



2017/2018 Contract of Enrolment with Terms and Conditions

Higher Certificate: Early Childhood Development NQF 5. SAQA ID NUMBER: 64649/23117 Credits: 132

Learner No:

Part 1 - Minimum Entry Requirements

Minimum Entry Requirements for this contract: Further Education & Training Certificate: Early Childhood Development NQF 4, Grade 12 and a career in ECD.

The Enrolment is not valid unless accompanied by the following documentation:

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| 1. Certified ID copy (Learner + Person Responsible for the account) | 2. Certified copy of highest school report & any other qualification |
| 3. Deposit slip of Application Fee | 4. Proof of address not older than 3 months |
| 5. Curriculum Vitae indicating experience in a pre-school environment | 6. Signed Terms and Conditions |

If the enrolment is not accompanied by a Grade 12 Certificate, the following additional Entry Requirements apply:

- Further Education & Training Certificate: Early Childhood Development NQF 4 (140 credits) – Attach Certified documentation
- Grade 9 (or higher school grade passed) or an equivalent qualification - Attach Certified documentation

Universal College Outcomes SA will not take any responsibility that certain employers might request a Grade 12 Certificate as an entrance qualification for employment.

A Learner with a foreign Grade 12 certificate awaiting evaluation from SAQA can continue with his/her studies on condition that the Learner agrees to the following: Start the process with SAQA to verify their Foreign Grade 12. In the case of the ECD Level 4 and Level 5 Qualifications; The Learner's registration with the SETA will be placed on hold until the alignment documentation is received. If Universal College Outcomes SA do not receive this approved documentation from SAQA before the submission date of the group the qualification cannot be verified by the ETDP Seta. UCO will not be held responsible for money or time lost while completing the qualification (the full course fee will still be payable by the person responsible for the account if SAQA does not approve the foreign Grade 12).

Part 2 - Learner Information

Signature of Learner: _____ **Date:** _____ (I have read and agree to the Terms and Conditions on Page 1 and 2)

Title: (Mr/Ms/Mrs): _____ **Full Name(s):** _____ **Disability (specify):** _____

Surname: _____ **ID/Passport No:** _____

Home Telephone No: _____ **Cell No:** _____ **Work Telephone No:** _____

Residential Address: _____ **Postal Code:** _____

Postal Address: _____ **Postal Code:** _____

Part 3 - Person responsible for the account (If not completed it is assumed that it is the learner & the above information and signature applies)

Signature of Person Responsible for the account: _____ **Date:** _____ (I have read and agree to the Terms and Conditions on Page 1 and 2)

Relationship to the Learner: _____ **Full Name(s):** _____

Surname: _____ **ID/Passport No:** _____

Home Telephone No: _____ **Cell No:** _____ **Work Telephone No:** _____

Residential Address: _____ **Postal Code:** _____

Employer Name and Surname: _____ **Telephone no:** _____

Employer Address: _____ **Postal Code:** _____

Part 4 - Terms and Conditions

1. It is the responsibility of the Learner to determine the registration and accreditation status of the Learning Programmes presented by Universal College Outcomes SA as the training provider.
2. An Application Fee is payable upon entering into the contract. The Application Fee is not refundable. If this Contract is not accompanied by the proof of the Learners' minimum entry requirements, it is not valid and the Learner will forfeit the application fee.
3. Universal College Outcomes SA makes use of lecture base facilitation for our ECD training. ECD training normally consists of four hour sessions at two sessions per day twice a month. All our qualifications will normally finish within a maximum of twelve months. Only the NQF Level 4 and 5 Qualifications will be verified if the Practical Teaching Portfolio and the work related hours are complied with and proof thereof is submitted with the Portfolio of Evidence on the submission date.
4. Universal College Outcomes may deny the Learner access to a session if the Learner is not on time, if the terms of payment or Terms and Conditions of this contract or the rules and regulations of the Training Provider are not being complied with.
5. Learners must at least attend 70% of the training sessions to receive their qualification. Learners must be present for the full session in order to qualify for attendance. The attendance is validated through the Learner's signature on the attendance register. It is fraudulent to sign on behalf of another Learner and can lead to expulsion.
6. Universal College Outcomes S.A. reserves the right to reschedule sessions at their discretion.
7. Universal College Outcomes S.A. may, from time to time, make rules it considers advisable relating to learning programme attendance, Learner conduct and other matters and the parties hereby, agree to be bound by those rules.
8. All tuition material remains copyright property of Universal College Outcomes. Only original portfolios will be assessed. Copyright violation result in criminal charges.
9. Learners will not receive the next learning material if the preceding learning material is not submitted and at least 70% of the training sessions have been attended.
10. All Portfolios of Evidence for ECD Learners will not be returned to Learners after verification, but will be archived according to ETDP Seta policy and procedure. For authenticity and protection reasons (our learning material) the Portfolio of evidence will eventually be destroyed after the prescribed period.

11. Universal College Outcomes SA will under no circumstances whatsoever receive ANY tuition fees in cash from any person, irrespective of the reason provided by the Learner or any stakeholder, because it is the policy of Universal College Outcomes SA (Pty) Ltd that all tuition fees must be paid directly into the company bank account to minimise safety and security risks.
12. The Roll-out Plans will indicate a submission date for each Unit Standard or Module. If the Learner does not submit the work on time a Penalty Fee per Unit Standard or Module will be enforced. If the Learner did not receive the books due to payment difficulties it will also apply to them, because it is the Learner's responsibility to ensure that their accounts are up to date to receive the learning material on time. All Formative and Summative Assessments must be written and submitted to the Facilitator no later than the submission date after the last Unit Standard or Module according to the Roll-out Plan (RoP).
13. The minimum monthly fee is payable on the first of every month. Payment after the 1st of the month will result in a delay of the learning material. If the minimum monthly fee is not paid within 30 days, Universal College Outcomes SA reserve the right to make the full balance due, immediately payable without notice. No certificates will be issued until the full and final balance has been paid to Universal College Outcomes S.A. Resubmissions of Formative and Summative Assessment, reprint of manuals and late submission fees are charged at an additional cost to the course fee. These costs may increase during the contract period at the discretion of Universal College Outcomes SA.
14. If any legal or other action is taken by Universal College Outcomes S.A. to recover any amounts due to them in terms of this contract, the parties to this contract other than Universal College Outcomes S.A. will be liable for all costs on the attorney/client scale incurred by Universal College Outcomes S.A. to recover amounts due to them in terms of this contract. This includes a collection fee of 25% on the total outstanding balance. Interest will be charged at 15.5% per annum.
15. This contract may not be cancelled outside of the cool-off period (two weeks from the commencement date of the group) or transferred to another person. In exceptional instances the contract will be cancelled if a written request is sent to the Head Office but only if the Head Office deems the reason for cancellation as fit. No discount or refund will be given if the Learner cancels the Learning Programme or is absent during training. Transfer of Learners from one training group to another will be permitted at the discretion of Universal College Outcomes S.A. The postponement/reactivation of a Learning Programme is subject to the availability of learning material, training Facilitators, venues, Roll-out Plans and group numbers. If a Learner enrolls for a programme and does not attend class for a six months or if the Learner did not submit all the Formative and Summative Assessments on the submission date, the contract will expire and the full course balance will become payable. The Learner will need to re-enroll for the programme & pay the most recent price, as well as, the application and administration fees. Any fees paid for a programme that was not completed, will be forfeited to cover costs.
16. After the submission date of the group, No learning material will be sent to a Learner who did not receive their learning material due to documentation or payment difficulties. After the Re-assessment Submission, no further opportunities will be given to a Learner if the Learner is found "Not Yet Competent" due to the Re-assessment procedure. The Learner will be cancelled automatically if still found "Not Yet Competent" and will be liable for all fees.
17. Universal College Outcomes S.A. will not be held liable in any manner whatsoever for injury to, or death of the Learner, nor loss or damage to personal effects and possessions whilst the Learner is on the training site premises or anywhere else in connection with the learning programme whether the injury, loss or damage is the result of negligence or otherwise.
18. Universal College Outcomes S.A. chooses its domicilium et executandi for all purposes, including correspondence arising hereof, at the address given on Page1.
19. Relaxation of any terms by Universal College Outcomes S.A. for any reason whatsoever should not be regarded as a waiver of its rights in terms herein or constitute a variation hereof.
20. Universal College Outcomes SA also makes use of electronic communication with Learners.

Part 5 - Qualification Details

840 Work Related Hours - 360 Academic Hours

QUALIFICATION TITLE: Higher Certificate: Early Childhood Development NQF 5		
SAQA ID NUMBER: 64649/23117 Credits: 132		
UNIT STANDARD TITLE	U/S ID	CREDITS
Develop and manage the ECD Learning Programme	13855	24
Mediate active learning in ECD Programmes	13853	36
Promote healthy development in ECD Programmes	13854	12
Apply workplace communication skills	8647	10
Present information in a public setting	13925	5
Facilitate a Life Skills Learning Programme in the reception year	2444260	15
Facilitate a Literacy Learning Programme in the reception year	2444257	15
Facilitate a Numeracy Learning Programme in the reception year	2444256	15

Part 6 - Payment Details (Based on commencement date of classes not the registration date)

TERMS OF PAYMENT FOR CLASSES COMMENCING **AFTER** 31/12/2017:

TOTAL CONTRACT PRICE: R8650.00 CLASS FEE: R7800.00 APPLICATION FEE: R850.00
 37 Sessions including 2 School Visits. 4 Session per month, 4 Hours per session
 1st Month Application Fee of R850.00 Thereafter for 15 months R520.00 per month. Payable on/ before the first day of the month.

TERMS OF PAYMENT FOR CLASSES COMMENCING **BEFORE** 31/12/2017:

TOTAL CONTRACT PRICE: R7870.00 CLASS FEE: R7020.00 APPLICATION FEE: R850.00
 37 Sessions including 2 School Visits. 4 Session per month, 4 Hours per session
 1st Month Application Fee of R850.00 Thereafter for 12 months R585.00 per month. Payable on/ before the first day of the month.

Prices Valid from 1 August 2017 - 31 December 2018

All deposits must be made at the ASBA ATM using the Cardless Deposit transaction or an EFT.

Bank charges will be charged to the Learner by Universal College Outcomes, if any fees are deposit inside the bank.

If a Learner does not know how to use the ATM, the hostess inside the bank may be asked for assistance.

BANK: ABSA ACCOUNT NAME: Universal College Outcomes SA Pty Ltd ACCOUNT NUMBER: 4077810630 BRANCH CODE: 632005

Person	Name and Surname	Signature	Date
Learner			
Person Responsible for Account			
UCO Facilitator/ Representative			

I/We, the above, hereby agree to be jointly and severally liable for the contract amount stated herein. I/We further agree that any failure to attend sessions will not reduce my/our liability for the fees as stipulated in this contract with Universal College Outcomes S.A. I/We hereby certify that the details given by me/us are correct. I/We confirm that I/we have read and understood the Terms and Conditions of this contract as they appear on both sides hereof and I/we accept and agree to be bound by them. I/We further confirm that I/we agree with the price and method of payment for the learning programme/s for which I/the Learner have/has enrolled as stipulated on this contract.