BAKERSFIELD
FET COLLEGE
"Excellence in Education"

EXAM CENTER NUMBER
099999 2931(Klerksdorp Campus)
099999 29340 (Mafikeng Campus)
NATED ACCREDITATION NUMBER
06-QCTO/SDP230222-4674
OCCUPATIONAL ACCREDITATION NUMBER
06-QCTO/SDP20032194529
ASSESSMENT CENTER NUMBER
AC-TTC030725170645

KLERKSDORP CAMPUS
22 Boom Street, Klerksdorp.
018 462 4848, 0829390487
Klerksdorp@bakersfieldfetcollege.co.za
MAHIKENG CAMPUS
253 Robinson Street, Mahikeng. Opposit
Mahikeng Community Library.
018 464 1060, 0721027754
Klerksdorp@bakersfieldfetcollege.co.za

2027 REGISTRATION FORM

Passport Size PHOTO Of Student

(Occupational Certificate)

SECTION A: ADMINISTRATIVE INFORMATION

Campus:	KLERKSDORP		MAFIKENG				
Student Number:							
Date of Registration:		Course Type:	Private		Bursary		

How did you learn about Bakersfield Fet College?

Poster ☐ Flyers ☐ Walk in ☐ Radio ☐ Exhibition ☐ Facebook ☐ Others ☐

SECTION B: PERSONAL INFORMATION

Title:	Mr	Mrs	Ms	Dr	Prof									
Surname:														
First Name:														
Other Name:														
ID Number:														
Passport Number(*Non Sa Citizen*):							Nationality (*Non Sa Citizen*):							
Date of Birth:				Gender:	M	F	Race:	B	W	I	C			

SECTION C: CONTACT DETAILS

STUDENT		NEXT OF KIN	
Cell Phone:		**Name:**	
Tel (Home)		**Relationship to the Student:**	
Email Address:		**Contact:**	
Physical Address:		**Code:**	

SECTION D: PERSONS RESPONSIBLE FOR PAYMENT OF FEES

Who will be responsible for payment of you tuition and related fees?

Myself (Self-funded) ☐ Parent/Guardian ☐ Company/Employer (sponsor) ☐ Other (Specify) ☐

DETAILS OF THE PERSON RESPONSIBLE FOR PAYMENT (Parent/Guardian/Individual)		DETAILS OF THE COMPANY/ EMPLOYER (If fees are paid by company or organisation)	
Full Name:		**Company Name:**	
ID Number:		**Registration Number:**	
Relationship to Student:		**Contact Person:**	
Cell Phone:		**Contact Number:**	
Email Address:		**Email Address:**	
		Physical Address:	

SECTION D: COURSE INFORMATION

NOTE:

If you do not fully understand the course please ask for assistance from the career guidance personnel before enrolling for the course as refunds will not be entertained.

Occupational Qualifications

COURSE	SAQA ID	CREDITS	TICK(✓)
Occupational Certificate: Health Promotion Officer, **NQF Level 3**	94597	163	☐
Occupational Certificate: Early Childhood Development, **NQF Level 4**	97542	131	☐
Occupational Certificate: Social Auxiliary Worker, **NQF Level 5**	98890	129	☐
National Certificate: Occupational Health & Safety, **NQF Level 4**	121929	120	☐

FEES **(Total Fees Per Semester = R8800)**
Registration Fees =R**1500**
Monthly Instalment, (***R1500X 11 Months***) =**R16500**
Study Material Per Semester =**R1500**
Practical Fee (for HPO Only) = **R2500**
Examination Fee = **R2000** Once off

COURSE	SAQA ID	CREDITS	TICK(✓)
Occupational Certificate: Child & Youth Care Worker, **NQF Level 5**	99510	190	☐
Occupational Certificate: Office Administrator, **NQF Level 5**	102161	445	☐
Occupational Certificate: Project Manager, **NQF Level 5**	101869	240	☐
Occupational Certificate: Occupational Health & Safety Assistant, **NQF Level 4**	121930	44	☐

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Study Material Per Semester =**R1500**
Practical Fee (for HPO Only) = **R2500**
Examination Fee = **R2000** Once off

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 enrol 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 **NOT** included in the school fees. The learner and financial supporter undertake to pay the college for the enrolled course by either a full payment (**Method A-Cash**) or Instalment payment (**Method B Instalment**) as stipulated in the 2027 Fees Structure.
2. 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 2027 fees schedule.
3. 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 ***info@bakersfieldfetcollege.co.za***, then confirm with the admin to make sure the proof of payment has been received.
4. 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.
5. 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
6. All fees are strictly non-refundable
7. International students are required to pay half of the total fees on registration.
8. The registration fee are **NOT REFUNDABLE** and must be paid upfront. 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 info@bakersfieldfetcollege.co.za
9. 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.
10. 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.
11. 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.
12. 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 instalments 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.
13. 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 PAYMENENT 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 of 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 instalment 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 enrol at Bakersfield College Applicant's signature: _____Date: _____