



leading sport and fitness education

## Registration Form and Contract of Enrolment

### DIPLOMA STUDIES- 2<sup>nd</sup> year registrations

<b>Contact details</b>	
<b>Campus / region</b>	<b>eta</b> Pretoria
<b>Street address</b>	Sax Building, Southdown, John Vorster Road, Centurion, Pretoria
<b>Postal address</b>	P O Box 67023, Highveld Park, 0169
<b>Phone</b>	+27 (012) 665 0475
<b>Fax</b>	+27 (012) 665 0485
<b>Email address</b>	<a href="mailto:pretoria@etasa.co.za">pretoria@etasa.co.za</a>
<b>Website</b>	<a href="http://www.exerciseacademy.com">www.exerciseacademy.com</a>

<b>Banking details</b>	
<b>Account holder</b>	Exercise Teachers Academy PTY Limited
<b>Bank:</b>	Nedbank Limited
<b>Branch Name</b>	Sea Point
<b>Account number</b>	1069 340 324
<b>Branch code</b>	106 909
<b>Swift code</b>	NEDSZAJJ

<b>IMPORTANT POINTS FOR COMPLETING THE FORM</b> (tick the check boxes to ensure you have completed and submitted according to instructions)	<b>Tick</b>
1. Please <b>read</b> the <b>conditions of registration</b> before you complete in the form (page 7).	
2. Use a <b>black pen</b> and mark with a ✓ (tick) where required (unless you are asked to circle).	
3. Only <b>one form</b> should be submitted.	
4. Ensure that you complete all the personal details required and you do so accurately. Omission or errors will delay the processing of your registration.	
5. This document must be <b>completed and signed</b> by the student or legal guardian of the student as well as the person responsible for paying tuition fees. Each signatory must include their signature on the bottom right hand corner of each page.	
6. The non-refundable registration fee must accompany this form (campus students). This does not apply if you are re-registering for 2 <sup>nd</sup> year or are already registered on another <b>eta</b> course.	
7. If applying as a distance learning student, the full course fees should be submitted with the registration form. If applying for payment method 2 (distance students only) the first payment is due with this form. Refer to course fees for full detail.	
<b>You must submit the following with the registration form:</b>	
8. A copy of the NSC (National Senior Certificate) or GCSE (General Certificate of Secondary Education). This is required for the enrolment to be confirmed). Midterm results or end of grade 11 results can be submitted in the interim.  <u>This does not apply if you are re-registering for 2<sup>nd</sup> year or are already registered on another <b>eta</b> course.</u>	
9. A <b>motivation letter</b> indicating reasons for wanting to complete the <b>eta</b> course (this is very important if you are not including results from school and you want to motivate to be admitted to the course. This does not apply if you are re-registering for 2 <sup>nd</sup> year or are already registered on another <b>eta</b> course.	
10. Applicants who do not meet the admission criteria may be considered for admission to an <b>eta</b> course. The following information is required: <ul style="list-style-type: none"> <li>• A reference or testimonial from the applicant's school or employer</li> <li>• A letter from the applicant motivating for admission to <b>eta</b> and explaining (1) how they will apply themselves and (2) why they wish to be admitted to the course</li> <li>• Proof of qualifications which provide evidence of ability in related fields e.g. sport, fitness or business management</li> <li>• Should the applicant not meet the minimum admission criteria; they may be referred for tests, at their own expense. These could include tests for aptitude, literacy, numeracy, reasoning skills and or studying skills.</li> </ul>	
11. A copy of any sport, fitness or business management qualification that you have achieved (for exemption or RPL purposes)	
12. A copy of your ID document (if a foreign student, a copy of the passport is required)	
13. A copy of your guarantor's/parent/guardian's ID if they are responsible for your course fees	
14. A signed copy of the <b>eta</b> student code of conduct - you can download this from the <b>eta</b> website.	
15. If applying as a <b>foreign student in SA</b> , a copy of a valid <b>visa</b> and study permit is compulsory. This rule may also apply and a visa may be required if you are studying with <b>eta</b> in other countries. Copies of study permits and visas should be submitted with the form. The permit should state clearly that the applicant intends to enrol with <b>eta</b> . The duration of the permit must exceed or be the same duration as the course.	

#### **DECLARATION BY eta**

The **eta** does not discriminate against any person based on their gender, race or ethnicity. You are required to complete questions related to gender and ethnicity for statistical purposes only.

#### **ADMISSION CRITERIA**

Please check the **eta** policy for admission and selection which you will find on the **eta** website, rules and policies

#### **GUARANTOR DETAILS**

1. The person responsible for the payment of course fees (student or guarantor) must complete all the required information, sign the relevant section and initial all pages of the form.
2. The **eta** holds the right to disqualify the application should the information on the application form is found to be illegal or incorrect.

#### **TUITION FEES DUE AND STUDENT LOANS**

- Once the registration form is submitted and fee paid, successful applicants will receive a letter of *confirmation*.
- If the applicant is applying for a student loan, the application must be completed and the loan approved before commencement of the **eta** course. Fees are due by the commencement date of the course and late loan applications will jeopardise a confirmed place on the course.

#### **ACKNOWLEDGEMENT and DECLARATION**

1. If over the age of eighteen, the applicant must sign the *acknowledgement and declaration* section of the form or the parent / legal guardian if the applicant is under 18.
2. Unsigned applications will not be accepted.



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**1. Course type** (select the type of course you are enrolling for by circling your preference below)

Full time studies	Part time studies
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**2. Biographical information** ( fill in your details in each of the spaces provided)

Title		Initials	
First name			
Middle name			
Surname			

**3. Contact details** ( fill in your details in each of the spaces provided)

Mobile	Home	Work	Fax		
Email address					
Preferred method of communication (circle preference below)					
Email	Fax	Mobile	Post	SMS	Phone
Physical address					
				Postal Code	
Postal address					
				Postal Code	
Preferred address for mailing (circle preference)	physical/street address		postal address		

**4. Additional personal information** ( fill in your details in each of the spaces provided)

ID or alternative ID					
Ethnicity - circle one below (this information is required for South African statistical purposes and applies to South African branches of eta only)					
African	Coloured	Indian/Asian	White	Other	
Gender (circle)	Male	Female	Nationality		
Date of birth			Current age		
Citizenship/ Residence circle one below					
South African	Permanent Resident	Dual citizenship	Foreigner		
Home language					
Do you have a disability, special needs or a special health condition that we need to know about?			Yes	No	
Please explain:					
Please tell us your specific requirements for your special needs (if relevant):					



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Socio-economic status: (this information is required by the THETA) circle one below			
Employed	Unemployed	Student	Learner( learnership)
Current occupation			
Have you worked in fitness or sport sector before? (circle choice)	Yes	No	
How many years of experience in this sector			
What job did you do?			
What is your work experience in other areas?			
Can you operate a computer? (circle choice)	Yes	No	
Which computer software can you operate?			

### 5. Medical emergency details

Emergency contact details (the name of the person we call in case of an emergency)			
Phone number of emergency contact person			
Medical aid (name of Medical Aid company)		Med aid No.	

### 6. How did you hear about the eta? Tick one or more of the options below

<input type="checkbox"/> word of mouth <input type="checkbox"/> referral from virgin active/planet fitness/other gym <input type="checkbox"/> referral from teacher/guidance counselor <input type="checkbox"/> referral from <b>eta</b> student <input type="checkbox"/> school presentation <input type="checkbox"/> school expo/career day <input type="checkbox"/> school fitness testing <input type="checkbox"/> rocking future road show <input type="checkbox"/> brochure in a gym <input type="checkbox"/> Google <input type="checkbox"/> directory/ies <input type="checkbox"/> advert in the media		
Have you used Google or a similar search engine to source the <b>eta</b> website and find out more about the <b>eta</b> ? (circle)	Yes	no

### 7. Education and school details

Highest education achieved			
Name of the school last attended			
Province/City of the school			
Name of Guidance Counsellor (insert LO or principal's details if no Guidance Counsellor)			
School telephone		School email	
Have you enclosed your NSC or Matric exam results (please circle)	YES	NO	
If NO please explain reason			

**8. Details of parent/guarantor or person responsible for payment of the tuition fees**

Parent/Guarantor details (indicate nature of relationship to the student)			
Title			
First name			
Surname			
ID number			
Home phone	Mobile	Work phone	Fax
Email address			
Street address			
		Postal code	
Postal Address			
		Postal code	
Name of Employer			
<b>Contact details of employer</b>			
Mobile	Home	Work	Fax

**9. Choice of qualification;** place a tick in *one of the three tables below*, to indicate the qualification of your choice

<b>Diploma in coaching Science (2-year)</b>		Tick here
<b>Elective</b>	Second year: Coach intermediate to advanced level performers	

<b>Diploma in Fitness (2-year)</b> select one of the electives below for second year		Tick here
<b>Elective</b>	Second year: Sport conditioning <u>or</u> Exercise Specialist.	
	Sport Conditioning Trainer	Exercise Specialist (pregnancy, children and older adults)

<b>Diploma in Sport Management (2-year)</b>		Tick here
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**10. Choice of specialization module/s;** if you wish to do **additional specializations in your year**, we need to book these for you; they are NOT included in course fees. Tick your choice below – the prices are included here as well

<b>Specialisations</b> (entry requirement exercise science and nutrition)	✓
Coaching Sport (cricket) beginner to intermediate level	
Coaching Sport (football) beginner to intermediate level	
Coaching Sport (hockey) beginner to intermediate level	
Coaching Sport (netball) beginner to intermediate level	
Coaching Sport (rugby) beginner to intermediate level	
Diet, Exercise and Genetics	
Exercise to Music (aerobics, step and tone)	
Indoor stationary cycle classes to music	
Lifestyle Coaching	
Massage for Sport and Fitness	
Nutrition for Performance	
Pilates Mat	
Vinyasa Yoga	

**11. eta 2<sup>nd</sup> year clothing, please circle your preferred size;** you are required to wear eta uniform for campus and field work.

T-shirt	N/A	S	M	L	XL	XXL	XXXL
Training vest	N/A	S	M	L	XL	XXL	XXXL
Rain jacket	XS	S	M	L	XL	XXL	XXXL

**Exercise Teachers Academy (Pty) Ltd Registration No. 2005/021935/07**

**TERMS AND CONDITIONS OF REGISTRATION FOR eta LEARNING PROGRAMME**

*These Conditions of Registration ("**Conditions**") apply as between the applicant ("**Student**") registering for their chosen course and Exercise Teachers Academy (Pty) Ltd ("**eta**"). These Conditions must be read with the Guidelines to Completing the eta Registration Form ("**Guidelines**") to which these Conditions are attached.*

**1. FEES PAYABLE:**

- 1.1 **The fees payable to eta in respect of the study of the courses comprise the following:**
- 1.1.1 The non-refundable application fee, payable immediately on submission of the application form annexed hereto;
- 1.1.2 The non-refundable learning resource pack fee, payable before the first day of the orientation week, which date will be stated on the *Confirmation of Registration Letter* sent by the eta.
- 1.1.3 The course deposit, payable before the first day of the orientation week, which date will be stated on the *Confirmation of Registration Letter* sent by the eta.
- 1.1.4 Subject to clause **4** below, the full tuition fee in respect of the course chosen, is payable within thirty days of the course Commencement Date.
- 1.2 The fee mentioned in clause 1.1 *may not be transferred to another person or to another eta region.*
- 1.3 The fees referred to in clause 1.1 do not include any external institute membership fees, university fees, supplementary assessment fees, stationery, transport costs, or any costs in respect of meals and/or refreshments.
- 1.4 It is specifically recorded that the registration of the Student for the chosen eta course is only confirmed once the fee referred to in clause 1.1.1 has been received by eta and all the relevant Signatories (that is, the Student and/or Parent/Guardian, where appropriate) have signed the registration form annexed hereto.

**2. eta's RIGHTS:**

- 2.1 In terms of these Conditions, eta reserves the right to:
- 2.1.1 combine classes of a similar academic level and content and to change the syllabus at any time should the requirements by accreditation or registration bodies so demand;
- 2.1.2 apply rules and performance requirements and the Student hereby agrees to be bound by such rules as may be amended by eta from time to time without notice to the Student;
- 2.1.3 Exclude the Student from lectures and assessment, to withhold results or dismiss a Student for failure to comply with eta rules and Student code of conduct or a failure by the Student to meet the performance requirements.
- 2.1.4 withhold results and certification for failure by the Student or their sponsor to fulfil their course fee payment obligations;
- 2.2 It is recorded that a minimum of 15 (fifteen) registered Students is required for any course to be run by eta. In this regard, eta reserves the right to cancel the teaching of any course offered on the basis of insufficient demand therefore.

**3. STUDENT'S CURRICULAR OBLIGATIONS:**

- 3.1 Students are obliged to complete their learning programmes within the time frames indicated in the eta policies for registration and enrolment.
- 3.2 The Student's failure to attend lectures for whatever reason shall in no way entitle him/her to a refund of tuition fees. Furthermore, the right to attend lectures and take assessments is not transferable by the Student to another person.

**4. COOLING-OFF PERIOD**

- 4.1 Students are granted a 7-day cooling-off period, from course Commencement Date, during which time they may inform eta in writing that they wish to cancel their enrolment. In such event, the eta policy for cancellations and refunds applies;
- 4.2 After the 7-day period, no refunds will be considered;
- 4.3 Application/registration fees and resource pack fees are not refundable.

**5. NON-DELIVERY BY eta**

In the event of the **eta** being unable to deliver learning at a venue operated by the **eta** or due to its (**eta**'s) failure to meet its obligations to its students, the directors undertake to deliver the balance of any learning due to the Student (in good financial standing with the **eta**) through the medium of Distance Learning. The Student acknowledges that the provision of this alternative teaching by **eta** will fulfil all its obligations in terms of these Conditions.

**6. VIS MAJOR:**

6.1 For the purposes of this clause **4**, a "**vis major event**" means an event or circumstance that, despite its reasonable effort, and without its fault or negligence, **eta** is unable to control and includes the following:

6.1.1 any act of God;

6.1.2 civil commotion, riot, invasion, war threat or preparation for war and other hostilities;

6.1.3 fire, explosion, storm, flood, earthquake, subsidence, epidemic or other natural physical disaster;

6.1.4 strikes, lock-outs and other industrial action;

6.1.5 impossibility of the use of railways, shipping, aircraft, motor transport or other means of public or private transport;

6.1.6 political interference with the normal operations of any party; and

6.1.7 Embargo, restrictions or requirements or other acts by any government or other lawful authority.

6.2 In the event of a vis major event occurring, **eta** reserves the right to cease lectures and close the college temporarily. Whilst **eta** undertakes to make every effort to resume lectures as soon as possible, no warranties are made in this regard and no refund of tuition fees will be made.

**7. ACKNOWLEDGEMENTS BY STUDENT:**

The Student acknowledges that –

7.1 he or she may be exposed to risks to life, bodily injury, health, illness, damage to property or personal liability and, in the full knowledge of the risks, agrees to indemnify **eta** against all claims arising from any of the abovementioned or in the attendance at lectures or training in any workshop, laboratory or other place or any excursion, event or sporting activity with or without **eta**;

7.2 the course provided by **eta** is occupationally based and as such includes lectures and fieldwork components. The fieldwork includes practical work experience at workplace sites prescribed by the **eta** from time to time. It is agreed that any such fieldwork is not paid employment but may result in offers of employment for the Student. The Student agrees to implement their fieldwork hours at times and venues stipulated by the **eta** – this could be evenings, early mornings, weekends, public holidays or during term holidays;

7.3 the information given in the registration form is accurate and correct in all respects; and

7.4 he or she has read and understood the Conditions and agrees to be bound thereby and by the Policies and Procedures of **eta** in force for the time being and for any period during which the Student is registered.

**8. TRANSFERS BETWEEN eta REGIONS:**

8.1 Transfer of a student between **eta** regions is possible; the **eta** policy for transfers applies

**9. INTELLECTUAL PROPERTY:**

All intellectual property rights in the course materials provided by **eta** to the Student shall remain **eta** or its licensors' property.

**10. CONFIDENTIALITY:**

Any information and materials relating to **eta** or its business disclosed to the Student by or on behalf of **eta** prior to or after the entering into by **eta** of any contract with the Student, shall be the confidential information of **eta** and shall not be used or disclosed by the Student to any third party.

**11. NOTICES AND DOMICILIUM:**

The Student nominates as its domicilium citandi et executandi the address reflected in the application form annexed hereto for service upon it of all notices and process in connection with any claim or any action arising between **eta** and the Student in terms of these Conditions.

**12. APPLICABLE LAW AND JURISDICTION:**

12.1 These Conditions, the annexes hereto and the registration forms will in all respects be governed by and construed under the laws of the Republic of South Africa and or the laws of the country in which the **eta** course is being offered.

12.2 The Student consents to the non-exclusive jurisdiction of the Magistrate's Court in terms of Section 45 of the Magistrate's Court Act No.32 of 1944 (as amended) having jurisdiction under Section 28 of the said Act, notwithstanding that the claim by **eta** exceeds the normal jurisdiction of the Magistrate's Court as to amount. The Company shall, in its discretion, be entitled to proceed against the Student in any other court of competent jurisdiction, notwithstanding the foregoing.

**13. SOLE AGREEMENT:**

The Student acknowledges that these Conditions, together with the annexes and registration forms hereto, constitutes the sole record of the agreement between the parties concerning the subject matter hereof, and supersedes and overrides all previous agreements between the parties, whether written or oral. The Signatories, by affixing their signatures hereto in the space provided below, also agree to be bound by these Conditions.

**14. WAIVER:**

No relaxation or indulgence granted to the Student by **eta**, at any time, shall be deemed to be a waiver of any of **eta's** rights in terms hereof, and such relaxation or indulgence shall not be deemed a novation of any of the terms and conditions set out herein, or create any estoppel against **eta**. No waiver of these Conditions will be binding or effectual for any purpose unless in writing and signed by or on behalf of the party giving the same. Any such waiver will be effective only in the specific instance and for the purpose given.

**15. VARIATION:**

No variation, addition, deletion, or agreed cancellation of these Conditions, the annexes or registration forms hereto, will be of any force or effect unless in writing and signed by or on behalf of the parties hereto.

**16. ASSIGNMENT:**

The Student shall not at any time cede or assign any of its rights or obligations under these Conditions without the prior written consent of **eta**.

**17. SEVERABILITY:**

If any of these Conditions shall be found to be invalid by any competent court, the remaining Conditions shall remain valid and enforceable.



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<b>ACKNOWLEDGEMENT &amp; DECLARATION</b> (Applies to both Student & Parent / Guardian / Sponsor)				
<p>I have read and understood the conditions of registration at <b>eta</b>. I therefore admit that I will comply. I declare that the information I have supplied is complete and true. I understand that if any of it is found to be incomplete, false or misleading <b>eta</b> has a right not to approve my application.</p> <p>Neither <b>eta</b> nor any <b>eta</b> official employee shall be liable for any loss or damage incurred by me or any other person arising out of death, bodily harm, loss of health or illness howsoever caused and the destruction or loss to any property belonging to me or any other person, howsoever caused.</p> <p>I hereby indemnify <b>eta</b> against any claims by any person arising in any way as stated above or in respect of my own negligence or wilful act.</p> <p><b>Student over 18:</b> I hold myself responsible for the payment of all fees and other charges due and payable by me as a student at <b>eta</b> and should my account be handed over to attorneys for collection, I will be liable for all costs and fees charged by their services.</p>				
The signatories acknowledge that they have read the Conditions of Registration and that they agree to be bound thereby.				
Signed at				
Date of signature				
Signature of student				
Name of <b>eta</b> representative				
Signature of parent /legal guardian/sponsor				
<p><b>Parent / Legal Guardian / Sponsor:</b> I agree that I am the parent/legal guardian/sponsor of the applicant mentioned above. I further give consent to the applicant signing the registration forms if admitted. I hold myself jointly and severally liable with the applicant as co-debtor for all amounts due by the applicant to the <b>eta</b>, unless I inform <b>eta</b> in writing to the contrary, in which event such notification shall take effect only from the beginning of the following academic year. I certainly confirm and accept that I shall not, in any capacity, hold <b>eta</b> liable for any damage or loss, which the applicant or any other person may suffer under any of the circumstances set out in the applicant's declaration. I authorise <b>eta</b> to conduct a credit check and I have furnished the necessary details for that.</p>				
<p><b>PLEASE COMPLETE IF PAYING BY CREDIT CARD:</b> I declare that all the particulars pertaining to me on this form are true and correct. Please deduct the following amount from my credit card, in payment of the fees indicated.</p>				
Full Name				
ID NO.				
Total amount				
Type of transaction	Straight	Budget	Months:	
Type of Credit Card: Visa/MasterCard				
Credit Card No.				
Last 3 Digits:			Expiry Date	
Signature of card holder				
Date of signature				

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**eta STUDENT CODE OF CONDUCT**

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The code of conduct is signed only once; if the student registers the following year, the code of conduct they signed in their first year continues to apply and will be kept in their file.

As an **eta** student, I shall abide by the **eta** code of conduct and uphold all the policies, rules and regulations of the **eta** and the **eta** campus.

**POLICIES, RULES AND REGULATIONS**

1. It is the student's responsibility to ensure that they have read and understand any **eta** policy that is made publicly available on the **eta** website or is in printed format in their **eta** Student Handbook or is posted up on an **eta** notice board.
2. Any Student found guilty of a transgression of any rule(s) or guilty of misconduct may be subject to disciplinary measures to be determined by the Campus Manager, as a result of which a Student may be suspended. In the event of such suspension the Student will not be released from his/her commitment to **eta** as laid down in the Registration contract.
3. Attendance of the learning programmes, field work, assessment preparation and assessment feedback sessions are to be regarded as compulsory. Should a Student be unable to attend such, the Student is unlikely to achieve the criteria required for competence. In the event of illness the Student must notify the **eta** on their return.
4. Any appointment required with any of the **eta** management is to be booked at a mutually agreed time, with the **eta** reception.

**GENERAL CODE OF CONDUCT**

A Student will be guilty of misconduct if he/she:

1. Intentionally or negligently, disobeys or challenges, attempts to disobey or challenge, or assists, encourages or persuades any other person to disobey or challenge, a code, regulation, rule or instruction of **eta**.
2. Steals, unlawfully appropriates, uses or misuses, destroys, damages or alienates property of **eta** or of a staff member or of a fellow-Student or of any other person, or uses or handles such property in a way that is or may be prejudicial.
3. While on or in **eta** premises, is found to be in possession of a dependence producing drug without a medical prescription, or uses or is under the influence of such drug.
4. Introduces intoxicating liquor to or in **eta** premises without the consent of the Principal or a person authorised by him/her, or abuses intoxicating liquor and /or is under the influence of such liquor while on or in **eta** premises.
5. Refuses or fails to comply with a lawful instruction or request of any official body or staff member of **eta** or acts contrary to such instruction or request.
6. Affixes, distributes or displays a banner, placard, notice, circular, letter or pamphlet on or in **eta** premises without obtaining the written permission (which may be conditional) of the Campus Manager or a person authorised by him/ her.
7. Without official authorisation brings onto or stores on or in **eta** premises a firearm or other dangerous weapon, or fuel that cannot reasonably be shown to be required for the operation of a motor vehicle, or explosives, or allows, or arranges for the foregoing to be brought onto or stored on or in such premises.
8. Arranges, organises, instigates, holds or participates in a political protest or demonstration on or in **eta** premises.
9. Behaves in a threatening, insulting, improper or unbecoming way towards an office-bearer or member of a managerial body of **eta** or a staff member, a fellow-Student or any other person.
10. Knowingly makes a false or erroneous statement to any staff member or intentionally provides materially false information to anyone outside **eta** about **eta**.
11. Arranges an assembly on or in **eta** premises without obtaining the prior written consent of the Campus Manager or a person authorised by him /her, or attends a gathering prohibited by the Campus Manager.
12. Behaves in a violent, disorderly, improper or unbecoming way on the premises of **eta** or in the immediate vicinity of **eta**.
13. Collects money or offers goods for sale or advertisers goods on or in **eta** without the permission of the Campus Manager or a person authorised by him/her.



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14. Behaves in any other way that leads to or may lead to the consequences described below, if such consequences were or could reasonably have been foreseen at the time when such behaviour occurred. Behaviour as a result of which:

- **eta's** good name is or may be prejudiced.
- The maintenance of order, discipline and security at **eta** is or may be prejudiced or jeopardised.
- The process of tuition, research and administration, and general **eta** activities are or may be prejudiced or jeopardised.

#### **IN CASE OF CRIMINAL CONDUCT**

Students must refrain from committing any act deemed unlawful according to the criminal law of South Africa; **eta** will apply a strict disciplinary action against such a conduct.

This document is understood and agreed by:

**Student's full names**

**Region**

**Student's signature**

**Date**