



DISTANCE EDUCATION COLLEGE
AFSTANDSONDERRIG KOLLEGE

(012) 567 2872

admin@ntek.co.za

www.ntek.co.za

257 HONEYSUCKLE ROAD
MAGALIESKRUIN, PRETORIA

ENROLLMENT FORM / INSKRYWINGSVORM

NO ENROLMENT APPLICATION WILL BE PROCESSED WITHOUT:

- A COPY OF YOUR I.D. DOCUMENT (NON RSA ID – PASSPORT COPY);
- HIGHEST GRADE / N-QUALIFICATION PASSED;
- COMPLETED AND SIGNED ENROLMENT FORM (INCOMPLETE FORMS WIL NOT BE ACCEPTED).

PROCEDURE FOR E-MAIL ENROLMENT REGISTRATION:

- UPON RECEIPT OF THE APPLICATION, A QUOTE WILL BE ISSUED.
- UPON RECEIPT OF THE **ACCEPTED QUOTE AND PROOF OF FULL PAYMENT**, THEN ONLY WILL THE CANDIDATE BE REGISTERED AT OUR COLLEGE.

Have you studied at NTEK before?		Name of Trade	
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Surname													
Full Names													
ID Number													
Ethnic Group							Disabilities						
Date of Birth	Y	Y	M	M	D	D	Gender						
E-mail address													
Residential Address													
							Code						
Student Phone Number							Courier						
Alternative Contact Name for Correspondence							Number						
Courier Address													
							Code						

Subject Choice		Level	Distance studies	Class (Day / Night)	Online Class Trough Application	Rewrite	Afrikaans If available For Subject and Level
1			√	N/A			
2			√	N/A			
3			√	N/A			
4			√	N/A			

DIRECTORS
Llewellyn Palmer

ENROLMENT POLICIES AND PROCEDURES – TERMS AND CONDITIONS

- Only students who have completed an enrolment form, accepted the quote and paid the full amount will be registered at the Department of Higher Education to write exams.
- **No payment to be made without a quotation. No late payments will be accepted** – please pay full outstanding amount on/before the given deadline date in order to register you for the examination.
- All vendor applications will be subjected to Ntek’s internal policy and approval.
- No registration or re-registration is done automatically by the office. **Enrolments must be re-registered for each term.**
- Should a student CANCEL his/her studies for whatever reason after the registration date **–NO REFUNDS payable.**
- In the event of a refund a 25% administration fee will be charged. All refunds will be made on/before the completion of the trimester.
- Absolutely **NO LATE ENTRIES!!**
- All subject names must be registered correctly as listed. No abbreviations.
- Any student enrolling for Installation Rules or MDDOP may not enrol for other N4, N5 or N6 subjects simultaneously.
- All subject examination clashes must be eliminated as far as possible when enrolling.
- It remains the students’ responsibility to check study material supplied by Ntek.
- It remains the students’ responsibility to make sure that he/she is studying the correct course / subjects for a specific trade.
- Students must contact the office for any results or queries or visit our website and facebook page for information.
- Any assignment not handed in on or before the given deadline date will result in a **0% term mark**, which result in refusal for examination. **The minimum pass mark for N1 – N6 is 40%. The minimum pass mark for MDDOP and Installation Rules is 50%** - below the required pass mark will result in refusal for examination – no refunds - you are then already registered at DHET for examination. **UNDER NO CIRCUMSTANCES WILL ANY LATE ASSIGNMENTS BE ACCEPTED!!!**
- All NTEK correspondence takes place via Facebook and a SMS system. **It stays the students’ responsibility to make sure that Ntek has your latest cellphone number or contact details.**
- Concession application must be accompanied with your enrolment form. Please make sure that you receive written confirmation from DHET. Candidates who are already registered for concession must inform the office in writing with every new enrolment.

Please Mark Exam Term	Term 1 (April) 2020	Term 2 (August) 2020	Term 3 (November) 2020
Invoice to Be Made (If Business pay - Please Complete Business Reg. Form)	Private		Business

I hereby declare that the before mentioned information on this form is accurate and correct and should I, the applicant, be accepted as a student, I will unconditionally adhere to the terms and conditions of this college. I hereby agree to be jointly and severally liable for the total fee.

Date:	
Applicant Signature:	Parent / Guardian Signature: