



**REGISTRATION DOCUMENT**

Complete part 1, 2, 3 and 4 of this form in full and send it to: Fax 086 523 8077 or Email: registrations@aoy.co.za

**PART 1: Student Details PLEASE COMPLETE ALL FIELDS IN BLOCK LETTERS**

Full Name \_\_\_\_\_  
 Surname \_\_\_\_\_  
 Mr/Mrs/Ms \_\_\_\_\_ Initials \_\_\_\_\_  
 ID Number \_\_\_\_\_  
 Date of Birth \_\_\_\_\_ **Ethnicity:** Black African   
 Highest Grade Passed \_\_\_\_\_ White   
 Coloured   
 Tel No: Cell \_\_\_\_\_ Indian   
 Home \_\_\_\_\_ Asian   
 Work \_\_\_\_\_ Other   
 E-mail Address \_\_\_\_\_  
**Physical Address where study material will be sent to:**  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Home Address \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Company Name \_\_\_\_\_  
 Name of Supervisor / Manager \_\_\_\_\_  
 Supervisor Telephone Number \_\_\_\_\_  
 Work Address \_\_\_\_\_  
 \_\_\_\_\_  
 Your Job Title \_\_\_\_\_  
 Salary after tax (Nett) \_\_\_\_\_  
 Next of Kin Name & Surname \_\_\_\_\_  
 Next of Kin Tel No. Cell \_\_\_\_\_  
 Company Name / Workplace \_\_\_\_\_  
 Contact details of relative or friend NOT living with you:  
 Name & Surname \_\_\_\_\_  
 Address \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Relative Tel No. \_\_\_\_\_

**PART 2: Course Payment Details PLEASE COMPLETE ALL FIELDS IN BLOCK LETTERS**

Course Name \_\_\_\_\_  
 Course Accreditor \_\_\_\_\_ Course Code \_\_\_\_\_  
**A. Once Off Payment Option** | **B. Payment Plan Option**  
 Once off Price R \_\_\_\_\_ Monthly Fee R \_\_\_\_\_ Repayment Over \_\_\_\_\_ Months  
 Total Fee R \_\_\_\_\_ Study Period \_\_\_\_\_ Months  
 If you select the payment plan option, you need to pay a non-refundable registration fee via Debit Order or EFT. After the registration has been approved, the monthly debit order instalments will be deducted on your salary date and commence in the next calendar month after registration.

**PART 3: Payer's Details PLEASE COMPLETE ALL FIELDS IN BLOCK LETTERS**

**IS THE STUDENT THE ACCOUNT PAYER?** Yes  No  If you answered NO, please let your Sponsor complete and sign this section and ensure that we receive a Guarantor Letter.  
 Name \_\_\_\_\_ Tel No: Cell \_\_\_\_\_  
 Surname \_\_\_\_\_ Home \_\_\_\_\_  
 Mr/Mrs/Ms \_\_\_\_\_ Initials \_\_\_\_\_ Work \_\_\_\_\_  
 ID Number \_\_\_\_\_ E-mail Address \_\_\_\_\_  
 Monthly Statements via: Email  Postal Address  Company \_\_\_\_\_

I hereby agree to the above Payment Option and the Terms and Conditions as set out in Part 4.

Signature of Bank Account Holder \_\_\_\_\_  
 Student Signature \_\_\_\_\_  
 Signed at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_

**PLEASE SIGN HERE** ←  
 ← **PLEASE SIGN HERE**



## DEBIT ORDER AUTHORITY AND MANDATE FORM (IN RESPECT OF ALL ELECTRONIC DEBITS INCLUDING NAEDO TRACKING)

**A. AUTHORITY**

Given by: (Name of account holder) \_\_\_\_\_

Student Name \_\_\_\_\_

Bank \_\_\_\_\_ Branch and code \_\_\_\_\_

Account number \_\_\_\_\_ Type of account: current / cheque / savings [circle applicable]

Total amount of R \_\_\_\_\_ with a monthly repayment of R \_\_\_\_\_ for \_\_\_\_\_ months.

Registration fee to be deducted from my account Amount R \_\_\_\_\_ Date \_\_\_\_\_

To **Academy of York** Beneficiary's address **PO Box 490, Randburg, 2125****This signed Authority and Mandate refers to our contract dated \_\_\_\_\_ ("the Agreement")**

I hereby authorise Academy of York to issue and deliver payment instructions to your banker for collection against my/our account at my bank (or any other bank or branch to which I may transfer my account) on condition that the sum of such payment instructions will never exceed my obligations as agreed to in the Agreement and commencing on \_\_\_\_\_ (date) and continuing registration and continuing until this Authority and Mandate is terminated by me by giving you notice in writing of not less than 20 ordinary working days, and sent by prepaid registered post or delivered to your address indicated above.

**The individual payment instructions so authorised to be issued must be issued and delivered as follows:**

On the \_\_\_\_\_ th (SALARY DATE) of each month as per payment plan, commencing on \_\_\_\_\_ (day) of \_\_\_\_\_ (month) \_\_\_\_\_ (year)

In the event that the payment day falls on a Saturday, Sunday or recognized South African public holiday, the payment day will automatically be the next ordinary business day or preceding business day. Further, if there are insufficient funds in the nominated account to meet the obligation, you are entitled to track my account and re-present the instruction for payment as soon as sufficient funds are available in my account.

Payment instructions due in December and /or April may be debited against my account on \_\_\_\_\_ (Date)

I understand that the withdrawals hereby authorised will be processed through a computerized system provided by the South African Banks and I also understand that details of each withdrawal will be printed on my bank statement. The following description will be used; **REAOYSTUDY**. I shall not be entitled to any refund of amounts which you have withdrawn while this authority was in force, if such amounts were legally owing to you.

**B. MANDATE**

I acknowledge that all payment instructions issued by you shall be treated by my above mentioned bank as if the instructions had been issued by me personally.

**C. CANCELLATION**

I agree that although this Authority and Mandate may be cancelled by me, such cancellation will not cancel the Agreement. I shall not be entitled to any refund of amounts which you have withdrawn while this authority was in force, if such amounts were legally owing to you.

**D. ASSIGNMENT**

I acknowledge that this authority may be ceded or assigned to a third party if the Agreement is also ceded or assigned to that third party, but in the absence of such assignment of the Agreement, this Authority and Mandate cannot be assigned to any third party.

Signed at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_

Signature of Bank Account Holder \_\_\_\_\_

PLEASE SIGN HERE**TERMS & CONDITIONS**

**1.** This Contract constitutes the entire and only agreement between Academy of York (Pty) Ltd (here-in after referred to as "AOY") and the Student/Client, and supersedes any and all prior or contemporaneous agreements, representations, warranties, and understandings with respect to the goods, services and information provided by or through AOY, and the subject matter of this contract. The Student/Client agrees to review this contract prior to purchasing goods and/or services, and this shall be deemed acceptance of this contract. **2.** It is specifically recorded that the Student/Client shall remain liable for the full purchase price of the Course in the event of a failure by the Student/ Client to complete the Course. **3.** Study material supplied to the student may not be passed on or access given to any person other than the student. **4.** The price payable will be submitted by the method that the Student/Client has indicated on the registration document. **5.** Should the Student/ Client fail to make any payment owing, any Bursary may be withdrawn and the full amount of the balance owing shall become immediately payable. AOY shall be entitled to proceed against the Student/Client for recovery without further notice. **6.** In the event that the Student/Client is in arrears, or if legal action is instituted, the Student/Client agrees to pay all legal costs, including legal charges on attorney and own client scale, collection charges, tracking costs and commissions. The Student/Client consents in terms of the Provisions of Section 65J of the Magistrates Court Act No.32 of 1944 to an emoluments attachment order to be issued, without further notice to the Student/ Client from the Court of the District in which the Student/Client resides, carries on business, or is employed, and that the amounts of the emoluments be attached in instalments as reflected in the agreement with AOY. **7.** Academy of York may cede this agreement. **8.** Late payment fees will be charged on all overdue accounts at prime plus 6,5% compounded. **9.** The Student/Client agrees that the Post Office/Courier Service shall be the agent for the acceptance and conveyance of all study material and assignments addressed to the Student/Client. AOY will not be held responsible in case of courier/postal strikes. **10.** The Student/Client is fully aware of the accreditation status of the specific course/s that he or she is enrolling for. **11.** AOY guarantees to provide tuition for the period stated per each course from the date of registration. Any extension dates of courses must be requested from AOY in writing. **12.** The Student/Client agree that AOY or its partners may communicate by e-mail or SMS to the Student/Client's computer or cellular telephone as provided. These methods will be regarded as a valid method of sending any communication in respect of the agreement. **13.** The Student/Client may cancel this agreement within 14 days from the date of registration or before Login details are sent, whichever comes first, by submitting a written letter to AOY. Thereafter, this agreement becomes legal and binding and shall not be cancelled. **14.** If the Student/ Client is a natural person, and this contract is a Fixed Term Agreement with a specific start and end date, the Consumer Protection Act, 68 of 2008 (here-in after referred to as the "CPA") will apply to this contract. In this case, the provisions of Section 14 of the CPA entitles the Student/Client to cancel this contract by giving AOY 20 (twenty) business days written notice of his/her intention to do so. However, the Student/Client remains liable to AOY for all amounts owed up to the date of cancellation, and AOY may impose a reasonable penalty or charge for any study material supplied, services provided, as well as in respect of the outstanding amounts still payable in terms of the Fixed Term Agreement. The Student/Client further acknowledges that should this contract period exceed the CPA prescribed period of 24 months, it is specifically agreed in this contract between the parties that the term of this contract may exceed the prescribed term, as the term agreed to in this contract is to the financial benefit of the Student/Client. **15.** The Student/ Client warrants that the information disclosed in this agreement is true and correct in every respect. **16.** The Student/Client undertakes to notify AOY in writing of any changes to contact details within 7 (seven) days of such change. **17.** Course fees charged by AOY exclude a. Registration fees for agent partners (e.g. ICB) b. Exam fees c. Courier fees d. Additional/Replacement study material. **18.** AOY Registration fee is an additional fee and not part of the Course fee. **19.** The student, undersigned, hereby appoint as our domicilium citandi et executandi for all purposes in terms of this agreement, including service of legal process, the address set out in the registration document. **20.** The Student/ Client hereby give consent for an enquiry to be performed on my name at a Credit Bureau. **21.** AOY reserves the right to cancel this contract.

Student Signature \_\_\_\_\_

PLEASE SIGN HERE

Signed at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_