

IMRA CAMPUS

Johannesburg Campus No 130 Marshal Street, Marshal Town
Tel: 011 3 542039 . admin@imrateh.co.za

REGISTRATION FORM

Section A: For Office Use Only

Student Number: Date: Consultant:

Attendance Category: Full time Part Time Correspondence

Section B: Personal Details (Must be completed in block letters by the Applicant)

Title: Mr.: Mrs.: Miss.: Surname:

First Names: Cell phone 1 2.....

Gender: M F Permanent Address.....current address.....

Next of keen contact: Name Contact

Highest Qualification Obtained: Nationality:

ID/Passport Number:.....

SECTION E: PERSON/ SPONSORS RESPONSIBLE FOR PAYMENT

Full Name & Surname/ Company Name.....IDNo.....

Contact person Title: Mr. Mrs. Miss.....Work

Address.....

Relationship to Student: phone:.....

Residential Address:.....

Signature: Date: Place:.....

SECTION F: Work Details (If the applicant pays for his/ her fees)

Name of the company: Period Spent: Position:

Company Address:

Tel No: Cell No:

Company official NameContact.....

Signature Date

:

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SECTION C: COURSE INFORMATION

CAREER CHOICE / STUDY PROGRAM

Option 1

Course Code..... Level

Option 2

Course Code Level

Course 1: -----CODE : ----- Level: -----

Duration: -----Commencing Date: -----Completion Date:

Subjects/ Modules	Code	Level
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		

SECTION D: COLLEGE FEES

Once Off

Monthly

Half,

Quarter

Registration fee:

Date Paid :

1st Deposit:

Date deposited:

Total tuition:

Monthly:

Number of installments:

Date:

Examination fees:

Date:

SRC (compulsory):

Date:

Textbooks:

Date:

Comment:

Applicant (Signature):

ID NO:

Date:

Place:

BANKING DETAILS :

Account holder:

IMRA CAMPUS

Bank name:

Standard bank

Account number:

003864154

Reference:

Student Name. Surname. ID no.

Branch:

Johannesburg

Branch Code

00205

IMRA CAMPUS

Terms and conditions

1. All registration fees and deposits are paid up-front and are non-refundable.
2. The students' failure to attend classes for whatever reason shall in no way entitle him or her to reduction of fees, nor will it absolve him / her or other signatories to this document from full liability for the payment of fees and other charges.
3. No cancellation of this contract shall be of force or effect without written consent there to by authorized officer of Imra
4. The right to attend classes and write exams is non-transferable.
5. Imra shall have the right to alter all the tables, courses commencement and completion dates, where and whenever necessary as well as holidays and vacation durations.
6. Imra reserves the right to create and apply rules, including due performance; the students hereby agrees to be bound by all such rules.
7. Imra reserves the right to exclude the students from classes and examinations as it may be deemed necessary without in any way detracting from the right of recovering the fees payable by the student and to withhold the student's examination result or to dismiss him/ her for failing to pay all or part of required fees or failing to comply with any school rules or the terms of this contract.
8. The student and other signatories hereby agree to pay all tuition and other fees whenever they Fall due to Imra without any further notice being issued. Should Imra institute legal action against fees defaulter, the liability of all costs involved with fall on the signatories to this contract other that Imra , jointly as well as severely.
10. Where tuition fees are payable to Imra in installment, the failure to pay any single installment on the 1st of every month) will result in the full balance becoming immediately due and payable without further notice. And a charge of R150 will become payable for late payments
11. Tuition fee payable to Imra do not include membership fees, accommodation fees, stationery (including modules and text books) or other items. Where fees for external exams and study materials are not known in advance, the student / Guardian /Parent hereby accept the quotation or changes thereof whenever made in the course of the study program. Furthermore, it shall be the responsibility of the student to bear the cost of transport for study trips, stationery and any other specialized consumables used during the course.
12. External assessments and examinations are compulsory in all our programs. The student is responsible for ensuring that he/ she has been registered for the correct or relevant examination with such an institute or exam body.
13. Where a student register after all examination registration have been closed the student will be advised to register for the next examination.
14. Imra will take all precautions to ensure that all students are registered for examinations (National and other External examinations); however, a student's failure to register or write examination for whatever reason shall in no way entitle him/ her to any reduction or refund to College fees, nor will it absolve him/ her from full liability for the payment of fees due. It is therefore,

imperative for all students registering at Imra to ensure that they are properly and correctly registered with the relevant examining bodies in time (before the closing date).

15. No students shall deal with his/her lecturer or admin staff in regard to payments of any kind or registration of any form or kind if however, a student decide to make such arrangements or dealings with his/ her lecture or admin staff Imra shall not be held liable for any loss encountered from such dealings.

16. No relaxation, variation or indulgence granted by Imra College to other signatories here to in respect of this agreement shall constitute waiver of any right vested in Imra in terms hereof.

17. Imra shall be deemed to include any division/ branch of Imra or any other juristic person to rule the rights and obligations of Imra , as contained herein may be ceded/ assigned.

18. In addition to these terms of registration, the signatories further agree to abide by the Imra enrolment terms and condition and the student code of conducts, as well as the student residence/ rules and regulations which are in line with the Department Of Education’s School’s act

19. Students not satisfied with institution’s grievance Procedure or training programmes should forward their concerns to admin on WhatsApp: 0734998566

20. Fraud cases including altering any information on bank Deposit slips and exchanging access cards are criminal cases and will be reported to the police and may lead suspension/ discontinuation of a learner from the study programme. **Declarations of oath to have read understood and abide by the terms of registration as stipulated in the above section**

Parent/ Guardian/ Company Names:..... Place:		
Signature On of20.....		
ID no: Address:.....		
: Email Phone Work phone :		
Home phone :		
Witness Name Date Signature.....		
IDno..... Contact		
<hr/>		
Names of applicant:.. Date: Place:		
IDno. signature Phone		
Witness Name Date Signature.....		
<hr/>		
Administrators Name: Date: Signature:		
.....		
Witness Name Date Signature		

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Comments: