



DISTANCE EDUCATION COLLEGE
AFSTANDSONDERRIG KOLLEGE

(012) 567 2872
admin@ntek.co.za
www.ntek.co.za
257 HONEYSUCKLE ROAD
MAGALIESKRUIJN, PRETORIA

ANNEXURE "A"

WHAT YOU MUST KNOW:

1. ONLINE CLASSES THROUGH "N-APP"

Due to the COVID-19 virus pandemic and the safety of our students, day class and evening class assistance have been replaced with Online Class Assistance. Therefore distance education students can now also make use of the class assistance through the NTEK App.

What is the "N-APP" (ONLINE CLASSES)?

- Online App with pre-recorded classes.
- The App is available on smart phone / tablet.
- Classes can be viewed on your own time.
- The classes are available for the whole term.

Subjects Available for Online Course:

- Mathematics N1 – N4
- Engineering Science N1 – N4
- Electrical Trade Theory N1 – N3
- Metal Worker's Theory N1 only
- Motor Trade Theory N1 – N3
- Diesel Trade Theory N2 – N3
- Fitting & Machining Theory N1 – N2
- Mechanotechnology N3 only
- Mechanotechnics N4 only
- Industrial Electronics N1 – N3

2. STUDENT PORTAL

Once you are registered at our College you will receive a link with your username and password. **DO NOT DELETE THIS SMS!! All term marks, exam dates and results will be available through the portal.**

PLEASE TAKE NOTE OF THE FOLLOWING INFORMATION:

- **FULL PAYMENT IS REQUIRED BEFORE CLOSING DATE OF ENROLMENT** as we only have a certain given time to register you at the Department of Higher Education. The Department (DHET) **DOES NOT ALLOW ANY LATE REGISTRATIONS!!**
- **ALL NTEK COMMUNICATION** take place via sms and our facebook page. **It stays your responsibility to visit our facebook page regularly!**
- **DRAWING** subjects **MUST** receive a practice flip-file. Make sure you receive it.
- **All RE-WRITES (except Installation Rules) MUST** receive a new Assignment for a new term mark.
- Make sure that you complete an alternative contact number and e-mail address on the enrolment form.
- **ASSIGNMENT 1 and ASSIGNMENT 2 MUST** be completed and handed in on the Assignment due date! **NO LATE ASSIGNMENTS WILL BE ACCEPTED!! NO ASSIGNMENT RECEIVED = 0% TERM MARK = NO EXAM ADMISSION!** Required pass rate for exam admission is 40% or more.
- **DO NOT ENROL AT 2 COLLEGES AT THE SAME TRIMESTER!!! DHET WILL NOT RELEASE YOUR EXAM RESULTS!**

This form is only for information purposes and DOES NOT need to be send with the Enrolment form

DIRECTORS
Llewellyn Palmer



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ENROLLMENT FORM / INSKRYWINGSVORM

NO ENROLMENT APPLICATION WILL BE PROCESSED WITHOUT:

- A COPY OF YOUR I.D. DOCUMENT (NON RSA ID – PASSPORT COPY)
- 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					
N4–N6 have you completed a Matrix form?						Are you currently enrolled at another institution?	YES	NO			
Surname											
Full Names											
ID Number											
Ethnic Group						Disabilities Y/N		Amanuensis Y/N			
Date of Birth						Gender					
E-mail address											
Residential Address											
						Code					
Student Phone Number						Courier (mark with X)	YES	NO			
Alternative Contact Name for Correspondence						Number					
Alternative Contact e-mail for Correspondence											
Courier Address (if applicable)											
						Code					

Subject Choice		N-Level	Distance studies	Class (Day / Night)	Online Class trough Ntek App	Rewrite	Afrikaans If available for Subject and Level
1			√	N/A			
2			√	N/A			
3			√	N/A			
4			√	N/A			

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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.
- All subjects will be in English as a default language. Afrikaans must be applied for when and where available.
- 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 cell phone 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)	Term 2 (August)	Term 3 (November)
Invoice to Be Made (If Business 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 have read and taken note of Annexure A
I hereby agree to be jointly and severally liable for the total fee.

Date:	
Applicant Signature:	Parent / Guardian Signature:

