



Academy Training Group
Invest in Knowledge – Invest in Your Future

JOHANNESBURG

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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 and EFT's. Card facilities are available.
- Payments are due from the 25th of the month, to reflect in our bank or to be received by us by no later than the 1st of each month.
- 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 hereby certify that the details given by me\us are correct and that Academy Training Group can do a credit check should the need arise.
- 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.
- Each student has two attempts for writing exams.
- Should they be found not yet competent for the first exam attempt, there is an opportunity to re-attempt the exam with a fee applicable.
- Should they not successfully complete both exams, a resubmission fee of R380 is payable for the resubmission.
- Re-writing should be done within two weeks after the results have been received.
- Failure to cancel or attend booked examinations, workshops, class bookings will result in a R1000 fine to be paid before the next exam attempt or class session.
- Courier of Certificate/s or Learning Material – R400.00
- Before an exam may be written the specific course has to be paid in full.
- A fee of R430.00 will be charged for certificate reprints

Registration and Assessments/Re-assessment fees

ATG Registration fees and certificate issuing	
ATG re-registration fee	R380
Exams re-sub fee	R380
ATG Provider Certificate	R430
ATG Provider Statement of Results / Course report	R230
Class fees outside the contract or study period	
Tutorial Sessions per hour	R400
Tutorial Sessions per day	R1200
ICDL – International Computer Driving License	
Logbooks/ Profile cards	R625
All Basic or Intermediate ICDL exams per module	R290
Advance ICDL exam per module	R480
ICB – Institute of Certified Bookkeepers	
Registration fee (applicable once a year)	R500
Assessment fee (First Portfolio attempt)	R915
Re-Assessment Fee	R915
Postponement fee	R375
ICB RPL/ Exemption Application	R600
ICB Provider Certificate re-issue fee	R440
FASSET Certificate Reprint – for delegates enrolled before 30 June 2024	R440

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 – R1200.00 per day, per delegate
 2. Learnership learner replacement – R1800.00 per delegate
 3. Learnership recruitment fee – R2800.00 per delegate
 4. Learnership workplace integration fee – R2800.00 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.

- Should the contract be cancelled or transferred and payments stopped, the responsible party would be held liable for the full contract amount as well as any legal costs incurred by Academy Training Group, to recover amounts due to Academy Training Group, in termination of this contract.
- 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
 - Saturday: 08:00 – 12:30
- Classes run from Monday to Thursday and Saturdays, starting from 08:30. 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 stationary 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).
- Ensure that your attendance record card is completed accurately in order to reflect the right amount of hours that you have been studying on campus and signed off by your facilitator.
- Examinations are to be booked beforehand 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.
 - All cell phones need to be switched off before entering the college.
 - Destruction or abuse of college property or disruptive activities will not be tolerated.
 - 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.
- 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