



REGISTRATION FORM 2025

* Please complete the entire form

Mark with an x where applicable.

Full Time Studies	<input type="checkbox"/>	COURSE NAME Choose an item.	Choose an item.
Part Time Studies	<input type="checkbox"/>		
Exam Only	<input type="checkbox"/>		

FOR OFFICE USE ONLY

PLEASE <input checked="" type="checkbox"/> THE DOCUMENTS ATTACHED	MATRIC REWRITE (<input checked="" type="checkbox"/> RELEVANT SUBJECTS)
CERTIFIED ID COPY <input type="checkbox"/>	MATHS <input type="checkbox"/> PHYS <input type="checkbox"/> LFSC <input type="checkbox"/> SEPEDI <input type="checkbox"/>
CERTIFIED COPIES OF CERTIFICATES/ RESULTS <input type="checkbox"/>	MATHS LIT <input type="checkbox"/> GEO <input type="checkbox"/> AGRIC <input type="checkbox"/> ACC <input type="checkbox"/>
PROOF OF RESIDENCE <input type="checkbox"/>	ENGLISH <input type="checkbox"/> BUSN <input type="checkbox"/> ECON <input type="checkbox"/> OTHER <input type="checkbox"/>

REPORT 191 (THE RELEVANT COURSE)

CIVIL	<input type="checkbox"/>	FITTER	<input type="checkbox"/>	WELDING	<input type="checkbox"/>	HR MAN	<input type="checkbox"/>	MARKETING MAN	<input type="checkbox"/>
MECH	<input type="checkbox"/>	BOILER	<input type="checkbox"/>	CHEMICAL	<input type="checkbox"/>	PUBLIC MAN	<input type="checkbox"/>	FINANCIAL MAN	<input type="checkbox"/>
ELEC	<input type="checkbox"/>	PLUMBING	<input type="checkbox"/>	FARMIN	<input type="checkbox"/>	MAN ASSIS	<input type="checkbox"/>		<input type="checkbox"/>
WATER	<input type="checkbox"/>	INSTRUM	<input type="checkbox"/>	EDUC CARE	<input type="checkbox"/>	INSTALL RULES	<input type="checkbox"/>		<input type="checkbox"/>

CAPTURE STUDENT NUMBER BELOW

DATE: [Click or tap to enter a date.](#)

HANDED OUT BY: [Click or tap here to enter text.](#) **SIGNATURE:** _____

SECTION A :

PERSONAL INFORMATION (as per ID Book)

ID NUMBER

TITLE : MR MS OTHER SPECIFY

SURNAME

FULL NAMES	
CELLPHONE 1	
CELLPHONE 2	
WORK TEL	
EMAIL ADDRESS	

SECTION B: BIOGRAPHICAL INFORMATION

HOME LANGUAGE	
MEDIUM OF COMMUNICATION	
GENDER	
RACE	
MARITAL STATUS	
NATIONALITY	
CITIZEN STATUS	

If you are not a south African citizen kindly indicate nationality:
 Study permit:
 Passport number:
 Expiry date:

SECTION C: SCHOOL LEAVING DETAILS

LAST SCHOOL ATTENDED	
HIGHEST GRADE PASSED	
NB: PLEASE ATTACH A COPY OF YOUR ACADEMIC RESULTS OR REPORT AND ID COPY (Both Certified recently)	
PREVIOUS YEAR ACTIVITY	

SECTION D: STUDENT ADDRESS

HOME ADDRESS		TOWN	
POSTAL ADDRESS		PROVINCE	
		POSTAL CODE	

SECTION E : DISABILITIES / SPECIAL NEEDS

DISABILITIES / SPECIAL NEEDS	NONE
Other, please specify:	
ALLERGIES / HEALTH PROBLEMS	
CONTACT PERSON INCASE OF EMERGENCY	
DR NAME	
MEDICAL AID	

MEDICAL AID MAIN MEMBER	
CONTACT NUMBER	
DR TEL	
MEDICAL AID NUMBER	

SECTION F: INFORMATION OF PARENT / GUARDIAN

SURNAME AND NAME	
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RELATIONSHIP	
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CELLPHONE NO	
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RESIDENTIAL ADDRESS	
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TOWN	
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POSTAL CODE	
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OCCUPATION	
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Please attach ID copy (Parent / Guardian)

SECTION G: VERIFICATION CHECKLIST (OFFICE USE ONLY)

CAMPUS MANAGER / HOD STAMP

Form checked	<input type="checkbox"/>	Student number captured	<input type="checkbox"/>	Form completed in full	<input type="checkbox"/>
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Signature: _____ Date: _____

LECTURER SIGNATURE: _____ HOD'S: _____ DATA CAPTURER'S: _____

CONDITIONS OF REGISTRATION

ENROLMENT REQUIREMENTS

1. The applicant attests that the information supplied is correct and accurate in all respects and undertakes to update it with the institution as and when there is any change in the supplied details.

CANCELLATION OF STUDIES AND REFUND

- The applicant reserves the right to terminate his/her studies at JFC College provided that he/she submits a letter of cancellation to JFC College and the letter is received by the college Not later than 14 days either by email or registered mail after the he or she has registered or before the commencement of the course.
- Provide sufficient evidence to motivate cancellation of studies i.e. student unable to carry on with studies due to terminal illness or death.
- Full refund (excluding registration fee) will be made and accepted by the college on condition of terminal illness or death only.
- Partial refund of fees will be made by the college if applicant has not attended class at all, once classes have been attended even once, the college will not refund at all. The college will only refund to the account of the Sponsor /Parent/Guardian only.
- Cancellation will also be granted to the student without any further contractual obligation to the student and No cash refund provided that he/she transfers his/her studies to another applicant to substitute his/her space or application.
- Automatic decline of application for refund will be instituted after 30 days of registration and No claims or liabilities will be made and or accepted by the college.

LEARNER RIGHTS & OBLIGATIONS

- It's the applicant/student's right to obtain the correct service that he/she has paid for and therefore the student's duty to notify the college administration in writing or otherwise if he/she feels that this right is being compromised by the facilitators. In-case of reporting such an incident, the applicant must provide a comprehensive description of the nature of problem and or any evidence to support that claim and must insist on obtaining a reference.
- It's the learner's duty and obligation to obtain from the college the important dates pertaining to examination enrolments, checking of prelims and forwarding any corrections made thereof. The College will use notice boards and SMS or WhatsApp group to communicate to the student.
- The applicant/learner Must adhere to all additional Internal and External College rules and regulations, processes and procedure through-out their entire duration of studies at JFC College.

GENERAL CODE OF CONDUCT

- Learners must abstain from the following habits while at school: theft, smoking, drinking, drugs, carrying weapons, inappropriate behaviour, abuse of school property and disobedience of instructions. Failure to comply with this instruction may result in serious consequences including suspension or dismissal without refunding the culprit/s.
- Foreign applicants must pay at least half of the required fees or provide proof of sufficient funds and a valid study permit.
- All fees payments are due on the 7th of every calendar month unless if special arrangements have been made and granted by the college.
- Late payments resulting into late Examination entries will be a responsibility of the applicant and the college will not be held liable whatsoever for any irregularities that may arise.

ATTENDANCES AND ASSESSMENTS

- A minimum of 80% of regular and punctual class attendance is required of the student and the JFC College/DHET reserves the right to block access from either internal or External Exams if the student fails to meet the stipulated duration of attendance per term. All students are requested to stay for a compulsory study and sign the study attendance register.
- Upon Confirmation of registration, the learner must request for the class attendance time table, year event calendar and assessment schedules for his/her respective lessons further to

that, they must also report in writing to **jfccollege2@gmail.com** when they miss any scheduled classes

EXTERNAL EXAMS REGISTRATION AND PROCEDURES

17. Failure to Comply or complete or amend changes to the registration form, Examination forms or preliminarily schedules for whatsoever reason will place the entire learner's academic term, semester or year in serious jeopardy and/or may result in a decline to admission into the Examination room. Where such happens the college will not be held liable and will not refund whatsoever.

LIMITED LIABILITY

18. Neither JFC College nor its employee/s or representative will be held liable to any minor or serious bodily harm or death or loss of property arising in any way whether or not by wilful or negligent act or mission or breach of contract by any college representative/s. **Either I _____ (for**

Minor/Below 18 Years) or I _____ duly assisted in Law by _____, (Legal Guardian) on this ___ day of _____, 20___ at _____do hereby declare and warrant that I Severally and or Jointly understand and accept the conditions of registration at JFC College. Furthermore, attest to the correctness of the information that I have declared, and acknowledge that any false, Misleading or inadequate declarations may result in serious and yet undesired consequences. Hence I will not expect Compensation from JFC College for any inconveniences that are a result of my own negligence.