

# Tamar Academy (Pty) Ltd

## Learner Contract-Long Courses



### For Official Use Only

Enrolment Date

Receipt Number

Student Number

Amount Paid

☐ New Student ☐ Former Student ☐ Other

If Former Student, state Student Number

Course Enrolled

53 Eloff Street, His Majesty Building, Johannesburg  
Gauteng, South Africa**Phone: 011-044-1495**

Cell: 061-696-1010

Fax: 086-505-8493

**tamaracademy2015@gmail.com****www.tamaracademy.co.za****Registration Number: 2012/009384/07****TETA:12-262****ICB: 300907****Fasset Seta:A585000138**

### A1. Personal Details

Title (Tick the appropriate box) ☐ MR ☐ MS ☐ MRS ☐ MISS ☐ DR ☐ OTHER

Surname

Forenames

Preferred name

Gender

☐

Male

☐

Female

Date of Birth

ID/Passport No

Tel

Cell

E-mail

Address

### A2. Person to Notify in Case of Emergency

Title  
(Tick appropriate box)☐

MR

☐

MRS

☐

MS

☐

MISS

☐

DR

☐

OTHER

Full Names

Phone

Cell

E-mail

Address

City/Town

State/Province

Country

Zip/Postal Code

Gender

☐

Male

☐

Female

Relationship

### A3. Details of Person Responsible for Payment of Fees

Title  
(Tick appropriate box) ☐ MR ☐ MRS ☐ MS ☐ MISS  
☐ DR ☐ OTHER ☐ COMPANY

Name

Phone

Cell

email

Relationship

## B. Academic Background

Qualifications 1

Date

Qualifications 2

Date

### ICB Courses

Examination Date

TICK SUBJECT

### ICB Courses

- ☐ Accounting (ACP)
- ☐ Public Sector Accounting (PSACP)
- ☐ Office Management (OCMCP)
- ☐ Financial mgt for Ent (FMECP)

## C. Declaration

### C1. Paying Fees

I understand that as a student of the college I must comply with the requirements for student tuition fees, exam fees and any other fees as applicable,

by the due dates set by the College each month otherwise I will be excluded from classes, miss exams or suffer the relevant inconvenience. I also agree that money paid as registration fee is strictly non- refundable.

### C2. Refunds

Money paid as Deposit/ Registration Fee is strictly non- refundable. Refunds will only be made according to the College Refund Policy which will be at each and every learner's disposal on registration and at any point of the learner's stay at Tamar Academy.

### C3. Changing from one learning Programme (Subjects) to another.

An applicant wishing to transfer his/her enrolment from one course (subjects) to another may apply for permission from the Administration office of Tamar Academy. In all such cases fees payable will be that of the programme to which the learner is transferring and it will be payable in the same time frame as that pertaining to the first course. The learner will pay an administration fee that will be gazetted in that particular year of study. The learner will also have the responsibility of acquiring all the necessary books and requirements of the course to which he/she is transferring.

## D. Learner Code Of Conduct

### Learner Code of Conduct

It is a condition of enrolment that learners agree to abide by Tamar Academy's code of conduct.

- 1.Learners must approach the Campus Administrator / Lecturers in case of any uncertainties.
- 2.Learners are not permitted to eat and drink in the computer room and smoking will not be allowed on the college premises.
- 3.Any damage to Tamar Academy's property through wilful acts or negligence will not be allowed. The responsible parties will be required to pay.
- 4.Learners shall not use alcohol or drugs whilst on the campus.
- 5.Learners shall not engage in any act of violence, threaten violence, or carry weapons on campus.
- 6.Learners shall accept all the results of Tamar Academy examinations as final, subject to standard remark procedure. Learners may however appeal according to the Appeals procedure of Tamar Academy.
- 7.In case of outstanding fees, learners will not receive permission to write their examinations unless they either pay- up the outstanding amounts or get permission from management.
- 8.Learners shall comply with the rules and regulations published by Tamar Academy from time to time.

### E. Examinations Enrolment

It is the responsibility of the learner to ensure that he/she registers is enrolled for examinations and has paid the required examination fee (where applicable). The learner must ensure that he/she complete a separate form for examination enrolment.

### F. Consequences for Late Enrolment and Absenteeism

I also take full responsibility for the consequences, as they apply from the college Rules and Policies, for any late enrolment or late payment of the examination fees on my part.

### G. Declaration by learner

I agree to abide by the College By-Laws and the Rules and Policies of the College, as amended from time to time. I also agree that it is my responsibility to ensure that I review the By-Law, Rules and Policies of the College during my period of study as the most current rules are applied and may differ from the time of my initial enrolment.

Signed By Student: \_\_\_\_\_

Date

Signed By Parent(Under 18): \_\_\_\_\_

Date

### For Official Use Only

Form Processed By

Date

Comments:

### Checklist

- ☐ Copy of ID
- ☐ 2XIDsize photos
- ☐ Last results (if applicable)
- ☐ Written Consent and copy of ID(if applicable)

Please rate your overall satisfaction with the service.

- ☐ very satisfied
- ☐ somewhat satisfied
- ☐ neutral
- ☐ somewhat dissatisfied
- ☐ very dissatisfied

### Banking Details

**BANK NAME:** FNB

**ACCOUNT NO:** 62362571898

**BRANCH:** ELOFF STREET

**BRANCH CODE:** 200917

**ACCOUNT NAME:** Tamar Academy (Pty) Ltd

How did you hear about us?

- ☐ Newspaper Advert
- ☐ Poster
- ☐ Flyer
- ☐ Word of mouth
- ☐ Board

## ACCOUNTING AND PUBLIC SECTOR ACCOUNTING PROGRAMME

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- ☐ JBTB Jnr Bookkeeper: Bookkeeping to Trial Balance
- ☐ JBPR Junior Bookkeeper : Payroll & Monthly SARS Returns (AP only)
- ☐ PAAD Public Accounting Administration (PSAP only)
- ☐ JBCB Junior Bookkeeper: Computerised Bookkeeping
- ☐ BSL3 Business Literacy
- ☐ SBFS Snr Bookkeeper: Financial Statements
- ☐ SBCM Snr Bookkeeper: Cost and Management Accounting
- ☐ TFIT TFA: Income Tax Returns Only (AP Only)
- ☐ TPAC Technical Public Accounting (PSAP Only)
- ☐ TFBL TFA: Business Law and Accounting Control
- ☐ FACS Financial Accountant: Corporate Strategy
- ☐ FAMC Financial Accountant: Management Accounting Control Systems
- ☐ FAFR Financial Accountant: Financial Reporting and Regulatory Framework
- ☐ FATP Financial Accountant: Accounting Theory & Practice (Dissertation)

## OFFICE ADMINISTRATION PROGRAMME

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- ☐ OCOM Office Communication
- ☐ OAB1 OA: Business and office Administration 1
- ☐ OABK OA: Bookkeeping
- ☐ OAMM OA: Marketing Management & Public Relations
- ☐ OABL OA: Business Law and Administrative Practice
- ☐ OACM OA: Cost and Management Accounting 1
- ☐ OAB2 OA: Business and Office Administration 2
- ☐ OAGR OA: Human Resources Management and Labour Relations
- ☐ OAEK OA: Economics
- ☐ OAB3 OA: Business and Office Administration 3
- ☐ FNAC Financial Accounting
- ☐ MGMT Management

## FINANCIAL MANAGEMENT FOR ENTREPRENEURS PROGRAMMES

- ☐ BSL3 Business Literacy
- ☐ ESBF Essential Business Finance
- ☐ JBCB Jnr Bookkeeper: Computerised Bookkeeping

## Course Fees

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### Tuition

<b>1st Level 6 Subjects: Course Fees:</b>	<b>R 13200</b>
<b>Installments 11 months x R1000</b>	<b>= R 1200</b>
<b>Registration Fees</b>	<b>R 1200</b>
<b>ICB Membership</b>	<b>R 330</b>
<b>Exam Fees per subject</b>	<b>R 620</b>
<b>TOTAL ANNUAL FEES</b>	<b>R14 730</b>

I have fully completed this form and i confirm that i have read and understood and agree to the college's terms and conditions.

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Signed By: Print Name and Sign

**Date**