



BAKERSFIELD
FET COLLEGE
 "Excellence in Education"

EXAM CENTER NUMBER
 099999 2931(Klerksdorp Campus)
 099999 29340 (Mafikeng Campus)

KLERKSDORP CAMPUS
 22 Boom Street, Klerksdorp.
 018 462 4848, 0829390487

NATED ACCREDITATION NUMBER
 06-QCTO/SDP230222-4674
OCCUPATIONAL ACCREDITATION NUMBER
 06-QCTO/SDP20032194529

MAHIKENG CAMPUS
 253 Robinson Street, Mahikeng. Opposit
 Mahikeng Community Library.
 018 464 1060, 0829390487

2025 REGISTRATION FORM

Passport
 size Photo of
 student

SECTION A: ADMINISTRATIVE INFORMATION

Campus: KLERKSDORP MAHIKENG

Student Number:

Date of Registration: Y Y Y M M D D

Course type: Bursary Private

How did you learn about Bakersfield fet college ?

Posters Flyers Walk in Radio Exhibition Facebook Others

SECTION B: PERSONAL INFORMATION

Title: Mr Mrs Ms Dr Prof

Surname:

First Name:

Other Names:

ID Number:

Passport No:

(If Not SA Citizen)

Nationality:

Home Language:

Date of Birth: Y Y Y Y M M D D

Gender: M F

Race: B W C L

SECTION B: CONTACT DETAILS

Cell Phone:

Tel (Home):

Email Address:

Physical Address:

Code

NEXT OF KIN

Name:

Relationship to the Student:

Contact details:

I _____ ID No: _____ declare to the best of my knowledge, the information I have provided is correct and I understand that any incorrect or misleading information will invalidate my application for registration or admission. I also undertake that, if admitted, I will abide by and fully conform to the rules and regulations as laid by the council of Bakersfield FET College. Applicant's signature.....Date:.....Place:.....

Section D: Course Information

Specify the N-level applied for Tick(✓) the mode of study and append your signature.

REPORT 191: Business studies N4-N6

QUALIFICATION		Level	TICK(✓)	FULL TIME/ PART TIME	EXAM ONLY	SIGNATURE
1	MEDICAL SECRETARY	N4				
		N5				
		N6				
QUALIFICATION		Level	TICK(✓)	FULL TIME/ PART TIME	EXAM ONLY	SIGNATURE
2	TOURISM	N4				
		N5				
		N6				
QUALIFICATION		Level	TICK(✓)	FULL TIME/ PART TIME	EXAM ONLY	SIGNATURE
3	MANAGEMENT ASSISTANT	N4				
		N5				
		N6				
QUALIFICATION		Level	TICK(✓)	FULL TIME/ PART TIME	EXAM ONLY	SIGNATURE
4	HUMAN RESOURCE MANAGEMENT	N4				
		N5				
		N6				
QUALIFICATION		Level	TICK(✓)	FULL TIME/ PART TIME	EXAM ONLY	SIGNATURE
5	FINANCIAL MANAGEMENT	N4				
		N5				
		N6				
QUALIFICATION		Level	TICK(✓)	FULL TIME/ PART TIME	EXAM ONLY	SIGNATURE
6	PUBLIC RELATIONS MANAGEMENT	N4				
		N5				
		N6				
QUALIFICATION		Level	TICK(✓)	FULL TIME/ PART TIME	EXAM ONLY	SIGNATURE
7	BUSINESS MANAGEMENT					

Declaration of oath for confirmation of having received complete information regarding the course enrolled/registered for by the learner.

I _____ (Full name) _____ ID Number Hereby declare that I have been explained to the details of the course that I have chosen to enroll for at Bakersfield College and that I fully understand the SAQA ID and NQF Level of this course. Applicant's signature: _____ Date: _____
Place: _____

SECTION E

FEES PAYMENT CONTRACT FULL TIME/PART TIME

1. Registration fee is included in the school fees. The learner and financial supporter undertake to pay the college for the enrolled course by either a full payment or a deposit Fee and the remaining balance in a monthly installment of as stipulated in the 2025 Fees Structure.
2. EXAM ONLY Registration fee of R700 is included in the school fees. The learner and financial supporter undertake to pay the college for the enrolled course by either a full payment of R3500 for 4 subjects, R2800 for 3 subjects, R2100 for 2 subjects, R1400 for 1 subject or pay registration and deposit fee as prescribed in the 2023 fees schedule and R700 per subjects registered.
3. Each person accepting this contract or submitting an online contract promises and agrees that they are jointly and severally liable to pay the contract amount to the college as stipulated In the fees schedule.
4. When the financial supporter /Learner has made the payment at the bank, he/she should submit a proof of payment to the administrator or email to finance@bakersfieldfetcollege.co.za, then confirm with the admin to make sure the proof of payment has been received.
5. Payment must be made in the first month of the commencement of classes . Each monthly payment must be made on or before the 4th of each month.
6. The learner will not be allowed to continue with the course or write any test or examination if the fees are not up to date
7. All fees are strictly non-refundable
8. International students are required to pay half of the total fees on registration.
9. The registration fee and deposit are **NOT REFUNDABLE** and must be paid up front. An application for refund of tuition fees only will be considered if a refund form is filled by the parent/guardian/Sponsor within 5 days after registration or emailed to finance@bakersfieldfetcollege.co.za.
10. The student's failure to attend lectures for whatever reason shall in no way entitle him/her to a reduction in fees and other charges. Please note that the college reserves the right to refuse admission to the final examinations/ assessments if all the outstanding fees have not been paid.
11. No claim shall be accepted for tuition fees initially paid for a full year and a student drops out/goes to another college/ relocates after the first term, semester or trimester. At this stage only changing of the course (subject) will be accepted not later than 5 days after registration and it should be made clear to the learner that there shall be no tuition discount for public holidays or prolonged government strikes or Exams results waiting period/any government holiday.
12. While the college undertakes to hold the fees as quoted for the period the student is registered on Full Time, Part Time, Exams only or Correspondence, additional excursions (i.e. Sports, Fresher's Ball, Graduation etc), or workshop fees may be imposed to recover such costs as and when they arise.
13. The college will not be held liable for any inconvenience caused to a student due to the late payment of fees or the student failing to pay the full tuition fees as a prerequisite in meeting the demand of the College or examining body. NOTE: Students who attend lectures for the whole year and pay the tuition fee in monthly installments must make sure that the full tuition fees for the year are paid before sitting for the final assessment; the conditions for late payment of fees also apply in this case.
14. Fraud cases including altering information on DEPOSIT slips, exchanging fees card are criminal cases and will be reported to the police and may lead to suspension/discontinuation of a learner from the school.

Declaration of oath for confirmation of having received complete information regarding FEES PAYMENT FOR THE COURSE ENROLLED.

I _____ (Full name) _____ (ID Number) Hereby declare that I have read and understood the fees payment contract for my course and I have chosen to enroll at Bakersfield College .
Applicant's signature _____ Date: _____ Place: _____

SECTION F

Section f Rules and Regulations

1. The college reserves the right to create and apply rules for the good conduct and the student hereby agrees to be bound by such rules and also holds him/herself bound by all the provisions thereof and also the rules and regulations that are in force at the Centre at the time of registration.
2. The student must make sure they are registered for all the right modules, programmes, and qualifications.
3. Student warrant and promise that they have properly checked the relevant qualification, programme, subjects, and modules before accepting this contract. You release us from responsibility for any loss or debt resulting from any incorrect registration or assessment, for any reason.
4. The student's failure to attend classes, complete internal continuous assessments (ICASS) on or before the due date as requested by the lecturer (s) shall result in the student not being allowed to write the final assessment.
5. If a student wishes to cancel his/her studies at the college his/her parent/legal guardian must inform the college in writing of the intention to cancel the studies. Please note that the contract for tuition entered into between the student and the college remains in force and is legally binding until the college has received all the outstanding tuition fees and have indicated in writing that the agreement has been cancelled.
6. The student will be liable for any lesson missed and the college reserves the right to restrict entry to any assessment where the student has not met the minimum contractual requirements.
7. The college reserves the right to use any photographs or images taken of the applicant for promotional purposes and should such material be used for promotional purposes the applicant will not receive any compensation whatsoever.
8. A student may change his/her course (subjects) but only within 14 (fourteen) days after registration.
9. It is the responsibility of the parent/guardian/ Sponsor of a student to ensure that all external correspondence sent by the student to any external examination body reaches that body. The college will not accept any responsibility for errors or omissions that may arise from the negligence of the student and/or parent/guardian or Sponsor.
10. While every effort will be made to ensure a safe and secure environment, the college will not accept any responsibility for bodily harm caused to the student in and around the college. Where required basic first aid will be rendered; however the college will not under any circumstance provide any medicine or medical treatment.
11. Foreign students must provide sufficient proof that they have sufficient funds to complete the program in the academic period they have registered for.
12. The college will not be responsible for the registration of any student who registers late and will also not accept any responsibility for any late for an external examination.
13. Students, Sponsors, Parents and Guardians must ensure that any change of address or contact details are communicated to the college without fail.
14. The college will not accept any responsibility for any error caused by the student's failure to complete, return, sign and check any prelims for external examinations. The request to check the prelims will be posted on the official notice boards. The college will also not incur any liability for any wrong, incomplete or false declarations made by a student on any application form.
15. A student who completes this form declares and warrants that he or she has read the above conditions and understands the college's legal status as being registered with the Department of Higher Education and Training, accredited with QCTO (Quality Council Of Trade & Occupation) and Umalusi.
16. The college will not under any circumstances be liable for any inconvenience caused by a student's own failure to meet the minimum requirements for registration in time, or a candidate being absent from the college resulting in him or her not registering for examination, or information supplied by the student being incorrect. Requests for installment payment will only be considered upon receipt of an official proof of residential address that is not older than three months.
17. In case of any circumstances beyond the control of the college, such as acts of nature, earthquakes or action by enemies of the state, the college reserves the right to cease lectures and close temporarily. Every effort will be made to resume the lectures as soon as possible, however no warrantees are made in respect and the college will not be liable for any claims made in this regard.

Declaration of oath for confirmation of having read and understood the College Rules and regulations.

I _____ (Full name) _____ (ID Number) Hereby declare that I have read and understood the college rules and regulations and I have chosen to enroll at Bakersfield College Applicant's signature: _____ Date: _____