

MIDLANDS

Address: Admin Block, Room D 203
 Indumiso Campus Riverside Campus
 (033) 845 8951 (033) 845 8815
 Tel:



APPLICATION FOR REGISTRATION FOR A NON-SUBSIDISED COURSE/SHORT COURSE

Full Name of Qualification:	
Department:	
Commencing Date of Course:	
End Date of Course:	
Qualification Code:	
Subject Description (If Applicable):	Subject Code:

Please ✓ the appropriate box:

Are your fees being paid by your Employer?	Yes	No
If Yes, please produce original sponsor letter to Finance for clearance		
NB: The total course fee is payable before registration and prior to commencement of the course <i>A copy of your <u>Identity Document</u> and <u>proof of payment</u> must be attached to this application</i>		

STUDENT DETAILS			
Student Number			
Surname			First Name/s
Identity Number			
Passport Number (International Student)			
Postal Address			Postal Code
Contact Number/s	Home	Work	Cell
Email Address			
Full Name of Qualification			Qualification Code

If not South African, state:
1. Of which country are you a citizen?
2. Study permit number:
3. Expiry date of permit:
Postal Address:
Code

Population group (NB: for statistical purposes only) Please ✓ the appropriate box:
White: Coloured: Indian: Black: Other:

Routing: Student → Academic Department → Finance → Faculty Office

NEW STUDENT UNDERTAKING AND INDEMNITY FOR ALL PERIODS OF REGISTRATION

IMPORTANT NOTES TO NEW STUDENT:

Your registration will not be completed/finalised until both this form and the separate deed of suretyship are completed, signed and submitted. The original forms must be submitted to the faculty office and the deed of suretyship must be submitted to the finance department.

If you are under 18 years old then your parents or legal guardians must complete and sign the assistance and undertaking section at the end of this form

FULL NAMES OF STUDENT	
STUDENT NO:	ID NO:

I, the abovenamed and undersigned Student, hereby accept and agree to the following:

1. I understand and agree that upon registration I will attend the Durban University of Technology (hereafter referred to as the DUT) and undertake all activities at the DUT entirely at my own risk.
2. I hereby release, indemnify and absolve the DUT, its Council, its staff, its agents, representatives (and all persons for whom it is vicariously liable) from all liability in respect of any claim which I, my estate, my dependants or any other person may have, arising from loss or damage to property owned by me or in my possession or under my control or from bodily injury to me or my death regardless of the nature or cause of such loss, damage, injury or death and regardless of whether it be caused by the negligent act or omission of the DUT, its Council, its staff, its agents, representatives or other persons for whom it is vicariously liable. I understand the nature and extent of this release. However, in the event that the DUT is held to be liable to me, my estate, my dependants or any other person in respect of any claim arising as aforesaid, then I agree that such liability shall be limited to the extent to which such claim is covered and met by DUT's insurance policies
3. I shall at all times abide by and accept all the rules and regulations of the DUT currently in force and as amended from time to time, as published in the:
 - 3.1 "General Handbook for Students";
 - 3.2 "Fees and Finance Rules" handbook;
 - 3.3 "Department Handbook" relevant to me; and,
 - 3.4 "Student Housing Code of Conduct" handbook.
4. I agree and undertake to make payment of all fees and charges by the due date for payment, and I accept and undertake to abide by the conditions relating to payment of fees and charges and deregistration. Should I fail to make timeous payment of any fee or charge due by me to the DUT, then I agree that the DUT shall be entitled to charge me interest on the amount due at the maximum rate of interest applicable to incidental credit agreements from time to time as provided for in the National Credit Act, 34 of 2005, (currently 2% per month) and published in the "Fees and Finance Rules" handbook.
5. I understand and accept that if any fees or charges due by me to the DUT have not been paid in full and/or any library books and/or any other property on loan from the DUT and are not returned by due date then, notwithstanding anything to the contrary, the DUT shall be entitled to cancel my registration and / or withhold my examination results until such time as I pay the outstanding fees or charges and/or return any outstanding library books or property to the DUT.
6. I agree to be liable for all legal costs incurred by the DUT as between attorney and own client, including collection charges, as a result of any instructions given by the DUT to it's attorneys for the recovery of any arrear fees or charges or property, irrespective of whether legal action is instituted against me.
7. I understand and accept that non-attendance of the academic programme by me for any reason whatsoever does not absolve me from making full payment of the full programme fees and does not entitle me to claim any refund of or reduction in the academic programme fees which may already have been paid. I further undertake to inform the Head of Department concerned, of my withdrawal from the academic programme on the prescribed form.
8. I grant consent to the Durban University of Technology in terms of section 18 of the Protection of Personal Information Act 4 of 2013 to utilise and store my personal information for the purposes of processing my application for study, residence, bursary or loan applications, verification of results/ qualifications/certificates of good conduct, credit verification checks, bursars reports, Department of Higher Education reports etc.
9. As a Student of the DUT, I understand that in addition to any Departmental pre-requisites, I am required to obtain a Senior Certificate or equivalent qualification as a minimum requirement for registration. I undertake to produce to the DUT my original Senior Certificate (or equivalent) Results Statement when I first register so that the DUT can make certified copies thereof. I agree to any measure taken by the Institution to check and authenticate any documentation submitted for admission.
10. If I have previously registered at any other tertiary institution, I undertake to produce to the DUT upon registration a certificate of good conduct and an academic record from that other institution. I agree to any measure taken by the Institution to check and authenticate any documentation submitted for admission.
11. If I am a student who requires a study visa, I undertake to produce the original of such visa to the DUT when I first register as well as a Certificate of Evaluation from SAQA (if required by the DUT) so that the DUT can make certified copies thereof.
12. I am aware that my registration may be cancelled by the DUT at any time if my registration fails to comply with any rules or regulations of the DUT in any way.

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Routing: Student → Academic Department → Finance → Faculty Office

FOR USE BY HEAD OF DEPARTMENT ONLY

- The student qualifies to register for the course and all necessary fees have been paid.
- The application is hereby approved.

Signature of Head of Department:		Date:		Place:	
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FOR OFFICE USE

Received by:		Date:	
Processed by:		Date:	
Checked by:		Date:	
Faculty Officer:		Date:	