

<b>Policy Reference</b>	<b>PP Registration</b>	Year	2011
<b>Version</b>	<b>Version 6</b>	Replaces	
<b>Type of policy</b>	Student Policy		
<b>Last update</b>	November 2009		
<b>This policy replaces</b>	PP Registrations, admissions 09		
<b>Name change from</b>	PP Registrations, admissions		
<b>Name change to</b>	PP Registration		
<b>Linked Strategy/Plan</b>	eta Strategic Plan		
<b>Documentation linked to this policy</b>	Registration forms		
<b>Database</b>	DB Students		
<b>Responsibility for policy implementation</b>	Campus Manager		

#### PURPOSE

The policy also addresses the registration requirements for enrolment to **eta** courses.

#### POLICY

**This policy defines the controls regarding the following:**

1. **Completion of qualifications**
2. **Extensions of study time**
3. **Cancellation of a course by eta**
4. **Registration and completing the registration procedure**
5. **Conditions for Foreign Students**
6. **Cancellations and refunds**

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#### 1. **Completion of qualifications**

This section of the policy will be revised for 2011 to address the changes in the HEQF.

**Certificate:** Students have one year (**12 months**) from the date of course commencement in which to complete all assessment and achieve their qualification. This includes one follow up assessment (2<sup>nd</sup> assessment).

**Diploma:** Students have two years (**24 months**) from the date of course commencement in which to complete all assessment and achieve their qualification. This includes one follow up assessment (2<sup>nd</sup> assessment).

**Course commencement date:** the course commencement date is defined by the date indicated in the student's letter of acceptance.

**See PP registration for details on refunds for cancellation by students**

## 2. Extensions of study time

The course duration period is **strictly adhered to** and extensions are only allowed in exceptional circumstances where extenuating circumstances restrict the student's ability to study and carry out their learning activities or assessment tasks. Examples are listed below:

1. Serious illness or accident
  2. Death in the family
  3. Overseas travel for work that seriously disrupts study e.g. a professional athlete with sport commitments.
- In these cases, a letter of explanation from the student requesting the extension is required together with a medical certificate (in the case of illness).
  - The manager must authorise the extension or postponement of study and provide this in a formal letter confirming extension or postponement dates. One copy is kept in the students file and the information is noted on the database.

## 3. Students who have not completed in the required time period

**See PP Registration (student policies) for details on validity of qualifications**

1. Once supplementary assessments have been conducted in January and results have been issued, the course is complete and the validity date has expired. Students can apply to repeat modules or sections of the course not achieved in the following year.
2. Diploma students who have outstanding work from first year may complete in their second year. The assessor must advise the student whether it is necessary for modules to be repeated (either through attending classes or with home study).

## 4. Cancellation of a course by eta

1. A minimum of 15 registered students is required for a course to run.
2. Courses are only cancelled by **eta** if there are insufficient student numbers to make the course viable for **eta**. In this **unlikely** event, all course fees paid by the student are refunded in full. The refund is paid within 30 days of the course being cancelled.

## 5. Cancellation by a student

1. **Cancellation by a campus student:** campus students are granted a 7-day cooling-off period, from the course commencement date. During which time the student may inform **eta** in writing that they wish to cancel their enrolment. After this 7-day period, no cancellations are considered.
2. **Cancellation by a distance learning student:** if an enrolled **Distance Learning** Student cancels his or her enrolment within 7 (seven) *days of receipt of the course material*. After this 7-day period, no cancellations are considered.

## 6. Registration, completing the registration procedure and paying the fees

1. The prospective student must fill in all the details required in the registration form.
2. Submit 2 **ID size photographs**.
3. Submit a copy of the South African ID document.
4. The student and parents or guardian must sign the registration form if the student is a minor.
5. A registration form is completed **for each year of study** i.e. students complete details for their first year and select their electives and specialisations and again for their second year with their electives and specialisations.
6. The registration fee must accompany the registration form
7. Students continuing from 1<sup>st</sup> to 2<sup>nd</sup> year do not pay a registration fee for their second year.
8. Students wishing to re-register for a course that they did not complete must complete the registration procedure again (whether full time or part time). The registration fee can be waived if the student registers *within one year* of their previous course. If re-registration is more than one year following the previous course, registration fees must accompany the registration form.

## 7. Conditions of registration for foreign students

The **eta** should adhere to government's policy regarding the admission of foreign students.

1. Foreign students must have in their possession a **valid RSA Visa and Study permit**. This visa can only be obtained once they have registered and paid their application fee and received a letter of confirmation from their campus.
  2. Please note that the study permit must clearly state that you will be enrolled at **eta**.
  3. The duration of these documents must exceed or cover the duration of the course enrolled for.
  4. The student must also have a valid passport.
  5. All foreign qualifications and results must be sent to **SAQA** in order to have them evaluated and equated to SA standard.
  6. Certificates in foreign languages should be submitted, after a translation in English has been completed by a sworn translator.
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## PROCEDURES

The following procedures are addressed:

1. **Registration process**
2. **Registration procedure**
3. **Status of students**
4. **Payment of registration fee and deposit**
5. **Administering refunds and cancellations**
6. **Registering groups**

### 1. Registration process

- Student completes the registration form and pays the non refundable registration fee
- For further processing of the information, a non-refundable registration fee of R 1000\_must be paid with the submission of the registration form. [See PP Course fees](#)
- Included\_with the form are copies of Grade 11 and or Grade 12 results

#### To assist in the selection process;

- Include a brief letter motivating reasons for wanting to do **eta** course and what they intend to do with the course.
- Include a reference letter from class teacher or school principal.

### 2. Registration procedure

- On receipt of the registration form and the submission of supporting documentation, the registration will be processed.
- Depending on the findings while processing the forms, a pre-registration interview can be arranged before approval letter is sent.
- Once the application is approved, a **confirmation of registration (letter 1)** will be issued and sent to the applicants address.
- Together with Letter 1, the student will be provided with an **invoice for their tuition fees** due for their two years or study on their diploma or, if relevant for one year if registering only for a certificate.
- In addition to the signed Letter 1, to be officially **enrolled** on an **eta** course, the student is required to **pay the Learning Resource Pack Fee**.
- Once the learning resource pack fee is paid, the amount is receipted and the student is sent their **Acceptance Letter** (letter 2).
- **Tuition Fees** are payable by the **course commencement date** and students applying for student loans must provide a letter of confirmation of the loan before they can start their course.
- The student will be required to sign a student **code of conduct** and will be issued with their file and student packs.
- The **eta** administrator must sign on a copied letter of admission and give it back to the student to keep.

### 3. Student status

- **Applicant:** Student has registered for the course, completed the registration process and signed the registration form, paid the registration fee; receives **confirmation of registration letter 1**. An invoice for tuition fees and learning resource pack fees is sent to the student.
- **Enrolled:** Paid the Learning Resource Pack fee, this is receipted and the **Acceptance Letter 2** is sent.

- **Active:** Student is on course, **has paid tuition fees.**
- **Graduate:** Student has complied with the learning and assessment criteria and **achieved** the qualification

#### 4. Payment of registration fee and deposit

[See PP Income Management](#)

#### 5. Administering refunds and cancellations

[See PP Income Management](#)

#### 6. Registering groups

If an **eta** region forms an alliance and offers an **eta** course or part of an **eta** course with their learning programme and the college is responsible for collecting the fees then the registration is done by the college on behalf of the group. In this event, the person responsible for the group and the payment of the fees from the college completes and signs ONE application form and a list of the students on the eta course is attached to the application form.

If the college is agreeing a payment plan with an **eta** region (anything other than a full payment before course commences is considered a payment plan) then this must be treated in the same way as any other payment plan and the relevant agreements must be completed by the person responsible from the college.

There is an **eta** standard **Service Level Agreement** for alliances with other colleges on learning delivery. This must be agreed and signed BEFORE commencement of any alliance with **eta**.

#### Procedure for registering groups

- Registration forms are completed in full and signed by the college representative
- The person responsible for the payment must complete the acknowledgement of debt section of the form and this must accompany the registration if there is an extended payment plan.
- A complete list (DB students) with full details of each student must accompany the application form.
- Once the **eta** website is again functional, each student on course must be loaded to the **eta** website therefore the **eta** administrator needs a copy of the first page of the **eta** registration form completed so that they can load the details to the website.
- Students' details must also be loaded to the THETA site for certification purposes.