bursar Signature:		