



APPLICATION FOR UNDERGRADUATE ADMISSION 2017

A. PROGRAMME REGISTRATION INFORMATION

Academic Year Registering	Y	Y	Y	Y	Study Method	Block Study		Evening
Programme Name					Duration			
Full Programme Enrolment					Modular Enrolment			

B. STUDENT PERSONAL DETAILS (Please print clearly)

Title	Mr	Miss	Mrs	Dr	Prof	Other:		
Surname								
First Name(s)								
Date of Birth	Y	Y	Y	Y	M	M	D	D
Identity No								
Marital Status	Single		Married		Divorced		Widowed	
SA Citizen?	Yes	No	Home Language					
The following information is required by the SA Government for statistical purposes								
Race	Black	Coloured	Indian	White	Other:			
Foreign Students Only:								
Passport Number								
Date arrived in SA	Y	Y	Y	Y	M	M	D	D
STUDENT CONTACT DETAILS								
Home Tel (1)	Code:		Number:					
Home Tel (2)	Code:		Number:					
Cell Number								
Email Address								
STUDENT ADDRESS								
Physical Address								
	Code							
Postal Address								
	Code							
Signature of Applicant: _____ <i>The signature confirms that the information furnished in this application is true and correct</i>								
Date	Y	Y	Y	Y	M	M	D	D

C. DETAILS OF PARENT OR LEGAL GUARDIAN OR NEXT OF KIN (If under 21)

Title	Mr	Miss	Mrs	Dr	Prof	Other:
Surname						
First Name(s)						
ID						
Relationship to Student						
Contact Tel	Code:		Number:			
Cell Number						
Email						

D. DETAILS OF ACADEMIC HISTORY

Have you successfully completed the National Senior Certificate, Matric or equivalent?	Yes	No
If yes, in which year did you complete it?		
Have you previously been enrolled at a university/higher education institution?	Yes	No
If yes, please complete the following:		
	Institution 1	Institution 2
Year:		
Institution:		
Degree/Qualification		
Degree Completed?		

E. DETAILS OF WORK HISTORY

Number of Years Working Experience?		
Current Employer:		
Current Position:		
Years of service at current employer		
Complete below indicating previous positions you have held:		
Position/Role:	Which Company	Time Period

COMPLETE EITHER SECTION F OR SECTION G

SECTION F: DETAILS OF COMPANY RESPONSIBLE FOR PAYMENT OF TUITION FEES

Full company name:					
Company postal address:					
Company physical address:					
Person responsible for payment of accounts			Telephone number		
Email address (Responsible for account)					
Company registration number			Vat number		
Is vendor registration required? (Please tick if Applicable)	Yes	No	Is an order number required? (Please tick if Applicable)	Yes	No
Vendor number (if applicable)			Please supply order number		

Company Sponsor/Decision Maker Approval					
Full Name and Surname:			Signature:		
Designation:			Date:		
By signing this I indicate that I've read and accepted the terms and conditions and am authorized to approve this document (please tick box)					

Or

SECTION G: DETAILS OF PERSON RESPONSIBLE FOR PAYMENT OF TUITION FEES (IF AN INDIVIDUAL IS PAYING)

Title	Mr	Miss	Mrs	Dr	Prof	Other:
Surname						
First Name(s)						
ID						
Relationship to Student						
Contact Tel	Code		Number:			
Cell Number						
Email						
Details of Account Payer's Employer						
Employer's Name:						
Employer's Physical Address						
					Code	
Employer's Postal Address						
					Code	
Signature of Account Payer: _____						
<i>The signature confirms that the signatory has read and understood the contents of this enrolment contract</i>						
Date	Y	Y	Y	Y	M	M
					D	D

Please provide a short motivation as to why you are registering for the Higher Certificate in Organisation Development and Change and what you would like to learn from this programme:

SECTION H: REQUIREMENTS FOR ENROLMENT

Please read the information contained in this student enrolment contract carefully. The contents of this Enrolment Contract, together with the Application for Undergraduate Admission, student information guide, programme fact sheets, code of conduct and the invoice (where applicable) all constitute the Contract of Enrolment between the student, his/her parent(s), guardian(s) or sponsor(s) and WorldsView Academy (the Academy).

The following material must accompany this enrolment:

- a) 2x passport/ID size photos
- b) Certified copy of front page of applicant/student's ID book (if a South African citizen);
- c) Certified copy of front page of ID book of person(s) responsible for payment of account;
- d) Certified copy of applicant/student's study permit and front page of passport (if not a South African citizen);
- e) Certified copy of Matriculation (Grade 12) Certificate or symbols or School Leaver's Certificate. If awaiting matriculation results, these must be furnished as soon as they become available;
- f) Academic record and certificate of good conduct should the applicant/student be transferring from another tertiary education institution or examining body to the Academy;
- g) Supporting documentation, should the applicant/ student have special needs.

This enrolment will only be considered once the enrolment form is duly completed, and the correct documentation is attached.

SECTION I: DECLARATION AND SIGNATURES

I, _____ (full name of applicant/student), the undersigned, duly assisted as far as in law need be by _____ (full name of parent/guardian/sponsor if student is a minor under the age of 21) do hereby:

1. Acknowledge that I understand the provisions of the declarations above and additional terms and conditions below and hold myself bound thereby; and by all other provisions of this enrolment and by the rules and procedures of the Academy for the time being in force or as they may be altered, for any period during which I am a registered student;
2. Acknowledge that I have familiarised myself with the student enrolment contract, code of conduct, Academy documentation and/or the relevant institute prospectus and certify that the information given in this form is accurate and complete in all respects;
3. Acknowledge that I am aware that I have to satisfy the requirements of due performance as laid down by the Academy, and the relevant conferring body or institute as the case may be;
4. Agree that the Academy may communicate directly with the conferring body/institute on my behalf and that, as such, all correspondence from the institute conferring body to myself may be sent directly to the Academy;
5. Hold myself responsible for the payment in full of all fees and other charges as and when they fall due for payment at the Academy

Name of Student/Applicant: _____

Signature: _____

Name of parent/guardian/sponsor: _____

Signature: _____

Date contract signed: _____

SECTION J: TERMS AND CONDITION

Please carefully read the following terms and conditions which govern your engagement with Academy for Organisational Change (Pty) Ltd, hereafter 'AOC'. By accepting this proposal/agreement, you consent to be bound by and become a party to this agreement.

1. Provision of Services.

Subject to the payment of the applicable fees (as set out in Clause 2), and subject to the terms and conditions set out herein, AOC agrees to provide to you the services as described in this proposal.

2. Compensation.

2.1. On acceptance of the proposal, AOC will invoice you for the agreed product/services which is payable in advance. Thereafter, out-of-scope or follow-on work will be invoiced on a monthly basis and will include agreed upon upcoming workshops as well as completed ad-hoc items. Payment must be made to AOC before any products or services are delivered.

2.2. All products and services must be paid 30 days prior to delivery. If the product is to be supplied within 30 days of date of invoice, payment is due on presentation of invoice. Any other payment terms must be agreed to in writing.

2.3. VAT is not included in quoted fees and will be added to invoices.

2.4. AOC Academic delegates who have received an Early Bird discount, must make payment immediately on presentation of invoice. If no discount is applicable, in order to secure the student enrolment, the entire amount must be paid on registration.

2.5. All costs and expenses incurred by AOC attending to any additional services which were not specifically included in the proposal including, but not limited to, travelling, extra facilitator meetings and briefing sessions, customisation and additional coaching calls will give rise to an additional fee over and above those provided for in the proposal. Such additional services shall be charged at the standard hourly rates of AOC as established from time to time and invoiced monthly. All amounts invoiced will become payable in full, without deduction or set-off no later than 7 (seven) days from date of invoice.

2.6. AOC shall be entitled, at its option, to charge interest at the rate equal to the prime overdraft rate, as quoted by the Standard Bank of South Africa from time to time, plus 2% thereon on all overdue amounts.

2.7. All prices quoted in this proposal/agreement will escalate by 10% at the start of each calendar year.

3. Term.

The terms and conditions in this document apply and are valid for a period of 30 (thirty) calendar days from date of the proposal. After 30 days, any terms and conditions shown in the document may change, including pricing, terms of delivery and scheduling

4. Ownership Rights.

All services and products are protected by copyright laws and international treaty provisions. AOC owns all rights, title and interest in all services and products, including all copyrights, patents, trade secret rights, trademarks and other intellectual property rights therein. Your possession, installation, or use of the services and products does not transfer to you any title to the intellectual property and you will not acquire any rights therein except as expressly set forth in this agreement.

5. Restrictions.

You may not rent, lease, loan, sublicense or resell the services or products of AOC. You may not permit third parties to use or in any way benefit from the use or functionality of the services or products. You may not decompile, disassemble, modify, or create derivative works based upon the services or products of AOC, in whole or in part.

6. No Warranty.

6.1. All services and products hereunder is provided "as is". AOC disclaims all warranties, either express or implied, including but not limited to implied warranties/guarantees that all services or products and documentation are fit for a particular purpose or shall enhance performance. You acknowledge that the success of all services and products is entirely dependent upon how each individual applies himself/herself to the services and products and, although it has been developed and assembled with the highest degree of skill, care and diligence, its success can in no way be guaranteed. You assume responsibility for selecting the service or product to achieve your intended results, for the use of, and results obtained from the services or products of AOC.

6.2. The outcomes of all services and products depend, to a large degree, on the factors outside our control. In consequence, no statement in any report or letter is to be deemed to be in any circumstances a representation, undertaking or warranty and no claim whatsoever may be made against us if such statement proves inaccurate.

6.3. Without limiting the foregoing provisions, AOC makes no warranty that the services and products will be error-free or free from other failures.

7. General.

7.1. We have not made provision for any delays in progress of any services and products which may result from your personnel, or any other resources that are sub-contracted to you, same being unavailable for participation in the agreed services and products or from the direct intervention by you to delay progress. This may result in additional costs being incurred which shall be invoiced to you in accordance with Clause 8.

7.2. We are under professional obligation not to disclose, to any third party, information that is confidential to our client.

7.3. AOC reserves the right to change the dates of all services and products as long as the date change is done 20 working days before the confirmed dates and notice of such change have been given in writing.

7.4. AOC Academic department requires full payment prior to the release of e-learning, pre-reading, the event(s) taking place and before a delegate can commence with class. Confirmation of payment can either be faxed to 011 844 1070 or emailed to info@worldviewacademy.com. Should the event details change significantly delegates will have the option to transfer the booking or receive credit on their account.

7.5. AOC will provide participants with the appropriate handbooks and/ or other material as applicable.

7.6. The client will provide the necessary office space (or suitable venue), parking space and administrative material as required.

7.7. If the client wishes to use the facilities and training rooms at AOC this will be quoted for separately.

7.8. Recommendations are made in good faith and on the basis of information available at the time. We accept no responsibility or liability for such recommendations.

8. Cancellation Policy.

8.1. The cancellation policy applies immediately on acceptance of the proposal or registration agreement. The term 'cancellation' includes full cancellation, date changes, delays, deferment and reduction of delegates.

8.2. A cancellation fee of 50% will be charged for cancellations up to 20 working days before the scheduled programme starts unless materials have been delivered. No refunds will be made for cancellations inside of 20 working days before the scheduled programme date or after materials have been delivered and the full fee will accordingly be forfeited. If payment has not been made the client will be liable for the full fee.

8.3. Should any services be paid for but whatever reason not used by the client special arrangements must be made in writing. AOC will carry the credit for no longer than one financial year and services related to the credit will be liable to price escalations as per standard practice.

8.4. If the client requests to change the agreed upon roll-out dates within 20 working days of the agreed upon date, a 50% cancellation fee will be charged for the original and the full fee for the new date as well as travel expenses should they have been incurred.

8.5. All cancellations and date change requests must to be made in writing.

8.6. Registered delegates for AOC academic programmes, who wish to defer to another course or date, will be liable for the administration fees as per the Student Handbook.

The terms and provisions of this Agreement may not be modified or varied unless done in writing and signed by both the parties. This Agreement is governed by the laws of the Republic of South Africa.

ANNEXURE A:
STUDENT CODE OF CONDUCT AND DP REQUIREMENTS

STUDENT CODE OF CONDUCT:

- a) Students are expected to behave and conduct themselves at all times in a manner befitting an institution of learning;
- b) Students must adhere strictly to the lunch, tea and break periods, Students should be in their classrooms on time for each class session;
- c) Students are expected to keep their work areas clean and tidy at all times. Refuse to be thrown in the bins provided
- d) Damage or littering of Academy premises will not be tolerated, including the grounds
- e) Any Student caught stealing or abusing Academy property will face disciplinary action
- f) Students are expected to maintain their course notes and material, and keep copious notes. Should a Student lose his/her copy of Academy course manuals, these will be replaced at his/her own expense
- g) Students that misuse or deliberately sabotage Academy software or hardware will face disciplinary action that may culminate in the individual being dismissed from the Academy
- h) Students are required to respect and maintain copyright laws of software programs. No 'pirated' or any copies of software may be used in the Academy. Failure to adhere to this will result in disciplinary action.
- i) Computer games (MP3, Music CD's or DVD's) are not permitted on Academy computers. Only Academy material may be utilised.
- j) Students' use of the Academy telephones is prohibited. In cases of emergency, Students must obtain the necessary permission from an Academy staff member.
- k) A Student may not have a cell phone switched on during lectures, unless a prior arrangement has been made with the lecturer.
- l) Students may not smoke anywhere on Campus premises except in designated areas.
- m) Students may not use controlled substances or alcohol on Campus unless with permission from management.
- n) A Student may not bring or have any illegal substances in his/her possession, or control or supply or dispose to any person within any WorldsView Academy building, grounds, property or any other place where the Academy conducts its activities.
- o) A Student shall not bring or have in his possession or control or supply or dispose to any person within the Campus building, grounds or any other place where the college conducts its activities, any firearm of any kind without the written permission of the Managing Director of WorldsView Academy.
- p) Students shall communicate individually with WorldsView Academy management on matters affecting them.
- q) No party political activities shall be conducted on campus.
- r) Students shall accept the results of their assessments both internally and externally, as final, subject to the standard remark procedures.
- s) Students shall comply with the rules and regulations published by WorldsView Academy from time to time.

STUDENT ABSENTEEISM AND DUE PERFORMANCE

WorldsView Academy Students are also bound by the Academy Due Performance policies as follows:

8.1 Minimum Class work Requirements

Students who do not achieve a minimum class mark of 40% will not be permitted to write the respective theory or practical examination(s).

8.2 Class/Programme Attendance

Students who attend less than 80% of classes and class activities will not be permitted to write their final examinations.

8.3 Attendance and Completion Of Assessments

Students who are not present for their tests and who do not submit their assignments without a valid reason will not be permitted to write their final examination for the particular module. Medical certificates submitted should be verified with the doctor concerned.