

## **IMPORTANT INFORMATION**

**This letter is for information purposes only and does not have to be sent in with your registration form.**

- All the fields on the registration form have to be filled in. If the form is incomplete, you will not be registered.
- Kindly print out the registration form and fill it in and scan it to us, do not fill in the form electronically.
- Attach a copy of your **ID document** and a **deposit slip** or add **a letter from your company** signed by the person responsible for the payment. Without these documents we cannot process the registration.
- **NB!** The reference on the proof of payment **MUST** be the student's ID number.
- **NO** late registrations will be accepted.
- Do not enrol at two different Colleges/Exam Centers in one trimester. DHET will cancel one of the registrations.
- The list of examination centers indicating the addresses are available on our website.
- All communication to the student will be made via **EMAIL** and **SMS**, therefore make sure you indicate the correct details on your form.



## Installation Rules and Masters Enrollment form

<b>ID Number:</b>													
<b>Surname:</b>									<b>Gender:</b>				
<b>Full Names:</b>													
<b>Physical Address: Postal Code :</b>													
<b>Cell No:</b>													
<b>Tel No (Work)</b>													
<b>E-mail: (NB!!!!!!)</b>													
<b>Nationality:</b>							<b>Passport No: (Only foreigners)</b>						

**NB! Without this field ticked, you will NOT be registered.**

**Tick your exam center location:**

Technicol SA 899990838		Mosselbay 199995134		Port Elizabeth 499992409	
Bloemfontein 399992339		Namaqualand 299995214		Richardsbay 599995517	
De Aar 299995206		Nelspruit 699995608		Standerton 699995609	
East London 499990454		NIMT Arandis 1099995043		Stellenbosch 199990150	
Evander 699995604		NIMT Northern 1099995064		Tzaneen 799995724	
Kathu 299995210		NIMT Southern 1099995049		Upington 299995220	
Kimberley 299992201		Pionier Boys School 1099995044		Vereeniging 899995842	
Lichtenburg 999995906		Pietersburg 799992715			
Mokopane 799990701		Pietermaritzburg 599995586			

**NB!! Field of study:** Example – Installation Rules

SUBJECTS (Study material ONLY in English)	P1/P2	Correspondence (Writing at Pretoria West)		Correspondence (Writing at any other exam centre)		Exam only (No study material)
		Full Course	Re-write	Full Course	Re-write	Exam only
1.	P1 & P2	R9000.00	R1000.00	R9000.00	R1100.00	R3000.00
NB! FOR WHICH EXAM MUST WE ENROLL YOU?(Mark with X)				March/April 2025	July/August 2025	November 2025
Do you want us to courier or will you collect your parcel. NB! We courier your parcel to your nearest pargo point (Mark with X)				Collect		

**FOR OFFICE USE ONLY**

Registered by:	Date:	Study material by:	Date:
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**SIGNATURE OF STUDENT** \_\_\_\_\_ **SUBMITTED ON DATE** \_\_\_\_\_

## CONTRACT BETWEEN

TECHNICOL SA COLLEGE AND \_\_\_\_\_ ID no: \_\_\_\_\_  
(Full name of student)

### CORRESPONDENCE STUDENT

1. OBLIGATIONS OF THE LEARNER:

1. To confirm the subjects enrolled for with the College/Registrar before examination entries close.
2. To enroll CLEARLY STIPULATE THE EXAM CENTRE.
3. To write tests and/or submit assignments on or before the dates set by the College.
4. To pay all fees before examinations commence.
5. Any changes to subjects and / or examination enrollments must be communicated with the College/Registrar.
6. To contact the College for results.

2. OBLIGATIONS OF TECHNICAL SA COLLEGE:

1. To capture all student data on a data base.
2. To enroll students for examinations with the Department of Higher Education (DHET), when applicable.
3. To send year marks to the Department of Higher Education.
4. To make arrangements for the taking of examinations in terms of venues, exam papers and invigilators.
5. To provide students with academic results when available and asked for.

3. CONDITIONS OF ENROLMENT:

1. Students have to had passed Grade 10 or be older than 17 years of age.
2. Only a student with a valid ID document / passport may enroll for courses with Technicol SA College.
3. Students must PROVIDE an EXAMINATION CENTRE NUMBER TO BE ENROLLED WHEN enrolled with Technicol SA College.
4. This is a correspondence college and we are not responsible for any classes or lectures on your enrollment.  
(Excluding the INSTALLATION RULES and SPECIALIZED INSTALLATION RULES which include a 2/3 day course)

4. REFUNDS:

1. Administrative (R450 per subject) and examination fees (R500) are not refundable.
2. Cancellation of subjects must be done in writing within 10 (TEN) working days after registration.  
The college council will decide each case on merit to determine if a student is eligible for a refund.

5. GUARANTEE:

Technicol SA College undertakes to provide each student with the appropriate learning material for which the student has enrolled and to correct administrative procedures.

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Chief Executive Officer

Date: .....

.....  
Learner or Parent/Guardian  
(If learner is under 21)

Date: .....