RHODES TECHNICAL COLLEGE

1st Floor, Murzooq Centre, Cnr Rose Ave &
Eland St, Lenasia Ext 2, 1827
P.O. Box 508 | Tel: 011 852 5825 |
WhatsApp: 065 534 0300
admin@rhodestechnicalcollege.co.za |
www.rhodestechnicalcollege.co.za

ID PHOTO

35 x 45 mm

STUDENT REGISTRATION / APPLICATION FORM

Academic Year: _____

Please complete all sections in BLOCK LETTERS using black ink. Mark the appropriate box with an X.

Campus	☐ Lenasia ☐ Kimberley	Study Mode	☐ Full Time ☐ Part Time
Student Number	_____	Date	____ / ____ / _____
How did you hear about us?	_____ _____	Form issued by	_____

SECTION A: PROGRAMME SELECTION

PROGRAMME TYPE	SELECT ONE / LEVEL OR FIELD
NC(V)	☐ IT & Computer Science ☐ Office Admin ☐ Safety in Society Level: ☐ L2 ☐ L3 ☐ L4
NATED ENGINEERING (REPORT 191)	☐ Electrical Engineering ☐ Mechanical Engineering ☐ Civil Engineering ☐ Chemical Engineering Level: ☐ N3 ☐ N4 ☐ N5 ☐ N6
NATED BUSINESS STUDIES (REPORT 191)	☐ Management Assistant ☐ Human Resource Management ☐ Financial Management ☐ Business Management ☐ Public Relations ☐ Marketing Management ☐ Tourism ☐ Hospitality Level: ☐ N4 ☐ N5 ☐ N6
OCCUPATIONAL PROGRAMMES (QCTO)	☐ Health Promotion Officer (HPO) ☐ Social Auxiliary Worker (SAW) ☐ Management Assistant (Occupational) ☐ Marketing Coordinator (SAQA 118706) ☐ Human Resource Management Administrator / Officer ☐ ECD Practitioner ☐ Project Management / Project Manager ☐ Other: _____
SHORT SKILLS / COMPUTER COURSES	☐ Computer Literacy ☐ Website Development ☐ IT Programming ☐ Computer Repair Technician ☐ Computer Networking ☐ Cybersecurity ☐ Digital Awareness ☐ MS Office ☐ Other: _____
CISCO ONLINE COURSES	☐ Introduction to Cybersecurity ☐ Cybersecurity Essentials ☐ Networking Basics ☐ Networking Essentials ☐ IT Essentials ☐ CCNA ☐ CCNP ☐ IoT
OTHER	☐ Matric Rewrite / Upgrade ☐ Other: _____

DOCUMENTS ATTACHED: ☐ Certified applicant ID/passport ☐ Certified latest results/certificates ☐ Parent/guardian ID ☐ Proof of residence ☐ Study permit (international students)

SECTION B: PERSONAL & BIOGRAPHICAL INFORMATION

ID / Passport No.	_____	Date of Birth	____ / ____ / _____
Title	☐ Mr ☐ Ms ☐ Mrs ☐ Other: _____	Gender	☐ Male ☐ Female ☐ Other
Surname	_____ _____	Initials	_____
Full Names	_____ _____	Maiden Surname	_____
Cell Number	_____ _____	Alternative Tel	_____
Email Address	_____ _____	Nationality	_____
Home Language	☐ English ☐ Afrikaans ☐ IsiXhosa ☐ Setswana ☐ Other: _____	Preferred Language	_____
Marital Status	☐ Single ☐ Married ☐ Other	Citizen Status	☐ South African ☐ Permanent Resident ☐ Other

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SECTION C: SCHOOL LEAVING / PREVIOUS STUDY DETAILS

Last School / Institution Attended	_____	Highest Grade Passed	☐ Gr 9 ☐ Gr 10 ☐ Gr 11 ☐ Gr 12
Matric / School Leaving Year	_____	Previous Year Activity	☐ School ☐ College ☐ University ☐ Working ☐ Unemployed ☐ Other
Previous Qualification (if any)	_____	Student No. (if previous RTC student)	_____

NB: Attach certified copies of your latest academic results/certificates and identity document.

SECTION D: STUDENT ADDRESS

Residential Address	_____		
	_____		
Town / City	_____	Province	_____
Postal Code	_____	Postal Address (if different)	_____
Address while studying (if different)	_____		

SECTION E: DISABILITY / SPECIAL NEEDS & EMERGENCY INFORMATION

Mark where applicable	☐ Blind ☐ Deaf ☐ Deaf-Blind ☐ Hearing impaired ☐ Communication difficulty ☐ Epilepsy ☐ Physical disability ☐ Specific learning disability ☐ Psychiatric condition ☐ Intellectual disability ☐ Partially sighted ☐ Other: _____		
Allergies / Health Problems	_____		
Emergency Contact Person	_____	**Contact No.**	_____
Doctor / Clinic	_____	**Tel.**	_____
Medical Aid	_____	**Medical Aid No.**	_____

SECTION F: PARENT / GUARDIAN / RESPONSIBLE PAYER

Full Name & Surname	_____	Relationship	_____
ID / Passport No.	_____	Cell Number	_____
Residential Address	_____	Work / Day Tel	_____
	_____	Occupation	_____
Email Address	_____	Responsible for Fees?	☐ Yes ☐ No

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SECTION G: FINANCIAL / FUNDING INFORMATION

Funding Method	☐ Self / Parent / Guardian ☐ Employer ☐ SETA / Sponsor ☐ Other: _____
Important	Rhodes Technical College is a private institution and does not register students as NSFAS-funded learners. Any third-party sponsorship is subject to written confirmation and the College's applicable terms.
Payment Option	☐ Full payment ☐ Approved instalment plan ☐ Sponsor / Employer
Sponsor / Employer (if applicable)	_____

SECTION H: TERMS AND CONDITIONS OF REGISTRATION

1. The student must comply with the College Student Code of Conduct, academic rules, examination rules, health and safety requirements, and all reasonable instructions issued by authorised College staff.
2. Students are responsible for safeguarding books, tools, equipment, learning materials, passwords, student cards and other resources issued to them. Damage or loss caused by negligence or misconduct may be charged to the student.
3. Firearms, dangerous weapons, illegal substances, alcohol, smoking and vaping are prohibited on College premises except where a designated lawful smoking area exists.
4. Students must behave in a manner that does not bring Rhodes Technical College into disrepute. Threatening, abusive, intimidating, violent, discriminatory or disruptive conduct may lead to disciplinary action, suspension or expulsion.
5. Students must keep their residential address, telephone number, email address and parent/guardian details up to date with the College.
6. Student cards or proof of registration must be produced when requested by authorised staff or security.
7. Mobile phones and electronic devices must not disrupt classes, assessments or examinations and must be used in accordance with College instructions.
8. The College is not responsible for loss or theft of personal belongings. Students are responsible for taking reasonable care of their possessions.
9. Attendance and participation requirements apply to all programmes. Failure to attend classes, practical sessions, workplace learning or assessments does not reduce the student's financial obligations.
10. Admission to internal or external assessments is subject to the applicable programme, attendance, ICASS/ISAT/POE, practical, workplace and examination requirements.
11. Students are responsible for checking that registration and examination information is correct, including names, identity numbers, subjects/modules, levels and examination entries, and must report errors within communicated deadlines.
12. Changes to programme, subject, study mode or registration status require written approval by the College and may be subject to deadlines and additional fees.
13. Where a student cancels or withdraws, the College Refund Policy and the signed fee agreement will apply. Registration and administration fees are non-refundable unless the College formally determines otherwise.
14. Tuition fees remain payable according to the signed quotation/payment agreement. Failure to pay may result in lawful restrictions on non-essential services, withholding of results/records where permitted, and debt recovery action.
15. External assessment, certification, trade-test, SETA/QCTO or other third-party fees are payable where applicable unless specifically included in the student's written quotation.
16. Students registered for occupational qualifications must complete all applicable Knowledge Modules (KM), Practical Modules (PM), Workplace Modules (WM), logbooks/POEs, assessments and workplace requirements prescribed for the qualification.
17. The College may temporarily suspend classes or change delivery arrangements where circumstances beyond its reasonable control make normal operations unsafe or impractical, and will communicate alternative arrangements where possible.
18. International students must maintain valid immigration/study documentation and comply with South African legal requirements applicable to their studies.
19. Photos or recordings of students will only be used by the College in accordance with applicable consent, privacy and POPIA requirements. Students may be asked to complete separate media consent documentation.
20. The College may take disciplinary action where false information, forged documents, altered proof of payment, cheating, plagiarism, fraud or other serious misconduct is identified.

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STUDENT REGISTRATION / APPLICATION FORM

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SECTION I: FEES, PAYMENT & WITHDRAWAL

1. Registration and administration fees are payable as stated in the official quotation/fee schedule and are non-refundable unless otherwise approved in terms of the College Refund Policy.
2. Tuition fees must be paid according to the agreed payment plan. Monthly instalments are due on the date stated in the fee agreement/quotation.
3. The student's non-attendance does not cancel the registration or financial obligation. Formal cancellation must be submitted in writing and will be processed in accordance with the College Refund Policy.
4. External examination, assessment, certification, workplace or professional-body fees may be charged separately where applicable and will be communicated to the student.
5. Students with overdue accounts may be referred to the accounts department for payment arrangements. Outstanding accounts may be handed to debt collectors or legal representatives, and lawful collection costs may be added.
6. Fraudulent proof of payment, altered receipts or any other payment-related fraud may result in disciplinary action and may be reported to the relevant authorities.
7. Any approved refund will be processed through traceable banking channels to the verified payer/account holder; cash refunds are not made.
8. The College is not liable for missed registration or examination deadlines caused by a student's failure to submit required information, documents or payments on time.
9. Students sponsored by an employer, SETA or another organisation remain responsible for ensuring that valid sponsorship documentation and payment commitments are submitted timeously. Sponsorship is not confirmed until accepted in writing by the College.

SECTION J: STUDENT DECLARATION

- I declare that the information supplied in this form and the documents attached are true and correct.
- I undertake to comply with Rhodes Technical College policies, the Student Code of Conduct, programme rules, assessment requirements and lawful instructions issued by the College.
- I acknowledge my responsibility to pay all applicable fees according to the quotation/payment agreement and to notify the College promptly if my contact or personal information changes.
- I understand that I am responsible for confirming my programme, subjects/modules, examination entries, assessment dates and results.
- I acknowledge that Rhodes Technical College is a private institution and that my registration is not an NSFAS-funded registration.
- I consent to the College processing my personal information for legitimate registration, academic, regulatory, certification, communication, debt administration and student-support purposes in accordance with applicable privacy law.

Student Name	_____ _____	Student Signature	_____
Parent / Guardian / Payer Name	_____ _____	Signature	_____
Date	____ / ____ / _____		

SECTION K: CONSENT OPTIONS

Communication	☐ I consent to receive College notices by SMS / WhatsApp / email.
Media	☐ I consent to College use of photographs/video for lawful educational and promotional purposes. ☐ I do not consent.
Emergency	☐ I authorise the College to contact the emergency person listed in this form when reasonably necessary.

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SECTION L: ADMISSION & REGISTRATION DETAILS (OFFICE USE ONLY)

Qualification / Programme	_____ _____ _____		
Level / Year	_____	Study Mode	☐ Full Time ☐ Part Time
Intake / Start Date	_____	Campus	☐ Lenasia ☐ Kimberley
Subjects / Modules	1. _____ 2. _____ _____		
	3. _____ 4. _____ _____		
	5. _____ 6. _____ _____		
	7. _____ 8. _____ _____		
Occupational Module Type (if applicable)	☐ KM ☐ PM ☐ WM Workplace / Host: _____		
Lecturer / Programme Coordinator	_____	Signature / Date	_____
HOD / Senior Lecturer	_____	Signature / Date	_____
Data Capturer	_____	Signature / Date	_____

SECTION M: VERIFICATION CHECKLIST (OFFICE USE ONLY)

ITEM	CHECK	STAFF INITIALS / DATE
Application/registration form completed in full	☐	_____
Certified applicant ID/passport attached	☐	_____
Certified results/certificates attached	☐	_____
Parent/guardian/responsible payer ID attached (where applicable)	☐	_____
Proof of residence attached	☐	_____
Study permit/passport verified (international student)	☐	_____
Programme entry requirements checked	☐	_____
Fee quotation / payment agreement issued	☐	_____
Student number captured / confirmed	☐	_____
Registration captured on College system	☐	_____

SECTION N: COLLEGE ACCOUNT DETAILS - LENASIA

ACCOUNT NAME: RHODES TECHNICAL COLLEGE **ACCOUNT NUMBER: 62404152572** BANK: FIRST NATIONAL BANK BRANCH: LENASIA REFERENCE: Student Number / ID Number	**IMPORTANT** • Certified school leaving / latest results • Certified applicant identity document • Certified parent/legal guardian ID (where applicable) • Proof of residence • Registration/admin fee and first instalment or approved payment arrangement

SECTION O: PROCEDURE FOR HANDLING NON-PAYMENT OF FEES

1. Statement of account issued showing the outstanding balance and due date.
2. Friendly reminder sent by SMS, WhatsApp, email or letter.
3. Formal notice issued if the account remains overdue.
4. Student/parent/responsible payer may be invited to discuss an approved payment arrangement.
5. Final demand may be issued where the account remains unpaid.
6. Lawful restrictions may be applied to services or release of records/results where permitted and in accordance with College policy.
7. Unresolved accounts may be handed to debt collectors or legal representatives for recovery.

Campus Manager / HOD Stamp