



Academy Training Group
Invest in Knowledge – Invest in Your Future

JOHANNESBURG: 65 Commissioner Street, Kempton Park.

Tel: 011 394 1383 Cell: 079 857 2145 Email: kempton@academytraining.co.za

PRETORIA: The Village Mall, 1220 Wekker Road, Moreleta Park.

Tel: 012 997 1063 Cell: 077 499 2762 Email: pta@academytraining.co.za

CAPE TOWN: Stanley & Dock Rd, Cape Town City Centre, Cape Town

Cell: 079 857 2145 Email: admin@academytraining.co.za

Academy Training Group Terms and Conditions

General Terms and Conditions

Application Process

- Applications must be made in writing using the Academy Training Group Contract of Enrolment.
- Students hereby acknowledge that all information completed in the Academy Training Group's Contract of Enrolment is true and correct.
- The following documents must accompany this enrolment form, namely:
 1. Certified Copy of ID (Most recent and not older than 3 months)
 2. Certified Copy of Qualifications (thus includes Matric and other higher qualifications)
 3. Copy of CV
 4. Certified copy of Academic Record/Statement of Results
 5. Proof of Payment
- Academy Training Group is not responsible for any delays that may occur in the issuing of the final certificates.
- Upon completion of the application process and submission of the above documents, the student will be deemed enrolled and a Student Number will be allocated.

Fees and Payments

- Methods of Payment: Cash transactions, EFT's, Debit and Credit Card payments, Pay Fast and Purchase Orders.
- **Payment terms as payment in full before commencement of classes or exams.**
- We the undersigned hereby agree to be jointly and severally liable for the contract amount stated herein.
- I\we further agree that any failure to attend classes will not reduce my\our liability for the fees as stipulated in the contract with Academy Training Group.
- I\we agree that the price and payments given to me\us are correct and that I\we understand the terms and conditions of this legal contract with Academy Training Group.
- Please note that prices might be subject to change after 1 year if course is not completed.
- Should at any event, a student be found not yet competent for the first exam attempt, there is an opportunity to re-attempt the exam with a fee applicable.



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Registration and Assessments/Re-assessment fees

The table below are costs students may be liable for which are not applicable to the fees linked to student original contract.

ATG Registration fees and certificate issuing		
ATG re-registration fee	Applicable to students that carry on with studies beyond the duration of his/her agreed duration.	R450.00
Exams re-sub fee	Applicable to ATG Assessments only	R450.00
Reprint: ATG Provider Certificate		R480.00
Reprint: ATG Provider Statement of Results / Course report		R260.00
ATG Courier Fees		R450.00
Failure to cancel or attend booked exam – penalty fee		R1700.00
Failure to cancel or attend booked classes – penalty fee		R 450.00
Class fees outside the contract or study period		
Tutorial Sessions per hour		R500
Tutorial Sessions per day		R1500
ICDL – International Computer Driving License		
Logbooks/ Profile cards		R700
All Basic or Intermediate ICDL exams per module		R330
Advance ICDL exam per module		R540
ICB – Institute of Certified Bookkeepers		
Registration fee (applicable once a year)		R600
Assessment fee (First Portfolio attempt)		R1430
Re-Assessment Fee		R1430



Postponement fee		R500
ICB Provider Certificate re-issue fee		R800
FASSET Certificate Reprint – for delegates enrolled before 30 June 2024		R800

Learnership Fees

- All Learnership fees are to be paid upfront before commencement of the Learnership
- Additional Learnership fees payable outside the Learnership agreement are payable before below transaction/s are actioned:
 1. Learnership extra sessions – R1400.00 per day, per delegate
 2. Learnership learner replacement – R2000.00 per delegate
 3. Learnership recruitment fee – R3200.00 per delegate
 4. Learnership workplace integration fee – R3200.00 per delegate

Refunds and Cancellations

- I/we further agree that I/we understand that none of the fees are refundable and that the contract can NOT be cancelled or transferred.
- Once the learner has commenced classes, no refunds will be granted.

Rules and Regulations

Campus Rules

- Operating hours of ATG:
 - Monday to Thursday: 08:00 – 16:30
 - Friday: 08:00 – 15:00
 - Alternative Saturday's: 08:00 – 12:30
- Classes run from Monday to Thursday and Saturdays, starting from 09:00. Fridays and Saturdays are reserved for examinations apart from ICB or other external examination bookings.
- Classes are divided into two hour sessions namely
 - Session 1: 08:30 to 10:30
 - Session 2: 10:30 to 12:30
 - Session 3: 12:30 to 14:30
 - Session 4: 14:30 to 16:30
- Try not to leave in the middle of a session as it may disturb fellow students
- It is your responsibility to have your own stationery when attending sessions at ATG.
- It is required that you arrive 10 minutes before your lessons in order to complete necessary administration and book collection before the class starts (if applicable).



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- Ensure that your attendance register is completed accurately in order to reflect your attendance record required by the necessary SETA.

Examination Rules

- Examinations are to be booked beforehand (certain cut-off dates will apply where applicable) and will not be issued to write if the correct procedure has not been followed.
- Booking for exams: Friday or Saturday with specific time may be booked. It is your responsibility to make sure that you have booked the correct exam at least 3 days before the time. Exam times are as follows: Fridays 08:30 – 11:30.
- Saturday mornings to start not later than 08:30.
- Students are not allowed to get up and leave the college whilst busy with an examination.

You are not allowed to confer with the other students while you have an exam paper in your possession.

- Before an exam may be written the specific course has to be paid in full.
- Any form of cheating will automatically disqualify you from the examination.
- Results of exams are normally received two to six weeks after submission.

Student Conduct

- Theft, being under the influence of alcohol or illegal drugs or being in possession of illegal drugs, or assault on any individual on college premises will not be tolerated and can lead to expulsion.
- Students are to consider the others while accepting calls in class, it would be best to excuse yourself from class if it is an emergency call.
- Destruction or abuse of college property or disruptive activities will not be tolerated.

Provider's Disclaimer

ATG will not be held liable for any delays, negligence, failure to provide SOR or postponement of any studies by any External Provider, Governing Body, SETA or QCTO

I/We hereby acknowledge that I/We have read and agree to abide by all the rules and regulations of the campus.

I/We acknowledge that I/We can be disciplined in terms thereof.

I/We further acknowledge that right of admission to ATG Kempton Park Campus is strictly reserved and may, at its own discretion refuse admittance to any student and/ or consumer.

I/We hereby confirm that I/ We are fully aware of the type of course/qualification/skills programme enrolled for. I/ We fully acknowledge that it is I/We responsibility to make myself/ourselves aware of the types of courses ATG offers.

I/We acknowledge that what was registered for is indeed the course that I/We want and that no representations have been made other than those contained in the official brochure or factsheet provided