

### ADMISSION CONTRACT

**1. Courses:** Please place an X next to the course you wish to attend.

- Introduction to Computers
- Intermediate Computer Skills
- International Computer Driving Licence (ICDL)
- IT Essentials (Cisco accredited in association with the University of Fort Hare)

**2. Preferred attendance date and times\*:**

Date course starts	Circle your preferred time			
	08:00 to 10:15	10:30 to 12:45	14:00 to 16:15	17:00 to 19:30

\*Although every effort will be made to accommodate your time preference, it is subject to change. Course commencement is subject to a minimum enrolment.

**3. Student information**

<b>Title</b>	(Prof/ Dr/ Mr/ Mrs/ Ms)	<b>Home Language</b>	
<b>First Name</b>		<b>Work telephone</b>	
<b>Middle Name</b>		<b>Home Telephone</b>	
<b>Surname</b>		<b>Cell</b>	
<b>ID Number</b>		<b>Email</b>	
<b>Gender</b>		<b>Residential Address</b>	
<b>Highest Education</b>			
<b>Current Occupation</b>			
<b>Years in Occupation</b>			

I, ..... and We, .....  
 The above named student For sponsoring company/parent/guardian

hereby agree to be jointly and severally liable for the total fee. I/We understand that this admission may be cancelled by either party with good reason within a maximum of 7 days of signing this contract This admission is accepted on the clear understanding that an amount of 10% administration costs will be charged upon cancellation with the exception of the IT Essentials 1 and II Courses. We agree that full and final settlement will be made prior to the scheduled Assessment date. If any payment due remains unpaid for a period of two months after the due date thereof, the whole balance will be deemed to have become due and payable. If any attorneys are instructed to recover any amounts due, I/We will be liable for all costs on an Attorney/Client basis and collection charges.

All course materials will be supplied by ITEC within the structured course fee unless otherwise stated.

Signature: .....  
 (Student)

Signature:.....  
 (Sponsoring company/parent/guardian)

Date: .....

Date: .....



**For office use only**

Amount	Receipt Number	Date	Signature

CONSENT AND INDEMNITY	CODE OF CONDUCT
<p>I, _____ (Full name of parent or guardian)</p> <p>The parent/guardian of _____ hereby give my consent for him/her to take part in ITEC activities including educational, social or general interest.</p> <p>I fully understand and accept that such activities shall be undertaken at my child/ward's own risk and I hereby undertake, on behalf of myself, my spouse, my executors and my aforesaid child/ward to indemnify, hold harmless and absolve ITEC, its associated organisations and their employees against and from any or all claims whatsoever which may arise in connection with any loss or damage to the person or property of my aforesaid child/ward in the course of such activities. I undertake further to indemnify, hold harmless and absolve ITEC against any claim made against ITEC in respect of any damage arising out of any willful or negligent action by my child/ward.</p> <p>In the event of my child/ward being injured while participating in any ITEC related activities, I hereby give my permission to any ITEC employee to attend to such injury and to consent to any medical treatment should such consent be required for medical reasons should it not be possible for me or my representative to be contacted timeously.</p> <p>Signature of parent/guardian: _____</p> <p>Date: _____ Place: _____</p> <p>Any Medical Condition: _____</p> <p>Emergency contact tel. Nos. _____</p> <p>Alternate contact person: _____</p> <p style="text-align: center;"><b>OR</b></p> <p>I, _____ (name of student)</p> <p>being over the age of 21, fully understand and accept that such activities shall be undertaken at my own risk and I hereby undertake to indemnify, hold harmless and absolve ITEC, its associated organisations and their employees against and from any or all claims whatsoever which may arise in connection with any loss or damage to the my person or my property in the course of such activities. I undertake further to indemnify, hold harmless and absolve ITEC against any claim made against ITEC in respect of any damage arising out of any willful or negligent action by me.</p> <p>Signature: _____</p> <p>Date: _____</p>	<p>It is a condition of enrolment that students agree to abide by the ITEC Code of Conduct:</p> <p>I undertake to abide by the following Code of Conduct. I understand that any breach will result in disciplinary action against me. This may include from our courses expulsion without any further warning.</p> <p>I accept that the aim of this Code of Conduct is to ensure that the conditions on ITEC premises promote academic performance and a positive social environment.</p> <ol style="list-style-type: none"> <li>1. Students shall not smoke, eat or drink anywhere on ITEC premises except in the designated areas.</li> <li>2. Students shall not use or be in possession of controlled substances on ITEC premises. The same ruling applies to alcohol.</li> <li>3. Students shall not cause damage to ITEC property through willful or negligent action.</li> <li>4. Students shall not engage in acts of violence or carry weapons on ITEC premises.</li> <li>5. No political activities shall be conducted on ITEC premises.</li> <li>6. Students shall not bring friends or visitors onto ITEC premises without permission of ITEC Management.</li> <li>7. No student is allowed to bring in computer disks into ITEC buildings to use on ITEC computers.</li> <li>8. Students are required to forward all / any complaints to the IT Centre Manager as the first person responsible, thereafter to the ITEC Management.</li> <li>9. Students shall accept the results of their internal and supplementary ITEC assessments as final, subject to standard re-mark procedure or appeal process.</li> <li>10. No students shall be allowed to use IT equipment for any other purpose than training.</li> </ol> <p>Signature: _____</p> <p>Date: _____</p>

**Please tell us where you heard about ITEC's computer courses:**

Friend	Newspaper	Website	Facebook	Other
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