

Cancellation of studies and Refunds:

I/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 lectures 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. 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. Please note that prices might be subject to change after 1 year if course is not completed.

Accompanying Documents

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 one page CV
4. Certified copy of Academic Record/Statement of Results
5. Proof of Payment

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
- You may forfeit your scheduled computer (if applicable) should you be 10 minutes late, as it will be allocated to another student.
- Should you need to cancel a session, please inform ATG 4 hours before the session starts.
- 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: a 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.
 - Failure to cancel or attend booked examinations will result in a R100 fine to be paid before the next exam attempt.
 - Results of exams are normally received two to six weeks after submission.
 - Each student has two attempts for writing exams. Should they fail the first exam, they have another chance. Should they fail both exams, a resubmission fee of R300 is payable for the resubmission. Re-writing should be done within two weeks after the results have been received.
 - Only 2 rewrites are allowed per subject for an individual student.
 - Examinations remain the property of Academy Training Group: Kempton Park, and will under no circumstances be released to colleges or students.
 - All examination papers must be handed to a Facilitator before leaving the premises.
 - 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.
 - 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.

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.

Signed at.....this.....Day of..... 2021

Signature Student	Signature Responsibility Party	Signature Academy Training Group
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