

MBA Registration Form



richfield.ac.za

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Richfield Graduate Institute of Technology (Pty) Ltd, is registered with the Department of Higher Education & Training as a Private Higher Education Institution under the Higher Education Act, 1997, Registration Certificate No. 2000/HE07/008 & as a Private Education College under the Continuing Education & Training Act, 2006 (Act No. 16 of 2006), Registration Certificate No. 2008/FE07/050.

										Returning Student:				New Student:				
Student Number																		
Enquiry Number										Date	D	D	M	M	Y	Y	Y	Y
Consultant Code																		

IMPORTANT: Complete all sections - Please TICK the appropriate box and initial all pages

SECTION 1 – TELL US MORE ABOUT YOURSELF

Title	Mr.	Mrs.	Ms.	Dr.	Prof.	Other						
Surname												
First Name							Initials					
Gender	Male	Female	Marital Status	Single	Married	Divorced	Widowed					
Citizenship	South Africa		Dual (South Africa plus other)		Permanent Resident		Other					
Nationality	South Africa		Other	Date of Birth	D	D	M	M	Y	Y	Y	Y
South African ID / Passport (Please attach certified copy of ID Document / Passport)												
If not a South African Citizen, but living in South Africa, please attach a certified copy of your Work or Study Permit.												
Work / Study Permit Number						Home Language						
DISABILITIES: DO YOU HAVE ANY DISABILITIES THAT MAY REQUIRE ASSISTANCE?												
Sight (even with glasses)			Hear (even with hearing aid)			Intellectual (learning)						
Physical			Communication (speech)			Multiple						
Emotional (behavioral / psychological)			Disabled but unspecified			None						

SECTION 2

Master of Business Administration (MBA) NQF 9 SAQA ID 117681 Credits 180							
Highest qualification attained							
(Please attach certified copies of your Matric Certificate and / or other relevant entrance qualifications and subject results)							
Student Type	New Student	Returning Student	Year of Study	Year 1	Year 2		
Format of Study	Distance Learning						
INSIGHT SURVEY: HOW DID YOU HEAR ABOUT RICHFIELD?							
Please TICK the appropriate box (completion is compulsory).							
Newspaper	Richfield Website	Pamphlet	TV	Exhibition	Friend		
Magazine	Internet Advert	Billboard	Radio	School Visit	Other		

SECTION 3 – CONTACT DETAILS

STUDENT CONTACT DETAILS: Completion of the physical, postal and delivery addresses are compulsory.

National Code (if outside SA)		Cellphone	
Home Tel		Work Tel	
Fax		Email	

PHYSICAL ADDRESS

Street Name			
Complex Name		House No. / Unit	
Suburb		Postal Code	
City		Country	

POSTAL ADDRESS

P.O. Box No.		Street Name	
Complex Name		House No. / Unit	
Suburb		Postal Code	
City		Country	

PHYSICAL ADDRESS FOR DELIVERY OF STUDY MATERIAL

Please Note: study material will be delivered by courier during business hours.

Delivery Address (TICK only, if same as physical)

Street Name			
Complex Name		House No. / Unit	
Suburb		Postal Code	
City		Country	

Your contact number for the courier company to confirm delivery of your study material between 8am - 4pm.

Cellphone		Work Tel	
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CURRENT EMPLOYMENT DETAILS

Present Employer											
Sector	Public	Private	Employment Commencement Date	D	D	M	M	Y	Y	Y	Y
Current Job Title											
Contact Person				Work Tel							

NEXT OF KIN CONTACT DETAILS (A RELATIVE OR FRIEND, NOT LIVING WITH YOU.)

Surname				Name								
Cellphone				Work Tel								
Home Tel				Email								
Street Name												
Complex Name		House No. / Unit										
Suburb		Postal Code										
City		Country										

DETAILS OF ACCOUNT PAYER

If the PAYER is an individual, company or business and NOT the student - please complete accordingly.

Title	Mr.	Mrs.	Ms.	Dr.	Prof.	Other															
Surname (as on ID)														Initials							
First Name/s OR Company / Business Name																					
Identity No. OR Company / Business Reg No.																					
National code (if outside SA)										Cellphone											
Home Tel										Work Tel											
Fax										Email											
P.O. Box No.										Street Name											
Complex Name														House No. / Unit							
Suburb														Postal Code							
City										Country											

Please Note: You consent to us obtaining credit bureau enquiries from time to time through any credit bureau or similar institution in order to ascertain your personal circumstances, credit history and credit worthiness.

SECTION 4 – PAYMENT OF FEES (CHOOSE AN OPTION BELOW)

PAYMENT PLANS: please indicate the choice of payment plan by TICKING the appropriate box.

Cash Plan - full payment of fees for the current year of study.

11 Month instalments (Excludes deposit)

PAYEE: please indicate by whom or how payment will be made:

Student	Parent	Sponsor	Company	Bursary	Student Loan	Other				
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PAYMENT METHOD:

1. Direct Deposit (made into the following account, on or before the due dates of accessed installments)

Bank	Standard Bank	Type of Account	Cheque / Current
Account Name	Richfield Graduate Institute of Technology (Pty) Ltd		
Branch Name	Durban	Branch No.	057729
Account No.	201901692	Reference: (Student No. / ID No. only)	

REFER A FRIEND: Please recommend someone who may be interested in studying. (Fill in their details below)

Name		Email	
Cellphone		Work Tel	

SECTION 5 – STUDENT REGISTRATION DECLARATION (AS PER DEPARTMENT OF HIGHER EDUCATION AND TRAINING (DHET))

I, _____ (student’s full name and surname)
 _____ (student’s ID No. or Student No.) am fully aware that the programme I have enrolled on,
 that is, the _____
 (full title of programme/qualification) with SAQA ID: _____ (SAQA / Qualification ID),
 is registered with the Department of Higher/Further Education and Training to Richfield.

Registration Number 2000/HE07/008, as indicated on the Registration Certificate dated:

D	D	M	M	Y	Y	Y	Y
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 Applicant / Student (Print full name)

 Applicant / Student Signature

D	D	M	M	Y	Y	Y	Y
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Date

 *Parent / guardian / custodian (if student is under 18
 or parent / guardian (responsible for payment*))

 Co-signed by parent guardian / custodian
 (if student is under 18 or parent / guardian
 (responsible for payment*))

D	D	M	M	Y	Y	Y	Y
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Date

SECTION 6 – TERMS AND CONDITIONS OF CONTRACT

Please note that 'you' and 'your' in these clauses refer to the person responsible for payment, whose particulars appear under Section 4 of the registration form.

1. General

- 1.1. Student must pay the full deposit in order to be a registered Student at the Institution.
 - 1.2. Students who fail to pay the full deposit by the 3rd February 2024 will not be allowed to attend classes unless there is a formal written agreement between the Student and the Faculty Dean.
 - 1.3. In the event that the Student wishes not to study at the Institution or to cancel this contract, he/she shall provide within 7 business days (cooling off period) WRITTEN NOTICE from the date of registration thereof to the Faculty Dean. The Student will remain liable from the date of registration for any amount owing to Richfield up until the date of cancellation; and shall be liable for an administration fee. The onus vests with the Student to ensure that a request letter is submitted for consideration for the attention of the Faculty Dean, which he/she must acknowledge in writing and a copy given to you. This acknowledgement from the Faculty Dean duly signed and dated will be used to process a cancellation request or effect any refund due, whichever is applicable.
 - 1.4. Refunds will only be effected according to the Institution's Refund Policy and the Student must make a formal application in writing providing a detailed explanation for the refund, to the Faculty Dean. The onus lies with the Student to retain a copy of the letter submitted to the Faculty Dean as proof of refund request. In addition to the Institution's Refund Policy, the refund will only be payable within 15 working days from date of request. Should a student drop out, the deposit and any other instalments paid will be forfeited, in addition, the student will be liable for all remaining fees. Any over payments or refunds that is due to a student must be claimed by student within 6 months of the date of last payment. If a student pays a deposit and fails to complete an enrolment form, the student has up to 7 days from the date of the deposit to claim the refund. Thereafter, the deposit will be forfeited. It is mandatory for a student to complete an enrolment form for him to be entitled to a refund in terms of the "Refund Policy". Any overpayments must be requested within the academic year that it was made, otherwise the claim will be forfeited.
 - 1.5. In the event that a Student stops attending classes for any reason whatsoever, which includes expulsion, this contract is in force, he/she will remain liable for the full fees and no refunds will be effected.
 - 1.6. Richfield reserves the right to amend/cancel the registration of a Student in the event of insufficient Students' for a particular course.
 - 1.7. Richfield reserves the right to amend the syllabus in line with industry requirements or at the discretion of the Institution's Senate or delegated sub-committee.
 - 1.8. InRichfield reserves the right to cede the debt and collection of fees to a Debt Collection Agency/Attorney. The Student will become liable for all legal fees and collection commission and penalty and other charges in terms of the Debt Collections Act, 114 of 1998/or in terms of the Attorney and Own Client Scale payable to the Agency/Attorney.
 - 1.9. It is recorded that the Institution is registered with the Department of Higher Education, thereby ensuring that it meets its Teaching and Learning obligations to Students.
 - 1.10. The registration fee incorporates a component which guarantees the Student a proportionate refund by the Department of Education if Richfield can no longer, or if it discontinues, a programme under certain circumstances.
 - 1.11. Richfield will communicate with all Students via sms, printmedia, postal letters, telephone, email and WhatsApp.
 - 1.12. International applicants must be in possession of, and produce, a valid passport, valid study permit, and proof of residence. International students will be obliged to pay a minimum of 50% of the full course fee prior to acceptance of the Students application.
 - 1.13. Richfield is not responsible for any loss or damage to clothing or any personal property of the Student although reasonable precautions will be taken in regard to them.
 - 1.14. By his/her signature hereto, the Student/parent/guardian chooses the residential address of the Student on page 1 of this enrolment contract to be his/her domicile citandi et executandi (i.e. their address for the receipt of court processes and all other notices in terms of this contract) (a copy of proof of Address will be provided).
 - 1.15. By his/her signature hereto, the Student/parent/guardian consents to the jurisdiction of the Magistrate's court having jurisdiction over his/her person in respect of any action or proceedings which may be brought against him/her by Richfield under or arising from this contract even if the amount in issue would otherwise exceed the jurisdiction of such court. Notwithstanding such consent, Richfield shall be entitled to bring proceedings in any other court of competent jurisdiction without penalty as to the issue of cost.
 - 1.16. In the event that either party breaches this contract, the defaulting party shall be liable for any attorney and own client costs, including collecting commission, which may be incurred by the other party.
 - 1.17. In terms of the Consumer Protection Act, 2008 (Act No. 68 of 2008) this enrolment form does not constitute a fixed term contract.
 - 1.18. In the event of the account being in default, the person signing this agreement hereby consents to Richfield divulging the personal information contained herein to any 3rd party for the recovery thereof for the outstanding debt. This information that any 3rd party may be privileged to may explicitly be used only to aid in the recovery of the outstanding debt.
 - 1.19. The Department of Higher Education and Training is solely responsible for certification and the issuing of certificate for all the Noted programmes.
 - 1.20. The student's record are confidential and will not be released to any persons other than the student and guardian/parent.
 - 1.21. The student's record are confidential and will not be released to any persons other than the student and guardian/parent.
- ### 2. Student Study Fees
- 2.1. Student fees are payable as per the payment options at any branch of Standard Bank of South Africa Limited or Campus.
 - 2.2. Under no circumstances may Student fees be paid either cash or cheque to any staff member or office bearer of the Institution without being issued with an official receipt. The Student or any individual who makes payment on behalf of the Student, shall retain the proof of made to the Institution. *The onus vests with the Student/payer to retain copies of all receipts for the duration of his/her study and must be produced in the event of any disputes.
 - 2.3. Students who request the following will incur an additional cost as follows:
 - 2.4. Reprinting of Result Sheet - Reprinting of Result Sheet - Fee applicable
 - 2.5. Duplicate Certificate - Fee applicable
 - 2.6. Academic Record
 - 2.7. Students who request a remark of examination scripts will incur a cost after consultation with the Chief Academic Officer.
 - 2.8. Supplementary EXAMINATION FEE is applicable.
 - 2.9. All student fee instalments are due as per the instalment date selected under Section F and the final payment should be made by the 30th of November each year.
 - 2.10. In the event of fees being outstanding as per the payment plan/at the time of examinations, the Student may not be allowed to write the relevant assessment without the prior written arrangement from the Campus Manager. Should the Student default in a monthly payment, the entire balance will become due owing and payable. Students cannot graduate if fees are outstanding.
 - 2.11. A medical certificate by a registered practitioner must be produced if the Student is absent for any assessments, tests, or examination.
 - 2.12. The Student and the Account Payer for payment confirm that the information disclosed in this agreement is true and correct and it shall be a material breach of this agreement if the information is found out to be fraudulent, untrue or incorrect.
 - 2.13. The Student and the Account Payer for payment undertake to notify us in writing of any changes to any personal information or bank details.
- ### 3. Student code of Conduct
- 3.1. A financial needs analysis will be undertaken by the Institution prior to registration.
 - 3.2. The Student and/or Account Payer consents to us obtaining, using and disclosing the personal information to give to an attorney or Debt Collection Agency.
 - 3.3. Assignment submission is compulsory and marks will be capped on resubmission or late submission.
 - 3.4. The Institution does not provide "scope" for exams, but structure of the exam paper.
 - 3.5. It is compulsory for all Students to have an 80% attendance in order to write the National Exam.
 - 3.6. Every student, by signing an official registration form, becomes subject to rules of the institution ("the rules"). The rules are also found in the prospectus, exam writing material and memos issued.
 - 3.7. When a charge of having committed an offence as defined in the rules is pending against a Student, or when, in the opinion of the Institution, such a charge ought to be instituted against a Student, or when a Student has been charged with a serious crime in a court of law, the Institution may order that, until the final disposition of the charge, The Student shall
 - Cease attending lectures or classes;
 - Cease participating in such other activities of the Institution as may be specified; and/or
 - Not enter the premises of the Institution or any specified part thereof.
 - 3.8. The registration of any Student who, while a registered Student of the Institution, has been convicted of a serious crime (by a court of law) may at any time be cancelled at the discretion of the Institution. The Campus Manager/ Disciplinary Committee has the power to, at any time, in his/her discretion, expel any Student who breached a rule of the Institution.
 - 3.9. Poster or notices emanating from Students shall not be displayed without the prior approval of the Student Representative Council and Campus Manager.
 - 4.0. A Student's Representative Council shall obtain the prior permission of the Institute for any tour or similar activity which involves the absence of Student from classes.
 - 4.1. A Student who intentionally or negligently causes damage to any property owned, possessed or occupied by the Institution shall make good such damage or pay for such damages as directed but Institution.
 - 4.2. A Student shall comply with all laws of the Republic of South Africa, whilst on any property or premises owned or controlled by the Institution and/or relating to their studies or any other activity with Institution.
 - 4.3. A contravention of any of the following rules is an offence (as defined in the rules):
 - No Student shall intentionally or negligently misuse, damage, deface or destroy, or without authorisation, use any building, furniture equipment, computer, vehicle, books, notes, documents or by any member of staff of the Institution or by any fellow Student of the Institution;
 - No Student shall bring into, possess, use or supply drugs as defined in section 1 of the Drug Trafficking Act, 1992 (Act 140 of 1992), as amended; on to the Institution premises
 - No Student shall in possession of a fire-arm or dangerous weapon while on the Institution premises.
 - 4.4. No Student shall:
 - Unlawfully and intentionally or negligently cause the death of any person on property owned or controlled by the Institution;
 - Unlawfully assault or inflict any physical injury on any other person;
 - By acts or threats, unlawfully assaults or attempt to assault, any person in a manner designed or intended to achieve sexual intercourse, or any other form of sexual gratification, of whatever nature or degree with the person assaulted;

TERMS AND CONDITIONS OF CONTRACT

- Commit in respect of or upon the person of any other person any act of physical indecency, or by words, conduct or writing threaten to perform any act of physical indecency upon such person;
 - While on any premises owned or controlled by the Institution or while participating in any Institutional activity, by word or gesture address any person in a way that is obscene, indecent or offensive;
 - By words, conduct or writing, propose, suggest or imply to another Student, visitor, or member of the staff of the Institution any activity of a sexual nature if the Student knows, or foresees, that the other person would consider such proposal, suggestion or implication is by reason of its sexual nature, offensive, demeaning or intimidatory to the person to whom it is addressed;
 - Steal or attempt to steal any money, property or other valuables;
 - By deed, word or writing abuse or seriously impair the self – respect or reputation of a Student, visitor, member of staff of the Institution; or
 - Unlawfully invade the privacy of a Student, visitor, and member of the staff of the Institution.
- 3.10. No Student shall cheat in any Institution examination. For the purposes of the rule, cheating shall include:
- The introduction, or attempted introduction, into any place where an examination is about to be conducted, of any book, note, cell-phone or other device or instrument capable of storing, sending or receiving information;
 - The possession, use, or attempted use, during an examination of any book, note, document, cell-phone, or other device or instrument capable of storing, sending, or receiving information, or any other article containing information the use of which is not authorized by the examiner or other examination officer;
 - The removal or attempted removal from an examination room of any examination book or writing paper supplied by the Institution for the purposes of answering an examination;
 - The use of a false name or identity number in an examination; and /or
 - Intentionally or negligently assisting another Student to cheat.
 - Distance Learners are required to download and utilise the necessary software to prevent plagiarism and cheating
 - All students must utilise a device compatible with the proctoring tool
 - Richfield has the right to block access to various AI sites that are used for cheating during assessments
- 3.11. A Student shall not obstruct, or attempt to obstruct any member of the staff of the Institution, or any contractor employed or retained by the Institution, in the performance of their duties.
- 3.12. A Student shall not occupy or be present upon any property or premises owned or controlled by the Institution after being required to leave such property or premises by a member of staff of the Institution acting within the scope of his or her duties.
- 3.13. No Student shall engage in conduct which disrupts or is likely to disrupt teaching, study; research; meeting; ceremonial or social activity at the Institution.
- 3.14. No Student shall unlawfully express, proclaim, publish or disseminate in speech, writing, print or other medium, any views, beliefs or ideology which unlawfully infringes upon the dignity or individual human rights of another Student of category, group or class of Student or any member of the staff of the Institution, or a person invited by the Institution to speak or lecture at the Institute.
- 3.15. No Student shall behave in a manner which is indecent or improper and which thereby brings the Institution into disrepute.
- 3.16. No Student shall offer, present, deliver or tender any officer of the Institution, any document which the Student knows, or ought reasonably to know to be a false or a forgery, and which causes prejudice to the administrative, financial or academic interests of the Institution or which has the potential to cause such prejudice.
- 3.17. No Student shall agree to give, or offer or tender to any staff member of Institution, any pecuniary consideration or other reward in return for any inaction by the staff in an official capacity.
- 3.18. No Student shall set fire to any property belonging to another Student or the Institution or a member of the staff of the Institution with the intent to injure the Institution or such person.
- 3.19. No Student shall unlawfully break into and enter any building room, store, or premises owned or controlled by the Institution.
- 3.20. A contravention of the following rules is a misdemeanour (as defined in these rules):
- No Student shall, while on any property owned or controlled by the Institution, or at Institution function or ceremony, behave in a noisy or riotous manner, or in such a way as to be a nuisance to other Student or to any member of the staff or guests of the Institution;
 - A Student shall obey any lawful order of a member of the staff of the Institution as well as any lawful instruction of the Institution;
 - A Student shall produce a Student identity card upon lawful request by any member of the staff;
 - No member shall organise, institute or engage in any form of initiation of Students, or any campus or residence raids.
- 3.21. No Students are permitted to eat/drink in the computer laboratories.
- 3.22. No Student is allowed to smoke, consume alcohol or drugs on any property or premises owned or controlled by the Institution.
- 3.23. Students using any computer or other facilities must be done under the supervision/authority of the campus/course administrator.
- 3.24. Students are responsible for resources under their control.
- 3.25. No software may be loaded, developed or executed on Richfield's computers unless they are proven to be virus free and approved by the Campus Manager/Cluster Director in writing.
- 3.26. The Student shall accept all the results of Richfield's examinations as final, subject to the standards procedures regarding remarks and disputes.
- 3.27. Students are not allowed to defer/ postpone studies in their first semester with Richfield, a student can only request a postponement should their fees be up to date, postponement requests are only valid for one semester. Should the student not return they will be liable for the fees due
- 3.28. Should a student not complete their studies and wishes to continue in the current year, they will be charged for a reactivation fee as stipulated by the institution
- 3.29. Students are not allowed to change electives or modules once the semester has begun or assignments have been attempted.

The below signature(s) denote acceptance of terms and conditions of contract.

Signed by Student

Co-signed by parent guardian /
custodian (if student is under 18
or parent / guardian (responsible
for payment*)

Account Payer / Guarantor*