

ACCOUNTING COLLEGE OF EXCELLENCE (ACE)

A COMPLETE EDUCATIONAL SOLUTION

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Email: registry@brrc.co.zaWeb: www.brrc.co.za**FOR OFFICE USE ONLY**

RECEIVED DATE: ___/___/___

APPROVED BY _____

NEW ___RET___ST. # _____

STUDENT NO.: _____

DATE STARTED: ___/___/___

ENROLMENT FORM

Please print and fill the spaces provided in block letters. Return or scan and email to: registry@brrc.co.za.

PART A: STUDENT'S PERSONAL INFORMATION

TITLE:		GENDER:	
SURNAME:			
FIRST NAME:			
DATE OF BIRTH:	NATIONALITY:	ID/PASSPORT NO.:	
PHYSICAL ADD.: _____			
CODE: _____			
POSTAL ADD.: _____			
CODE: _____			
HOME TEL:	WORK TEL:	CELL:	
EMAIL:			
NAME OF NEXT OF KIN:	RELATIONSHIP:	CELL:	
PREFERRED PAYMENT TERMS:			

PART B: TUITION SELECTION

CODE	TUITION NAME	CODE	TUITION NAME

PART C: ENROLMENT DECLARATION

- I, _____ (Full name and surname) the undersigned do hereby:
- Acknowledge that I understand the provisions of the declaration of this Enrolment Contract, and hold myself bound thereby, and all other provisions of this registration; and by the rules and regulations of ACE for the time being in force or as they may be altered, for any period for which I am a registered student;
 - Acknowledge that I have familiarized myself with the relevant tuition programme and certify that the information given in this form is accurate and complete in all respects;
 - Hold myself responsible for the full payment of the full tuition fees relating thereto;
 - Accept that I may NOT cancel or defer my registration for the tuition chosen;
 - Agree that ACE shall be entitled to recover from me all legal costs incurred in order to enforce its rights under this contract, including, but not by way of limitation, attorneys and own client fees and collection charges and all tracing charges;
 - Acknowledge that a certificate issued by ACE's auditors shall be proof of the full amount owing by the student for the purposes of all legal proceedings;

RULES AND REGULATIONS

- No dangerous weapons will be allowed in the premises e.g. Guns, knives, machetes, pen knives etc. No drugs allowed in the premises. Pornography is strictly prohibited in the college premises. Illegal gaming, internet fraud and fraud will lead to deregistration and a report to the SAPS. No smoking is allowed in the premises. No smoking in the toilets. Alcohol and alcoholic drinks are strictly prohibited in the premises. No eating or drinking in the lecture rooms.
- Observe punctuality. Cell phone communication while in the class is strictly prohibited. Cell phones must be off at all times during the classes.
- Language: uncouth language towards other students and lecturers and making excessive noise, etc not allowed, racial and derogatory terms including xenophobic terms, meant to humiliate sections of the community in a discriminative way are strictly prohibited. ACE is a diverse, multi-nationality institution which promotes a non-racial, non-sexist, non-discriminative and non-xenophobic society where no one is discriminated on whatever grounds.
- FEES ARE PAYABLE UP-FRONT ON OR BEFORE THE COMMENCEMENT OF TUITION. FEES TO EXTERNAL EXAMINATION BODIES ARE NOT RECEIVED AT ACE AND HENCE ARE NOT INCLUDED IN THE TUITION FEES. TUITION FEES DO NOT INCLUDE BOOKS AND STATIONERY.
- A student will NOT be entitled to a refund should they at any point decide to cancel their registration for whatever reason. Accordingly, on cancellation any fees outstanding must be paid as per agreed payment terms above (refer to above "Preferred Payment Terms").
- Should the fees remain unpaid for 2 months subsequent to agreed payment terms above, ACE will institute legal proceedings and the student will be liable for all costs incurred.
- Indemnity: I hereby indemnify ACE, its workers, employees, management and agents from any legal costs which may arise due to any risk, damage of property, accidents, loss of property or loss of life including death whilst I am in their premises.

NAME OF GUARDIAN: _____ (FOR UNDER 21 YEARS)

STUDENT/GURDIAN SIGNATURE (IF UNDER 21 YEARS)

PART D: PERSON RESPONSIBLE FOR ACCOUNT (IF OTHER THAN STUDENT)

Name: _____ Relationship: _____
Address: _____
Telephone: Home: _____ Business: _____ Cell: _____

I will be responsible for payment of the services furnished and agree to pay for such tuition regardless of any other third party involvement. I also agree, if the need arises for my account to be referred to collection, to pay all agency fees, court costs, attorney's and legal fees.

Signature _____ Date _____